

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 1 June 2015 at
7.30 pm at The Sports Pavilion, Brize Norton

<u>62/16</u>	<u>PRESENT</u> Keith Glazier, Selwyn Shorrock, Tony Shillingford, Pip Squire, Lawrence Taylor, Carolyn Peach	
<u>63/16</u>	<u>APOLOGIES</u> Alex Postan, Neil Owen, Stuart Guest	
<u>64/16</u>	<u>DECLARATION OF INTERESTS</u> None identified.	
<u>65/16</u>	<u>MINUTES</u> Minutes of the meeting on 11 May 2015 were approved and signed by the Chairman as a true record.	
<u>66/16</u>	<u>CHAIRMAN'S MEETINGS</u> None in the period	
<u>67/16</u>	<u>DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> There were no District or County reports in Cllrs Owen and Postan's absence.	
<u>68/16</u>	<u>ITEMS FOR OCC/WODC ATTENTION</u> Meeting with Keith Glazier, Neil Owen and OCC highways steward regarding the road edges on Burford Road still to be arranged. No report yet seen of OCC survey in village regarding HGV's. The Clerk is to report the sign in the hedgerow on the Astrop bend (coming into the village).	The Clerk
<u>69/16</u>	<u>VILLAGE EMERGENCY ACTION PLAN</u> No further progress.	Pip Squire
<u>70/16</u>	<u>VILLAGE NOTICEBOARD – TEMPORARY ONE</u> No report in absence of Stuart Guest. Poles on which temporary boards to be attached to be cemented into ground and poles painted green.	Stuart Guest
<u>71/16</u>	<u>PLAYPARK SURFACES</u> Clerk researched funding from WREN but not appropriate. Consider application to TOE2. Clerk to get a second quote for comparative purposes with Sovereign Playgrounds.	The Clerk
<u>72/16</u>	<u>VILLAGE MAINTENANCE PERSON VACANCY</u> A brief job description had been posted in the village magazine and some interest had already been shown. Deadline of 22 June has been given for notification of interest to the Clerk. Person specification to be reviewed to ensure appropriate and advice on legal aspects of drawing up statement of employment particulars to be sought from OALC employment specialist.	The Clerk
<u>73/16</u>	<u>UPDATE RE PLAYGROUND BINS AND SIGNAGE.</u> No report in absence of Stuart Guest.	Stuart Guest
<u>74/16</u>	<u>UPDATE RE MOWER REFURBISHMENT</u> No report in absence of Stuart Guest.	Stuart Guest
<u>75/16</u>	<u>ELDERBANK HALL PAVING/EXTENSION</u> No further progress made. Keith Glazier and Pip Squire to meet and sketch out plan for revised access ramp to service Elderbank Hall main door and the proposed extension.	Pip Squire/ Keith Glazier

<u>76/16</u>	<u>ELDERBANK HALL TELEPHONE/INTERNET ACCESS</u> Quote received from BT following visit. Quoted £32 plus VAT per month for broadband, £13 plus VAT per month for phone licence (VOIP phone) with a one off cost of £200 plus VAT for a cordless handset (£110 plus VAT for fixed handset). WODC to be contacted further to confirm any contribution they may make. When response to this then decision as to the element to be charged to the pre-school who were committee requesting provision of this facility. Also enquiry of Michael Mwanze (the postmaster) as to possible use of the service.	Tony Shillingford/ Keith Glazier
<u>77/16</u>	<u>UPDATE TENNIS COURT REPLACEMENT NET</u> Pip Squire to speak with Fred Bellenger.	Pip Squire
<u>78/16</u>	<u>UPDATE RE S106 CLAIM</u> Correspondence with Martin Holland WODC had been circulated by e-mail. Agreement to take over the NEAP on the development. It was brought to the attention of Councillors the recent e-mail (29 May 2015) from Dean Crostini, Cole Easdon that Thames Water have adopted 'the surface water pipework up to the headwall (of the attenuation pond), provided the proposed network is constructed in accordance with sewers for adoption 6th edition or as stipulated in Thames Water's Addendum.' Adoption should include the headwall, but Cole Easdon to confirm with them. For the outlet headwall the intention is that Thames Water will adopt the outlet pipe (including headwall) to the watercourse. This matter to be discussed with Thames Water by Cole Easdon at a meeting set up for 11 June. Clarification needs to be sought from WODC whether the Parish Council is to be a signatory to the s106 agreement. It is unclear how land transfer from landlord to be made. At next meeting with Phil Shaw of WODC need to determine the parcels of land involved and the agreement to the buffer strip management. It is considered one agreement with trigger points that determine handover would be preferable. Once determine scope of legal work required we can further approach legal firms to get quote for their assistance. Clerk asked to contact Brook Street des Roches LLP and Blake Morgan LLP, two firms currently approached by recommendation and who have expertise, to advise of our progress.	Keith Glazier/ Selwyn Shorrock
	 It was also thought necessary that a further meeting with Bloor Homes should be arranged in July/August to discuss current proposals of access and thoroughfare of the development.	The Clerk
<u>79/16</u>	<u>ANNUAL RETURN 31 MARCH 2015</u> The RFO reported that Bill Haire of the accountancy business ABS Accounting had completed his internal audit of the Brize Norton Parish Council books and records and 'had satisfied himself that all accounting and internal control objectives as outlined in the Annual return have been satisfactorily met'. Section 1 of the return approving the accounting statements was signed by the chairman and section 2 the annual governance statement 2014/15 was signed by the chairman and the clerk. The clerk is instructed to complete the minute references of the decisions and submit the return to BDO. The Clerk was thanked for her work in preparing the accounts and arranging for their audit.	Keith Glazier
<u>80/16</u>	<u>MEETING THAMES WATER2015-2020 AT ENVIRONMENT O&S COMMITTEE. WODC 4 JUNE 2015</u> Selwyn Shorrock will be attending this meeting on behalf of the Parish Council. Keith Glazier has apprised him of the information and correspondence he has had with TW over the past few years which includes a letter from 2008 regarding promises made. Report for the meeting prepared by TW raised a couple of points; New rising main – what results have been gleaned from tracking of use over past 12 years? RAF BZN – to best of knowledge all drains from RAF BZN drain to East (Black Bourton), only the dog compound attached to the Brize SPS. The Council would like to know how installation of a new rising main will relieve the pressure of the Minster Lovell main. It is this pressure that causes the manhole covers to lift off giving rise to problems of effluent in the fields to the rear of Chestnut Close. It is considered that the volume of effluent is greater than the pipe capacity not helped by the gradient flow and two right angle bends in the pipes.	The Clerk
		Selwyn Shorrock

