

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 11 May 2015 at
8.00 pm at The Sports Pavilion, Brize Norton

<u>34/16</u>	<u>PRESENT</u> Keith Glazier, Selwyn Shorrocks, Tony Shillingford, Stuart Guest, Pip Squire, Alex Postan, Carolyn Peach	
<u>35/16</u>	<u>APOLOGIES</u> Lawrence Taylor, Neil Owen	
<u>36/16</u>	<u>DECLARATION OF INTERESTS</u> None identified.	
<u>37/16</u>	<u>MINUTES</u> Minutes of the meeting on 13 April 2015 were approved and signed by the Chairman as a true record.	
<u>38/16</u>	<u>CHAIRMAN'S MEETINGS</u> 9/4 Quarry meeting 8/5 Savills, WODC with Selwyn Shorrocks, Savills, Oxford	
<u>39/16</u>	<u>DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> There was no County report in Cllr Neil Owen's absence. Alex Postan reported he had been delivering leaflets re the election and speaking with people. Highways are proving to be a main topic of conversation along with the Local Plan. He also advised that WODC have managed their budget so that they can offer services but without increase in council tax for further successive year. Following the election on 7 May there have been only minor changes to the District Councillors, a labour councillor has been replaced by a Lib Dem councillor. The scrutiny committees are being reduced to two, Finance and Environment. Some key councillors have stood down this time	
<u>40/16</u>	<u>ITEMS FOR OCC/WODC ATTENTION</u> Keith Glazier to meet with Neil Owen and OCC highways steward regarding the road edges on Burford Road. There was an OCC survey in village regarding HGV's but no report seen yet.	
<u>41/16</u>	<u>VILLAGE EMERGENCY ACTION PLAN</u> No further progress.	Pip Squire
<u>42/16</u>	<u>THAMES WATER OVERFLOWING MANHOLE (BACK OF ALLOTMENTS)</u> Adkin, rural land agents are dealing with claim Brian Barnett has registered. TW think they may have to do a complete survey of pipe to identify blockage/problem. If access is required to Mrs Brown's field then Ann Hudson, Timbertop, has the key.	
<u>43/16</u>	<u>VILLAGE NOTICEBOARD – TEMPORARY ONE</u> Poles on which temporary boards to be attached to be cemented into ground and poles painted green.	Stuart Guest
<u>44/16</u>	<u>PLAYPARK SURFACES</u> WODC activities grant scheme only applicable for capital projects and not repair as in this case. Clerk was asked to research funding from WREN. Clerk to get a second quote for comparative purposes with Sovereign Playgrounds.	The Clerk
<u>45/16</u>	<u>VILLAGE MAINTENANCE MAN VACANCY</u> Job description to be posted in the village magazine and on notice board. Keith Glazier to review job description from previous appointment. Revise as now employee of council not self employed.	Keith Glazier/ The Clerk

<u>46/16</u>	<u>UPDATE MEETINGS WITH SAVILLS, WODC AND BLOOR.</u> The Mason's Arms balancing pond should be completed this summer as agreement between WODC/Will Benbow of Savills. A bund needs to be constructed and stonepicking of grass area. Also proposing to start the balancing pond north of Monahan Way late summer. Further discussions had taken place in drafting s106	
<u>47/16</u>	<u>ELDERBANK HALL PAVING/EXTENSION</u> Keith Glazier and Pip Squire to sketch out plan for revised access ramp to service Elderbank Hall main door and the proposed extension. From this quote can be sought. Also to firm up on work required to take out tripping hazard.	
<u>48/16</u>	<u>ELDERBANK HALL TELEPHONE/INTERNET ACCESS</u> BT engineer to meet with Tony Shillingford (or Selwyn Shorrocks if more convenient) at Elderbank Hall to discuss requirements and estimate of cost. From initial conversation it is not a large upfront capital cost but a regular monthly payment for the service. Jeremy Charlett, WODC to be contacted re funding available from WODC.	Tony Shillingford
<u>49/16</u>	<u>WODC DRAFT LOCAL PLAN RESPONSE</u> Pip Squire was thanked for all his work in drafting the document submitted to WODC on Friday 8 May. In summary the council response argued that the Local Plan was not fit for purpose and therefore not legal. The Clerk confirmed that acknowledgement of the response had been made by WODC. Copy of response to be posted on the Council website.	The Clerk
<u>50/16</u>	<u>DRAFT ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015</u> The RFO circulated the draft accounts that will be presented to Bill Haire for his internal audit scrutiny on 12 May. There was only a couple of minor amendments from previous draft identifying the grant received for WODC as part of the precept monies received and provision of the 2014 election expenses that were recently billed by WODC. Annual return to be signed off at June meeting for submission to BDO by 29 June.	The Clerk
<u>51/16</u>	<u>VILLAGE ANNUAL MEETING TUESDAY 19 MAY, 7.30PM, ELDERBANK</u> Clerk to chase up on invitees. Invites have been sent to school chair of governors, OCC cllr, WODC cllr, TVP, RAF BZN Station Commander, Simon Edwards. TVP have sent through a written report but they are unable to attend. WI have agreed to help with refreshments. The Clerk was asked to invite Warwick Robinson, WODC councillor for Minster Lovell. He is to be asked to attend to answer questions from the audience regarding community development and the local plan. In his report Keith Glazier will draw to attention the Carterton Masterplan that has recently been published. Advertising flier to be drawn up and delivered to village.	The Clerk Keith Glazier
<u>52/16</u>	<u>REPORT ON ELDERBANK HALL COMMITTEE AGM/MEET 21 APRIL 2015</u> Stuart Guest reported that prices for hall hire are to increase and there is to be one rate for villager/non-villager hire. The committee is looking to purchase some new collapsible tables.	
<u>53/16</u>	<u>TENNIS COURT NET</u> The current tennis court net is to be replaced by one that is in store. Pip Squire to get key from Fred Bellenger to slacken of net and arrange for new one to be fitted.	

