

<u>70/17</u>	<u>ITEMS FOR OCC/WODC ATTENTION</u>	<u>ACTION</u>
	Clerk has chased up wall repair on high pavement of Manor Road with W Barnett & Sons. The Clerk is also asked to advise Savills as agent of Christ Church land owners. A PEM number has been allocated re Manor Road verge to get inspector to advise on posts being erected to prevent verge erosion by vehicles parking.	
<u>71/17</u>	<u>VILLAGE EMERGENCY ACTION PLAN</u> Cllr Squire had OCC emergency form to update. He will contact Diane Davies, EBH committee to confirm key holder contact details. The contact list for Cllrs is to be updated for mobile phone numbers to be shared between councillors, but not for publication on website. The Chairman advised that he is best contacted 6-7.30pm or 7-8am on mobile.	Pip Squire The Clerk
<u>72/17</u>	<u>TEMPORARY NOTICEBOARDS</u> Site now cleared so drain pipes to be sunk in ground so that noticeboard poles can be placed in to be removed as necessary rather than set in concrete.	
<u>73/17</u>	<u>PLAYGROUND SURFACE DEPRESSIONS</u> Planning work to playground during school summer holiday for minimum disruption to play area. No date yet received for inspection but would be in July.	Stuart Guest
<u>74/17</u>	<u>STREET FURNITURE BINS</u> Stuart Guest had listed bins with help from UBICO. Part of issue is that bins are not regularly emptied; tried to find out schedule of emptying but unsuccessful. Stuart Guest to find out driver covering village route and ask their opinion for ease of visibility/access to try and improve provision for rubbish collection.	Stuart Guest
<u>75/17</u>	<u>VILLAGE SIGNAGE</u> Clerk still to contact OCC Highways/WODC planning to find out what limitations/rules there are regarding village signage.	The Clerk
<u>76/17</u>	<u>HM THE QUEEN'S 90TH BIRTHDAY CELEBRATIONS</u> Cllr Shillingford reported that programme for events had been drawn up and advised setting up from 10am on Sunday 12 June if any Councillors available to help. The Clerk advised that 165 medals were ordered. The Clerk will be visiting school on Friday 10 June to speak in school assembly and arrange for distribution of medals.	The Clerk
<u>77/17</u>	<u>PROVISION TO VILLAGE BY COTSWOLD BROADBAND</u> Plinth to site exchange to supply broadband to area not in Brize Norton as first reported but just outside Lew by University Farm. As commercial venture Cllrs do not feel need to disseminate information or promote. Initiative backed by WODC. Not aware of any specific problems re broadband in village.	
<u>78/17</u>	<u>TRANSPARENCY GRANT FUNDING OF WEBSITE</u> Grant application to be made for full claim for PC and scanner as currently reliant on Clerks own computer facilities. Unable to claim for website as already set up but scope to claim for funding towards training – suggest £250. At this stage no claim for broadband to pavilion but can make further application. Need to have discussions with Post Office and users of BNS&SC to establish use they would make of internet connection. The link to pavilion would ultimately move to EBH when PC office/PO move into extension. Tony Shillingford proposed draft application, Ben Champion seconded – Clerk asked to send through to OALC. Work by Kyle Anderson on new website. Aim for near completion by end of June when will pay lump sum for work. Councillors asked to review site in weekend prior to next meeting so any suggestions for revisions to be made. Cllr Shillingford will meet with Kyle to oversee work to date.	The Clerk All/ Tony Shillingford

