

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 6 February 2017 at  
7.30 pm at The Sports Pavilion, Brize Norton

<u>328/17</u>	<u>PRESENT</u>	<u>ACTION</u>
	Pip Squire (chair), Lawrence Taylor, Stuart Guest, Ben Champion, Wendy Way, Nicolas Field-Johnson, Les Goble, Carolyn Peach, Alison Riseley, Brian and Heather Barnett	
<u>329/17</u>	<u>APOLOGIES</u> Tony Shillingford (work commitments), Andy Ball (work commitments), Cllr Neil Owen (work commitments), Cllr Alex Postan (ill health)	
<u>330/17</u>	<u>DECLARATION OF INTERESTS</u> Ben Champion – buffer strip to West Brize Norton development	
<u>331/17</u>	<u>MINUTES</u> Minutes of the meeting on 9 January 2017 were agreed and signed by the Chairman as a true record.	
<u>332/17</u>	<u>PUBLIC PARTICIPATION</u> Alison Riseley spoke on a letter that she and residents of Burford Road (west of Monahan Way) had drafted, signed and sent to OCC Highways. The chairman had spoken with Alison and the letter had been circulated to all councillors via e-mail. Alison highlighted the fact that beyond the Brize Norton name signs the speed limit on the road was 60 miles per hour and 16 children under 13 year of age live along the stretch of road. Parents are concerned for the safety of their children but also concerns for cyclists and runners as the road is poorly maintained, verge edges are being eroded and there are numerous pot holes and the road surface often has mud and ice on it in the winter months. Residents sometimes find it difficult to safely pull out of their drives and with no street lighting there are issues of visibility. Alison commented that as it was not possible to get on west at Minster Lovell junction on A40 it is a ‘rat run’ for motorists wanting to go to Cheltenham/Gloucester. The Chairman noted all the concerns of the residents and councillors believe that there is a case to look at safety and maintenance of roadway. Cllr Andy Ball is to be asked to contact Alison to review safety concerns and to give further guidance to Council to make an informed response to Highways to prioritise action. The Clerk is asked to investigate any historical precedent that may have been included when Shilton Park was developed. The Council will also need to be mindful when reviewing Bloor Homes transport assessments.  Brian Barnett spoke to the meeting regarding the planning application that had been made by Will Benbow on behalf of Christ Church for the erection of an agricultural grain store on Burford Road. Brian advised councillors that current store is of inadequate size and does not meet modern standards required for on farm storage. The store will allow grain to be stored on farm for a longer period of time and to stagger collection – there should be no increase in additional traffic but movements will be spread over a longer period of time.  Brian Barnett also spoke about land south of station road (adjacent to Upper Haddon). He has been approached by land speculators to develop the field. He insisted that any approach would also require consultation with Parish Council – Lagan Homes and West Waddy to speak at March meeting. From a farming point of view due to the proximity of the barns to residential property (issue of party wall) there is limited use of farm building. It was also noted that there were flooding issues and light and noise pollution.	Cllr Ball  The Clerk

