

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 9 January 2017 at
7.30 pm at The Sports Pavilion, Brize Norton

<u>299/17</u>	<u>PRESENT</u>	<u>ACTION</u>
	Pip Squire (chair), Tony Shillingford, Lawrence Taylor, Stuart Guest, Ben Campion, Wendy Way, Andy Ball, Cllr Alex Postan, Nicolas Field-Johnson, Les Goble, Carolyn Peach, Keith Glazier	
<u>300/17</u>	<u>APOLOGIES</u> Cllr Neil Owen	
<u>301/17</u>	<u>DECLARATION OF INTERESTS</u> Ben Campion – buffer strip to West Brize Norton development	
<u>302/17</u>	<u>MINUTES</u> Minutes of the meeting on 5 December 2016 were proposed by Wendy Way, seconded by Ben Campion and unanimously agreed and signed by the Chairman as a true record.	
<u>303/17</u>	<u>PUBLIC PARTICIPATION</u> Keith Glazier updated Councillors on his attendance at the Flood Group meeting on 15 December 2016 (minutes had been circulated). Oxfordshire County Council had not taken on responsibilities from Environment Agency as had been anticipated although they are a consultee. Environment Agency still in charge of emained rivers The Thames, and the Highmoor Brook. WODC do not have a fund for flood drainage work, they have to bid for funds. Creation of Mason’s Arms balancing pond had money made available from EA but prevarication by landowner has meant that costs to do work now exceed the funding. Important to ensure that in s106 re West Brize Norton that money has been set aside to fund this shortfall. The riparian owners are responsible for clearance of stream that runs at back of recreation ground/back of RAF Brize Norton (West of village) with WODC having some powers of reinforcement (Lawrence King). RAF BZN have responsibility to clear large grill that goes into culvert by dog pound and this needs to be checked on periodically. Keith has the contact for the EA agent dealing with the oil bloom issue on the stream. The Clerk is asked to follow up outstanding query on progress of work being undertaken to resolve pollution issue. Keith also reported that the scheme that helps householders get affordable flood insurance cover appears to be working. There are no current issues with the Station Road sewage pumping station but there has been no significant rain fall to overload the system. The Chairman thanked Keith for his attendance at the meeting. The next meeting will be in July 2017 – 10 years on to the day from the flooding in 2007. Les Goble updated councillors on response re draft Local Plan. Cllr Pip Squire, Cllr Wendy Way and Les had attended meeting on 22 December to discuss the submission made with Andrew Thomson, Astrid Harvey and Alex Postan. Concerns expressed over possible siting of industrial area on current pavilion/ playing fields/balancing ponds off Monahan Way. Area of 4ha is in Les’s opinion overstated – it probably includes flood alleviation area – more like 3 ha. Reiterated at meeting that proposed housing provision only sustainable if 18 new jobs are created per month until 2031. BNPC understand need for employment area but not on this site. Suggestion that should look more to Viscount Court or new site closer to A40. Received positive responses from WODC planners. Les has map with parish boundaries and identified RAF/MoD land. Electronic copy to be uploaded to website. BZN PC would like to attend/speak at meeting with	The Clerk