81/16	<p><u>DISCUSSION ON CARTERTON MASTERPLAN/RESPONSE TO BE MADE</u></p> <p>A link to the Carterton Masterplan presentation had been circulated by e-mail and most councillors had attended at least one of the public presentations made by CTC/WYG. Discussion followed as to response that should be made by BNPC. Although it would appear to be a list of aspirations, concern that should the WODC Local plan be rejected on the basis of too few houses being planned compared to SHMA then WODC could look to making further provision in area as CTC was inviting further development with this Masterplan. Pip Squire is to formulate draft response that will be circulated to all councillors for their comment and approval.</p> <p>The response to include the following:</p> <ul style="list-style-type: none"> - BNPC do not believe that they have been properly consulted on the plans or other surrounding parishes - A recognition that Carterton does have a problem in that the town centre is not very appealing and that work to improve the amenities is necessary - A recognition that the improvements to footways and cycle paths is necessary - To question how s106 money from developments is to be spent - Where is the evidence to support the need for additional employment land – statistics needed on employment - Evidence to show the need for additional housing <p>The clerk is instructed to submit the response from BNPC and copy it to Cllr Barry Norton, Cllr Neil Owen, Cllr Alex Postan and Chris Hargraves (Planning WODC). Response to be sent to WYG the planning consultants.</p>	Pip Squire/ All The Clerk
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82/16 PLANNING APPLICATIONS

There were no planning application for consideration. The chairman reminded councillors to keep an eye out for any planning applications submitted for Minster Lovell when the weekly lists are circulated. There is a Grampian condition on Brize Norton SPS.

83/16 PENDING PLANNING DECISIONS

14/0399/P/FP	David Wilson Homes (Southern) Land at Swinbrook Road Carterton Helen Harper Mijeshe Elm Grove Brize Norton	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 Proposed Carport Extension on North Elevation
15/00935/HHD		

84/16 PLANNING DECISIONS

15/00964/LBC 15/00963/HHD	Mr Paul Webster Upper Haddon Farmhouse 116 Station Road Brize Norton	Garage with room above and link to dwelling
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85/16 ORDERS FOR PAYMENT:

100865	16.20	Selwyn Shorrock	Meeting travel expenses – Savills, Oxford
100866	30.00	Brize Norton WI	Annual meeting refreshments
100867	260.00	Carolyn Peach	May clerk services incl newsletter
100868	135.84	Richard Wargent	May village maintenance
100869	16.00	Keith Glazier	May chairman's expenses
100870	42.42	5A's tool hire	Strimmer blade/oil/bulk line orange
100871	420.00	South West Works	White lining EBH carpark
	£920.46	Total	

86/16 PAYMENTS RECEIVED:

23/5/15	216.21	BNS&SC	Water reimbursement 2 quarters
27/5/15	12.50	Santos	Allotment rental
27/5/15	100.87	EBH	Water reimbursement 1 quarter
	£329.58	Total	

87/16 OFFICIAL CORRESPONDENCE

- a) TW VAT on water service charges – form to complete
- b) Smiths Bletchington quarry blasting
- c) Glasdon advertising (bins, benches, signage)

