

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 4 July 2016 at  
7.30 pm at The Sports Pavilion, Brize Norton

<u>98/17</u>	<u>PRESENT</u>	<u>ACTION</u>
	<p>Pip Squire, Lawrence Taylor, Stuart Guest, Ben Campion, Wendy Way, Andy Ball, Alex Postan, Carolyn Peach,</p>	
<u>99/17</u>	<p><u>APOLOGIES</u> Tony Shillingford (holiday), Neil Owen (other meeting commitments)</p>	
<u>100/17</u>	<p><u>DECLARATION OF INTERESTS</u> None to declare.</p>	
<u>101/17</u>	<p><u>MINUTES</u> Minutes of the meeting on 6 June 2016 were signed by the Chairman as a true record.</p>	
<u>102/17</u>	<p><u>PUBLIC PARTICIPATION</u> The Chairman and councillors were introduced to 14 residents and Mr Will Munroe, project manager on behalf of Cottsway. Mr Munroe was making a presentation to advise on the recent planning application (<i>16/02155/FUL advised 6/7/16</i>) that Cottsway has made for the redevelopment of the garages on The Fosseway to 2 2-bedroom and 2 3-bedroom semidetached houses each with two carpark spaces. The houses are to be let to Brize Norton residents and local community and residents are being encouraged to sign up to be considered as tenants by application on the Cottsway website.</p> <p>In addition to the redevelopment provision for six additional parking spaces is to be made on land owned by Cottsway. As access to the garage development is narrow, land from the gardens of 18 and 20 Fosseway is being used to widen the roadway in.</p> <p>The principle concern for current residents was regarding parking and the fear that additional houses would exacerbate the problem – cars are parked in the hammerhead so that access by emergency services and bin lorries is very restricted and there are often complaints as residents owning drives are unable to use them because of the poor/inconsiderate parking. It was pointed out that this was a Highways issue rather than fault of Cottsway but residents didn't think provision of additional spaces proposed would alleviate problem of parking unless perhaps they are allocated to specific properties.</p> <p>Comments were made regarding flooding – the area is prone to flooding. Mr Munroe advised that there have been reports by engineers submitted – the Parish Council will need to ensure that there is a sufficient flood strategy</p> <p>Concerns regarding the sewage and which system it drains to. To check on comment from Thames Water as concerns that system is near to capacity. Check application to ensure due diligence has been done.</p> <p>The issue of asbestos on the site was raised. Mr Munroe advised that was aware and had made provision for safe disposal.</p> <p>Concern as to how houses will be built with limited access and the disruption to current residents and that there are several families with young children. The Chairman advised that the Planning Officer will insist on a construction management plan as part of the planning process. The report was not available</p>	

