

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 13 April 2015 at
7.30 pm at The Sports Pavilion, Brize Norton

<u>1/16</u>	<u>PRESENT</u> Keith Glazier, Selwyn Shorrocks, Tony Shillingford, Stuart Guest, Pip Squire, Lawrence Taylor, Neil Owen, Alex Postan, Carolyn Peach	
<u>2/16</u>	<u>APOLOGIES</u> No apologies for absence	
<u>3/16</u>	<u>DECLARATION OF INTERESTS</u> None identified.	
<u>4/16</u>	<u>MINUTES</u> Minutes of the meeting on 2 March 2015 were approved and signed by the Chairman as a true record.	
<u>5/16</u>	<u>CHAIRMAN'S MEETINGS</u> 16/3/15 WODC 19/3/15 Savills, Oxford with Selwyn Shorrocks	
<u>6/16</u>	<u>DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> Cllr Neil Owen reported on the issues being dealt with at OCC following the announced redundancy of the Chief Executive position. OCC had taken legal advice which was erroneous and now legal teams of CEO and OCC in discussion to resolve situation. BNPC questioned that costs should be borne by professional indemnity insurance of solicitors and not the rate payers of OCC. The travel policy consultation period ceased on 2 April 2015 so await report. Cllr Owen has a locality meeting 24/4/15 where the five WODC/OCC councillors meet – this is not an open meeting. Discussions also being held re education and how OCC will cater for the demographic 'bulge'. The recent amendment to the provision of a school bus service to a Benson school was deemed a special circumstance and denial from OCC that there has been a policy change to the home to school transport policy. The budget for the general road maintenance has not been cut, but there is no increase. Cllr Owen reported he was meeting with Joe White to discuss roads at Stonelands. The Chairman asked that he be advised of the meeting date and asked if it could be extended by a visit to the village to assess the state of the roads and road edges in particular on the Burford Road. Cllr Postan reported that in political canvassing the highways policy is what people want to talk about. At WODC there is discussion about the state of finances and how they are held. Proposal to increase affordable housing by using some £1 million of reserves. Cllr Postan advised that there are three district councillors up for election in Carterton. A recent article in the Witney Gazette suggested that Thames Water had plans to upgrade the SPS. The Chairman asked Cllr Postan if he was aware what work was being proposed as BNPC were under the impression that work had been completed. Cllrs Owen and Postan to access the minutes of the scrutiny committee and advise. WODC have concerns over the capacity of the Ducklington sewage plant and the proposed building developments. Cllr Postan to meet with Selwyn Shorrocks regarding the Local Development Plan	<p>Cllr Owen/ Keith Glazier</p> <p>Cllr Postan/</p>

