

	<p>Monahan way. He confirmed that the roundabout by the BP garage was in Carterton but the lack of consultation by neighbouring council was a concern. BNPC has drafted a response to letter sent by Ron Spurs, CTC clerk. There was a query as to whether WODC had funding to improve street furniture. Cllr Guest is to finish drawing up map of village with current provision of bins and then draw up proposed revisions to show net change. It would be preferential to standardise the provision for bins. Report to be prepared for June meeting.</p> <p>Cllr Postan left the meeting at 8.20pm.</p>	<p><u>ACTION</u></p> <p>Cllr Guest</p>
<u>38/17</u>	<p><u>ITEMS FOR OCC/WODC ATTENTION</u> Clerk is to ensure that outstanding PEM notifications have been chased up.</p>	The Clerk
<u>39/17</u>	<p><u>VILLAGE EMERGENCY ACTION PLAN</u> Cllr Squire to complete.</p>	Pip Squire
<u>40/17</u>	<p><u>TEMPORARY NOTICEBOARDS</u> Ongoing work to clear site of vegetation.</p>	Stuart Guest
<u>41/17</u>	<p><u>PLAYGROUND SURFACE DEPRESSIONS</u> A tonne of top soil had been delivered and will be put in place when weather improves. Need to transfer herras fencing from allotments to protect new grass growth, but also co-ordinate work with clearance of Parish Council garage stores. A deadline of Friday 1 July (8 weeks) is to be given to Social Club/Football club to identify what needs to be kept. Cllr Guest to contact Smith Bros, Minster Lovell for removal of scrap from allotments and shed. Once complete then can restrict the access to garages for security purposes of equipment.</p>	Stuart Guest
<u>42/17</u>	<p><u>ELDERBANK HALL AGM/COMMITTEE MEETING REPORT 19 APRIL</u> Cllr Guest had attended meeting on behalf of Council. Diane Davies continues as Chairman, Julie Edwards – Treasurer. He reported a new fire door had been fitted. The piano had been removed. There are small increases of 25p per hour to residents, and 50p per hour to non-residents/outside organisations. The climbing frame on the hall wall is to be removed and returned to the school.</p>	
<u>43/17</u>	<p><u>VILLAGE SIGNAGE</u> Clerk still to contact OCC Highways/WODC planning to find out what limitations/rules there are regarding village signage.</p>	The Clerk
<u>44/17</u>	<p><u>OxLEP PUBLIC CONSULTATION RESPONSE</u> Local economic plan had been briefly reviewed. The problem with opposing outright is that Oxford City does need to grow going forward and the Oxford scientific corridor of Kidlington through to Wantage. Need to have a middle ground. The report is hugely aspirational but the ‘Need not Greed’ campaign of not building anything would ‘strangle’ growth. Consultation deadline has been extended to 27 May, draft response to be drawn up and circulated. Councillors would like to have presentation from OxLep representative. Clerk asked to arrange for invitation for next meeting in June.</p>	Pip Squire/ The Clerk
<u>45/17</u>	<p><u>HM THE QUEEN’S 90TH BIRTHDAY CELEBRATIONS</u> Cllr Squire thanked all those involved in the organisation of the bonfire event on 21 April which he considered very successful with an estimated turnout in excess of 100 people. Cllr Shillingford reported that progress was being made on organisation of 12 June event. The front cover of the next edition of the newsletter is to be an advert for the event to save an additional flier drop. Discussion on number of medals to be ordered – in addition to children would like to make presentations to nonagenarians in village. Clerk to review numbers but 170 likely number to be ordered – would be within budget of £400.</p>	