88/16 E-MAILS CIRCULATED IN MONTH

Rural Services weekly update 11/5, 18/5, 26/5

Rural spotlight – Older People 27/5

WODC weekly planning lists 11/5, 17/5, 25/5

Public Sector Executive (PSE) 11/5, 18/5, 26/5

- 7/5 Blasting notice 12/5
- 7/5 Savills – proposal re buffer plan/heads of terms re lease BNPC
- 7/5 Verena Hunt –grass cutting missed on Burford Road
- 8/5 Andrew Thomson WODC acknowledgement receipt BNPC response to Local Plan
- 9/5 Minutes quarry meeting 9/4/15
- 11/5 Oxfordshire mobile library services update of services
- 11/5 Blasting notice delay to 14/5
- 11/5 Notes re meeting 8/5/15 Savills/WODC/BNPC
- 11/5 Savills – revision to buffer plan and heads of terms
- 12/5 Tim Gush – notify weed spraying recreation ground 13/5/15
- 12/5 OPFA Spring newsletter
- 12/5 Thames Valley Police report for Annual Village meeting, unable to attend
- 12/5 WI happy to do refreshments for annual meeting
- 14/5 Darby's acknowledgement of e-mail unable to assist at act for WODC re s106
- 15/5 EBH carpark white lines - £350 plus VAT information to Councillors
- 15/5 Thames Water strategy document 2015-2020 – meeting 4/6/15 Environment O&S committee receiving report – BNPC invited to attend
- 15/5 Brook Street des Roches acknowledgement e-mail but act for Christ Church – possible conflict
- 17/5 Keith Glazier – attachment Carterton Masterplan
- 19/5 Miranda Mowbray, Chair Governors BN Primary School report for annual assembly
- 19/5 LCWG 15/6/15 7pm RAF BZN notice of meeting
- 20/5 Tony Shillingford BT response re phone/internet for EBH outline charges
- 20/5 Warwick Robinson – response re invite to annual meeting/initial views re Carterton Masterplan/offer of meeting
- 20/5 ORCC bulletin
- 20/5 CPRE AGM 18/7/15 2.30pm Bampton Village Hall
- 20/5 Notification play area inspections July 2015 Daubigny Mead and Recreation Ground
- 21/5 Martin Holland, WODC re Carterton East NEAP
- 21/5 CPRE newsletter
- 22/5 Speed reduction wheelie stickers – advertising
- 22/5 RAF BZN runway signage update
- 26/5 Pip Squire BNAG meeting 26/5/15 notes of actions
- 28/5 Rural Services crime survey

		<u>ACTION</u>
<u>89/16</u>	<u>MEETING REQUEST WITH CLLR WARWICK ROBINSON</u> Further to the e-mail received from Cllr Warwick Robinson 20 May 2015 the clerk is asked to arrange a meeting between the Council and Cllr Warwick Robinson and Andrew Tucker (WODC strategic planning) – suggested dates 13/7 or 20/7.	The Clerk
<u>90/16</u>	<u>CHICHESTER CLOSE BROKEN KERB</u> Lawrence Taylor raised issue of broken kerb in Chichester Place. He is to identify exact position and send details to Clerk.	Lawrence Taylor/ The Clerk
<u>91/16</u>	<u>WATERING OF RECREATION GROUND MEMORIAL TREES</u> Lawrence Taylor asked to look out length of hose and if necessary arrange for additional length to be purchased so that memorial trees can be watered from pavilion water supply. Also to check on ties on trees following blustery weather recently experienced.	Lawrence Taylor
<u>92/16</u>	<u>TREES ON MANOR ROAD</u> The Clerk is asked to write to Phil and Jean Butcher to thank them for work they did last year on watering trees especially as they have all come out in leaf. With daffodils planted by the WI, Manor Road was an attractive approach to the village.	The Clerk
<u>93/16</u>	<u>ROADSIGNS – WELCOME TO THE VILLAGE</u> In view of the age of the settlement of Brize Norton consideration as to whether should promote this by new entrance signs to the village. Clerk to source quote for signs to promote this.	The Clerk
<u>94/16</u>	<u>BUS SHELTERS</u> Clerk to source quote for new bus stop (Heritage bus stop – Glasdon brochure). Consideration whether this could be included in s106 claim as part of provision of bus service.	The Clerk
<u>95/16</u>	<u>POORS PLOT CHARITY UPDATE</u> The Clerk gave report of Poors Plot Charity (charity no 204046) provided by Fred Bellenger, one of the Trustees – “The plot was re-let to Mr Boseley for another three year period at Michaelmas as per the ongoing agricultural rental agreement at an increased rent of £620 per annum. At Christmas £520 was paid out to 52 pensioners and widowers/widows. The current bank balance is £737.18 which is kept at a level in case of unforeseen outlay.”	

There being no further business the meeting was closed at 9.15 pm. Date of next meeting Monday 6 July 2015 at 7.30 pm.

Signed as true and correct record of the meeting by Keith Glazier 6 July 2015.