	proposal for employment land in Carterton on the football ground on Monahan Way.	Selwyn Shorrock
<u>7/16</u>	<p><u>ITEMS FOR OCC/WODC ATTENTION</u></p> <p>The Clerk is asked to report potholes specifically at the roundabout. Also to report that the corners are dropping off the traffic calming measures.</p> <p>Details of meetings with WODC and RAF BZN regarding signage at the end of the runway have been sent out on e-mail.</p>	The Clerk
<u>8/16</u>	<p><u>VILLAGE EMERGENCY ACTION PLAN</u></p> <p>No further progress. Redacted copy of Bampton Emergency plan has been forwarded to Pip Squire. If complete the plan could be presented at Annual Village meeting.</p>	Pip Squire
<u>9/16</u>	<p><u>THAMES WATER OVERFLOWING MANHOLE (BACK OF ALLOTMENTS)</u></p> <p>Water that continues to flow is clear. Brian Barnett is also complaining to TW.</p>	
<u>10/16</u>	<p><u>VILLAGE NOTICEBOARD – TEMPORARY ONE</u></p> <p>Poles on which temporary boards to be attached to be cemented into ground and poles painted green.</p>	Stuart Guest
<u>11/16</u>	<p><u>PLAYPARK SURFACES</u></p> <p>Clerk asked to get a second quote for comparative purposes with Sovereign Playgrounds and also research grant funding from WODC activities grant scheme – application by 21 April 2015.</p>	The Clerk
<u>12/16</u>	<p><u>MOWER REQUISITION</u></p> <p>The mower demonstrated was not thought satisfactory as it did not have electric start. Stuart Guest had approached Oxford City works. They could do a complete overhaul – decoke, sharpening of blades to be scheduled for Autumn 2015. Stuart Guest to arrange for engineer to review mower and quote. There will be a cost but as the mower now in weekly use not practicable to get into Oxford for review.</p>	Stuart Guest
<u>13/16</u>	<p><u>UPDATE MEETINGS WITH SAVILLS, WODC AND BLOOR.</u></p> <p>Meeting with Cole Easdon about drainage issues organised for 15 April.</p> <p>Meetings had been held with WODC grounds expert about management of open space. Discussion as to type of trees best for management.</p>	
<u>14/16</u>	<p><u>ELDERBANK HALL PAVING/EXTENSION</u></p> <p>Concern expressed regarding current practice of driving up to front door to unload. Suggestion that back door could be used for this purpose but not that convenient for catering purposes so discounted. It is recognised that access is a selling point of the hall. To avoid current situation of pedestrian/vehicles using same ramp suggestion that new ramp created that would be used to service proposed new extension to EBH. Trip hazards to be taken out by taking up slabs to side of Millennium stone and putting top soil down to square up slope. Need to get quote for ramp.</p>	
<u>15/16</u>	<p><u>ELDERBANK HALL TELEPHONE/INTERNET ACCESS</u></p> <p>Tony Shillingford is to draw up proposal for internet/telephone provision and contact Jeremy Charlett, WODC for funding being offered.</p>	Tony Shillingford
<u>16/16</u>	<p><u>WODC DRAFT LOCAL PLAN RESPONSE</u></p> <p>As a starting point to review previous response and adapt. Most of the statistics data is still relevant. Pip Squire to review and draft. The Local Plan proposes that the playing fields on Monahan Way be set aside for employment land which BNPC objects to as the arguments for additional employment land are flawed. The aspect of Oxford City housing must be commented on together with issues of employment. If housing is proposed then there must be jobs but the Local Plan is not being equated to jobs. Pip Squire to circulate draft on e-mail for comment.</p>	Pip Squire/ All

<u>17/16</u>	<u>LAYING UP OF MEMORIAL GARDEN UNION JACK 12/4/15</u> Keith Glazier has sourced pole - £87.30 net of VAT. The service held at St Britius had been attended by Cllr Norman MacCrae, Deputy Lieutenant Brian Crossland and Mike Henderson of the Royal British Legion. The flag is to be mounted after 10 May when it will be flanked by the standards of the 99 and 216 squadron.	
<u>18/16</u>	<u>REVIEW OF EFFECTIVENESS OF INTERNAL CONTROLS INCLUDING RISK ASSESSMENT</u> Councillors reviewed procedures and agreed internal controls in place effective and that levels of risk assessment reasonable. The Chairman signed off schedule of procedures.	
<u>19/16</u>	<u>REVIEW OF LEVEL OF FIDELITY GUARANTEE INSURANCE COVER</u> The Councillors agreed that the level of fidelity guarantee insurance cover at £50,000 is acceptable (Insurance with Zurich Municipal period insured to 3 August 2015). Cllrs Neil Owen and Cllr Alex Postan left meeting at 8.45pm.	
<u>20/16</u>	<u>DRAFT ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015</u> The RFO circulated the draft accounts for any initial comment. Accounts to be presented again at May meeting prior to being submitted to Bill Haire for internal audit.	The Clerk
<u>21/16</u>	<u>BUS SHELTERS, MANOR ROAD</u> A complaint about the state of the bus stops on Manor Road had been received. Richard has been asked to give them a good clean and to paint the steel side on the one stop. No to hole being knocked through – consider mirror? Keith Glazier advised that Richard Wargent had advised he wished to resign as village handyman; he can no longer commit to the hours required. We will need to advertise. A job specification needs to be drawn up. Reference is to be made to the job spec drawn up when Richard applied in 2008 or 2009.	Keith Glazier/ The Clerk
<u>22/16</u>	<u>SAFE GUARDING CHILDREN POLICY</u> Further to an e-mail circulated by OCC the Clerk had contacted OALC and they had sent through a model ‘Safeguarding Children Policy’. After discussion it was agreed to ask the Elderbank Hall committee and Brize Norton Sports and Social Club to publish the policy on their notice boards and to incorporate it in their booking terms. It was not considered that it should be too onerous. BNPC to get written confirmation from the two committees. Concern was raised over disclaimer on park facilities. Stuart Guest to check if state ‘parents responsible for children at all times’.	The Clerk
<u>23/16</u>	<u>VILLAGE ANNUAL MEETING TUESDAY 19 MAY, 7.30PM, ELDERBANK</u> Invites to be sent to school chair of governors, OCC cllr, WODC cllr, TVP, RAF BZN Station Commander (KG to advise name), WI to be asked for help with refreshments. Tony Shillingford to source PA system.	The Clerk/ Tony Shillingford

