

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 5 September 2016 at
7.30 pm at The Sports Pavilion, Brize Norton

<u>169/17</u>	<u>PRESENT</u> Pip Squire, Tony Shillingford, Lawrence Taylor, Stuart Guest, Ben Champion, Wendy Way, Andy Ball, Carolyn Peach,	<u>ACTION</u>
<u>170/17</u>	<u>APOLOGIES</u> Cllr Neil Owen (other meeting commitment), Cllr Alex Postan.	
<u>171/17</u>	<u>DECLARATION OF INTERESTS</u> None to declare.	
<u>172/17</u>	<u>MINUTES</u> Minutes of the meeting on 1 August 2016 were proposed by Cllr Shillingford, seconded by Cllr Champion and signed by the Chairman as a true record.	
<u>173/17</u>	<u>PUBLIC PARTICIPATION</u> Mark Jones and Toby Jenssen advised councillors of their recent purchase of the Little Pump House (of the B4477, adjacent to Ting Tang Lane). They are looking to develop the property as a micro/eco building at an affordable price with a possible covenant restricting sale to local community. They were wanting opinions of councillors. Councillors advised that with up to 40% affordable housing being offered on East Brize Norton site the need for affordable housing was not so acute as in other areas. However councillors welcome starter homes as opposed to housing association housing. Councillors advised that checks would need to be made with WODC as to whether the development would fall inside or outside of the official development boundary of the village. OCC would need to be contacted regarding access Sewage is not thought to be a problem as worm technology proposed in the eco build. Councillors thanked Mark and Toby for attending to share their ideas and wished them well in their project.	
<u>174/17</u>	<u>CHAIRMAN'S MEETINGS</u> 11 August – Phil Shaw, WODC planning (with Wendy Way)	
<u>175/17</u>	<u>COUNTY AND DISTRICT COUNCILLORS' REPORTS</u> No reports in absence of Cllr's Owen and Postan.	
<u>176/17</u>	<u>ITEMS FOR OCC/WODC ATTENTION</u> Manor Road verge – quote has been received but need further analysis as to split of labour and materials. Overall quote £1,767.	The Clerk
<u>177/17</u>	<u>WEBSITE PROGRESS</u> The website is almost complete from point of view of set up and moving into ongoing maintenance phase. It was proposed by Cllr Shillingford and seconded by Cllr Champion that the sum agreed to be paid to Kyle Anderson can be included in his next pay. From then on would be a maximum of 2 hours maintenance per month. Agenda to be posted on website for upcoming meetings. Disclaimer on website approved. It was identified that the link from the 'recycling' heading did not	The Clerk

	<p>work. Cllr Guest proposed that he would prepare a short note that he would update over next few months as detail for new recycling scheme comes out.</p> <p>Suggestion that there be a standing agenda item – website maintenance – items to be brought each month for approval of inclusion on website.</p>	<p><u>ACTION</u></p> <p>Stuart Guest</p> <p>All</p>
<u>178/17</u>	<p><u>PLAYGROUND WORKING PARTY</u></p> <p>Cllr Guest to speak with Paul Atkins, Acting headmaster at primary school and to ask for school involvement. Considering that paint stripping/repaint should be done by BNPC maintenance but other jobs could be done by working party. There is a need to get community involved.</p>	<p>Stuart Guest</p>
<u>179/17</u>	<p><u>UPDATE ON EBH CAR PARK EXIT WALL</u></p> <p>Work has commenced and dry stone work to commence week beginning 12 September. Clerk to chase up insurance refund due.</p>	<p>The Clerk</p>
<u>180/17</u>	<p><u>UPDATE PROGRESS RE PROVISION OF TREE SCREENING</u></p> <p>Meeting with plantsman/landowner to be set up.</p>	<p>The Clerk</p>
<u>181/17</u>	<p><u>UPDATE HORTICULTURAL SHOW</u></p> <p>The Chairman on behalf of the PC thanked Cllr Shillingford and his team and was very appreciative of the work that had been done. The Team organising the event were pleased with the reasonable number of exhibits although the cups were awarded to the usual winners.</p> <p>Bob Watts in conjunction with the football club organised a charity event that day too. This had been organised quite late. As concern over numbers attending teas had not been laid on but could have been. With continuation of Horticultural show could use as platform for village day next year.</p>	
<u>182/17</u>	<p><u>BONFIRE NIGHT CELEBRATION</u></p> <p>Site for bonfire on allotments identified and viewing spot for RAF BZN fireworks. E-mail to village organisations (as involved in Queen’s celebrations) to ask for help. School to be asked to make a ‘Guy’. If the bar is to be opened then they may be required to take a licence for activities.</p>	<p>Tony Shillingford</p>
<u>183/17</u>	<p><u>WEST BRIZE NORTON DEVELOPMENT - OUTCOMES FROM WODC MEETING – 11.8.16</u></p> <p>Phil Shaw, WODC had suggested a Memorandum of Understanding be drawn up to identify who would take on responsibilities for open space management etc but this had been superseded by request from Savills/Bloor Homes for more substantial legal agreement. The agreement would aim to tie the NEAP and Open Space management monies which would be triggered by events in the development build. The e-mail received from Deborah Ceadel, Knights (solicitor of WODC) circulated to Councillors 31 August, was reviewed and the Clerk is asked to respond as directed by the Councillors. All responses to be headed up ‘subject to legal advice’. The Clerk is to ask if WODC can give advice in investing/managing the commuted sums appropriately.</p> <p>Councillors agreed that proposal by Savills/Bloor Homes for legal agreement (circulated in e-mail 25 August) to go ahead and to get price for agreement from JWS (fair legal fees to be paid by Bloor). This would be signed prior to the ‘reserve matters application’. The Clerk is asked to action.</p> <p>Savills had also advised of additional proposed terms of the long lease wording re the buffer land (e-mail circulated 25 August). The catalyst for the additional sports pitch is receipt of funds for the pavilion that will become available on building of 300th dwelling as per the s106 agreement. The option would persist for a period of 5 years. The Clerk is asked to confirm agreement to these terms subject to legal advice.</p> <p>Cllr Ball left meeting at 8.45pm due to work commitments.</p>	<p>The Clerk</p> <p>The Clerk</p> <p>The Clerk</p>

