

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 6 July 2015 at
7.30 pm at The Sports Pavilion, Brize Norton

<u>96/16</u>	<u>PRESENT</u> Keith Glazier, Tony Shillingford, Pip Squire, Lawrence Taylor, Stuart Guest, Carolyn Peach	<u>ACTION</u>
<u>97/16</u>	<u>APOLOGIES</u> Selwyn Shorrocks (holiday), Alex Postan, Neil Owen	
<u>98/16</u>	<u>DECLARATION OF INTERESTS</u> None identified.	
<u>99/16</u>	<u>MINUTES</u> Minutes of the meeting on 1 June 2015 were approved and signed by the Chairman as a true record.	
<u>100/16</u>	<u>CHAIRMAN'S MEETINGS</u> 2/7 Flood group meeting. Keith Glazier reported that the EA were undertaking their normal maintenance of the enmainned water course (east of village). Drainage works on Manor Road have stalled as they need to replace approximately 50m of the Victorian drain which is damaged and blocked. No indication when work will continue. Ongoing work to desilt river off Buckland Road.	
<u>101/16</u>	<u>DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> There were no District or County reports in Cllrs Owen and Postan's absence.	
<u>102/16</u>	<u>ITEMS FOR OCC/WODC ATTENTION</u> See 100/16 re report of work on Manor Road 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.	Keith Glazier Selwyn Shorrocks
<u>103/16</u>	<u>VILLAGE EMERGENCY ACTION PLAN</u> No further progress.	Pip Squire
<u>104/16</u>	<u>VILLAGE NOTICEBOARD – TEMPORARY ONE</u> Ground to be surveyed with CAT scanner to ensure no cables or services will be damaged by putting in posts. Stuart Guest to coordinate work.	Stuart Guest
<u>105/16</u>	<u>PLAYPARK SURFACES</u> Clerk had received quote from Safe and Sound Playground. They quoted £985 plus VAT for work to replace mats under roundabout and swings. This compared to Sovereign playground who quoted £1,855 plus VAT. It was resolved that the quote from Safe and Sound Playground be accepted and if possible to work be undertaken in August.	The Clerk
<u>106/16</u>	<u>VILLAGE MAINTENANCE PERSON VACANCY</u> Three applicants had come forward for the position. Interviews to be held on Tuesday 14 July from 7.30pm. The Clerk is to arrange for the interviews to be held in the church. Keith Glazier, Pip Squire and Lawrence Taylor are to be the interviewing panel.	The Clerk
<u>107/16</u>	<u>UPDATE RE PLAYGROUND BINS AND SIGNAGE.</u> Stuart Guest is to move the waste bin two posts away from the seating area in the playpark. A mock up of the signs had been circulated by e-mail for approval – rainbow graphic on blue background with contact details of clerk – the e-mail address clerk@brizenortonparishcouncil.co.uk in event of issue to report. Four signs to be purchased at £50 plus VAT per sign (2 for playpark, 1 for tennis court	Stuart Guest

	and 1 by entrance to recreation ground).	
	Daubigny Mead play park – seat to be removed together with any other serviceable play equipment. To move seat to recreation ground playpark. It was resolved that this ground be surrendered back to Cottsway when the lease comes up for renewal.	Stuart Guest
<u>108/16</u>	<u>UPDATE RE MOWER REFURBISHMENT</u> An estimate in the region of £2,000 plus VAT has been received for mower to be stripped down, cleaned, all blades sharpened. Refurbishment to take place in winter period. It was resolved that a budget up to £3,000 would be allowed and require a report of prognosis for future wear and tear and length of future use to give guidance of funding required going forward.	Stuart Guest
<u>109/16</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.	Keith Glazier/ Pip Squire
<u>110/16</u>	<u>ELDERBANK HALL TELEPHONE/INTERNET ACCESS</u> WODC have offered a one off £500 grant towards the setup costs of internet provision in the Elderbank Hall to make access to the WODC planning on line portal available for use at Council meetings. From quote received from BT installation is free but provision of full unlimited broadband will be an annual cost is £781.20 +VAT plus £200 + VAT for a cordless phone. Look to have reimbursement from hall users (the hall committee to collect in rentals), the pre-school and Parish Council to be liable for element. Discussion to be had with Diane Davies (hall committee) and pre-school. Acceptance of the grant would mean that no paper copies for planning applications will be received in future. The RFO advised that no VAT would be claimable on those services charged to hall and pre-school.	Tony Shillingford/ Keith Glazier
<u>111/16</u>	<u>UPDATE TENNIS COURT REPLACEMENT NET</u> Pip Squire to speak with Fred Bellenger.	Pip Squire
<u>112/16</u>	<u>MEETING WITH TW</u> Further to meeting Selwyn Shorrocks had with TW at WODC in June, we are waiting on TW to come back with some suggested meeting dates.	Keith Glazier
<u>113/16</u>	<u>BUS SHELTERS REFURBISHMENT</u> The Clerk had received further detail of the Heritage bus shelter style and after consideration the clerk was requested to get a quote is requested for style HG240 (Manor Road South) and HG245 (Manor Road North), option 2c (toughened glass above panelling) in green. Further research required re village signage.	The Clerk
<u>114/16</u>	<u>UPDATE RE S106 CLAIM</u> Phil Shaw, WODC have advised that the PC will not be a signatory of the s106 agreement. Land will be transferred by the landlord to WODC and then there will be an agreement to pass land to PC. Further meeting to be arranged with Phil Shaw to ask for undertaking to guarantee the principles of the land transfer. We can now progress with the long term land lease of the ‘buffer’ land from Christchurch to BNPC for the 150 year term. The Clerk is asked to contact solicitors John Welch and Stammers who have previously acted on behalf of council to ask them to review the legal agreement currently drawn up by Christchurch. No progress yet on arranging further meeting with Bloor Homes to discuss current proposals of access and thoroughfare of the development.	The Clerk Keith Galzier
<u>115/16</u>	<u>AGENDA ITEMS 13 JULY 2015 WITH CLLR WARWICK ROBINSON</u> The agenda items were agreed as follows: 1. Future plans of WODC in respect of –	

