

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 5 December 2016 at
7.30 pm at The Sports Pavilion, Brize Norton

<u>271/17</u>	<u>PRESENT</u>	<u>ACTION</u>
	Tony Shillingford (chair), Lawrence Taylor, Stuart Guest, Ben Campion, Wendy Way, Andy Ball, Cllr Neil Owen, Cllr Alex Postan, Les Goble, Kyle Anderson, Carolyn Peach	
<u>272/17</u>	<u>APOLOGIES</u> Pip Squire (work commitments)	
<u>273/17</u>	<u>DECLARATION OF INTERESTS</u> Ben Campion – buffer strip to West Brize Norton development	
<u>274/17</u>	<u>MINUTES</u> Minutes of the meeting on 7 November 2016 were proposed by Stuart Guest, seconded by Ben Campion and unanimously agreed and signed by the Chairman as a true record.	
<u>275/17</u>	<u>PUBLIC PARTICIPATION</u> Les Goble made a presentation on the WODC Draft Local Plan 2031. In summary the plan sets out the objectives, policy and proposals to meet sustainable development whilst protecting natural history. The plan is split into 5 sub areas (Carterton sub area covers Brize Norton parish). Timetable proposes adoption of plan in July 2017 following inspectors report. There has been an increase in housing required to bring upto level SHMA identified but also in part to meet the unmet housing requirement of Oxford City – a total of 14,850 dwellings in period 2021-2031. This unmet need has been apportioned across the Districts WODC have been allocated 2,750. Les detailed the house numbers broken down – no increase in Carterton sub area numbers other than what we are already aware of. There will be an adoption of the ‘Liverpool method’ – ie if shortfall in building then can make up in period to 2031 (Sedgefield method requires shortfall to be made up over 5 year period). Les presented a map of Carterton sub area that he had identified all proposed building areas with housing numbers. Cllrs Owen and Postan congratulated Les on an excellent presentation that concisely presented the report. The presentation is to be circulated to councillors by e-mail. Les has also reviewed in detail the major and minor changes to the initial plan specific to the Carterton sub area. He advised that there are many references to the Carterton Masterplan but that this was not drawn up under the NPPF principles and is not therefore a legal document. As REEMA is in Carterton Town Council boundaries the BZN Parish Council will not make specific comment but the Councillors are justified in commenting on development described as North Carterton as this is in the Brize Norton Parish boundaries. Meeting proposed Monday 12 December to draft response, submission required by Friday 23 December 2016.	The Clerk
<u>276/17</u>	<u>CHAIRMAN’S MEETINGS</u> 15/11 – The Clerk, discussion of job description	
<u>277/17</u>	<u>COUNTY AND DISTRICT COUNCILLORS’ REPORTS</u> Cllr Postan advised on local plan – he will be focussing his response on density of housing and areas requiring regeneration with a desire to support small businesses in Carterton. He confirmed understanding that Carterton Masterplan was not a legal document. He also advised that housing numbers were being driven by Central government and Districts having to meet requirement. He offered help if Councillors wanted to discuss response with WODC planning team to expand on	Cole Easdon