<u>184/17</u>	<u>COMMUNITY LED PLAN</u> With all the proposed development area being submitted by Christ Church it is felt that there is a very urgent need for a Community Led Plan. Proposal that BNAG be asked to take on work in canvassing opinions, reviewing answers and providing statistical analysis that they had been so effective at in earlier campaign against West Brize Norton. Guidance to be given from Parish Council. Soundings to be taken from BNAG members.	<u>ACTION</u> Wendy Way
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185/17 PLANNING APPLICATIONS

16/02626/HHD (extension to comment 12/9/16)	D Livingstone 1 Elm Grove Brize Norton	Erection of two storey side extension and detached garage
16/02588/OUT (response by 8/9/16 – sent through by Minster Lovell PC)	Mr and Mrs Kinch Land West of Minster Lovell	Residential development of up to 85 dwellings together with a new vehicular access onto Burford Road (B4047), footpath links, areas of public open space, children's play area, landscaping and land for potential burial ground (means of access only). Concrete hard standing for use of mobile Finlay Block making machine and erection of concrete batching plant
MW.0113/16	Pavestone UK Ltd Burford Quarry	Erection of dwelling
16/02949/OUT (response by 21/9/16)	Mr & Mrs T Hinchly Quarry Dene Burford Road	

16/02626/HHD – reviewed and no objections. It is an existing plot, no increase in number of houses or significant increase in sewage. Agree subject to standard planning constraints.

16/02588/OUT – Minster Lovell PC had drawn this application to attention of PC. Response agreed that ‘object until such time as foul drainage for the 85 dwellings is designed and committed to by Thames Water without impacting on the falling main to Brize Norton pumping station which is currently over capacity’.

MW.0113/16 – To ask for cross sectional views of new batching plant to ensure that there is no visual impact to adjacent buildings. Otherwise no objections.

16/02949/OUT – A couple of years ago permission to build had been refused outright but situation has changed. Councillors agreed to wording that had been circulated by e-mail. The planning consultant had made reference to Carterton Town Council masterplan but must advise that there is no legal standing of this report in connection with draft local plan.

Agreement by councillors and Clerk asked to report responses.

186/17 PENDING PLANNING DECISIONS

16/02155/FUL (extension granted to 8 August 2016)	Cottsway Housing Assoc Land at The Fosseyway	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.
16/02455/HHD	1 Manor Road Brize Norton	Proposed single storey and first floor extension and new front door

187/17 PLANNING DECISIONS

Approved: 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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188/17 ORDERS FOR PAYMENT

101008	260.00	Carolyn Peach	August clerk services/newsletter
101009	348.09	Kyle Anderson	August village maintenance
101010	1425.28	WODC	Grass cutting 10 June 2016/7 July 2016
101011	39.25	Carolyn Peach	Quarterly website reimbursement/inks
101012	258.00	Regal Engineering	Repair, shot-blast, repaint 2 park benches
101013	126.00	OALC	3 x planning training 3/11/16
101014	212.85	Shillbrook	Newsletter/action plan printing
101015	40.18	A K Timms	Bolts/paint etc
	£2,709.65	Total	

189/17 PAYMENTS RECEIVED

There were no payments received.