	<p>planning inspector. The Chairman thanked Les Goble for all his assistance.</p>	<u>ACTION</u>
<u>304/17</u>	<p><u>CHAIRMAN'S MEETINGS</u> 22/12 – WODC planning re Local Plan response/neighbourhood plan with Cllr Wendy Way and Les Goble.</p>	
<u>305/17</u>	<p><u>COUNTY AND DISTRICT COUNCILLORS' REPORTS</u> Nicolas Field-Johnson was introduced to Councillors. He will be standing as Conservative Councillor for OCC when Neil Owen stands down in May 2017.</p> <p>Cllr Postan picked up on issues of flooding. There is a policy to protect downstream properties by controlling flow. He advised there is a publication by WODC that details rights and obligations of riparian owners.</p> <p>There is a realisation at WODC that Carterton requires 'regeneration'. WODC may look to raise density of housing in Carterton. Reference was made to recent letter on Witney Gazette that advised 'affordable housing' was a misnomer. The 'garden village' at Eynsham is viewed as being good.</p> <p>Provision of broadband in WOD is being delayed as 'Cotswold Broadband' have pulled out of project as issues in the materials they were going to use and budget.</p> <p>Cllr Postan had accompanied Cllr Guest on tour of village re provision/resiting of bins and he is happy to support project being drawn up by Council.</p> <p>Cllr Postan left meeting at 8.15pm.</p>	The Clerk/ Cllr Postan
<u>306/17</u>	<p><u>UPDATE ITEMS WITH OCC</u> Awaiting quote for kerb on Manor Road. Highways have confirmed that quote for bollards installation was for materials and labour. They have also confirmed that placement of stones would not be acceptable/legal option to protect verge.</p> <p>Cllr Guest reported that someone had taken out wooden bollards on grass at War Memorial on New Year's Eve/Day. The incident had not been reported by the perpetrator (although it is thought significant damage to vehicle must have been done!). The waste had been cleared up and Cllr Guest to draw up replacement requirements.</p>	
<u>307/17</u>	<p><u>WEBSITE UPDATE</u> Tony Shillingford and Kyle have spent further time updating site. Ideally all items to upload in pdf format. Items for noticeboard can be .jpeg files. Set of 'rules/requirements' to be drawn up. Budget for computer equipment to be drawn up for ratification at February meeting.</p>	Tony Shillingford/ The Clerk
<u>308/17</u>	<p><u>PAVILION REPAIRS</u> Contractor to do work being met by Lawrence Taylor. Need to confirm whether drainage of pavilion mains or soakaway when getting drainage complaint resolved.</p> <p>Solicitor drawing up lease has asked if require 'mutual rolling break'. Councillors confirmed should be included.</p>	Lawrence Taylor The Clerk
<u>309/17</u>	<p><u>NEIGHBOURHOOD PLAN PROGRESS</u> Discussion with Astrid Harvey, WODC had been useful (22/12/16). Notes for 'planning for the community' exploratory meeting had been circulated on e-mail and Cllr Way and Les Goble had had some initial, positive discussions with local businesses. Discussion as to approaching 'Crocodiles of the World', Wychwood Graphics and Watsons. Suggestion initial meetings small – 5-10 people to get some ideas/thoughts. These ideas to then go up on boards to be displayed at larger gathering for discussion – a Saturday in April. Need to draw up a</p>	