	<p>With success of bonfire perhaps we could consider a 5 November celebration too? Views to be sought at Annual village assembly. Only bonfire element (fireworks too expensive), but could have a ‘Guy’ competition.</p>	<p>Tony Shillingford/ Andrew Ball</p>
<p><u>46/17</u></p>	<p><u>OXFORDSHIRE WORKING TOGETHER MEETING 14 APRIL UPDATE</u> Councillors had met with Tim Shickle, OCC and meeting notes had been circulated by e-mail. The Clerk confirmed that insurance cover for public liability and employer’s liability was £10,000,000. Subsequent discussions by Keith Glazier at chairman’s meetings and networking opportunities on 18 April and 21 April suggested no one locally had signed up take on any of OCC highway services. Unanimous decision that BNPC take no further action to sign up to taking on services at this time.</p>	
<p><u>47/17</u></p>	<p><u>TRANSPARENCY GRANT FUNDING OF WEBSITE</u> Cllr Shillingford had prepared a report. Suggestion of using Google cloud storage (initially free). Requirement of council for a laptop/pc to be held by clerk and to be synced with Google drive. Estimate of cost in region of £450. Access also by IT officer and website designer. Use a USB as backup. In order to post items to the website will need a scanner. In respect of planning WODC have archives of material. Need to review employment records. If they are to be stored would need to be encrypted.</p> <p>Rather than spending on professional firm to develop website Cllr Shillingford suggests Kyle Anderson be asked to continue with work he has done but consider that he should be recompensed for work. Estimate of 3 to 4 hours a month initially in set up but then maintaining could be voluntary role. Cllr Shillingford was asked to speak with Kyle – fee of £10 per hour agreed with a maximum of 5.5hrs for first few months. This role would be in addition to village handyman role. Cllr Shillingford would have overall responsibility for review of Kyle’s work.</p>	<p>Tony Shillingford</p>
<p><u>48/17</u></p>	<p><u>LOCAL PLAN FOR WITNEY - RAY HALL</u> As chairman Cllr Keith Glazier had received an e-mail from Ray Hall. The sixty page document had been circulated to Councillors. Following discussion with the clerk of Witney Town Council it was found that the plan prepared by Mr Hall has not been formally presented to the Witney Town Council, it has no standing at this time and after discussing with councillors Mr Hall has been advised that BNPC cannot support this document.</p>	
<p><u>49/17</u></p>	<p><u>COTSWOLD FRIENDS DEVELOPMENT OF COMMUNITY TRANSPORT SYSTEM</u> Cllr Way had spoken with representative for the above scheme and presented a paper that had been circulated to all councillors. The current scheme operates in Burford. They would advertise the scheme and there would be no administration to be done by BNPC. There were concerns that based on the village size and the fact that the village has reasonable public transport would clients want to use the scheme. How does this scheme impact with similar schemes operated by Volunteer Link-up in Witney? Cllr Way was asked to report our discussion and make enquiry about duplication of service.</p>	<p>Wendy Way</p>
<p><u>50/17</u></p>	<p><u>PARKING IN ELDERBANK HALL</u> It has been brought to attention of Cllrs that damage has been caused to carpark/allotment adjoining wall as vehicles backup to wall. Councillors aware that overnight parking in the Elderbank Hall carpark by commercial vehicles is contentious but also have to consider the safety of residents and issues of dangerous parking on the roads. The damage to the wall needs to be addressed and notes on windscreens of vehicles parking will be posted to ask for more care in parking. Consideration whether should have special, longer spaces but decide against this as the Council don’t want to encourage use. Do not want abuse of parking.</p>	

	Discussion of provision of CCTV security in carpark. Can be used to monitor speeding in carpark and use of wrong entrance – complaints that are often raised in school correspondence. Can act as deterrent but also give ability to monitor situation. Cllr Ball to look into costs of camera/signage required.	<u>ACTION</u> Andrew Ball
<u>51/17</u>	<u>DRAFT ACCOUNTS TO 31 MARCH 2016</u> Revision of draft accounts presented at last meeting for the accrued expense of the repair of the Elderbank Hall entrance. Books and records to be taken to internal auditor this week. Section 1 Annual governance statement agreed that could be signed by Chairman and the Clerk.	
<u>52/17</u>	<u>TRAINING</u> OALC are running training ‘Roles and Responsibilities’ course on Wednesday 5 October at cost of £65 plus VAT per delegate. Cllr Way and Cllr Ball would like to attend. Expenditure agreed. The Clerk also advised that there was a course for new chairman, details to be forwarded to Pip Squire.	
<u>53/17</u>	<u>ANNUAL PARISH ASSEMBLY TUESDAY 24 MAY 7.30PM</u> Attendance confirmed so far by OCC, WODC and Primary School. Clerk to chase response from RAF BZN, and Cllr Ball to enquire of Thames Valley Police. Clerk asked to draw up a flier that can be distributed from Saturday 14 May to all village. Suggestion that also ask school if can organise by way of their weekly mailing to parents.	The Clerk

54/17 PLANNING APPLICATIONS

16/00910/HHD	Wayne Eason 21 Daubigny Mead Brize Norton	First floor extension to front elevation to enlarge existing bedroom (response extension to 10 May)
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Application reviewed – no objections raised. Clerk asked to advise WODC.

