

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 3 October 2016 at
7.30 pm at The Sports Pavilion, Brize Norton

<u>198/17</u>	<u>PRESENT</u>	<u>ACTION</u>
	Pip Squire, Tony Shillingford, Lawrence Taylor, Stuart Guest, Ben Campion, Wendy Way, Neil Owen, Alex Postan, Carolyn Peach	
<u>199/17</u>	<u>APOLOGIES</u> Cllr Andy Ball (holiday)	
<u>200/17</u>	<u>DECLARATION OF INTERESTS</u> Lawrence Taylor – planning application on 35 Chichester Close Ben Campion – buffer strip to West Brize Norton development	
<u>201/17</u>	<u>MINUTES</u> Minutes of the meeting on 5 September 2016 were unanimously agreed and signed by the Chairman as a true record.	
<u>202/17</u>	<u>PUBLIC PARTICIPATION</u> <p>Les Goble, Clive Homer and Mandy French came to the meeting to ask the views of the Councillors on the proposals being advertised by Savills on behalf of Christ Church for the ‘North Carterton – Welcoming Sustainable Growth’ development – a development in the Brize Norton parish. They brought to councillor’s attention that it was not part of the WODC draft local plan and was contrary to WODC opinion expressed in e-mail of September 2015 when commenting on the Carterton Masterplan. The development (together with proposed West Brize Norton development) would represent approximately 600% increase in the current size of the village.</p> <p>The Chairman advised that until the Local Plan is approved then WODC will receive numerous speculative applications. Councillors feel that the claim that the development is sustainable cannot be justified as there are not the jobs available. The benefits to the scheme that Savills and the developer champion are not anything that we don’t already have but they fundamentally miss the infrastructure issues, namely crossings over the Thames to provide access to employment centres and improvements in roads and foul drainage.</p> <p>The Parish Council is currently looking to produce a Community Led Plan an initiative that is one step down from a neighbourhood plan. A recent local example of one is on Bampton village website which is a good template. The Council is hoping BNAG may be able to help collate the information. Clive Homer advised that under NPPF regulations only Neighbourhood Plan has any force in law to be taken into account in Local Plan but councillors were concerned that too expensive to be undertaken – a Community Led Plan would still provide ‘ammunition’ to be used against development. Les Goble advised that BNAG would hope to assist. There needs to be a review of facts as the agreement to outline planning at West Brize Norton has changed the situation. The Carterton Masterplan has been signed off by Carterton Town Council but is not valid at WODC. CTC need to deliver on MoD land before making plans to develop outside of Carterton.</p> <p>The Councillors would be grateful for any assistance that could be given to formulating plans.</p>	
<u>203/17</u>	<u>CHAIRMAN’S MEETINGS</u> 18 September – Civic Ceremony, Carterton.	

