	BRIZE NORTON PARISH COUNCIL Minutes of the Ordinary Meeting of the Parish Council on Monday 3 April 2 7.30 pm at The Sports Pavilion, Brize Norton	2017 at
<u>1/18</u>	PRESENT Tony Shillingford (chair), Laurence Taylor, Stuart Guest, Ben Campion, Wendy Way, Nicolas Field-Johnson, Les Goble, Kyle Anderson, Carolyn Peach, Mr and Mrs Trott	<u>ACTION</u>
<u>2/18</u>	APOLOGIES Pip Squire (holiday), Andy Ball (apologies for lateness), Cllr Neil Owen, Cllr Alex Postan	
<u>3/18</u>	DECLARATION OF INTERESTS Ben Campion – buffer strip to West Brize Norton development	
<u>4/18</u>	MINUTES Minutes of the meeting on 6 March 2017 were proposed by Stuart Guest and seconded by Ben Campion, agreed and signed by the Chairman as a true record.	
<u>5/18</u>	PUBLIC PARTICIPATION Mr and Mrs Trott were interested in the response that the Parish Council would be making to the Lagan Homes speculative development. They had concerns over the traffic management. The Parish Council had made their response on line (deadline for submission is 3 April). The response questioned the need for high quality family homes that did not focus on the real housing need of the village. The response had expressed concern that the brochure circulated to the village did not show the significant new hangar structure or the dog pound; experience is that the field floods regardless of the designation by the EA; there is significant noise pollution from the planes and also dog compound. The Clerk is to forward a copy for Mr and Mrs Trott's information. Lagan Homes plan to make a planning application later in April and this will be a further opportunity for the Council and residents to make their views known.	The Clerk
	Les Goble brought to the Councillors attention the Local Plan hearings by the planning inspectorate. In October last year Carterton Town Council had written to the Planning Inspector directly regarding the revised draft Local Plan. The Parish Council had written a response directing it to WODC. Les Goble asked that the Parish Council check that this response had been forwarded to the Inspectorate to be read in conjunction with the CTC response.	The Clerk
<u>6/18</u>	CHAIRMAN'S MEETINGS None to report.	
<u>7/18</u>	DISTRICT AND COUNTY COUNCILLORS' REPORTS Nicolas Field-Johnson reported that the OCC budget had been approved. County Council elections to be held on 4 May 2017. The candidates for the parties to be declared on 4 April 2017.	
<u>8/18</u>	<u>UPDATE ITEMS WITH OCC, EA AND STREET LIGHTING CLOCK</u> The Clerk to pursue quote for installation of verges on Manor Road and also further update from EA re the pollution incident of oil blooming on the stream on the RAF perimeter.	
	The street lighting clock currently operated by Mr Davies is the flood light on the recreation ground. Enquiries to be made regarding digital clock/separate meter to be installed. Tony Shillingford to speak with Ralph Davies for assistance in progressing matter.	

9/18	PAVILION REPAIRS	<u>ACTION</u>
9/10	Cllr Taylor to chase up the repair of the fire door as a matter of urgency.	Laurence Taylor
<u>10/18</u>	PAVILION LEASE AND REPAIRS Tim Gush of BNS&SC had requested a further meeting with Councillors to discuss major refurbishment/repair work and issue of reimbursement for electricity paid re floodlight. BNS&SC had been asked to get quotes (3 for comparison) for work to be done (insulation and repairs to showers). Realisation that pavilion will not be replaced in near future so do need to update. BNPC would need to apply for grants as landlord. Cllr Taylor to research possible grants that may be available from utility companies. Cllr Way to also ask Community First Oxfordshire for advice on grants available. Meeting to be scheduled for after Easter. PARISH COUNCIL CORE POLICIES Cllr Campion had drafted some core policies that would give procedures for subcommittees to carry out the function of the Council. However the current size	Laurence Taylor Wendy Way The Clerk
	of the council means that do not need revised protocols yet so Councillors agreed	
12/18	to defer further work on policies currently but work done to date is a good start. NEIGHBOURHOOD PLAN PROGRESS Terms of reference of Neighbourhood Plan steering committee had been drafted and Cllr Squire had made comment. Check of finance regulations so that are in agreement with the terms of reference. Cllr Way reported on the meeting she and Les Goble had had with CFO. Took through the progress that had already been made and agreed terms of payment – 30%, 40%, 30% staging of payments. The first payment will be paid in May 2017. CFO will support on 22 April 2017 – Hilary Lombard to do two presentations during the afternoon. At the community engagement event the maps annotated by Les Goble for village boundary, planning permissions granted, footpaths and water ways/drains will be on display. Participants asked to record ideas on post-it notes to provide additional information/ideas. Cllr Way is hoping to be able to feedback initial findings into annual meeting on 23 May 2017. Designated area confirmed as Parish council boundary which includes the MoD land but then there will be a specific policy that excludes the MoD land/property in the plan. This is the approach that advised to adopt by WODC. Councillors in agreement with this approach. Len Goble to draft the application to WODC and circulate for comment prior to submission later in April. With the assistance of Dr Phil Holmes a flyer has been drafted for circulation to all houses. (Agreement to images of children used had been received. The image taken at last year's village event was when signs had been posted at event advising photography at public event and may be used in marketing) Quotes for printing had had been acquired and printers used by Shilbrook Stationers quoted £90.00 for 500 double sided flyers on 160gms paper and 10 A4 posters. There	The Clerk All/The Clerk
	were additional stationery requisites required. Cllr Campion proposed that able to spend up to £150.00 on stationery items. Unanimous agreement. Discussion regarding wording on flyer that does not mention the referendum required to vote on plan. However as there is mention on the website it was agreed to confirm the flyer for distribution. Councillors asked to distribute over weekend 8/9 April.	All
	Kyle Anderson reported on website that has been set up with address 'brizenortonplan.org.uk'. Cost of £7.99 for two years. Want to be able to have a video that explains the neighbourhood plan process. Also include section of FAQs, legal statement, (Cllr Ball to be asked to check on wording), copy of flier. Aim to have it ready for 22 April 2017.	Andy Ball
	Cllr Way will distribute briefing packs for 22 April 2017. Able to set up from noon. BZN WI have agreed to do refreshments. Councillors asked to advise Cllr Way of time they can commit. There will be presentation boards/tables by the Church, BNS&SC, the Primary School PTA and advertising for the Village Bash	All
	on 9 July 2017. Cllr Campion agreed to set up presentation boards to introduce	Ben Campion