	<p>for comment at the meeting.</p> <p>Mr Munroe advised that all residents of The Fosseway had been given a flier that outlined the proposal and gave details of how to respond to the planning application as well as how to register as possible future tenants. When the Parish Council are notified of the planning reference it will be posted on the village noticeboards and on the village website. Mr Munroe advised that they will take on board individual comments rather than a ‘collective’ comment.</p> <p>Mr Munroe was asked if Cottsway were looking at development of any other sites they own in village. Currently they don’t have plans but always looking to utilise their land holding in most efficient way.</p> <p>Mr Munroe took on board comments and concerns re parking and may be able to discuss with OCC Highways possible remedies – yellow lines/residents only parking restrictions. This may be an opportunity to look at the issues of parking.</p> <p>The Chairman urged residents to respond to planning via the WODC planning portal. He assured residents that the Parish Council would respond with comments regarding issues of traffic, flooding, sewage and the construction process. Also take on comments re parking and allocation of additional parking provision. Review site for size and the proposed houses.</p> <p>Mr Munroe left plans of the proposals and these are to be displayed on the pavilion noticeboard and in the Elderbank Hall. The Chairman thanked him for attendance and also for residents who expressed their opinions.</p>	<p><u>ACTION</u></p> <p>Wendy Way</p>
<p><u>103/17</u></p>	<p><u>CHAIRMAN’S MEETINGS</u>  9 June – OCC devolution workshops (with Tony Shillingford)  2 July – CPRE Oxfordshire AGM, Filkins</p>	
<p><u>104/17</u></p>	<p><u>COUNTY AND DISTRICT COUNCILLORS’ REPORTS</u>  Cllr Postan thanked Cllr Guest for his comments he made prior to the environmental scrutiny meeting so he was able to make some good points to the meeting. The decision is to award the contract to UBICO and there will be a charge for green bins. (Cllr Guest to write article for the village newsletter re proposals).</p> <p>Cllr Postan advised that following the BREXIT vote there will be implications right across the board with a lot of work involved. Also ongoing discussion on devolution proposals.</p> <p>At this point the Chairman gave update on OCC devolution workshop he and Cllr Shillingford attended on 9 June. OCC are proposing one unitary authority of the whole of Oxfordshire but Cllr Squire had made point that it would be a ‘numbers game’ regarding views expressed/direction as he felt that the ‘Oxford City’ voice would ‘drown out’ the rural voice and there would be a radical disconnect between highways and planning. Another possible proposal was for three separate authorities, City, East Oxford (East of A34), and West Oxford (West of A34). This attempted to bring together people with similar lifestyles and business potential.</p> <p>Main concern voiced was that all proposals were very much being based on support of voluntary sector; Do they have the skill, resource and time to be able to make the proposals work? Cllr Squire advised that there will be a consultation opened on the proposals and he suggested that the council should respond.</p>	<p>Stuart Guest</p>

	<p>Cllr Postan advised that WODC is considered to be one of the most efficiently run District Councils in the country and an example of ‘How to do things right’. Following his recent resignation as PM it is envisaged that our MP will be able to speak up more for West Oxfordshire.</p> <p>Also, while Cllr Postan was in attendance, the Chairman updated the Council on the AGM of the CPRE that he had attended on 2 July 2016. This had been held at Filkins Village Hall. He advised that Helen Marshall, CPRE Oxfordshire full time project director addressed meeting advising of projects which included helping in preparation of the local plans for Oxford City, South Oxfordshire, Vale of the White Horse and Cherwell but there was no mention of help to West Oxfordshire. There were six areas highlighted around roads and the support of the Green Belt. Concern by BNPC that protecting the Green Belt ‘exports’ Oxford City housing failure to West Oxfordshire; the Green Belt is becoming ‘out of date’ and needs reform. A letter was drafted and circulated to councillors. A couple of amendments to be made and then letter to be sent to Helen Marshall (CPRE), Justine Garbutt (CPRE WODC), John Harwood (president CPRE), Chris Hargraves (WODC planning), David Cameron MP, Cllr Owen, and Cllr Postan.</p> <p>A further query was raised for Cllr Postan’s attention. Where we are in respect of local plan process? If WODC is going to have to provide additional housing what numbers are they being based on and would the BREXIT vote affect the numbers if funding for projects/employment were limited?</p> <p>Cllr Postan left the meeting at 8.20pm.</p>	<p><u>ACTION</u></p> <p>Pip Squire/ Wendy Way/ The Clerk</p>
<p><u>105/17</u></p>	<p><u>ITEMS FOR OCC/WODC ATTENTION</u></p> <p>Concern was expressed that recent tarmac and chipping of B4477 (roundabout at top of Monahan Way to Burford Road intersection) and the A4095 (Lew T- junction to farm on left hand side) would appear to be unnecessary. The Clerk is requested to write to Cllr Owen so he can make enquiries of OCC Highways to ask ‘why spending on what would seem to be unnecessary roadworks when they have limited budgets?’</p> <p>The Clerk is requested to write to Mr Charlie Brennand to thank him for the work he has done in tidying the Manor Road verge. Cllr Guest had met with him to discuss requirements for wooden posts (similar to those around war memorial) to be put into verge to stop inconsiderate parking and the destruction of the verge. The Clerk to report to Gary Wilcox to ask for OCC Highways quote.</p> <p>Clerk asked to report post on Burford Road/Monahan Way junction – knocked down and at an angle sticking out into road.</p>	<p>The Clerk/ Neil Owen</p> <p>Stuart Guest/ The Clerk</p> <p>The Clerk</p>
<p><u>106/17</u></p>	<p><u>VILLAGE EMERGENCY ACTION PLAN</u></p> <p>Cllr Squire had circulated draft plan. Revised only to include Cllrs contact home numbers. Additional contact numbers added. Cllr Campion offered to format so could be printed as A5 leaflet/booklet. Intention is to circulate with the August village newsletter</p>	<p>Ben Campion</p>
<p><u>107/17</u></p>	<p><u>PLAYGROUND INSPECTION</u></p> <p>Confirmation from RosPA that inspection in July though no notice given of day/time.</p>	
<p><u>108/17</u></p>	<p><u>STREET FURNITURE BINS PROVISION</u></p> <p>Cllr Guest has started mapping current bin placement and where he proposes changes to be made. There is no provision on Carterton Road other than the dog</p>	<p>Stuart Guest</p>