<u>204/17</u>	<u>COUNTY AND DISTRICT COUNCILLORS' REPORTS</u>	<u>ACTION</u>
	<p>Cllr Owen advised that topic of conversation at County was the Unitary Debate. OCC championing 'Option 6' as identified in Grant Thornton report that proposed single Unitary Council but devolved powers to the District. Districts would not lose their identities (ie maintain free parking, decisions on planning) so very much like current but 'regularised'. Secretary of State to make the final decision, timetabled for next May and will go out for public consultation prior to that.</p> <p>Councillor Owen reported that £1 million has been retained to support communities and 'soften the blow' when children's centres close. Cllr Owen looking for support for Carterton Children's Centre and the Villager bus service.</p> <p>There has been agreement to HGV scheme for Burford. Communities are funding the project themselves – up to £50,000 for cctv and number plate recognition technology. Cllr Owen has agreed to discuss scheme and how it will be structured with Cllr Ball. Beverly Hindle is the WODC contact. BNPC interested as growing concern of HGV'S using Station Road and safety concerns for pedestrian users.</p> <p>In further cost cutting measures OCC are not fixing street lights unless there are safety implications.</p> <p>Cllr Postan reported that he and Cllr Owen had attended the funeral of the late Cllr Warwick Robinson whose remit had been WODC planning. There will therefore be a change in personnel. In respect of Local Plan the SHMA figures for housing may be reinstated. The meeting to discuss is scheduled 15 October 2016. Cllr Postan picked up on point regarding Community Led Plans and Neighbourhood Plans. The Inspector can't ignore the wishes of a community in a Community Led Plan however he advised that Shilton were undertaking a Neighbourhood Plan being led by David Cuthbertson. He agreed to set up a meeting so BNPC could find out more, costings etc</p> <p>A by-election is being held in Witney on Thursday 20 October. Cllr Postan was keen to include Brize Norton in a 'walk-about' on Saturday 8 October by the Conservative candidate Robert Courts. The Chairman reminded Cllr Postan that the Parish Council is apolitical but if details of times were e-mailed then they would be circulated to Councillors if they wished to meet with the candidate.</p> <p>Cllrs Owen and Postan left meeting as did Les Goble and Clive Homer.</p>	<p>Andy Ball</p> <p>Alex Postan/ Wendy Way</p>
<u>205/17</u>	<p><u>ITEMS FOR OCC/WODC ATTENTION</u> Manor Road verge – for discussion at next meeting.</p>	
<u>206/17</u>	<p><u>WEBSITE PROGRESS</u> Cllr Shillingford to follow up on progress of website with Kyle Anderson. Still some omissions in particular the up and coming agenda for the meetings.</p> <p>We have received confirmation that we have received funding from the Transparency Grant fund in total £1,194. Cllr Shillingford to identify items for purchase. He is also pursuing further quote from BT for pavilion connection.</p> <p>Cllrs are reminded to post pictures/biographies to Kyle to upload to website.</p>	<p>Tony Shillingford</p> <p>All</p>
<u>207/17</u>	<p><u>PLAYGROUND WORKING PARTY</u> Cllr Guest has spoken with RAF Falcons team who undertake community work. He is proposing that he/Kyle sand down equipment requiring repainting/touching up and then RAF team would come to paint – would be more efficient than trying</p>	<p>Stuart Guest</p>

		<u>ACTION</u>
	to organise working party of volunteers from school.	
<u>208/17</u>	<p><u>TREE SCREENING/REPLACEMENT TREES ON RECREATION GROUND</u> The Clerk had met up with the plantsman and resident of 60 Station Road and were awaiting further suggestions of trees.</p> <p>Quotes had been received for replacement of tree in Centenary Memorial colonnade and the birch at corner of Recreation Ground. Trees and planting would be in region of £150. Expenditure agreed.</p>	The Clerk
<u>209/17</u>	<p><u>UPDATE BONFIRE NIGHT</u> The Pavilion Bar is to be open and the Church PCC are catering with soup and hot dogs. Advertising fliers are to be drawn up by Cllr Shillingford for distribution in week beginning 24 October. To also ask to advertise in school e-newsletter.</p>	Tony Shillingford
<u>210/17</u>	<p><u>CONCLUSION OF AUDIT 31 MARCH 2016</u> Accountants BDO LLP have completed their audit and returned the signed annual return with no matters being raised. Cllr Campion proposed certificate be approved and accepted, seconded by Cllr Shillingford. All in agreement.</p>	
<u>211/17</u>	<p><u>CONFIRMATION OF CASH BOOK/BANK RECONCILIATION BALANCES</u> Cllr Campion reviewed and confirmed that balances on cash book records were in agreement to bank reconciliation prepared by the RFO.</p>	
<u>212/17</u>	<p><u>UPDATE COMMUNITY LED PLAN</u> Further to input by Les Goble and Clive Homer and Cllr Postan suggestion to meet with David Cuthbertson Cllr Way to pursue meeting. Report to be made to November meeting.</p>	Wendy Way
<u>213/17</u>	<p><u>REPORT ON RUBBISH BINS RESITING/PROVISION</u> Cllr Guest asked to circulate his proposals by e-mail prior to November meeting when could be reviewed in detail.</p>	Stuart Guest
<u>214/17</u>	<p><u>SERVICES OF REMEMBRANCE</u> The Clerk to ascertain if a service is being held at the Memorial Garden on Monahan Way. The Chair will attend if it is the case. Cllr Campion will lay wreath at Remembrance Day service at St Britius. Agreement to purchase two wreaths with a donation of £60 to Royal British Legion.</p>	The Clerk
<u>215/17</u>	<p><u>REQUEST FOR HELP TOWARDS PAVILION REPAIRS</u> A request for help to fix pavilion fire doors, a broken window and review of drains has been made from BN S&SC. Cllr Campion to speak with Tim Gush regarding request. The Clerk to forward a copy of the lease agreement with BNS&SC.</p>	Ben Campion/ The Clerk
<u>216/17</u>	<p><u>RESPONSE TO LEGAL OPINION RE LONG LEASE</u> From review of information sent through by e-mail on 20 September there was some confusion about the re-registering of land into three separately identified plots. The Chair is to further review comments and make response in particular identifying the fact that there is a further lease that leases back to Christ Church for agricultural tenancy to continue.</p>	Pip Squire
<u>217/17</u>	<p><u>REPOSE TO DEBORAH CEADEL RE SUDS INFRASTRUCTURE</u> The Chair to review further and make response regarding the SUDS infrastructure which is under review by Cole Easdon/Bloor Homes.</p>	Pip Squire
<u>218/17</u>	<p><u>RESPONSE TO NORTH CARTERTON BROCHURE CIRCULATED</u> At this initial stage it was agreed to make a strong rebuttal to this proposal. Cllr Way to draft a response and circulate.</p> <p>At Civic Ceremony in September Cllr Squire had met Ray Hall who had followed up meeting with e-mail and who would like to meet but it was considered that his</p>	Wendy Way Pip Squire