	the council. There will also be a photographic display of village scenes – old and	<u>ACTION</u>
<u>13/18</u>	WEBSITE UPDATE/NEIGHBOURHOOD PLAN LINK AND FACEBOOK Ongoing work to improve layout of website. Separate page for the Neighbourhood plan which will link to the plan site and have summary information. Cllr Shillingford has started to set up Facebook page. Kyle Anderson has confirmed he will help with set up of website – require a formal agreement regarding ownership of intellectual property.	Tony Shillingford
	Nicolas Field-Johnson left at 8.30pm.	
<u>14/18</u>	PROVISION OF GREEN BINS Cllr Guest spoken with Bob Lightfoot at WODC/UBICO. Further discussion has meant that will need to acquire green bins. They will be stored in garage to prevent 'fly tipping'. Cllr Guest to research acquiring contribution from Cricket Club for use of a bin.	Stuart Guest
<u>15/18</u>	LAGAN HOMES CONSULTATION Response had been made prior to meeting as deadline 3 April. All Councillors suggested to make own response. Recognised that some of noise/light/air pollution can be mitigated by house construction but outside not consider landscaping would be significant to ameliorate pollution aspects.	All
<u>16/18</u>	BETTER OXFORDSHIRE UNITARY OCC PROPOSALS/WODC COUNTER PROPOSALS Offer by Peter Cracknell, WODC, to come and meet with BNPC to set out WODC view regarding Unitary proposals. WODC, Cherwell District and City Council are in 'one camp' against Oxfordshire County Council, South and Vale District Councils. Discussion that are uncomfortable to be aligned with Oxford City who has very different needs than rural WODC. With imminent elections on 4 May 2017, no invite to be extended to Mr Cracknell.	
<u>17/18</u>	BURFORD QUARRY MEETING Cllr Campion to attend meeting on Tuesday 25 April with Keith Glazier as representatives of BNPC.	
<u>18/18</u>	CHECK AND RECORD BANK RECONCILIATION AT 31 MARCH 2017 Cllr Campion agreed bank statement balance agreed with bank reconciliation working and signed agreement on bank statement.	
	Cllr Ball in attendance from 8.40pm.	
<u>19/18</u>	BURFORD ROAD LETTER OF COMPLAINT Cllr Ball to meet with OCC and Highways authority this week.	Andy Ball
20/18	ANTISOCIAL BEHAVIOUR AT ELDERBANK HALL Cllr Ball advised that WODC Community Safety initiative could arrange for battery powered CCTV to be installed for period of time – overt and covert coverage. Footage would be downloaded on a weekly basis and reviewed by WODC. Cllr Way proposed and Cllr Campion seconded this course of action and there was unanimous agreement. Cllr Ball to notify the Elderbank Hall committee.	Andy Ball
<u>21/18</u>	REVIEW OF DRAFT ACCOUNTS TO 31 MARCH 2017 The accounts were not complete for review but will be available for May meeting with submission to the internal auditor on 9 May.	The Clerk

22/18 PLANNING APPLICATIONS

17/00699/OUT	The Agent	Outline application for up to 115 residential
15/03869/OUT	Land West of Swinbrook	dwellings, up to 100sqm charity office space,
(by 13/4/17)	Road	extension to Country Park and associated landscape
	Carterton	enhancements.
17/00941/FUL	Garry Griffin	Creation of new entrance, installation of air source
(by 12/4/17)	The Cottage	heat pump, erection of fence garage and shed.
	Burford Road	
	Brize Norton	

Planning application 17/00699/OUT is part of the strategic plan area. The Clerk is asked to ask for confirmation of arrangements to mitigate surface and foul water drainage.