	<p>any ideas in particular the provision of industrial area.</p> <p>Cllr Owen reported on OCC activities. The budget is being processed – looking to be a £5 rise in band D council tax for OCC share. The Unitary organisation of the jurisdiction of Oxfordshire continues with various reports/consultations being undertaken. Lucy Butler is taking on the role of OCC head of Children’s services. Councillors are also ‘gearing up’ for elections in May 2017. Cllr Owen advised that he is standing down at this election. Cllr Owen continues to meet regularly with Area Highways steward. He notes that the roundabout at the church has been resurfaced and will follow up on issue of missing traffic bollards, the finger post at Elm Grove and provision of gully grabs that was brought to his attention earlier in year.</p> <p>Cllr Guest asked if Cllr Postan could confirm the green waste charge - £30 per bin per year. Concern raised regarding provision of Parish Council bins. Cllr Guest to liaise with Cllr Postan to gain support for provision of bins and requirement for village.</p> <p>Cllrs Owen and Postan left meeting at 8.15pm. The Chairman deferred from the agenda running order to ensure that the most pressing matters were covered, items addressed by Pip Squire were covered and that the meeting did not overrun.</p> <p><u>278/17</u> <u>FLOOD PREVENTION WORKING GROUP MEETING</u> Meeting to be held on 15 December. Keith Glazier has kindly agreed to attend the meeting on behalf of the council. He will raise issue of oil bloom on stream on perimeter of RAF BZN. The Clerk is to update him on any correspondence received to date.</p> <p><u>279/17</u> <u>EMPLOYMENT MATTERS</u> The Clerk had met with Cllr Squire to discuss the job description for the clerk. The NALC model job description had been used to draft a more complete job description which had been circulated to all councillors. Cllr Campion suggested that reference to frequency of meetings should be included in standing orders rather than in job description to take account of any future parish growth. Agreed to update description for this point.</p> <p>The Clerk is to gain more information about pay scales and the appropriate level for the work expected of the clerk. To ask opinion of Bethan Osbourne, OALC employment specialist.</p> <p>The contract of employment needs to be reviewed in more detail. This is to be undertaken by Cllrs Squire and Ball and in place for 6 April 2016.</p> <p><u>280/17</u> <u>PRECEPT 2017/18</u> A draft calculation of precept had been circulated to councillors prior to meeting and the clerk took them through the basis of the calculation.</p> <p>Income</p> <ul style="list-style-type: none"> - No provision for any grants made that might be due re neighbourhood planning project. - Confirmation from OCC that the grass cutting grant will remain at £828. <p>Expenditure</p> <ul style="list-style-type: none"> - Clerks wages reflect increase in number of hours worked and estimate of £/hr. - Payroll management/professional fees increase to reflect inflation and also anticipated increase in internal audit fee as require to find new professional 	<p><u>ACTION</u></p> <p>Stuart Guest</p> <p>Pip Squire/ Andy Ball</p>
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	<p>advisor.</p> <ul style="list-style-type: none"> - Noted that precept in respect of donations has not yet been spent in total for 2016/17 – donation to be made by 31.3.17. - Provision for work on Elderbank Hall/carpark of £1,500 agreed and similar for playpark/recreation ground to cover costs to meet repairs on inspection report and further maintenance on trees. - Complete quote for work on pavilion door, window and drainage had not been received but estimate at 2015/16 considered adequate. Work to be undertaken as soon as possible. - Agreed provision of £3,000 re mower fund to aim for £19,000 fund balance at 1.4.19 for purchase of new mower. - It was noted that Transparency grant fund money £1,194 should be spent by 31.3.17. - Provision of £1,000 made for start of Neighbourhood planning project – money to kick start advertising and to fund training courses of councillors/volunteers taking on roles. - Provision of £250 for village events advertising/additional insurance – to support initiatives of horticultural show, bonfire etc. <p>Updated figures suggest .02% increase in precept asked for in 2017/18 - £52.75 for band D tax (2016/17 - £52.74). Clerk to circulate and gain further review from Pip Squire. Precept request needs to be reported to WODC by 19 December.</p>	<p>Lawrence Taylor</p> <p>Tony Shillingford</p> <p>The Clerk</p>
<u>281/17</u>	<p><u>UPDATE ITEMS WITH OCC</u></p> <p>Further complaint received regarding traffic driving on Manor Road verge leaving tyre marks. Quote had been sought for wooden bollards but after discussion not consider that these would be effective on ‘rough’ verge. The Clerk is asked to obtain quote for kerbing per metre so can assess if this may be a feasible option.</p>	<p>The Clerk</p>
<u>282/17</u>	<p><u>WEBSITE UPDATE</u></p> <p>Tony Shillingford to meet with Kyle. Importance stressed of getting information up on site as soon as possible – within 48 hours of information being sent through.</p>	<p>Tony Shillingford</p>
<u>283/17</u>	<p><u>PAVILION REPAIRS</u></p> <p>Cllr Taylor has in hand and has arranged meeting with workman to make repairs.</p> <p>The Clerk has contacted Lee Chadwick, solicitors who had previously drawn up lease and will pursue renewal.</p>	<p>Lawrence Taylor</p> <p>The Clerk</p>
<u>284/17</u>	<p><u>NEIGHBOURHOOD PLAN PROGRESS</u></p> <p>Discussion regarding attendance by Joseph Walker at January meeting to explain the Neighbourhood plan stages. Decision that separate meeting should be arranged as there would be insufficient time to get maximum benefit from his involvement at monthly meeting. Cllr Way to arrange a separate meeting to which invited individuals asked to attend to understand what is required and how BNPC are looking for help and involvement. Councillors to send through names of guests to be invited to Wendy. Meeting to be organised for January/February.</p>	<p>Wendy Way/All</p>
<u>285/17</u>	<p><u>WASTE BIN PROVISION THROUGH VILLAGE</u></p> <p>Cllr Guest has informally discussed ideas regarding bin provision, resiting of bins, and ‘swapping’ of bins. Environmental services manager, Bob Lightfoot would need plan to justify work, support from district councillor but in principal should not be a problem.</p>	<p>Stuart Guest</p>
<u>286/17</u>	<p><u>PROVISION OF DECK CHAIRS/SEATING FOR VILLAGE FUNCTIONS</u></p> <p>Deck chairs that were unsafe (wood wormed)/broken were skipped. Agreed expenditure of £200 to purchase chairs – no legs but bar – from IKEA at £5 each.</p>	<p>Stuart Guest</p>