24/16 PLANNING APPLICATIONS

15/00846/FUL (respond by 17 April 2015)	Environmental Services Ltd Unit 9 Viscount Industrial Estate Station Road	Erection of single storey side extension
15/00964/LBC 15/00963/HHD (respond by 7 May 2015)	Mr Paul Webster Upper Haddon Farmhouse 116 Station Road	Garage with room above and link to dwelling
15/00935/HHD (respond by 30 April 2015)	Brize Norton Helen Harper Mijeshe Elm Grove Brize Norton	Proposed Carport Extension on North Elevation

Comments had been made in respect of 15/00846/FUL though no specific issues to comment to WODC on the planning applications this month.

25/16 PENDING PLANNING DECISIONS

14/0399/P/FP	David Wilson Homes (Southern) Land at Swinbrook Road Carterton	Erection of 66 dwellings with associated access, open space and landscaping. Creation of extension to Kilkenny Lane Country Park and link road. Grid ref: 427785 207723
14/1339/P/OP	R, P & C Howse Linden House Kilkenny Lane Brize Norton	Erection of up to ten dwellings with associated access

26/16 PLANNING DECISIONS

Granted: 15/00112/HHD	Mr & Mrs Hinchly Quarry Dene Burford Road Brize Norton	Erection single storey side extension to form new hallway and attached garage. Formation new vehicular access.	
Granted: 15/00468/FUL	Mr Garry Griffin The Cottage Brize Norton	Conversion of existing garage/store to dwelling	

27/16 ORDERS FOR PAYMENT:

100841	2,700.00	Jason Peach	Pavilion pathway
so	75.00	Christchurch	Allotment rent 30/9-25/3/15
so	5.00	Christ church	Bus stops rent 30/9-25/3/15
	£2,780.00	Total March	
100842	200.00	Carolyn Peach	March clerk services
100843	144.33	Richard Wargent	March village maintenance
100844	16.00	Keith Glazier	March chairman's expenses
100845	165.00	HMRC	Jan-Mar 15 PAYE/NI
100846	299.95	SSE Enterprise	EBH carpark repair light standard
100847	2.33	A K Timms	Noticeboard catch
100848	133.44	Shillbrook Services	March newsletter/stationery
100849	65.00	ORCC	Membership 2015/16
100850	158.39	OALC	Membership 2015/16
100851	158.50	Mister Mowerman	Service of mower
	£1,342.94	Total	

28/16 PAYMENTS RECEIVED

13/3/15	1,500.00	OCC	Area Steward fund maintenance grant
	£1,500.00	Total	

29/16 OFFICIAL CORRESPONDENCE:

- a) WODC environmental services from 1/4/15 depot services by Ubico Ltd
- b) BDO annual return to complete/timetable
- c) The Pensions Regulator – staging date 1 February 2017 – nominated Clerk as contact
- d) WODC Electoral services
- e) OCC Grass cutting grant 2015/16 notification £828.00 (previously £1,655.99)
- f) ORCC membership benefits

- g) Clerks and Councils Direct March 2015
- h) Clerks and Councils Direct January 2015 (missed off previous list)
- i) RAF BZN invitation to Chairman for Annual formal reception 17 June 2015
- j) OCC confirmation of contact details 2015
- k) Smith & Sons (Bletchington) Ltd blasting notice 18/3/15
- l) Smith & Sons (Bletchington) Ltd blasting notice 31/3/15
- m) WODC Advising of formal publication of the pre-submission draft West Oxfordshire Local Plan and West Oxfordshire Community Infrastructure Levy draft charging schedule
- n) CPRE Countryside Voice Spring 2015
- o) WODC Copy of Pre-submission Draft WO Local Plan and WO CIL draft charging schedule and CD with supporting documentation and access to standard response form
- p) RAF BZN invitation to Chairman to Annual Reception 17 June 2015 @ 6pm
- q) Payman.co.uk Year end summary forms
- r) WODC Electoral services