Planning application 17/00941/FUL – no comments or objections to this application.

23/18 PENDING PLANNING DECISIONS

16/02155/FUL	Cottsway Housing Assoc	Demolition of existing garaging and erection of four
	Land at The Fosseway	dwellings with associated car parking and alterations
		to existing vehicular access. Provision of communal
		car parking spaces.
16/02588/OUT – (sent	Mr and Mrs Kinch	Residential development of up to 85 dwellings
through by Minster	Land West of Minster	together with a new vehicular access onto Burford
Lovell PC)	Lovell	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
17/00154/FUL	Will Benbow	Erection of agricultural building to be used as a grain
	Grange Farm	store
	Burford Road	
	Brize Norton	
17/0054/APPEAL	Mr and Mrs Hinchley	Erection of dwelling
	Quarry Dene	
	Burford Road	
	Brize Norton	

24/18 PLANNING DECISIONS

Granted:17/00377/FUL	Mr A Timms 80-82 Station Road	Erection of storage building
	Brize Norton	

25/18 ORDERS FOR PAYMENT

	2,270.74	Total	
101070	35.11	Stuart Guest	Unleaded fuel for strimmer/mowers
101069	36.57	Carolyn Peach	Printer ink/stamps
101068	40.00	OPFA	Membership 2017/18
101067	55.00	CFO	Membership 2017/18
101066	166.03	OALC	Membership 2017/18
101065	165.00	HMRC	PAYE/NI mths 10-12
101064	468.84	Kyle Anderson	March clerk services/website maintenance
101063	200.00	Carolyn Peach	March clerk services
101062	70.19	Dr P Holmes	Bncommunity.com archive storage
101061	954.00	European Electronique	Computer acquisition (Transparency grant)
SO	5.00	Christ Church	2 x Bus shelter rental in arrears
SO	75.00	Christ Church	Allotment rental in arrears

26/18 PAYMENTS RECEIVED

31/3/17	76.77	BNS&SC	Water reimbursement 20/7/16-16/10/16
	76.77	Total	

27/18BANK BALANCE

	£
Current a/c balance at 3 April 2017	10,020.61
Total order for payments	2,270.74
Total receipts	76.77
Bank balance at 3 April after payments/receipts	7,826.64
WODC investment	31,700.00
Total funds at 3/4/17	39,526.64

27/18 OFFICIAL CORRESPONDENCE

- (a) Community First Oxfordshire membership subscription
- (b) OPFA membership subscription
- (c) WODC electoral services update
- (d) CFO membership subscription
- (g) CPRE membership renewal?
- (h) SLCC conference
- (i) BDO annual return documentation

28/18 E-MAILS CIRCULATED IN MONTH

Rural Services weekly update 6/3, 13/3, 20/3, 27/3(not circulated)

Rural vulnerability – fuel poverty 15/3/17 (not circulated)

Rural spotlight on health 5/3/17 (not circulated)

Rural spotlight on economy 22/3 (not circulated)

Oxfordshire Community and Voluntary Action – 9/3, 16/3 (to WW)

Oxfordshire Clinical Commissioning Group – Talking Health 13/3, 23/3(to WW)

- 3/3 Burford Quarry blasting notice 9/3/17
- 3/3 Active Places newsletter (to BC, TG)
- 3/3 TS revised quote computer kit
- 3/3 OCC Better Oxfordshire final unitary proposal
- 6/3 Oxfordshire Science Festival 16/6-21/6/17 posters to be sent
- 6/3 WODC West Oxfordshire broadband news update
- 6/3 OALC comment on OCC email re Better Oxfordshire
- 6/3 BC copy e-mail to TG re BNS&SC
- 7/3 BC photos re The Fosseway work to date
- 7/3 BC photos re Lagan Homes proposed development site and comments
- 7/3 BC photos re Timms re site of planning permission
- 7/3 Abby Fettes, WODC planning response re The Fosseway development question raised regarding s106 agreement
- 7/3 OCC Highways response redisappearance/wearing out of white lines on roundabout at church
- TS comment on neighbourhood plan designated boundary and MoD land
- 7/3 BC to TG (BNS&SC) re works on insulation of pavilion, plumbing work for heating/showers and kitchen
- 7/3 OCC grass cutting grant paperwork
- 8/3 OPFA spring e-newsletter (to BC, TG)
- 8/3 Les Goble quote re CFO Neighbourhood Plan
- 13/3 WODC Oxfordshire unitary council discussion update re WODC position
- 13/3 RAF Falcons request to use recreation ground facilities revised dates 11/4, 13/4, 25/4, 26/4
- 14/3 Rural Oxfordshire network Wednesday 5 April 9.45am to 12.30pm Cassington Village hall
- 14/3 Civic Voice survey on 'Fxing the broken housing market' (responses required by 12/4/17)
- 15/3 Wychwood Forest update
- $15/3 \qquad \text{John Bowler} AGGROW \text{sand and gravel extraction in Clanfield/Bampton Area asking for response to OCC gravel plans}$
- 15/3 Update on 'Mrs Brown's fields' failed to sell at auction