	<p>questionnaire that requires answers to specific questions. Cllr Way to speak with Astrid Harvey as possible independent facilitator or suggestions for possible contacts (need to get idea of quote for inclusion in budget). Realisation that will require professional help although must also have core sub-team to help. As grant for funding runs with financial year submit application immediately following April PC. Need to designate parish bounds (excluding RAF BZN) as area to concentrate on. Contact that is available during business hours agreed to be Les Goble. Following initial meetings and agreement of PC considered will have sufficient consultation for mandate to progress plan. Meeting with neighbouring parishes and Christ Church as main landowner later in process. Important that material produced is attractive and professional. Also need some projects that are 'quick fixes' so that seen that not all talk.</p> <p>Cllr Way to further investigate courses run by Oxfordshire Community First - £30 per person per course.</p>	<p><u>ACTION</u></p> <p>Wendy Way</p>
<u>310/17</u>	<p><u>PROPOSAL MEETING WITH CARTERTON TOWN COUNCIL</u> Cllr Shillingford had met for an informal chat with an old acquaintance Cllr Nick Leverton (Carterton Town Council) which he thought was very useful as both councils have similar issues. Discussion if meetings should be formal/informal and how often held. Cllr Shillingford to take lead and suggest quarterly meeting between two councillors of each council; need for transparency so record taken but more a report detailing topics discussed, any plan of action and how information to be disseminated. Meeting in comfortable meeting place (Masons or Chequers) rather than formal hall/pavilion setting. Suggestion that each council alternate to suggest topic for discussion. BNPC would like to share their recent response to draft Local Plan. Cllr Shillingford to follow up with Cllr Leverton. Cllrs Ball and Campion would also be keen to attend.</p>	<p>Tony Shillingford</p>
<u>311/17</u>	<p><u>PROVISION OF RUBBISH BIN SITING</u> Cllr Guest had met with Cllr Alex Postan and is now writing report/proposal for review by BNPC and submission to WODC Environmental services.</p>	<p>Stuart Guest</p>
<u>312/17</u>	<p><u>UPDATE ON LEGAL AGREEMENTS WITH CHRIST CHURCH AND BLOOR HOMES</u> Roger Smith, Savills advised that the solicitors are concentrating on s106 so no progress on side agreement. The Clerk is asked to follow up with Kevin Haynes, Bloor Homes. Will Benbow, Savills had not yet responded re 'buffer land' agreement.</p>	<p>The Clerk</p>
<u>313/17</u>	<p><u>CLERK JOB DESCRIPTION/PENSION AUTO ENROLMENT</u> Clerk to pursue information on grade levels for pay structure suited to job.</p> <p>Standard letters to be sent to Clerk and Kyle Anderson re pension auto enrolment. Neither meet criteria for automatic entry but require response as to whether they wish to be enrolled in a scheme.</p>	<p>The Clerk</p> <p>The Clerk</p>
<u>314/17</u>	<p><u>REPORT ON A40/PARK AND RIDE AT EYNESHAM PROPOSALS BY OCC</u> Cllr Way reported on exhibition held at Eynsham that displayed proposals. Key to use of park and ride is that priced correctly and that goes to specific locations ie hospitals. Proposing '3 lane' with bus lane – the pinch points are the bridges over the railways. They also propose an additional set of traffic lights at Eynsham and provision of either foot bridge or underpass. Cllr Way asked to send in response on behalf of BNPC – the council does not consider that the proposals address the needs of the 2,500+ houses proposed in the Carterton sub area.</p> <p>Nicolas Field-Johnson left meeting at 9.25pm.</p>	

315/17 PLANNING APPLICATIONS

There have been no applications in the period.

316/17 PENDING PLANNING DECISIONS

16/02155/FUL	Cottsway Housing Assoc Land at The Fosseway	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
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

317/17 PLANNING DECISIONS

Approved: 16/0386/HHD	Mr Cliff Smith Holly Barn Carterton Road Brize Norton	Alterations and erection of single storey rear extension
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318/17 ORDERS FOR PAYMENT

101042	200.00	Carolyn Peach	December clerk services
101043	263.19	Kyle Anderson	December village maintenance
101044	655.50	5A's tool and plant hire	Stihl kombi engine, pole pruner, hedge trim
101045	27.54	A K Timms	New padlock/keys for recreation ground gate
101046	16.87	Carolyn Peach	Copier paper/envelopes
101047	165.00	HMRC	PAYE/NI mnths 7-9
101048	132.00	BNS&SC	Reimburse re PO rental
	1,460.10	Total	

319/17 PAYMENTS RECEIVED

21.12.16	69.22	EBH	Water reimbursement 9/8-3/11/16
04.01.17	132.00	M Mwanze	Post office rent 6 mnths
	201.22	Total	

320/17 BANK BALANCE

	£
Current a/c balance at 4/1/17	13,127.68
Total order for payments	1,460.10
Total receipts	201.22
Bank balance at 9 January after payments	11,868.80
WODC investment	31,700.00
Total funds at 9 January 2017	<u>43,568.80</u>

321/17 OFFICIAL CORRESPONDENCE

- (a) Robert Courts MP introduction and copy of maiden speech
- (b) PSE magazine – Dec/Jan 2017
- (c) Clerks and Councils Direct – Jan 2017