<u>79/17</u>	<p><u>UPDATE ON PROPOSED LEASE FOR BUFFER LAND</u> Lease had been updated by Will Benbow and sent through. Councillors require meeting with Savills to make sure aware of timetable of signing. Until s106 signed can't sign lease. Regarding taking up option for additional football pitch this should be tied to release of funding for pavilion construction rather than time limited from signing of lease. There needs to be connection between the development in West Brize Norton and the lease conditions. Clerk asked to arrange a meeting between Savills (Will Benbow and Roger Smith).</p>	The Clerk
<u>80/17</u>	<p><u>DISCUSSION OF RESPONSE TO WODC STRATEGIC HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT 2016</u> Draft response to be circulated along similar themes as before – (a) there is not the employment or the expectation of new jobs being reported in the area to support housing developments proposed (b) the infrastructure is not capable of supporting new development – sewage, roads, health services. Draft to be circulated for submission to WODC by 24 June 2016.</p>	Pip Squire
<u>81/17</u>	<p><u>INTERNAL AUDITOR REPORT</u> Accounts have been reviewed by Bill Haire, ABS Accounting services. The letter read 'I have now completed the internal audit of the BNPC books and records for the year ended 31 March 2016 and am satisfied that all accounting and internal control objectives as outlined in the annual return have been satisfactorily met.' Mr Haire also advised that this will be the last year that he will undertake the internal review as he has made the decision to cease the internal reviews of local councils with the changes in the reporting function.</p> <p>Section 2 of the Annual return for the year end 31 March 2016 was signed by the Chairman and the RFO.</p> <p>The Clerk advised that all financial reports in respect of the year end 31 March 2015 had been scanned and copied to Kyle Anderson to be uploaded to the website and she will have completed the task for this year end by the 1 July as scheduled in the transparency code.</p>	The Clerk
<u>82/17</u>	<p><u>FINANCIAL REGULATIONS</u> The NALC model financial regulations have been reviewed and revised and circulated by e-mail. Cllr Shillingford proposed that they be adopted and Cllr Taylor seconded proposal. All were in agreement. Cllr Champion was asked to undertake quarterly check of bank statements to the clerk's cashbook as referred to in point 2.2.</p>	
<u>83/17</u>	<p><u>TRAINING</u> OALC are running training 'Roles and Responsibilities' course on Wednesday 5 October at cost of £65 plus VAT per delegate. Cllr Champion has agreed to attend along with Cllr Way and Cllr Ball. Expenditure agreed. Cllr Squire is to attend the chairmanship course on 13 July. The clerk is asked to raise cheque and book courses.</p>	The Clerk

84/17 PLANNING APPLICATIONS

16/01763/HHD	Mr Neil Wales 10 The Fosseway	2 storey rear extension and dormer to front elevation
--------------	----------------------------------	---

Application reviewed – no impact to front of house or issues with off road parking. No objections raised. Clerk asked to advise WODC.

The Clerk is asked to forward comments to Garry Griffin re a proposed application for the walled garden on Burford Road. He was looking for support prior to application to Planning Authority. Details had been circulated by e-mail and comments made that Cllr Way had summarised.

At the next Parish Council meeting there will be a presentation from Cottsway regarding their proposed conversion of the Fosseway garage site. Coucillors are asked to view site for themselves in readiness for presentation. No plans submitted yet.

85/17 PENDING PLANNING DECISIONS

There are none.

86/17 PLANNING DECISIONS

Approved: 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.
Approved: 16/00910/HHD	Wayne Easom 21 Daubigny Mead Brize Norton	First floor extension to front elevation to enlarge existing bedroom.

The clerk as requested had enquired of WODC what 'Finally disposed of' meant in relation to the decision on 14/0399/P/FP and received response "Finally disposed of means that the Council have used their discretion to close the case as the applicants were not able to get the landowners on board with the legal agreement. They have no right of appeal, they will need to make a new application if they wish to develop that land."

87/17 ORDERS FOR PAYMENT

100979	260.00	Carolyn Peach	May clerk services/newsletter
100980	365.07	Kyle Anderson	May village maintenance
100981	16.00	Pip Squire	May chairman's expenses
100982	139.00	Stuart Guest	Addn work re EBH carpark clearance
100983	112.13	A K Timms	Top soil/rake/grass seed/weedkiller
100984	171.00	Shillbrook	Copying fliers/newsletter
100985	712.64	WODC	Grass cutting April
100986	403.02	Tower Mint	Commemorative medals
100987	175.00	ABS Accounting	Internal audit ye 31.3.16
100988	30.00	BN WI	Donation re refreshments annual assembly
	£2,383.86	Total	