16/3	Antisocial behaviour at rear of Elderbank Hall
16/3	WODC press release re health care changes
17/3	Submission of proposed modifications to WODC Local Plan 2031
20/3	West Waddy – consultation leaflet to be circulated to village re Lagan Homes – consultation until
3/4/17	
20/3	WODC press release – special deal offers to local attractions 31/3-2/4/17
20/3	OCC – grasscutting – response to request to extend default time periods declined
21/3	Robert Courts MP newsletter
21/3	Dr Phil Holmes – request re community website funding as last year
21/3	TS – set up BNPC Facebook page
21/3	PS – suggested response to Lagan Homes consultation
22/3	WODC – notice of elections for County Council 4 May 2017
22/3	Request for Robert Courts MP newsletter to be posted on website
22/3	Dr Phil Holmes – ideas for website of neighbourhood plan
23/3	Better Oxfordshire – update re unitary proposal from Peter Clark OCC, Daniel Hill
SO&V	WHDC
24/3	WODC – counter terrorism posters (printed off)
24/3	WODC – local government reorganisation – offer for Paul Cracknell to come to speak about this
26/3	Les Goble – designation of local plan area
27/3	Minster Lovell parish clerk – retiring and looking for replacement
28/3	PS – record of conversation Kevin Haynes, Bloor Homes
28/3	Tina Claridge – report that badminton club has folded
28/3	Burford Quarry Meeting Tuesday 25 April 2017 – KG can attend on BNPC behalf
30/3	Wychwood Forest Flyer – April 2017
30/3	OCVA AGM 24 May 2017 5.30pm The Old Court House, Floyds Row, Oxford OX1 1SS
30/3	WODC Local Plan examination update
31/3	CFO – Spring 2017 newsletter
31/3	CPRE Oxfordshire e-newsletter

<u>29/18</u>	CPRE MEMBERSHIP	<u>ACTION</u>
	Correspondence received from CPRE to renew membership. Following discussion decision that membership will not be renewed. The Clerk to advise CPRE.	The Clerk
<u>30/18</u>	OCC GRASS CUTTING AGREEMENT Request to extend default time periods to take account of monthly meetings declined so acceptance to sign agreement as drafted. Cllr Shillingford signed and Clerk to arrange for Cllr Squire signature.	The Clerk
<u>31/18</u>	PROVISION FOR PARKING Concerns over parking along The Fosseway and in Chichester Place. Complaints are increasing and some inconsiderate parking at the entrance of Chichester Place is dangerous. Councillors agreed that must reinforce planning rules to specify number of parking spaces per house.	
32/18	STORAGE OF GREEN BINS In shed is an old wheeled trolley that is not used/obsolete. Agreement that can arrange for it to be scrapped to give room for bin storage.	Stuart Guest
33/18	ANNUAL ASSEMBLY ARRANGEMENTS The Clerk is to write to RAF BZN, TVP, WODC councillor, OCC councillor (after 4 May election), school to make presentations at meeting. The WI to be asked to provide refreshments. Aim to have a presentation on Neighbourhood Plan.	The Clerk
<u>34/18</u>	SOLAR ENERGY GENERATION Solar surveys being carried out in the area. After discussion Cllr Ball proposed and Cllr Way seconded that Cllr Campion be asked to find further information as to	

	provision of solar units on community halls.	ACTION Ben Campion
<u>35/18</u>	MAY MEETING ITEMS Following Annual Parish Council meeting at 7.30pm, ordinary meeting to include Neighbourhood plan update, update pavilion repairs/quotes as necessary, Burford Road response, clerk job description/pay scales, .	Ben Campion

There being no further business the chairman declared the meeting closed at 9.30 pm.

Date of next ordinary meeting Monday 8 May 2017 at 8.00 pm (follows the Annual Parish Council meeting at 7.30pm).

Signed as a true and correct record by Pip Squire on Monday 8 May 2017