	waste bin by the footpath gate (next to balancing ponds). The Clerk is requested to write to the Fraser Group to ask if they may be prepared to sponsor provision of a bin (waste packaging from Subway takeaway and issue).	<u>ACTION</u> The Clerk
<u>109/17</u>	<u>VILLAGE SIGNAGE</u> Work in progress in getting information on size and permissions.	The Clerk
<u>110/17</u>	<u>HM THE QUEEN'S 90<sup>TH</sup> BIRTHDAY CELEBRATIONS</u> The clerk reported it had been a successful day – the sun shone (at least in the afternoon) and the school made profits in excess of £2,000 (well up on last year), the BNS&SC took in excess of £500 at the bar and the Church made £230 profit on the teas. The Clerk is asked to write to the organisers to thank them for their time and effort in organising the day. The Parish Council would be supportive of another joint initiative of school and village day. Brief discussion on possibility of bonfire night party – need for decision to go ahead at August meeting to advertise in the village newsletter.	The Clerk  All
<u>111/17</u>	<u>PARISH COUNCIL WEBSITE PROGRESS</u> The Clerk reminded councillors to send photo and brief biography to Kyle for inclusion on website.  Suggestion that details of groups using Elderbank Hall should be advertised on the website.  Transparency grant funding application in progress.	All  Tony Shillingford
<u>112/17</u>	<u>UPDATE ON COMMUNITY TRANSPORT PROVISION</u> Cllr Way to follow up on response made to Cotswold Friends following May's meeting.	Wendy Way
<u>113/17</u>	<u>UPDATE ON EBH CARPARKING/CCTV PROVISION</u> Transit vans parking has altered so less likely to damage adjacent allotment wall.  Discussion on CCTV provision and advised that can have an app so that film is streamed or recorded. Concerns raised as to who is looking at information and the legal implications of storage/review of personal information. Decision to shelve idea for CCTV provision at this stage.	
<u>114/17</u>	<u>EBH CAR PARK EXIT WALL</u> The person who had damaged the wall by the phone box has contacted the clerk and a quote to repair wall has been lodged with their insurance company. Rather than rebuild as before suggestion to make exit slightly wider by taking away steps that go up to phone box. Estimation has been provided by Jason Peach and cost of job, net of insurance proceeds agreed at £1,225 to be paid from budgeted figure for EBH. The Clerk is instructed to ask for work to be completed as soon as possible.	
<u>115/17</u>	<u>RECREATION GROUND WALL ADJACENT TO DONKEY PADDOCK</u> The tree in the donkey paddock is to be cut down as soon as the fledglings have 'flown the nest'. There had been a request for signage to stop children from climbing on wall but decided against this. It is thought that children may be trespassing into paddock by getting over wall at back by stream which is not owned by PC.	
<u>116/17</u>	<u>UPDATE RE QUARRY MEETING 20 JUNE 2016</u> Proposal that the Whitehill excavation rather than the Stonelands area will be opened up first for limestone excavation.	
<u>117/17</u>	<u>UPDATE RE PROVISION OF BROADBAND TO PAVILION</u> Cllr Campion is to meet with Tim Gush and find out if broadband is of use to BNS&SC. Cllr Shillingford to speak with Michael Nwanze, Minster Lovell PO.	