88/17 PAYMENTS RECEIVED

26/5/16	828.00	OCC	Grasscutting grant
	828.00	Total	

89/17 BANK POSITION

	£
Current a/c balance at 9/5/16	16,069.71
Total order for payments	2,383.86
Total receipts	828.00
Bank balance at 6 June after payments	14,513.85
WODC investment	31,700.00
Total funds at 6 June 2016	<u>46,213.85</u>

90/17 OFFICIAL CORRESPONDENCE

- a) WODC – electoral services register of electors
- b) Centenary Fields – dedication of recreation spaces (*given to Ben Campion to research*)
- c) WODC Strategic Housing and Economic Land Availability Assessment 2016 – invite to make comment by 24 June (*letter has been scanned and sent via e-mail*)
- d) Beth Glazier – thanks to councillors for flowers
- e) Glasdon brochure
- f) ABS Accounting – resolution to internal control
- g) Keith Glazier – thank you for gift – he's 'Gone Fishing'

91/17 E-MAILS CIRCULATED IN MONTH

Rural Services weekly update 9/5, 16/5, 23/5, 31/5

Rural Opportunities 1/6

Rural Health spotlight 18/5

Rural vulnerability – broadband 26/5

Rural vulnerability – transport 11/5

WODC weekly planning lists 8/5, 13/5, 23/5, 27/5

Public Sector Executive (PSE) 5/5, 9/5, 12/5, 16/5, 19/5, 23/5, 26/5, 31/5

5/5 CPRE – Need no Greed reminder re OxLep consultation

5/5 Public insurance certificate – Peter Hawkins

8/5 Keith Glazier notice of resignation from chairmanship and from Parish Council

8/5 Copy KG e-mail to Cllrs Hudspeth, Owen, Conservative office re Brize Norton potholes/broken road surface

9/5 NALC survey of Parish Council SWOT analysis fwd plan 2025

9/5 Copy KG e-mail re blocked grill RAF BZN

9/5 OALC training programme

10/5 WODC brownfield land register (printed off), none identified to respond to

10/5 RAF BZN LCWG complaint statistics Dec 15 to Apr 16 – nothing from BZN village

10/5 Norman MacRae copy e-mail to CTC Ron Spurs to support BZN PC position re siting of artwork on

Monahan Way roundabouts

10/5 Burford Quarry meeting 20 June 2016, 3.30pm for tour around quarry (*Anyone like to attend or should we ask KG – he advised he was available?*)

10/5 OCC public service reorganisation in Oxfordshire (printed off)

11/5 Cllr Postan advises James Mills is elected to WODC chairmanship

11/5 Copy KG e-mail to Laurence King, Gordon Hunt re flooding on Station Road and Burford Road

11/5 Laurence King – will follow up ditch clearing and grip cutting Burford Road

11/5 Tim and Judy Gush – advise not getting involved in August Bank Holiday event

12/5 WODC electoral services – notice of vacancy (response required by 3/6/16 to call for election)

13/5 OCC response re relocation of art work from Carter's Walk

13/5 OCC invitation to County Council 'unitary' workshop – 9/6/16 (*PS and TS attending*)

14/5 Cotswold Broadband – superfast broadband update – plinth in Brize Norton (*further correspondence – plinth at University Farm, Lew*)

16/5 OPFA – funding streams 'M&S Energy community fund, 'Postcode Community Trust' to note for future use

16/5 Jetting of Station Road drains 105-113 – OCC Environmental

17/5 WODC Notice of referendum (for notice boards)

17/5 OCC consultation – investing in the A40 – advising on Cabinet papers and availability of minutes 24/5/16

19/5 OALC NALC & SLCC pay scales 2016-18

19/5 RAF BZN formal confirmation of slippage of delivery of new SF (REEMA North) to financial years 2020/21 and 2021/22

19/5 Elderbank Hall Committee – complaint received re inconsiderate parking in EBH carpark

