

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 1 August 2016 at  
7.30 pm at The Sports Pavilion, Brize Norton

		<u>ACTION</u>
<u>134/17</u>	<u>PRESENT</u> Pip Squire, Tony Shillingford, Lawrence Taylor, Stuart Guest, Ben Campion, Wendy Way, Andy Ball, Alex Postan, Neil Postan, Carolyn Peach,	
<u>135/17</u>	<u>APOLOGIES</u> None	
<u>136/17</u>	<u>DECLARATION OF INTERESTS</u> None to declare.	
<u>137/17</u>	<u>MINUTES</u> Minutes of the meeting on 4 July 2016 were signed by the Chairman as a true record.	
<u>138/17</u>	<u>PUBLIC PARTICIPATION</u> There was none.	
<u>139/17</u>	<u>CHAIRMAN'S MEETINGS</u> 28 June – Savills, Roger Smith and Will Benbow (together with Ben Campion, Tony Shillingford, Andrew Ball, Stuart Guest, Wendy Way)	
<u>140/17</u>	<u>COUNTY AND DISTRICT COUNCILLORS' REPORTS</u> Cllr Neil Owen presented a report that is to be forwarded to councillors by e-mail. The main points of his report included a statement from OCC leader on the appointment of the new prime minister, proposals for unitary authority paused, household waste recycling centres consultation, 'Oxfordshire bucks trend in hospital delays', and railway closures in Oxfordshire.  The Chairman and Cllr Shillingford had attended the unitary meeting held on 9 June. The report of the meeting sent through in their opinion misrepresents what was stated at the meeting. At the meeting it was expressed that the City and Districts are too different to be amalgamated – OCC view was to have one authority with the districts as 'super councils'.  Cllr Owen advised that he will not be standing for re-election at County next May 2017.  Cllr Owen advised new highway steward at OCC for this area is Paul Wilson (previously in charge of winter maintenance programme).  Cllr Owen was asked to support following items for BNPC at Highways: - Repair of wooden cross road sign at Elm Grove, Minster Road, Manor Road and Burford Road roundabout - Replacement black and white bollards throughout the village (estimated at 30 bollards) - Provision of a set of gully grabs – currently lorry that comes to de-silt is not effective as unable to get hoses in drains as all bunged up. BNPC prepared to 'self help' and clear gullies initially so OCC can work effectively.  Cllr Postan reported that District had had a Conservative group workshop. They are pressing to see the Grant Thornton report that had been commissioned by OCC which is currently being held back although it has been completed. He advised that there could be no amalgamation of WODC and Cotswold District Council but the joint service agreements in place are secure and OK.	Neil Owen

		<u>ACTION</u>
	<p>There has been an all party meeting forum to discuss revisions to the Local Plan. It is felt it is more important to have a plan than no plan and therefore increase house numbers to those recommended in SHMAA. A mixture of big and small developments and houses in villages as required. Cllr Postan reported that recently appeals at Milton Under Wychwood (against 66 new houses) and Long Hanborough (against 169 new houses) had been lost.</p> <p>Cllr Postan asked if BNPC would support a ‘bus party’ – buses are at risk everywhere. BNPC are well served by S1 and S2 services so probably not have support in village.</p> <p>Cllr Owen and Cllr Postan left meeting at 8pm.</p>	
<u>141/17</u>	<p><b><u>ITEMS FOR OCC/WODC ATTENTION</u></b></p> <p>A response from OCC Highways had been received to justify recent tarmac and chipping of B4477 and A4095.</p> <p>Manor Road verge – to ask for quote to install 14 posts/specification for posts.</p> <p>It was queried when road sweeper comes through village. If specific dates/times then residents could be advised and cars not parked on Station Road. The Clerk asked to follow up.</p>	The Clerk The Clerk
<u>142/17</u>	<p><b><u>VILLAGE EMERGENCY ACTION PLAN</u></b></p> <p>A5 pamphlet formatted. The Clerk to arrange printing and for circulation with newsletter. No response to be made to OCC consultation.</p>	The Clerk
<u>143/17</u>	<p><b><u>PLAYGROUND INSPECTION</u></b></p> <p>Inspection report received and reviewed assessing risk. Paint can be sourced from A K Timms (may require slight change of colour of some equipment). No action for ball wall at this stage. Door closure to be removed to rectify fault. The Clerk asked to source tube cap for see-saw. To further research repair of rubber compound surface. Several items do need a clean. Suggestion that have a ‘working party’ inviting help from parents at school. Arrange for September (no date advised yet) but mention to be made in upcoming edition of newsletter.</p>	The Clerk/ Stuart Guest
<u>144/17</u>	<p><b><u>STREET FURNITURE BINS PROVISION</u></b></p> <p>Decisions postponed to October meeting. Cllr Guest to form subcommittee to bring proposals to meeting.</p>	Pip Squire Stuart Guest
<u>145/17</u>	<p><b><u>VILLAGE SIGNAGE</u></b></p> <p>Replacement village signs would not require planning permission and no limit to size though require approval by OCC. Consideration of number of signs – 6 required (Minster Rd – 2 at roundabout, Witney Rd, Burford Rd, Carterton Rd, Station Road). Need to decide what to have on signs – wording/crest.</p>	
<u>146/17</u>	<p><b><u>WEBSITE PROGRESS</u></b></p> <p>Meeting scheduled for Thursday 4 August and at next PC meeting in September need to decide on policy for inclusion on site.</p>	All
<u>147/17</u>	<p><b><u>UPDATE ON COMMUNITY TRANSPORT PROVISION</u></b></p> <p>No further contact from Cotswold Friends and with local services from VLU will not pursue.</p>	
<u>148/17</u>	<p><b><u>UPDATE ON EBH CAR PARK EXIT WALL</u></b></p> <p>Insurance claim for £370 has been approved and money to be received in 2-3 weeks’ time. Additional work to be done and work to be completed as soon as possible.</p>	