<u>118/17</u>	<u>UPDATE ON TREE SCREENING</u> Cllr Way to seek information as to most suitable trees for screening purposes.	<u>ACTION</u> Wendy Way
<u>119/17</u>	<u>INSURANCE – PREMIUM DUE 4 AUGUST 2016</u> Insurance premium had been circulated by e-mail. Reviewed by councillors and premium of £1,007.34 agreed (2 <sup>nd</sup> year of 5 year fixed period).  If the council need to hire expensive items (principally chipper) from 5A's then we need to have specific insurance. Clerk has made enquiries but the insurance provided by 5A's is more cost effective than Zurich Insurance. Agreed to take 5A's insurance when necessary.	
<u>120/17</u>	<u>UPDATE BANK MANDATE/QTRLY REVIEW BANK RECONCILIATION</u> There was agreement that the Clerk/RFO should be authorised rights to be able to speak with the bank regarding bank matters. Form signed by the Chairman and Cllr Guest as bank signatories. The Clerk advised that Cllr Ball was now a registered signatory of the bank account.  Cllr Campion confirmed that the recorded bank balance per statement 154 is in agreement to the bank reconciliation as recorded by the RFO.	

#### 121/17 PLANNING APPLICATIONS

16/01988/FUL (reply by 13/7/16) 16/02120/HHD 16/02121/LBC	RAF BZN Carterton Road D Shepherd Grove Farm Minster Road	Erection of single storey building for use with nursery Alterations and erection of single storey extension Internal and external alterations
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Reviewed above applications. No adverse comments to be made.

#### 122/17 PENDING PLANNING DECISIONS

16/01763/HHD	Mr Neil Wales 10 The Fosseway	2 storey rear extension and dormer to front elevation
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#### 123/17 PLANNING DECISIONS

No permissions outstanding.

#### 124/17 ORDERS FOR PAYMENT

100989	200.00	Carolyn Peach	June clerk services
100990	305.64	Kyle Anderson	June village maintenance
100991	16.00	Pip Squire	June chairman's expenses
100992	390.00	OALC	Training Chairman/councillors x 5
100993	43.74	Shillbrook Office	Printer ink/paper
100994	41.58	Carolyn Peach	Reimburse stamps/stationery/Queen's birthday expenses
100995	137.15	5A's Tool & Plant hire	Mower repair
100996	1007.34	Zurich Municipal	Insurance cover from 4 August 2016-
100997	165.00	HMRC	PAYE/NI mths 1-3
100998	67.63	Stuart Guest	Mower fuel/small tools
	<b>£2,374.08</b>	<b>Total</b>	

#### 125/17 PAYMENTS RECEIVED

6/6/16	84.63	EBH	Water reimburse
6/5/16	84.25	Allotment cheques/cash (banked May)	
	<b>£168.88</b>	<b>Total</b>	

## 126/17 BANK BALANCE

	£
Current a/c balance at 6/6/16	14,513.85
Total order for payments	2,374.08
Total receipts	<u>168.88</u>
Bank balance at 6 June after payments	12,308.65
WODC investment	<u>31,700.00</u>
Total funds at 6 June 2016	<u>44,008.65</u>

## 127/17 OFFICIAL CORRESPONDENCE

- a) Barclays – financial services compensation scheme – protection reduction to £75,000
- b) Barclays – simple servicing authority form
- c) PSE – June/July 2016
- d) Zenith Insurance – re EBH insurance claim
- e) Barclays – confirmation
- f) David Cameron MP – response to Keith Glazier letter