	<p>(a) local plan progress (b) update of Oxford City housing supply as effecting West Oxfordshire</p> <ol style="list-style-type: none"> 2. Carterton Masterplan – what is the status of the Carterton Masterplan within the WODC Local Plan 3. Affordable housing – what are the numbers waiting on the list and the current requirement? 4. Potential new employment opportunities – and comparison with situation 10 years ago? 5. School catchment area – any plans for changes? 6. Infrastructure improvements – roads, sewerage, medical facilities, emergency services <p>Keith Glazier to further consider and circulate to all councillors for any amendments. The clerk is asked to forward to Cllr Robinson and other WODC officers attending prior to meeting</p>	Keith Galzier/ The Clerk
<u>116/16</u>	<p><u>SCHOOL CROSSING REQUEST</u> An e-mail had been received from a parent/staff member at the school asking if a crossing might be put in place as the school had been unsuccessful in their advertising of the lollipop person position. Concern by councillors as to whether the job had been advertised to the right people although there was an acknowledgement that timing and pay offered did restrict the number of candidates that would be interested. Suggestion that OCC highways representative (David Tole) be invited for a meeting to advise on best type of crossing and positioning. General feeling was that crossing should be further south on Station Road nearer The Chequers and chicanes. Clerk asked to arrange a meeting.</p>	The Clerk
<u>117/16</u>	<p><u>INSURANCE RENEWAL</u> Quote received from current insurer Zurich for specialist Town and Parish insurance. The clerk had updated policy for the WW1 memorial on the recreation ground. Zurich were offering fixed quotes for 1, 3 and 5 years and after discussion the option to fix for 5 years was taken. The Clerk is asked to contact Zurich to advise and the cheque raised at the next meeting for insurance cover to commence on 4 August 2015.</p>	The Clerk

118/16 PLANNING APPLICATIONS

15/02051/FUL	Mr Stuart Finlayson Masons Arms Burford Road Brize Norton	Proposed re-roofing of main slopes with imitation stone slates and plain concrete roof tiles.
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It was agreed that comment should be made that there is a requirement to specify the type of slate and that prior approval of samples by WODC be made. Clerk asked to forward response to Mr Finlayson for his information.

15/01783/OUT, a planning application for provision of building on land adjacent to Ripley Avenue in Minster Lovell may impact on Brize Norton, dependent on foul drainage and whether it is to connect into the SPS at Brize Norton. Further research to be made before response to the application.

119/16 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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120/16 PLANNING DECISIONS

15/00935/HHD	Helen Harper Mijeshe Elm Grove Brize Norton	Proposed Carport Extension on North Elevation
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121/16 ORDERS FOR PAYMENT:

100872	175.00	ABS Accounting	Internal audit 31/3/15
100873	367.97	Shillbrook Stationery	Repl Feb/Mar £133.44, May incl newsletter
	-133.44	Shillbrook Stationery	Cancel cheque 100848 Feb/Mar lost cheque
100874	200.00	Carolyn Peach	May clerk services incl newsletter
100875	161.31	Richard Wargent	May village maintenance
100876	16.00	Keith Glazier	May chairman's expenses
100877	705.59	WODC	April grass cutting
100878	52.64	F Bellenger	War memorial garden plants
100879	165.00	HMRC	PAYE/NI mths 1-3
	£1,710.07	Total	

122/16 PAYMENTS RECEIVED:

9/6/15	21.26	Payne/Jackson	Allotment rentals
	£21.26	Total	

123/16 OFFICIAL CORRESPONDENCE:

- a) Clerks and Councils Direct July 2015 issue 100
- b) Zurich insurance policy renewal quotation
- c) PSE June/July 2015
- d) Smiths Bletchington blasting notice
- e) WODC register of updates June 2015
- f) Carterton Community June 2015
- g) Thames Water confirmation no VAT to be applied