		<u>ACTION</u>
<u>149/17</u>	<u>FLOOD PREVENTION WORKING GROUP MEETING 7 JULY 2016</u> Keith Glazier had attended meeting on behalf of BNPC and report of meeting sent through. Recorded that will have four attenuation ponds at Brize. Next meeting 15 December 2016, to ask Keith Glazier to attend on BNPC behalf as afternoon meeting.	
<u>150/17</u>	<u>UPDATE CPRE RESPONSE TO LETTER SENT</u> Draft of BNPC response to letter from Helen Marshall discussed and agreed. Disagreement with CPRE campaign to protect Oxford Green Belt at expense of rural WODC. Consideration next May 2017 as to whether wish to continue with membership.	
<u>151/17</u>	<u>UPDATE PROGRESS RE PROVISION OF TREE SCREENING</u> Suggestion that birch trees, weeping willows and Pyrus calleryana suitable for tree screening. Cllr Way to coordinate meeting with plantsman/landowner.	Wendy Way/ The Clerk
<u>152/17</u>	<u>UPDATE FROM SAVILLS MEETING 28 JULY 2016</u> Savills had left maps of their land ownership around Brize Norton. Map to be scanned for electronic storage. Savills suggesting that s106 to be confirmed later this year and possible start of build of West Brize Norton in 2017 although they still require full planning (only have outline planning with recommendation to approve). Savills also revealed plans for North Brize Norton development – the land has been forwarded to WODC for inclusion in land bank.  Meeting with Phil Shaw, WODC, Thursday 11 August, 4pm. Need to confirm how management of land around development is recorded and also want to ensure have meeting with Bloor Homes to confirm pre-commencement conditions and influence in detailed masterplan. Agreed expenditure to purchase text on 'local green infrastructure'.  With findings from Savills meeting need for a 'Community Led Plan (CLP)' as matter of urgency. The CLP offers a structured process for the community to research and identify the most important local issues and use this evidence to develop a detailed plan of action to bring about specific improvements. Will require involvement of community using questionnaires and analysis of responses. All councillors to refer to Community First Oxfordshire e-mail 19 July 2016 to prepare for discussion on Community Led Planning (CLP) at September meeting. <a href="http://www.communityfirstoxon.org/housing-community-planning/community-led-planning/">http://www.communityfirstoxon.org/housing-community-planning/community-led-planning/</a>	Pip Squire    Wendy Way   All
<u>153/17</u>	<u>UPDATE HORTICULTURAL SHOW</u> To advertise the show on the front page of newsletter. Details also on PC website. The Clerk asked to send through to Community website and to laminate schedule for display on allotment boards.  Cllr Ball left meeting at 9pm due to work commitments.	The Clerk
<u>154/17</u>	<u>BONFIRE NIGHT CELEBRATION</u> Following success of Queen's birthday beacon keen to promote November bonfire. Bonfire to be sited on allotments. To confirm date to co-ordinate with RAF BZN fireworks event. To draw to people's attention in newsletter as 'Save the date' and to ask for involvement.	Ben Campion/ Pip Squire
<u>155/17</u>	<u>OCC HOUSEHOLD WASTE RECYCLING CENTRE CONSULTATION</u> Cllr Guest to respond on behalf of BNPC. To promote Dix pit to remain open even if reduced hours and then only Saturday and Sunday. Must be free to use for all household goods, to include items that consultation describes as non-household. Should have a standard policy county wide. Councillors are asked to respond individually to consultation too – closes 11 August 2016.	Stuart Guest/ All