## 128/17E-MAILS CIRCULATED IN MONTH

- Rural Services weekly update 6/6, 13/6, **21/6**, 27/6
- Spotlight – RSN Older people – to WW
- Rural vulnerability – Transport 23/6 – to AB
- Rural vulnerability – Fuel poverty June
- Rural Economy spotlight June
- WODC weekly planning lists 6/6, 10/6, 20/6
- Public Sector Executive (PSE) 6/6, 9/6, 13/6, 16/6, 20/6, 23/6, 27/6, 30/6
- OCVA newsletter – 9/6, 16/6, 24/6
- 4/6 Community First Oxfordshire 14 July 7-9pm, Bletchington VH, ‘Which Plan?’ free course
- 6/6 Cotswold Broadband – siting of cabinet just outside Lew
- 6/6 OC – mobile library services ceasing to operate in September
- 7/6 WODC – Abby Fettes – explanation of ‘finally disposed of’ re 14/0399/P/FP
- 7/6 Oxford City – press release from District Councils re devolution
- 7/6 OPFA spring 2016 newsletter (to BC)
- 7/6 BT – line and fibre broadband contract to pavilion
- 8/6,17/6 RosPA conformation of inspections in July
- 9/6 WODC new councillor forms
- 9/6 Dr P Holmes – links between village community website and parish council website
- 9/6 Damage to Elderbank Hall wall
- 10/6 Oxfordshire clinical commissioning group – Talking Health (to WW)
- 13/6 A ‘thank you’ for Queen’s birthday celebrations and for medals
- 13/6 OCC temporary traffic regulations A40 closure eastbound (4/7 for 5 nights), closure westbound (11/7 for 5 nights)
- 14/6 Confirmation CTC received response re siting of artwork on Monahan Way
- 14/6, 17/6 OCC possible erection of bollards on Manor Road – OCC able to give quote
- 17/6 Allotment holders – information regarding pathways
- 20/6 WODC – free tour food waste recycling facility, Cassington
- 22/6 Police and Crime Commissioner survey – seeking views on policing and crime – respond by 30/9/16
- 23/6 Keith Glazier – notes of Burford Quarry meeting 20/6/16; notice of flood prevention meeting WG 7/7/16
- 24/6 Oxfordshire Clinical Commissioning group (to WW)

24/6,28/6 WODC – news release – change to waste and recycling services

28/6 OALC – AGM agenda, accounts, AGM minutes 2015, AGM 4 July 2016, Denman College

28/6 Healthwatch Oxfordshire – Annual report (to WW)

29/6 CPRE – Oxfordshire news June 2016

1/7 Active Places Data Platform newsletter (to BC and Tim Gush)

1/7 OALC June update

1/7 Barclays – mandate change form to remove Jo Webb from contact list

<u>129/17</u>	<u>CENTENARY FIELDS</u>	<u>ACTION</u>
	Information regarding Centenary Fields had been reviewed but on consideration there was not seen to be any benefit of registering recreation ground so decision taken not to proceed.	
<u>130/17</u>	<u>MEETINGS WITH SAVILLS AND PHIL SHAW, WODC PLANNING</u> The Clerk is requested to arrange meeting with Savills to discuss the West Brize Norton development. Tuesday/Thursdays best evenings. Meeting required with Phil Shaw to find out where we are with s106 and Local Plan. The Clerk requested to arrange meeting late afternoon.	The Clerk
<u>131/17</u>	<u>CHAIRS FOR PAVILION</u> Cllr Guest provided more details of chairs – design plastic fold up, suggesting purchase of 30 – 15 black, 15 white, IKEA. For use with functions on the Rec to replace the wooden chairs thrown out due to disrepair. £5 per chair. The Clerk to provide up to date expense schedule against precept budgets before decision to be made.	The Clerk
<u>132/17</u>	<u>INVITATION TO RAF FALCONS</u> In March this year we had communication with the RAF Falcons after they had used the Recreation Ground as a drop zone in an exercise having been given permission by Carterton officials. It is suggested that the Parish Council formalise the arrangement. Cllr Champion is to speak with the OC of the Falcons.	Cllr Champion
<u>133/17</u>	<u>SPEEDING SIGNAGE</u> A request was made to see if ‘smiley face/sad face’ solar temporary speeding notices could be erected as concerns over speeding on roads entering the village. Cllr Ball to speak with the Community Safety Partnership.	Cllr Ball

There being no further business the meeting was closed at 10.00 pm. Date of next meeting Monday 1 August 2016 at 7.30 pm.

*Signed as a true and correct record by Pip Squire on Monday 1 August 2016*