	expertise was in transport systems and would not follow up at this time. Cllr Squire to respond.	<u>ACTION</u>
<u>219/17</u>	<u>RESPONSE TO DEVOLUTION PROPOSALS</u> The Clerk is asked to write to OCC even before consultation to express concern regarding devolution. BNPC would be in favour of a 'Three Unitary Authority approach proposed by WODC/Price Waterhouse Coopers report which recognised the differences in the areas, their populations and densities.	The Clerk
<u>220/17</u>	<u>RESPONSE TO PRECEPT REFERENDUM CONSULTATION</u> The NALC are looking for support in opposing proposals that all Parish Councils may be required to hold a referendum in their locality if expenditure proposed gave rise to over 2% increase in precept. For small parishes this was thought to be 'lunacy' and the Clerk is requested to respond to oppose this proposal.	The Clerk

221/17 PLANNING APPLICATIONS

16/02983/FUL (response by 4/10/16)	RAF Brize Norton Carterton Road	Re-roofing, re-cladding of Junior Ranks Mess
16/03060/HHD 16/03061/LBC (response by 7/10/16)	Grove Farm, Brize Norton	Alteration and erection of porch
16/03140/FUL (response by 13/10/16)	Mr & Mrs Gush Painswick House Carterton Road	Erection of detached dwelling and garage and provision of vehicular access
16/03177/HHD (response by 18/10/16)	Mr and Mrs Robinson 35 Chichester Place	Proposed enclosure of front porch and erection of single storey rear extension to form new dining area
16/03215/HHD	Mr G Perkes 1 Manor Rd, Brize Norton	Erection single storey/1 st floor extensions. Insertion of doorway in front elevation.

16/02983/FUL – Reviewed and no comment to be made

16/03060-61/HHD/LBC - Reviewed and no comment to be made

16/03140/FUL – Comments were made regarding any impact that development may have on mature trees and proximity of stream. It was agreed that planning officers would identify that trees were being used to screen development and would make conditions to protect the tree roots, however the clerk is asked to respond that 'the development is in keeping with the locality but that (a) Highways need to be sure that there is safe access and sight lines onto the busy Carterton Road, (b) BNPC realise that a cesspit is a practical solution to the local foul drainage issues but that all measures are taken to prevent any pollution due to the proximity of the stream and (c) there needs to be a flood risk assessment due to the close proximity of the stream.

16/03177/HHD – Reviewed plans but could see no impact on parking or that affect neighbours so no comment to be made.

16/03215/HHD – Review of revised application. Comments would be as before.

Agreement by councillors and Clerk asked to report responses.