190/17 BANK BALANCE

	£
Current a/c balance at 1 August 2016	10,512.20
Total order for payments	2,709.65
Write back cheque	-48.00
Total receipts	0.00
Bank balance at 5 September after payments	<u>7,754.55</u>
WODC investment	<u>31,700.00</u>
Total funds at 5 September 2016	<u><u>39,454.55</u></u>

191/17 OFFICIAL CORRESPONDENCE

- a) Countryside Voice – Summer 2016
- b) PSE August/September 2016
- c) J Parker's Wholesale catalogue Autumn 2016
- d) WODC Electoral register August 2016
- e) OCC – Oxfordshire Comet transport service

192/17 E-MAILS CIRCULATED IN MONTH

- Rural Services weekly update 1/8, 8/8, 16/8, 23/8, 30/8 (not circulated)
- RSN – Spotlight on the Heart of the Village – 24/8/16
- Rural vulnerability – fuel poverty 10/8/16 (not circulated)
- Rural Opportunities – 3/8/16
- Oxfordshire Community and Voluntary Action – 4/8, 11/8, 25/8 (not circulated)
- Public Sector Executive (PSE) 1/8, 4/8, 11/8, 18/8 (not circulated)
- 29/7 OALC July 2016 update (printed off)
- 31/7 Witney Gazette article “traffic is costing people jobs”
- 31/7 From WW – circulation of draft response re Cottsway planning application Fosseyway
- 1/8 Rural Conference – Brexit survival of the fittest – making the case for rural 6/9-7/9 Park Campus, Cheltenham
- 2/8 Cllr Neil Owen – parish report August 2016 (printed off)
- 2/8 LCWG – Wednesday 7 September 7pm RAF BZN
- 3/8 Community First Oxon – transport representatives meetings (to AB)
- 3/8 Fwd from Keith Glazier – Wally Cox, Kencot query re LCWG
- 5/8 Active Places Data Platform – Newsletter SE (to BC)
- 5/8 Oxford Clinical Commissioning Group (NHS) – Talking Health (to WW)
- 5/8 Smiths quarry blast warning 11/8/16
- 6/8 Revision Tony Shillingford e-mail to t.shillingford@brizenortonparishcouncil.co.uk
- 8/8 Oxfordshire Playing Fields Association AGM 2016, 22/9/16 Woodleys House, Woodstock (to BC)
- 8/8 WO Local Plan Housing Needs Evidence – extension to Friday 26 August 2016 as e-mail – Peter Brett

Associates

- 9/8 Tourism newsletter August 2016
- 12/8 WODC consultation on its Council Tax Support Scheme 2017/18 (deadline 28/10/16)
- 15/8 WODC news release – Council pledges food waste reduction target
- 16/8 OCC Grant Thornton review of future options for local government in Oxfordshire – August 2016
- 17/8 WODC – Oxfordshire Unitary Government study published to council website
- 18/8 Safe and Sounds playgrounds – see saw cap replacement quote - £18.85 +VAT
- 19/8 Mrs H Marshall, CPRE – response to second letter to CPRE sent 13/7/16
- 19/8 Oxfordshire Clinical Commission newsletter 19/8/16
- 22/8 Zurich Insurance – notification IPT increase from 9.5% to 10% at next insurance renewal
- 22/8 Minster Lovell PC – notification of 16/02588/OUT at Minster Lovell
- 23/8 Community First – Summer newsletter
- 24/8 OCC – prospective county councillor event
- 25/8 Will Benbow – re long lease (printed off)
- 25/8 Oxfordshire Clinical Commissioning Group 25/8/16-29/9/16 consultation on provision of high quality affordable and sustainable care across Oxfordshire (public meeting 29/9/16)
- 25/8 RAF BZN – notification of Family Day and Brizefest Saturday 3 September
- 25/8 Roger Smith – open space agreement (printed off)
- 26/8 WODC request for interesting facts/old photos of the Cotswolds
- 26/8 Phil Shaw, WODC – re memorandum of understanding for public space maintenance (see 31/8)
- 29/8 F Bellenger – memorial tree broken (to SG)
- 30/8 OCC Highways – quote Manor Road bollards £1766.77 Skanska
- 31/8 Deborah Ceadel, Knights – WODC solicitor re memorandum of understanding (printed off)
- 31/8 OALC August 2016 (printed off)

<u>193/17</u>	<u>REFURBISHMENT OF WOODEN BENCHES/METAL BENCHES</u> Plaques to be put on benches and expenditure of approximately £10 per bench (3 benches) approved. Metal benches (near Masons Arms, Burford Road and at head of Daubigny Mead) refurbishment in exchange for publicity.	<u>ACTION</u> Stuart Guest
<u>194/17</u>	<u>COMMUNITY SHOP NETWORK MEETING</u> Cllr Way to attend meeting in October at Tackley re discussion on community shop. Are they a business opportunity or run by volunteers? Examples at North Leigh and more locally Clanfield.	Wendy Way
<u>195/17</u>	<u>DEFIBRILLATOR BOX</u> Clerk to arrange for signage on box to clarify ‘number’ of box as several residents querying instruction.	The Clerk
<u>196/17</u>	<u>FOOTPATH ELECTRIC FENCE</u> The clerk asked to contact farmer regarding electric fence across footpath as complaints that insufficient signage.	The Clerk
<u>197/17</u>	<u>NEXT MEETING AGENDA ITEMS</u> Village signage, provision of bins, update on West Brize Norton development, Community Led Plan, website maintenance, provision of broadband to pavilion and transparency grant outcome	

There being no further business the meeting was closed at 9.20 pm. Date of next meeting Monday 3 October 2016 at 7.30 pm (to follow Allotment meeting).

Signed as a true and correct record by Pip Squire on Monday 3 October 2016