30/16 E-MAILS CIRCULATED IN MONTH

Rural Services weekly update 2/3, 9/3, 16/3, 23/3, 30/3, 7/4

Rural Opportunities – 4/3, 1/4

Rural vulnerability – rural transport 18/3/15

WODC weekly planning lists 1/3, 7/3, 14/3, 23/3(technical glitch!), 6/4

28/2 SSE contracting action taken re light standard Elderbank Hall carpark

26/2 Health watch Oxfordshire – e-newsletter Jan/Feb 2015

27/2 CPRE Oxon Feb 2015 news

27/2 OCC confirmation no bus stop at RAF BZN main gate

1/3 BZN Village pre-school letter requesting internet access/phone install

1/3 Sovereign playground quote re resurfacing roundabout/swings

2/3 WODC response required re overgrown ditch Burford Road

2/3 SLCC branch meeting 16/3/15 Exeter Hall 10am

3/3 OALC Feb 2015 update

3/3 Oxford Coty Council quote tree work recreation ground £621.90 plus VAT

3/3 Confirmation submission of contact details to Pensions Regulator

4/3 Jewson Building Better Community fund

5/3 WODC 2015 Oxfordshire Cotswolds photographic competition

5/3 ORCC March bulletin

8/3 Fred Bellenger, Tony Shillingford, Pip Squire comments re mower demo

10/3 Keith Glazier comments re use of Area Steward receipt £1,500

10/3 Fred Bellenger definitely final year of undertaking mowing of recreation ground

10/3 RAF BZN LCWG minutes available

10/3 OCC Safeguarding Children is everybody's responsibility

12/3 KG meetings with WODC 16/3 (Alison Leasck, Martin Holland), 19/3 Phil Shaw

12/3 ROAR rally 12/4/15, Wantage

13/3 WODC forward letter re LiberTeas Sunday 14 June

16/3 Bampton Emergency Action Plan forwarded to Pip Squire

16/3 Carterton Town Council Mayor's invite St George's Day dinner 24/4/15 RAF BZN

16/3 PSE validation of account/password

18/3 Oxford City Council tree work to commence 9 April 2015

18/3 WODC re tree policy for development site

19/3 Carol Faulkner complaint re state of bus stops Manor Road

19/3 Keith Glazier re 2011 census prospectus

20/3 KG response re bus shelters actions to be taken by Richard Wargent

23/3 Press coverage High Sheriff awards

23/3 Community policing awards

25/3 Keith Glazier fwd e-mail OCC Economy and Environment re signage on Station Road on runway approach (also see e-mail 12 March)

25/3 OCC re VE Day celebrations 8/5/15

27/3 CPRE Oxon news March 2015

31/3 Right to Contest application REEMA Nth Carterton response to chase for information

28/3 KG re laying up of Union Flag, Memorial garden

- 31/3 OALC March update
 31/3 Bill Haire internal audit 31/3/15 fee £175
 2/4 Smiths Bletchington request for ideas re informing of blasting notices
 9/4 Zurich Municipal risk assessments workshops – Banbury 15/7
 9/4 Sian Stokes WODC – Compost giveaway 1/5/15

<u>31/16</u>	<u>S106 HEADS OF TERMS</u>	<u>ACTION</u>
	<p>The Chairman updated ongoing discussions with WODC regarding the s106. Proposed trigger points for extension to EBH at 150 houses built and new pavilion at 300 houses. Trigger point for road calming works when start to put in infrastructure. Savills pushing for completion of s106 by September 2015. BNPC insistent that don't want to take over the management of the balancing ponds; we don't have the resources for upkeep and maintenance. In principal 'yes' to managing green spaces. OCC in discussions regarding provision of area for school extension. BNPC holding out on resolution of buffer strips until provision of additional sports field made. WODC are all set to go on extension to balancing pond, just waiting for legal confirmation.</p> <p>Further meeting planned 8 May – Savills/Bloor/OCC/WODC. Currently developer looking to keep hedge that runs through centre of field rather than grubbing up.</p>	
<u>32/16</u>	<p><u>QUARRY BLASTING NOTIFICATIONS</u> The Clerk to advise Martin Layer, Smith and Sons (Bletchington) Ltd that happy to receive an e-mail notification of quarry blasting.</p>	The Clerk
<u>33/16</u>	<p><u>RoSPA TRAINING</u> Stuart Guest and Lawrence Taylor had attended training. It was suggested that the council should review the signage of the play parks. Stuart Guest to review and bring forward to next meeting.</p>	Stuart Guest

There being no further business the meeting was closed at 9.40 pm. Date of next meeting Monday 11 May 2015 at 8.00pm (following the annual parish council meeting at 7.30pm).

Signed as true and correct record of the meeting by Keith Glazier 11 May 2015.