<u>156/17</u>	<u>WODC PARISH SURVEY OF SERVICES AND FACILITIES</u> Draft responses to section C had been circulated to all councillors. Confirmed agreement – Clerk asked to complete and return.	<u>ACTION</u>
<u>157/17</u>	<u>OALC TRAINING – PLANNING WORKSHOP 3 NOVEMBER 2016</u> OALC announced dates for training at Woodgreen Offices – Tony Shillingford, Ben Campion and Wendy Way to attend. Cheque to be raised at September meeting.	Tony Shillingford/ Ben Campion/ Wendy Way
<u>158/17</u>	<u>BANKING ONLINE FACILITY</u> Agreed that the Clerk can pursue setup of online facility for bank account so that account balances may be reviewed – no agreement to make payments on-line.	The Clerk
<u>159/17</u>	<u>NEWSLETTER DELIVERY</u> Councillors advised that newsletter to be produced for distribution for weekend 20 August.	

#### 160/17 PLANNING APPLICATIONS

16/02155/FUL (extension granted to 8 August 2016)	Cottsway Housing Assoc Land at The Fosseway  1 Manor Road Brize Norton	Demolition of existing garaging and erection of four dwellings with associated car parking and alterations to existing vehicular access. Provision of communal car parking spaces.  Proposed single storey and first floor extension and new front door
16/02455/HHD		

Draft of response re 16/02155/FUL had been circulated to Councillors. Response included suggestion to revise plans to decrease number of units proposed, pre-commencement provision for parking spaces, concerns with surface water drainage, sewerage and drainage systems capacity clarification and requirement for construction method statement.

Draft response to 16/02455/HHD had been circulated – response advises no issue other than check by planners of regulations regarding provision of doorway onto busy pavement that is narrowed by cars parking.

Agreement by councillors and Clerk asked to report responses.

#### 161/17 PENDING PLANNING DECISIONS

16/02120/HHD 16/02121/LBC	D Shepherd Grove Farm Minster Road	Alterations and erection of single storey extension Internal and external alterations
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#### 162/17 PLANNING DECISIONS

Approved: 16/01763/HHD Approved: 16/01988/FUL	Mr Neil Wales 10 The Fosseway RAF BZN Carterton Road	2 storey rear extension and dormer to front elevation Erection of single storey building for use with nursery
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#### 163/17 ORDERS FOR PAYMENT

100999	132.00	BNS&SC	PO rental 6 months
101000	200.00	Carolyn Peach	July clerk services
101001	331.11	Kyle Anderson	July village maintenance
101002	16.00	Pip Squire	July chairman's expenses
101003	712.64	WODC	Grass cutting May
101004	51.59	5A's Tool & Plant hire	Cutting discs/post hole borer/hedge trimmer
101005	285.19	Thames Water	15/4-19/7/16 water
101006	117.60	Playsafety Ltd	Playground inspection report
101007	82.32	A K Timms	Nuts/bolt for seats
	<b>£1,928.45</b>	<b>Total</b>	

Clerk to send out current comparison expenditure with precept budgets by e-mail.