124/16 E-MAILS CIRCULATED IN MONTH

Rural Services weekly update 1/6, 8/6, 15/6, 22/6, 29/6

Rural Opportunities 3/6, 1/7

Rural vulnerability – transport 17/6

Rural spotlight – Economy 24/6

WODC weekly planning lists 31/5, 5/6, 15/6, 22/6, 29/6

Public Sector Executive (PSE) 1/6, 4/6, 8/6, 11/6, 15/6, 18/6, 22/6, 25/6, 29/6

28/5 Blasting notice 10/6

29/5 Dean Frosoni (Cole Easdon) re TW adoption of pipework new development

29/5 Ellisons – decline to quote re legal advice

1/6 OALC May update

1/6 SCAS NHS volunteer community first aid response poster

1/6 Blake Morgan – happy to assist with legal advice

2/6 Phil Shaw (WODC) response to Selwyn Shorrock re queries s106

2/6 Pip Squire PC draft response to CTC masterplan

3/6 CPRE Oxon AGM 6/6/15 2.30PM St Edmunds Hall, Oxford

4/6 GLL ('Better') wellbeing of local community – identify spaces for fitness classes

4/6 Selwyn Shorrock, notes on TW strategy document

5/6 Selwyn Shorrock report on environment meeting 4/6/15

8/6&11/6 Bethan Osborne OALC employment specialist advice

8/6 WODC fly flag for armed forces day 27/6/15

9/6 OALC Data for communities – ORCC survey

9/6 OALC AGM invite, 6 July 2015

11/6 LCWG noise complaint statistics

12/6 Warwick Robinson (WODC) confirm meeting attendance 13/7/15, 7.30pm, Sports Pavilion

12/6 WOCAB pension wise guidance delivered by Citizens Advice

15/6 CPRE – Chedworth Roman villa tour 3/7/15

- 15/6 Glasdon – brochure re bus shelters and signage
 15/6 OCC Highways – PEM 699454 Road sign on Astrop bends
 16/6 Parish Online training session, Oxford
 17/6 BDO outstanding review points, detail 2014 Drs and Crs, explanation staff cost decrease
 18/6 OCC Highways - Drainage pipes, Manor Road – repair plan/Manor Rd residents letter
 19/6 Andrew Tucker (wodc) of Giles Hughes (WODC) will attend 13/7/15 with Cllr Robinson
 19/6 ORCC/OCC Consultation open on subsidised bus services/dial-a-ride; public meeting Witney
 7/7 QWitney Methodist Church 10.30am to 12.30pm. Consultation end 14/9/15
 22/6 Selwyn Shorrocks possible agenda ideas for 13/7
 22/6 KG copy of e-mail to Phil Shaw re Grampian condition SPS brize Norton reference planning application 74 houses Minster Lovell
 22/6 Jeremy Charlett – WODC contribution re EBH phone/broadband installation
 26/6 Planning application consultation 15/02051/FUL
 29/6 OALC update June 2015
 30/6 CPRE – West Oxon District AGM 18/7/15 2.30pm Bampton Town Hall
 30/6 CPRE – Oxon enews June 2015
 1/7 OCC Winter preparedness
 1/7 Safe and Sounds Playground, resurfacing around roundabout

<u>125/16</u>	<u>REQUEST FOR HERRAS FENCING PURCHASE</u>	<u>ACTION</u>
	Stuart Guest asked if 6 fences/feet could be purchased so that he can create compound around rubbish he has collected and prevent it being disturbed by public prior to it being disposed of. He has sourced quote from 5 A's for £300 plus VAT. It was resolved that this could be purchased.	Stuart Guest
<u>126/16</u>	<u>CHICHESTER CLOSE</u> The Valerium though it has been attractive now needs cutting back as it is obstructing the pavements. Uncertain if this is responsibility of WODC or SOHA.	
<u>127/16</u>	<u>CHAIN LINK FENCE CARTERTON ROAD</u> Keith Glazier had not attended last LCWG but will make a point of asking RAF if repair/replacement can be made as looking very unsightly.	Keith Glazier
<u>128/16</u>	<u>BOTTLE BANK REQUEST</u> There had been a request for a bottle bank to be sited in the Elderbank Hall carpark but there was unanimous opposition to this due to anticipated issues of fly tipping and unsociable behaviour (as evidenced in Co-op recycling centre).	
<u>129/16</u>	<u>RAF CONSTRUCTION TRAFFIC</u> Keith Glazier has the contact details for the site manager after reporting construction traffic that has been travelling through the village to access the site entrance to the south of the village. Restriction of access through the village was one of the condition terms of the planning permission. If traffic is spotted then need to take registration number and time for it to be reported.	All

There being no further business the meeting was closed at 9.10 pm. Date of next meeting Monday 3 August 2015 at 7.30 pm.

Signed as true and correct record of the meeting by Keith Glazier 3 August 2015.