55/17 PENDING PLANNING DECISIONS

16/00757/HHD	Mr G Mulcahy Old Quarry House Burford Road	Alterations to include conversion of part of existing garaging and erection of first floor extension above.
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56/17 PLANNING DECISIONS

Finally disposed of:14/0399/P/FP	David Wilson Homes (Southern) Land at Swinbrook Road Carterton	Erection of 66 dwellings with associated access, open space and landscaping. Creation of extension to Kilkenny Lane Country Park and link road. Grid ref: 427785 207723
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Clerk is asked to enquire of WODC what ‘Finally disposed of’ means as no one familiar with this terminology.

57/17 ORDERS FOR PAYMENT

100968	200.00	Carolyn Peach	April clerk services
100969	271.68	Kyle Anderson	April village maintenance
100970	16.00	Keith Glazier	April chairman’s expenses
100971	11.81	Stuart Guest	Unleaded fuel for small tools
100972	1.92	A K Timms	Cable ties
100973	36.00	CPRE	Membership 21/5/6
100974	92.32	Thames Water	25/1/16-14/4/16 EBH/allotment
100975	4.72	Shillbrook	Comb binding CTC masterplan
100976	2337.60	P G Hawkins	EBH access ramp repairs
100977	25.16	Carolyn Peach	Qtrly website expense reimburse
100978	75.60	Payman.co.uk	Payroll processing mths 1-6
	£3,072.81	Total	

58/17 PAYMENTS RECEIVED

6/4/16	171.75	Cash	Allotment rentals
6/4/16	272.50	Cheques	Allotment rentals
8/4/16	23.75	Cheques	Allotment rentals
8/4/16	63.69	Elderbank Hall Committee	Water reimburse
13/4/16	9779.50	WODC	½ year precept
18/4/16	41.34	WODC	Interest on investments
22/4/16	2284.17	HMRC	VAT refund ye 31.3.16
	£12,636.70	Total	

59/17 BANK POSITION

	£
Current a/c balance at 4/4/16	6,505.82
Total order for payments	3,072.81
Total receipts	<u>12,636.70</u>
Bank balance at 7 March after payments	16,069.71
WODC investment	<u>31,700.00</u>
Total funds at 9 May 2016	<u>47,769.71</u>

60/17 OFFICIAL CORRESPONDENCE

- a) PSE magazine Apr/May 16
- b) Councils and Clerks Direct March 2016 (104)
- c) Clerks and Councils Direct May 2016 (105)
- d) OxLEP fliers regarding Strategic Economic Plan for Oxfordshire
- e) BT – Community Fibre Partnerships
- f) Glasdon Spring 2016 brochure
- g) CPRE Countryside Voice Spring 2016
- h) WODC electoral services April 2016
- i) Carterton Town Council response re siting of artworks on roundabouts Monahan Way

61/17 E-MAILS CIRCULATED IN MONTH

- Rural Services weekly update 30/3, 4/4, 11/4, 25/4, 3/5
Rural Opportunities 6/4, 4/5
Rural Houses spotlight 20/4
Rural vulnerability – broadband 14/4
Rural vulnerability – fuel poverty 27/4
WODC weekly planning lists 4/4, 8/4, 15/4, 22/4, 29/4
Public Sector Executive (PSE) 31/3, 4/4, 7/4, 11/4, 14/4, 18/4, 21/4, 25/4, 28/4, 3/5
29/3 OCC Emergency plan update (forwarded to Pip Squire)
29/3 Savills – Will Benbow chasing response
30/3 Keith Glazier (KG) – Notes of WODC Environment overview and security committee
30/3 WODC – notice of election for police and crime commissioner
30/3 OALC March update
31/3 OALC transparency code grant from NALC (forwarded to Tony Shillingford (TS))
31/3 WODC – confirmation of investment balances at 31/3/16
31/3 OALC new financial briefing NALC – new audit arrangements, practitioners quote, governance and accountability for smaller authorities
31/3 TS – Response to Bruno Peake, Pageant Master – bonfire time remain at 7.30pm
'1/4 OCC Localities – Oxfordshire Working Together – two strands – Highway Services and Community Initiatives around Children's Services
'1/4 Pensions Regulator – staging date 1/2/17
2/4 Marie Granville re help to plant trees to shield hangar
4/4 OCC – grass cutting 2016/17 same as 2015/16 – 10.25p per metre squared
4/4 WODC re setting up consultee access