322/17 E-MAILS CIRCULATED IN MONTH

- Rural Services weekly update 5/12, 12/12(not circulated)
- RSN – Rural Economy spotlight 14/12/16 (not circulated)
- Rural vulnerability – transport 28/12/16 (not circulated)
- Oxfordshire Community and Voluntary Action – 1/12, 8/12, 15/12, 21/12 (to WW)

Oxfordshire Clinical Commissioning Group – Talking Health 9/12, 23/12 (to WW)
 1/12 OALC monthly employment briefing – mediation
 1/12 Local Councils Advisory seminar – Zurich Insurance 25/1/17 Banbury 9.30am to 1.30pm £30 + VAT covers accident and claims review, managing events safety, manual handling
 1/12 OCC consultation Eynsham Park & Ride and A40 bus lane consultation 1/12/16-12/1/17
 1/12 Pip Squire – roles and responsibility of parish clerk
 2/12 Tony Shillingford – responses from RSPB and Natural England re agricultural land for sale in BZN
 4/12 AGGROW – update on Anti Gravel Group of Residents in Oxfordshire West – winding up after 10 years on signing of OCC minerals and waste plan
 5/12 OCC confirmation grass cutting grant remains same for 2017/18
 6/12 Lisa McLaughlin RAF BZN oil bloom on stream
 6/12 Les Goble – presentation summary of local plan
 9/12 WODC BT payphone consultation draft – agree to removal of phone box opposite Chequers
 12/12 Pensions Regulator – reminder staging date 1/2/17
 12/12 OCC James Wright Highways – confirm will look into missing bollards/finger sign Elm Grove
 12/12 OALC draft public services ombudsman bill – submission by 24/1/17
 12/12 OPFA – Autumn e-newsletter (to BC/TG)
 13/12 WODC – slides from Town & Parish liaison meeting 8/12/16
 13/12 Community First Oxon – Autumn/Winter e- newsletter
 13/12 Raymond Hall – request for meeting re WOTPG and Witney neighbourhood plan consultation
 14/12 OCC – stakeholder update re local government reorganisation
 15/12 OALC – no capping for 2017/18 precept but ‘restraint required’ per minister
 17/12 CPRE – Oxon e-newsletter
 20/12 Keith Glazier – flood prevention working group 15/12/16
 20/12 Pip Squire – draft BNPC local plan response
 22/12 WODC James Mills – Happy Christmas
 23/12 James Adams/Bob Whittle – points of contact re oil bloom on stream
 30/12 Oxfordshire credit union poster/information
 1/1/17 OCC Flood toolkit link

<u>323/17</u>	<u>WITNEY NEIGHBOURHOOD PLAN</u>	<u>ACTION</u>
	Raymond Hall has written to invite Cllrs to two meetings – one in respect of transport issues in January and one re Witney Neighbourhood planning on 15 February 2017. Cllr Squire will attend the latter meeting and pick up information regarding discussions held at transport meeting.	Pip Squire
<u>324/17</u>	<u>PARISH COUNCIL MEETINGS 2017</u> Schedule of monthly meetings have been circulated by e-mail and to go up onto website. Annual meeting confirmed as Tuesday 23 May 2017.	
<u>325/17</u>	<u>LITTER ON FOOTBALL PITCH</u> The Clerk is asked to write to BNS&SC re litter that is being left behind goals after football matches.	The Clerk
<u>326/17</u>	<u>CLERK COURSE – END OF YEAR PROCEDURES/AUDIT</u> Request by Clerk to attend training on Wednesday 18 January at Didcot, £35 plus VAT and travel. Agreed expenditure.	The Clerk
<u>327/17</u>	<u>FEBRUARY MEETING ITEMS</u> Neighbourhood plan update of business consultations/ initial ideas, village events 2018 re 100 year anniversary end of WW1 and New Year’s party, Christmas tree/carols, update pavilion repairs/quotes as necessary, review draft policy updates	

There being no further business the chairman declared the meeting closed at 9.35pm.

Date of next meeting Monday 6 February 2017 at 7.30 pm.

Signed as a true and correct record by Pip Squire on Monday 6 February 2017