53/16 PLANNING APPLICATIONS

There were no planning application for consideration.

54/16 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
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15/00964/LBC 15/00963/HHD	Mr Paul Webster Upper Haddon Farmhouse 116 Station Road Brize Norton Helen Harper Mijeshe Elm Grove Brize Norton	Garage with room above and link to dwelling Proposed Carport Extension on North Elevation
15/00935/HHD		

55/16 PLANNING DECISIONS

Approved: 15/00846/FUL	Environmental Services Ltd Unit 9 Viscount Industrial Estate Station Road	Erection of single storey side extension
Approved subject to legal agreement: 14/1339/P/OP	R, P & C Howse Linden House Kilkenny Lane Brize Norton	Erection of up to ten dwellings with associated access

56/16 ORDERS FOR PAYMENT:

100851	102.86	Keith Glazier	Union flay laying up expenses
100852	18.00	Selwyn Shorrocks	Meeting travel expenses – Savills, Oxford
100854	200.00	Carolyn Peach	April clerk services
100855	123.10	Richard Wargent	April village maintenance
100856	16.00	Keith Glazier	April chairman's expenses
100857	23.64	Kith Glazier	Addn exps Union flag laying up
100858	186.09	Thames Water	22/1-16/4/15 reimbursed except £31.
100859	36.00	CPRE	Annual membership
100860	22.66	A K Timms	rake
100861	78.54	WODC	2014 election expenses
100862	75.60	Payman.co.uk	Payroll processing Apr-Sept 15
100863	25.16	Carolyn Peach	Quarterly website fee
100864	746.28	Oxford City Council	Treefelling work
	£1,653.93	Total	

57/16 PAYMENTS RECEIVED:

14/4/15	136.25	Various	Allotment rentals
14/4/15	174.25	Various	Allotment rentals
2/5/15	17.50	Various	Allotment rentals
2/5/15	828.00	OCC	Grass cutting grant
6/5/15	205.75	Various	Allotment rentals
30/4/15	2,273.78	HMRC	VAT refund year end 31/3/15
20/4/15	9,682.85	WODC	Precept 1/2
	£13,318.30	Total	

58/16 OFFICIAL CORRESPONDENCE:

- a) Clerks and Councils Direct May 2015
- b) Sobell House Hospice Moonlight Stroll 11/7/15 posters
- c) Mrs Dora Brown response to request re field ownership
- d) AON insurers quote for insurance business
- e) CPRE membership renewal, Oxfordshire Voice

- f) PSE April/May 2015 – essential guide to public sector management
 g) ORCC RoSPA Certificates of training for Stuart and Lawrence

59/16 E-MAILS CIRCULATED IN MONTH

- Rural Services weekly update 13/4, 20/4, 27/4, 5/5
 Rural Opportunities 6/5
 Rural housing spotlight 22/4
 Spotlight on the heart of the village 22/4
 WODC weekly planning lists 12/4, 20/4, 24/4, 1/5
 Public Sector Executive (PSE) 13/4, 20/4, 27/4, 5/5
 9/4 Automated response re query about repatriation parking signs
 9/4 OALC Safeguarding Children is everybody's responsibility – model policy
 9/4 WODC Jeremy Charlett installation of broadband to village hall
 12/4 Fwd from KG Martin Holland, Alison Leasck E Carterton s106 heads of terms commuted sums
 13/4 WODC Jeremy Charlett invite to apply for funding for IT
 21/4 RAF BZN revised LCWG meeting date to Monday 15 June 2015
 21/4 Minutes meeting 16/4/15 Cole Easdon/BNPC/WODC/Brian Barnett
 24/4 CPRE latest campaigning news and ideas
 27/4 CPRE urge response by 8/5/15 to WODC draft local plan – CPRE views
 28/4 OALC April members update (printed off)
 30/4 ThatsOxfordtv – awareness of new service
 30/4 CPRE April 15 e-news
 5/5 Pip Squire – draft of BNPC response to WODC Local Plan consultation for comment
 5/5 KG notification revised cost of Union Jack flagpole
 5/5 Clive Homer report Carterton Masterplan presentations 12/5, 21/5, 27/5
 6/5 CPRE – River Thames walk 26/5/15

60/16	<p><u>S106 HEADS OF TERMS</u> The Clerk is asked to source a legal practice to review the lease agreement drawn up by Savills and also to have the expertise to review the s106 being drawn up.</p>	<u>ACTION</u>
61/16	<p><u>PLAY PARK BINS</u> Advice from the RosPA training day suggests that the litter bins in the playpark are not far enough away from the park benches. Stuart Guest was asked to research costs of new bin for siting at the recommended distance away from the benches. Signage for play park also being reviewed by Stuart Guest.</p>	Stuart Guest

There being no further business the meeting was closed at 9.05 pm. Date of next meeting Monday 1 June 2015 at 7.30 pm.

Signed as true and correct record of the meeting by Keith Glazier 1 June 2015.