222/17 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.
16/02588/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).
MW.0113/16	Pavestone UK Ltd Burford Quarry	Concrete hard standing for use of mobile Finlay Block making machine and erection of concrete batching

16/02949/OUT (response by 21/9/16)	Mr & Mrs T Hinchly Quarry Dene Burford Road	plant Erection of dwelling
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Cross section drawings had been received re MW.0113/16 and no visual impact so no objection.

223/17 PLANNING DECISIONS

Application withdrawn:16/02455/HHD Approved: 16/02626/HHD	1 Manor Road Brize Norton D Livingstone 1 Elm Grove Brize Norton	Proposed single storey and first floor extension and new front door Erection of two storey side extension and detached garage
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224/17 ORDERS FOR PAYMENT

so	5.00	Christ Church	Bus shelters rent 26/3-29/9/16
so	75.00	Christ Church	Allotments rent 26/3-29/9/16
101016	200.00	Carolyn Peach	September clerk services
101017	513.19	Kyle Anderson	September village maintenance/web site
101018	712.64	WODC	Grass cutting August 2016
101019	120.00	BDO	External audit ye 31 March 2016
101020	22.62	Safe and Sound Playground	Replacement cap end for see-saw
101021	56.06	Stuart Guest	Unleaded fuel/maintenance spares
101022	230.14	Fred Bellenger	Mower fuel £155.14/War memorial £75
101023	165.00	HMRC	PAYE/NI mths 4-6
101024	13.03	A K Timms	Gloves/pruner
101025	7.50	Fred Bellenger	Allotment trophy engraving
	2,120.18	Total	

225/17 PAYMENTS RECEIVED

31.8.16	76.08	EBH	Water reimbursement to 19/7/16
20.9.16	96.71	BNS&SC	Water reimbursement 24/10/15-19/7/16
30.9.16	370.00	Zenith Insurance	Elderbank Hall wall repairs
	542.79	Total	

226/17 BANK BALANCE

	£
Current bank a/c balance at 3/10/16	7,850.55
Total order for payments	2,120.18
Total receipts	542.79
Bank balance at 3 October after payments	<u>6,273.16</u>
WODC investment	31,700.00
Total funds at 3 October 2016	<u><u>37,973.16</u></u>

227/17 OFFICIAL CORRESPONDENCE

- a) North Carterton promotion literature (plus additional copies requested)
- b) BDO conclusion of external audit ye 31/3/16
- c) Name change Citizens advice West Oxfordshire
- d) CPRE request for donations!
- e) HAGS brochure activity play
- f) Glasdon brochure

228/17 E-MAILS CIRCULATED IN MONTH

Rural Services weekly update 6/9, 19/9, 26/9 (not circulated)

RSN – Spotlight on Older People in rural areas – 20/9/16

Rural vulnerability – broadband 9/9/16 (not circulated)

Oxfordshire Community and Voluntary Action – 1/9, 15/9, 22/9 (to WW)

Oxfordshire Clinical Commissioning Group – Talking Health 2/9, 16/9, 23/9 (to WW)

Public Sector Executive (PSE) 1/9, 5/9, 8/9, 12/9, 15/9, 19/9, 22/9, 26/9 (not circulated)

2/9 Community First Oxon – One-Eighty volunteers for help in ‘Kick Start’ schools projects

3/9 Pip Squire – scan of map Christ Church ownership

5/9 RAF BZN LCWG Complaint statistics May-July 2016

7/9 Witney Oxford Transport Meeting 10/11/16 6pm-8pm The Old Library, Oxford Town Hall

8/9 Community First Oxfordshire AGM 27/10/16 2PM Yarnton Village Hall

8/9 Oxfordshire Palying Fields Assoc AGM 22/9/16 7-8PM Woodstock

8/9 Fl Lt Bob Weavill – use of recreation ground 10-14/10/16 RAF instructors from Brize

12/9 OALC re neighbourhood planning bill

12/9 Oxfordshire Highways – Liaison service direct contact 0345 2412129 liaisonteam@oxfordshire.gov.uk

13/9 Pension Regulator reminder staging date 1/2/17

13/9 OPFA summer newsletter (to BC, Tim Gush)