	<p>Whilst Brian Barnett was attending the meeting the issue of Mason's Arms pond clearance was brought to his attention. The Council have received complaint that the recent clearance of village pond looked to have been left incomplete. Brian confirmed that by using a machine from the field bank his contractors had dug out and cleared silt but he agreed to clear vegetation on road side of pond.</p> <p>The Chairman thanked Alison Riseley and Brian and Heather Barnett for their attendance and they left the meeting at 7.55pm.</p>	<u>ACTION</u>
<u>333/17</u>	<p><u>CHAIRMAN'S MEETINGS</u> There had been none</p>	
<u>334/17</u>	<p><u>COUNTY AND DISTRICT COUNCILLORS' REPORTS</u> In absence of Cllr Owen and Cllr Postan, Nicolas Field-Johnson (prospective Conservative Councillor for OCC at election in May 2017) gave report. The WODC budget is being decided at 9 February meeting. An increase of 6% is allowed over three year period. The Unitary Council discussion is a huge debate and causing huge divisions however Mr Field-Jonson suggests that no decision will be made until after County Council elections. WODC have not yet issued an official counter proposal. It is felt there is too much disparity between City and rural districts. Councillors are urged to make personal responses to consultations.</p> <p>Nicolas Field-Johnson left meeting at 8.00pm.</p>	All
<u>335/17</u>	<p><u>UPDATE ITEMS WITH OCC/ENVIRONMENTAL AGENCY</u> Still awaiting quote for kerb on Manor Road.</p> <p>The Clerk is asked to report significant pot-holes and worn paint on roundabout to Highways/Fix My Street. Also highlight blocked drains to follow up on last years investigations.</p> <p>The Clerk had contacted EA re oil bloom on stream and also spoken with RAF BZN to try and determine action being taken. Assurances given by RAF BZN that would review current weir in place as being overtopped in heavy rainfall so ineffective keeping back pollution. Still awaiting response from EA (officer away due to illness).</p>	The Clerk
<u>336/17</u>	<p><u>BURFORD ROAD LETTER OF COMPLAINT</u> To confirm that Cllr Andy Ball is to contact Aliso Risely to discuss proposals and report back on action that Parish Council can take.</p>	Andy Ball
<u>337/17</u>	<p><u>TRANSPARENCY GRANT EXPENDITURE</u> In his absence Cllr Shillingford had circulated a paper detailing expenditure of £1,310 against grant received of £1,194 broken down as follows: Desktop PC – £283; Monitor £77; Office Pro software £273; Canon Canoscan £133; training/reauthoring £250, maintenance £294. Proposal for expenditure to be made by Cllr Guest, seconded by Cllr Campion.</p>	Tony Shillingford
<u>338/17</u>	<p><u>PAVILION REPAIRS</u> Cllr Taylor still chasing up on quote. Importance of getting job done soon stressed.</p>	
<u>339/17</u>	<p><u>LEASE PROGRESS</u> Cllr Campion to have further meeting with Tim Gush to review lease terms currently drafted. Specific points that the solicitor has asked for clarification on: (1) The Clerk is to provide plan of pavilion (2) Should there be a provision for Club to carry public liability insurance? Ben Campion to check with Tim Gush; Councillors believe there should be a clause with this provision.</p>	Ben Campion

	<p>(3) Trustees to sign – on behalf of Council Pip Squire and Ben Campion and to confirm with Tim Gush. Ben Campion to confirm these details with Tim Gush.</p>	<u>ACTION</u>
<u>340/17</u>	<p><u>DRAFT POLICIES/STANDING ORDERS</u>  Draft policies had been circulated to councillors. Used OALC as source of policies from models and those used by other Councils. The corporate logo will be included so look uniform. There are probably too many policies to tackle all at once and current size of Council not necessary so need to identify those to be adopted now and for presentation at village assembly. At March meeting determine the top six to concentrate on being mindful of resources and time.</p>	Ben Campion/All
<u>341/17</u>	<p><u>NEIGHBOURHOOD PLAN PROGRESS</u>  It was reported that Les Goble had been meeting with various people in the village (landowners/business owners) in preparation for meeting on Wednesday 15 February at which the questionnaire that he and Cllr Way have drawn up will be tested. Also hope to get people to join steering committee. Apologies to be given from Cllr Squire as he has accepted invitation to attend meeting in Witney for their Community Led plan. Clerk asked to attend to take notes.</p> <p>A whole village drop in workshop is to be held on Saturday 22 April at the Elderbank Village Hall from 1pm to 7pm. All councillors to note date and aim to attend for part of period.</p> <p>Cllr Way has been speaking with two professional companies who can help with Neighbourhood plan. (1) Communities First Oxfordshire based at Yarnton charge £465 per day. We could pick and choose help that we require. They have overseen many Neighbourhood Plans being drawn up and currently have 10 ongoing. (2) RCOH – London based company (currently helping Shilton village with their plan). They charge £500 per day and estimation that plan would require approximately 15 days. They would not want to become involved until after the village workshop.</p> <p>Having spoken with both companies preference for working with CFO. Grant to fund project can't be applied for until after 1 April 2017 when would need actual quotes.</p> <p>Quote for printing initial questionnaire at Shillbrooks £38 – all agreed.</p> <p>Les Goble advised he has a meeting with RAF BZN on Friday 17 February.</p> <p>The Chairman thanked Wendy and Les for all the work they have done so far.</p> <p>In absence of Tony Shillingford it was noted that no progress has yet been made on organising meeting with Carterton Town Council representative.</p>	All
<u>342/17</u>	<p><u>PROVISION OF RUBBISH BIN SITING</u>  Cllr Guest reported that having met with Cllr Alex Postan and given him details of proposals he has not heard any more. He will pursue. Cllr Guest to supply annotated map.</p>	Tony Shillingford
<u>343/17</u>	<p><u>PENSION AUTO ENROLMENT/CLERK JOB DESCRIPTION</u>  Standard letters re pension auto enrolment and how affects employees have been drawn up. Signed by Chairman to send out with this month's wage slip. The Council need to complete a declaration of compliance. If ask wages bureau, payman.co.uk, to complete then cost of £10. Councillors agreed Clerk could set up Government Gateway password to make declaration on their behalf.</p> <p>Clerk to receive SLCC information from Katherine Dougherty, Minster Lovell clerk on grade levels for pay structure suited to job.</p>	Stuart Guest
<u>344/17</u>	<p><u>VILLAGE EVENTS</u>  Chair of school PTA had contacted Cllr Shillingford to suggest another joint village organisation event. BNPC would be supportive of event although cannot</p>	The Clerk
		Tony Shillingford