- 4/4 OCC public services reorganisation for Oxfordshire
5/4 WODC – Sir Barry Norton decision to stand down
5/4 OCC Highways and Transport – large repatriation signs in BZN to be removed and stored
6/4 Savills re lease December 2014 confirmed last draft
6/4 KG copy e-mail to RAF BZN re blocked grills on Station Road
7/4 Charlie Brennand – request for posts on verge Manor Road (KG response 11/4)
7/4 Oxfordshire Sport and Physical Activity - Oxford City Council supported organisation re help in securing funds for sports projects
7/4 OCC Localities – confirmation Tim Shickle meeting Thursday 14/4/16
8/4 WODC tourism newsletter
8/4 Anna Fairhurst – acceptance to present report at village annual assembly
8/4 Right to Contest application update – new footprint strategy to be published autumn 2016
11/4 WODC – Unitary stakeholder letter
11/4 KG – fwd correspondence re Ray Hall – Witney Town Council local plan
12/4 Sport England – registered as owners of Recreation Ground – single national authoritative database for sports facilities and Active Spaces
15/4 KG notes of meeting Oxfordshire Together Highway Services 14/4/16
15/4 OCC subsidised buses update April 2016
19/4 Cotswold Friends – development of Community Transport Services
19/4 CTC invite St George’s Day function 6 May, RAF BZN, Officers Mess £40/head 5.30pm
20/4 Oxfordshire Strategic Economic Plan – public consultation 21/4-20/5/16
20/4 KG copy in on correspondence RAF BZN Falcons use of Recreation Ground
21/4 Community First Oxfordshire – Spring E-newsletter
21/4 WODC licensing consultee guide
21/4 OALC – transparency fund revised application form (fwd to TS)
21/4 Various e-mails thanks from residents re bonfire celebration
22/4 OCC – devolving powers to Town and Parishes
22/4 OCC – Oxfordshire Working Together update (printed off)
25/4 OALC – transparency grants for councils under £25,000 income – ie BZN!
25/4 KG – notes of meeting with RAF BZN re pollution of water course on perimeter
25/4 RAF BZN Falcons invitation to attend event 29/4/16
26/4 KG attention drawn re CTC meeting 19/4/16 and relocation of artwork to Monahan Way roundabouts
26/4 KG re Ben Champion put forward at co-opted councillor
27/4 TS – Witney Gazette reporting of Queen’s Birthday bonfire
28/4 Smiths Bletchingdon notice of blasting 3/5/16
28/4 OALC – April update (printed off)
29/4 CPRE – Oxon April 2016
29/4 Kyle Anderson – security fix 1+1 – backup required
3/5 WODC – update re Unitary Council consultation inviting comments from stakeholders
4/5 Fred Bellenger - Allotment wall damage
4/5 RAF BZN LCWG meeting Monday 16 May at 7pm
4/5 CTC response to letter sent regarding siting of artwork on Monahan Way roundabout

Concern expressed about number of e-mails forwarded. All to consider what is found to be useful or if certain e-mails should be sent to specific Councillors for their initial review and dissemination of relevant points.

<u>62/17</u>	<u>PARISH COUNCIL SHOW OF APPRECIATION TO KEITH GLAZIER</u> In the light of Keith Glaziers resignation earlier in the evening at the annual meeting, discussion as to how to show appreciation for his service to the community. Clerk to check on rules regarding gifts and advise.	<u>ACTION</u> The Clerk
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There being no further business the meeting was closed at 10.20 pm. Date of next meeting Monday 6 June 2016 at 7.30 pm.

Signed as a true and correct record by Pip Squire 6 June 2016.