13/9 Agrivert Tour 21/9/16

13/9 WODC and Oxford City Council press release ‘3 Councils best for Oxfordshire’

14/9 JHandel@northcarterton.co.uk (Christ Church) keen to discuss proposals for ‘sustainable residential 1,200 new homes, 10 ha employment and community facilities and services

14/9 ‘Place Making’ conference 8/11/16 1.30pm to 4pm Oxford Abingdon Hotel, Abingdon OX14 1TZ

15/9 Request for help pavilion drains, emergency doors and broken window

16/9 WODC – Witney by-election poster 20/10/16

16/9 KG – Burford Quarry meeting report 15/9/16

20/9 Friday 30 September 10am, meeting confirmation re tree screening

20/9 John Welch & Stammers – fee quotes/comments re long lease (printed off)

20/9 Oxfordshire County Council – stakeholder update re devolution – 1 unitary authority

21/9 Ray Hall FRSA background request for meeting?

21/9 D Ceadel, Knights – response to e-mail re MOU, highlight issue of SUDS infrastructure

21/9 LCWG 7/9/16 meeting minutes posted

22/9 OALC precept referendum – technical consultation important response required (printed off)

22/9 WODC press release, tribute to Cllr Warwick Robinson

22/9 CPRE – fieldwork newsletter

22/9 RSN Conference ‘Taking a lead on Community Regeneration and Social value’ Thurs 20/10/16, 10am-3.15pm Voluntary Action Swindon, 1 John Street, Swindon SN1 1RT

23/9 Response re Burford Quarry planning application MW.0113/16

<u>229/17</u>	<u>LITTLE PUMP HOUSE PROJECT</u> Further to Mark Jones and Toby Jenssen attendance at meeting last month they have started work clearing site but the Clerk was asked to contact them to make sure the site is secured by Herras fencing or the like to prevent unauthorised access to what is considered an unsafe structure.	<u>ACTION</u> The Clerk
<u>230/17</u>	<u>MOBILE SPEED SIGNS</u> Further to request for temporary speed signage at the July meeting need to follow up with Cllr Ball to enquire as to availability.	 Andy Ball
<u>231/17</u>	<u>LCWG MEETING RAF 7 SEPTEMBER 2016</u> The minutes of the LCWG meeting attended by Cllrs Shillingford and Ball had been circulated but in their view they did not fully reflect the discussions at the meeting. Cllr Shillingford and Ball are asked to advise secretary of committee of their concerns and ask if the meeting is giving the best value for time input? Issues of REEMA housing and noise attenuation are important to locality. Also need to hold RAF to account for recent night flying activity.	 Tony Shillingford/ Andy Ball
<u>232/17</u>	<u>ALLOTMENT MEETING REPORT</u> Wendy Way reported on allotment meeting held just prior to general Council meeting. Pat Thrift had been awarded the Best Allotment trophy for a second year. There has been a request to make a stile over the EBH/Allotment wall adjacent to the tennis court. The wall cappings have been removed in the past to facilitate access but further provision was requested. A temporary block would appear to	

	have been moved. Councillors agreed that the blocks should be reinstated, stabilised and made safe but they are not in favour of stile or rail being put up.	<u>ACTION</u>
<u>233/17</u>	<p><u>MOWING RECREATION GROUND</u></p> <p>Fred Bellenger has volunteered to mow the recreation ground for the 2017 season. The Council wish to record their appreciation to Fred for his continued service in mowing this village amenity. The Clerk is to record thanks and also ask the Fred arrange for a service of the mower for general upkeep after the full overhaul and service at the start of the season.</p>	The Clerk
<u>234/17</u>	<p><u>STORAGE IN COUNCIL RECREATION SHED</u></p> <p>A request had been made for use of storage shed to store a trailer that could be also be used by Council if required. Councillors were not happy for the shed to be used and had concerns over insurance liability. Cllr Guest to advise of decision.</p>	Stuart Guest

There being no further business the meeting was closed at 9.45 pm. Date of next meeting Monday 7 November 2016 at 7.30 pm

Signed as a true and correct record by Pip Squire on Monday 7 November 2016