	commit to organise the event. Events can be advertised at 22 April 2017 workshop. Also looking forward to August Bank holiday weekend. Cllr Campion to enquire with Tim Gush of BNS&SC of ideas. Looking further to November 2017, bonfire party in November 2016 thought to be a success and keen to repeat.	<u>ACTION</u> Ben Campion
<u>345/17</u>	<u>'ONE OXFORDSHIRE' UNITARY COUNCIL WORKSHOP</u> No councillor was available to attend workshop though it was recognised that need to respond to consultation. Cllr Campion to submit a response on behalf of BNPC. The opinion was that the County is too diverse to be able to have one Council. In opinion of councillors it would be detrimental to services we enjoy under West Oxfordshire District Council. Councillors urged to submit their own responses.	Ben Campion  All
<u>346/17</u>	<u>COMMUNITY INFRASTRUCTURE LEVY CONSULTATION</u> Discussion postponed to March meeting. Consultation open until 10 March 2017.	
<u>347/17</u>	<u>OXON MINERALS AND WASTE LOCAL PLAN PT1 CONSULTATION</u> Discussion postponed to March meeting. Consultation open until 20 March 2017.	

#### 348/17 PLANNING APPLICATIONS

17/00154/FUL	Will Benbow Grange Farm Burford Road Brize Norton	Erection of agricultural building to be used as a grain store.
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Further to discussion at start of meeting, councillors agreed response would require confirmation that there would be no overall increase in traffic movements and enquire into noise impact and what controls will be in place. The Clerk is asked to co-ordinate response with Cllr Way.

#### 349/17 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).

#### 350/17 PLANNING DECISIONS

Approved: 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
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#### 351/17 ORDERS FOR PAYMENT

101049	42.00	OALC	End of year procedures course
101050	200.00	Carolyn Peach	January clerk services
101051	371.68	Kyle Anderson	January village maintenance/balance website
101052	20.70	Carolyn Peach	Travel expenses to Didcot – 18/1/17
101053	4.04	A K Timms & Sons Ltd	weedkiller
	<b>638.42</b>	<b>Total</b>	

#### 352/17 PAYMENTS RECEIVED

There were no receipts.