## 164/17 PAYMENTS RECEIVED

	132.00		M Mwanze	Post Office rental
	<b>£168.88</b>		<b>Total</b>	

## 165/17 BANK BALANCE

	£
Current a/c balance at 1 August 2016	12,308.65
Total order for payments	1,928.45
Total receipts	<u>132.00</u>
Bank balance at 6 June after payments	10,512.20
WODC investment	<u>31,700.00</u>
Total funds at 1 August 2016	<u>42,212.20</u>

## 166/17 OFFICIAL CORRESPONDENCE

- a) Glasdon brochure
- b) Village Foundations – new housing for the older and younger generations in Brize Norton
- c) PSE June/July 2016
- d) WODC monthly update electoral role July 2016
- e) Clerks and Councils Direct July 2016
- F) HAGS – advertising playground equipment

## 167/17 E-MAILS CIRCULATED IN MONTH

- Rural Services weekly update 4/7, 11/7, 19/7, 26/7  
 Spotlight – RSN Young people – to LT 27/7/16  
 Rural Housing spotlight 20/7/16 to WW  
 Rural Broadband 14/7 July 2016  
 Public Sector Executive (PSE) 4/7, 7/7, 14/7, 18/7, 25/7  
 2/7 Draft CPRE letter for discussion  
 3/7 Draft Emergency Response Plan for discussion  
 4/7 OALC advice re horticultural show fund  
 4/7 Pitch Maintenance Services – advertising forwarded to TG  
 4/7 Quarry meeting – record of meeting 20/6/16  
 6/7 OCC – Unitary local government presentation slides and report of meeting (9/6/16 course attended by PS/TS) – PS comments 9/7, TS comments 13/7  
 6/7 WODC updated link for waste services changes  
 6/7 Big Health and Care conversation – Witney drop in Thursday 4 August 2016  
 9/7 Flood Prevention working group meeting 7/7/16  
 10/7 Mark Jones – request to discuss planning proposal  
 10/7 PSMA portal update  
 11/7 Chris Hargraves – acknowledgement to CPRE letter sent by BNPC  
 11/7 Will Munroe, Cottsway – site plans for Fosseway  
 11/7 Justine Garbutt – response to CPRE letter sent by BNPC  
 13/7 Jobbydoo UK – request to be included on website  
 13/7 WODC, Peter Pearson – re village signs info  
 13/7 Helen Marshall, director CPRE – response to letter (printed off)  
 13/7 Alex Postan – draft letter to ‘The Times’  
 14/7 OCC Household waste recycling centres consultation 14/7-11/8/15  
 15/7 Extension to WODC planning consultation deadline re Fosseway to 8/8/16  
 15/7 Copy of BC e-mail to RAF Falcons  
 15/7 Flood Prevention Working Group minutes 7/7/16 – next meeting 15/12/16  
 15/7 Pavilion – drainage smell-cracked window  
 18/7 Parish survey of services and facilities  
 18/7 Core claims – re EBH wall damage require photos and additional quote  
 19/7 Community First Oxfordshire – ‘At a glance’  
 19/7 WODC – Oxfordshire unitary councils – statement from OCC, County Council leaders

- 20/7 OCC further update to press release 19/7  
 20/7 Simon Marsden, OCC Senior technician asset management, response re correspondence of resurfacing on Monahan Way and Bampton Road  
 20/7 OALC website access – revision to password  
 20/7 RAF BZN Falcons – Flt Lt Kirk Evans – future involvement in training  
 20/7 WODC – additional note re unitary government proposals  
 22/7 OALC Training programme – advance notice planning training 3/11/16, WODC, Witney  
 22/7 Oxford Talking Health (to WW)  
 24/7 PS – presentation slides from chairmanship training  
 26/7 Abingdon and Witney College – request for link on Parish Council website  
 28/7 CPRE – Oxon e-newsletter  
 28/7 Core Claims – agreed insurance quote submitted re stonewalling  
 29/7 Play Area inspection report

<u>168/17</u>	<u>REFURBISHMENT OF WOODEN BENCHES/METAL BENCHES</u>	<u>ACTION</u>
	<p>Assistance has been given to refurbish wooden benches. Discussion whether thanks to be noted by plaque. Plaques in region of £15. Stuart Guest to research.</p> <p>Two metal benches have been sandblasted/repainted by Regal Engineering. Further bench to be refurbished but work could be done in return for advertising. To consider in light of policy of inclusion of items on website - September meeting.</p>	Stuart Guest

There being no further business the meeting was closed at 9.35 pm. Date of next meeting Monday 5 September 2016 at 7.30 pm.

*Signed as a true and correct record by Pip Squire on Monday 5 September 2016*