23/5 CPRE – reminder to respond to OxLep consultation – extension to 27/5/16

24/5 Broken window pane in pavilion – responsibility for repair

25/5 CPRE – West Oxon 2016 AGM 2/7/16, 2PM Filkins Village Hall

25/5 Zurich Insurance – wheelie bin vacuum and hedgetrimmer added to policy – no change in premium for this year

25/5 Oxfordshire Countryside Access forum – protecting your local public rights of way and planning applications

26/5 Community First Oxfordshire – e-newsletter April/May 2016

26/5 Annual Parish Survey – Emergency Planning unit – (sent to PS)

26/5 Cottsway – redevelopment of garage site Fosseyway (printed off – *attending July meeting*)

27/5 Oxfordshire Clinical Commissioning Group – talking Health

27/5 CPRE – Oxfordshire May e-newsletter

27/5 OCC – subsidised bus service updates

31/5 OALC – May update (printed off)

1/6 Hugo Pickering re siting of Cotswold Broadband plinth in BZN – B4095 Lew!

1/6 TS – 43rd horticultural show agenda for meeting 2/6

2/6 Will Munroe, Cottsway, confirmation attending July meeting

2/6 Community First Oxfordshire – Blethingdon VH 7-9pm workshop – techniques to influence future of your community

2/6 Citizens Advice Bureau – Witney AGM 26/7/16 7.30pm Cornexchnage Witney

3/6 OALC AGM 4/7/16 7.30pm Denman College, Marcham

3/6 Savills revised heads of terms re buffer land

Clerk had not sent through Rural services and PSE correspondence. Going forward the Rural spotlight/vulnerability e-mails to be sent through to specific Cllrs – Broadband to Cllr Shillingford, Transport to Cllr Ball, Health/community to Cllr Way.

<u>92/17</u>	<u>S106 MONEY HELD FOR DITCHING AND TREE SHELTER/SCREENING</u> Aware that money being held from s106 received in respect of the A400M hangar that is currently being constructed. Ditching work at back of allotments needs to be carried out. Clerk also to enquire into progress re trees to be planted at back of 60 Station Road. Agreement to actively manage this work rather than sitting on reserve.	<u>ACTION</u> The Clerk
<u>93/17</u>	<u>DANGEROUS TREE IN DONKEY PADDOCK NEXT TO RECREATION GROUND</u> The Clerk is asked to contact Gary Barber regarding tree in field adjacent to recreation ground. Concern that it has died and may fall towards recreation field that would damage wall and possibly several memorial trees.	 The Clerk
<u>94/17</u>	<u>CPRE AGM – SATURDAY 2 JULY 2016, 2PM FILKINS VILLAGE HALL</u> Pip Squire is to attend this meeting on behalf of council. Clerk asked to RSVP. Concern that CPRE action to protect green belt around Oxford is a drive to developers to build further out in Districts in order to meet demand for housing by Oxford City. Also concerns that ‘Need not Greed’ campaign stifles economic growth.	 Pip Squire/ The Clerk
<u>95/17</u>	<u>PARISH COUNCIL GARAGE STORES SORT</u> Stuart Guest was thanked for the work he has put in to tidy up the store. Damaged and unsafe chairs have been got rid of. Cllr Guest suggested that Council may wish to replace chairs with new ones - £5 a piece IKEA – possibly 30. Consider for next meeting. Enquiries have also been made to see if the village bier could be put on display in the Witney Blanket Hall.	 The Clerk
<u>96/17</u>	<u>QUARRY MEETING 20 JUNE 2016, 3.30pm</u> Keith Glazier is to be asked to attend the above meeting on behalf of Councillors as no one available to attend this afternoon meeting.	 The Clerk
<u>97/17</u>	<u>LINKS WITH BNS&SC</u> Cllr Champion has an interest in sports and with this in mind has been asked to contact Tim Gush with a view to improving links between BNPC and BNS&SC.	 Ben Champion

There being no further business the meeting was closed at 9.35 pm. Date of next meeting Monday 4 July 2016 at 7.30 pm.

Signed as a true and correct records by Pip Squire on Monday 4 July 2016.