<u>287/17</u>	<u>CAPITAL EXPENDITURE ON PRUNER/TRAINING</u> Pole pruner prices had been researched - £728 for pole pruner with further £92 for telescopic attachment. Work can be more flexible rather than reliant on hire. Proposal by Cllr Guest for £800 budget (takes into account discount that will be received), seconded by Cllr Campion. Proposal agreed. Training courses will also need to be researched.	<u>ACTION</u> Stuart Guest
<u>288/17</u>	<u>HIGH SHERIFF AWARD NOMINEE</u> Possible recipients of nomination for the award were discussed and the Clerk is asked to submit nomination by 14 January.	The Clerk

289/17 PLANNING APPLICATIONS

16/0386/HHD	Mr Cliff Smith Holly Barn Carterton Road Brize Norton	Alterations and erection of single storey rear extension
16/03934/HHD	Mr Chris Mulcahy Old Quarry House Burford Road Brize Norton	Alterations to include conversion of part of existing garage and erection of first floor extension above

No comments to be made on this application.

Agreement by councillors and Clerk asked to report response.

290/17 PENDING PLANNING DECISIONS

16/02155/FUL	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 – (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). plant

291/17 PLANNING DECISIONS

Refusal: 16/02949/OUT	Mr & Mrs T Hinchly Quarry Dene Burford Road	Erection of dwelling
Approved: 16/03215/HHD	Mr G Perkes 1 Manor Rd, Brize Norton	Erection single storey/1 st floor extensions. Insertion of doorway in front elevation.
Approved: 16/03452/LBC	Lisa Clements 22 Carterton Road Brize Norton	Replace existing window and door in front elevation with new bi-folding doors

292/17 ORDERS FOR PAYMENT

101035	260.00	Carolyn Peach	November clerk services/assistance newsletter
101036	288.66	Kyle Anderson	November village maintenance
101037	11.40	5A's tool and plant hire	Sundry repairs strimmer
101038	39.75	Carolyn Peach	Website/stationery
101039	135.91	Stuart Guest	Unleaded fuel/van hire for benches/bolts
101040	161.00	Shillbrook	Newsletter printing/folding
101041	712.64	WODC	October grass cut
	1,609.36	Total	

293/17PAYMENTS RECEIVED

There were no amounts received.