### 353/17 BANK BALANCE

	£
Current a/c balance at 31/1/17	11,868.80
Total order for payments	638.42
Total receipts	
Bank balance at 6 February after payments	<u>11,230.38</u>
WODC investment	<u>31,700.00</u>
Total funds at 6 February 2017	<u><u>42,930.38</u></u>

### 354/17 OFFICIAL CORRESPONDENCE

(a) WODC – chargeable green waste posters

(b) WODC Community Infrastructure Levy – revised charging schedule consultation 27/1-10/3/17 comments

### 355/17 E-MAILS CIRCULATED IN MONTH

Rural Services weekly update 9/1, 16/1, 23/1(not circulated)

Rural vulnerability – broadband 11/1/17 (not circulated)

Rural vulnerability – fuel 25/1/17 (not circulated)

Rural housing spotlight 18/1/17

Oxfordshire Community and Voluntary Action – 5/1, 12/1, 19/1, 26/1, 2/2 (to WW)

Oxfordshire Clinical Commissioning Group – Talking Health 16/1, 27/1 (to WW)

3/1 Zurich insurance cover for new chainsaw equipment

4/1 Paul Wilson – OCC Highways – re kerbing/bollards Manor Road verge

3/1 Roger Smith, Savills – no further action on open space agreement

3/1 Pip Squire – confirmation attendance at Witney meeting 15/2/17 re Raymond Hall presentation

13/1 Oxfordshire credit union – posters

5/1 WODC press release – budget strategy consultation – short online consultation

6/1 Active Places Data platform (to BC/TG)

6/1 J Briars – pavilion lease query re mutual rolling break

10/1 Repatriation 12/1/17

10/1 & 19/1 Alan Divall, West Waddy re land south of Station Road. Confirmed attendance at March meeting

11/1 Les Goble – forwarding of Neighbourhood Plan topic points

11/1 Healthwatch – Witney focus for survey on needs/concerns

13/1 Will Benbow – update re buffer land agreement

15/1 Ben Champion – policy review initial drafts for discussion

16/1 NHS – launch of Oxfordshire health and core services – Big Consultation phase 1

17/1 Unsuccessful High Sheriff's award nomination

19/1 OCC – 'Fresh Start for Oxfordshire' comment on proposal documents – proposal for government

19/1 OALC – hand out from clerk training

19/1 BC – copy of correspondence to RAF BZN for involvement in neighbourhood plan

19/1 PSE – article re Oxon Unitary proposal

20/1 Robert Courts MP – newsletter

25/1 WODC response to OCC 'Fresh Start'

25/1 WW drawing attention to advert for fire fighters for new development fire station

29/1 PS – Burford Road letter of complaint

29/1 Ryan Denning, Robert Courts MP parliamentary caseworker re access to noticeboards/newsletters

30/1 WODC – Local Plan consultation responses

30/1 OALC – newsletter

31/1 CPRE – e-newsletter

31/1 J Briars – draft lease for pavilion

'1/2 WODC press release re broadband news

'1/2 Jo Rushton, school Association – possible joint ventures village activities

'1/2 OCC consultation on proposed main modifications to Oxfordshire Minerals and Waste local plan – consultation open 3/2-20/3/17

2/2 Wychwood Project support for conservation projects

<u>356/17</u>	<u>POOR'S LOT TRUSTEES REPORT</u>	<u>ACTION</u>
	The clerk read out the report received from the Trustees (Fred Bellenger, Chris Thorne and Rev James Maddern). 'This Christmas we paid out £13 each to 45 Pensioners/Widows which was more or less the field rental amount, leaving a balance of roughly £750 in the fund which we keep in case of any emergency outlay which might arise. The Tri-annual rent agreement come up for review in September and as Mr Bosley wants to carry on, as sitting tenant, the agreement will once again be with him. As trustees we are a bit concerned that new pensioners /widows are not coming forward to claim, although we advertise it in the parish magazine twice a year.'	
<u>357/17</u>	<u>WATER MAIN LEAK</u> Cllr Guest to speak with Thames Water regarding water flow on Minster Road that may be a water main leak.	Stuart Guest
<u>358/17</u>	<u>INTERNAL AUDITOR</u> Following retirement of Bill Haire the Council need to appoint a new internal auditor. Quotes being sought from two firms to bring to March meeting.	The Clerk
<u>359/17</u>	<u>MARCH MEETING ITEMS</u> West Waddy/Lagan Homes attending, Neighbourhood plan update, update pavilion repairs/quotes as necessary, draft policy updates to pursue, internal auditor, financial controls, Burford Road response, responses to consultation re CIL and Oxon minerals and Waste Local plan.	

There being no further business the chairman declared the meeting closed at 9.10pm.

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

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