294/17 BANK BALANCE

	£
Current a/c balance at 1/12/16	14,535.82
Total order for payments	1,609.36
Total receipts	0.00
Bank balance at 5 December after payments	12,926.46
WODC investment	31,700.00
Total funds at 5 December 2016	44,626.46

295/17 OFFICIAL CORRESPONDENCE

- a) War Memorials Trust bulletin 71
- b) OCC Poster entry primary school Sept 2017
- c) CPRE Countryside Voice Winter 2016

296/17 E-MAILS CIRCULATED IN MONTH

- Rural Services weekly update 7/11, 14/11, 21/11. 28/11(not circulated)
- RSN – Rural Health spotlight 16/11/16 (to WW_
- Rural vulnerability – transport 23/11/16 (to AB)
- Oxfordshire Community and Voluntary Action – 3/11, 14/11, 17/11, 24/11(to WW)
- Oxfordshire Clinical Commissioning Group – Talking Health 11/11, 25/11 (to WW)
- Public Sector Executive (PSE) 7/11, 21/11 (not circulated)
- 4/11 Dean Frosini, Cole Easdon SUDS re West Brize Norton, further explanation
- 4/11 WODC Tpw and Parish Council meeting Thursday 8 December 6/45pm for 7pm start, Committee Rooms WODC, finish 8.30pm
- 5/11 ‘Battle’s Over’ – Nationwide celebration on 11/11/18 – fwd e-mail from pageantmaster
- 10/11 WODC press release re local plan consultation
- 13/11 Les Goble – draft letter re BNPC response to CTC letter to planning inspector
- 14/11 Carter & Co – acknowledgement that BNPC would not support use of EBH carpark as site for building site accommodation
- 17/11 WODC – precept return by 19 December 2016
- 17/11 Community First Oxfordshire – masterclasses re neighbourhood planning process
- 18/11 Quarry – blasting notice 23/11/16
- 18/11 WODC Food waste tour Agrivert, Cassington
- 19/11 Burford Road footpath complaint
- 20/11 Neighbourhood plan power point presentation shared by WW
- 21/11 Will Benbow, Savills – chasing e-mail re solicitors
- 22/11 Lisa McLaughlin – re oil bloom on stream
- 22/11 Nicolas Field-Johnson – prospective Conservative County Councillor candidate for ward
- 22/11 Will Benbow, reporting response from TW re refusal to adopt outlet headwall and hydrobrake on West Brize Norton development balancing pond
- 23/11 Charlie Brennand – verges damage on Manor Road
- 25/11 JW&S – update re progress on land leases
- 28/11 OCC – public consultation re proposed Eynsham Park & Ride and A40 bus lane
- 29/11 OALC 2017 training programme
- 29/11 CPRE – Oxfordshire WO local plan consultation comments
- 30/11 OALC – November 2016 newsletter
- 30/11 CPRE – Oxon e-newsletter Nov 2016

<u>297/17</u>	<u>PARISH COUNCIL POLICIES</u>	<u>ACTION</u>
	Cllr Campion advised that he is reviewing and researching policies and documentation that may be required for a larger Parish Council structure. Cllr Shillingford suggested that Witney Town Council may be a good model to review. The NALC has model policy and protocols. The work is ongoing and Cllr Campion to report in early Spring with ratification at May Parish Council Annual meeting.	Ben Campion

<u>298/17</u>	<u>JANUARY MEETING ITEMS</u> Neighbourhood plan update of meeting and actions to be taken, plan re rubbish provision, update from Bloor/Savills.	
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The Chairman wished everyone a Happy Christmas and New Year and there being no further business the meeting was closed at 9.45pm. Date of next meeting Monday 9 January 2017 at 7.30 pm.

Signed as a true and correct record by Pip Squire on Monday 9 January 2017