

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 8 May 2017 at  
7.30 pm at The Sports Pavilion, Brize Norton

		<u>ACTION</u>
<u>36/18</u>	<p><u>PRESENT</u> Pip Squire, Tony Shillingford, Laurence Taylor, Andrew Ball, Ben Champion, Wendy Way, Les Goble, Cllr Alex Postan, Carolyn Peach</p> <p>The Chairman thanked all Councillors for their commitment in serving as councillors for a further year.</p>	
<u>37/18</u>	<p><u>APOLOGIES</u> Stuart Guest, Cllr Nicolas Field-Johnson</p>	
<u>38/18</u>	<p><u>DECLARATION OF INTERESTS</u> There were none.</p>	
<u>39/18</u>	<p><u>MINUTES</u> Minutes of the meeting on 3 April 2017 were proposed by Tony Shillingford and seconded by Andy Ball, agreed and signed by the Chairman as a true record.</p>	
<u>40/18</u>	<p><u>PUBLIC PARTICIPATION</u> There was none.</p>	
<u>41/18</u>	<p><u>CHAIRMAN'S MEETINGS</u> A report was taken of the meeting held with Brize Norton Sports and Social Club representatives on Tuesday 25 April 2017 at 7.30pm at The Pavilion. The Chairman had had to tender his apologies due to work commitments. Cllr Champion reported on the meeting: Discussion was about refurbishment (which includes loft insulation, and improvement of shower facilities), provision of Wifi and the energy cost of the floodlight. Agreement by Councillors to fund refurbishments. Quote received from BNS&amp;SC for loft installation (materials as work to be done by BNS&amp;SC members) of £187 (gross). Cllr Champion proposed that this be agreed, seconded by Cllr Ball. The Clerk to advise Tim Gush. Quotes for plumbing work still to be received. In April vandals had caused some roof damage when they had ripped out flue from water heater. Plumber's bill to be itemised so that element along with quote received for mineral felt roofing repair can be claimed on insurance. A crime number had been received but no further action had been taken by police.  BNS&amp;SC would be keen to have Wifi provision. Agreement that Parish Council would fund installation fee (in region of £125). Cllr Shillingford researching quote from BT and to speak with Tim Gush to ask for contribution towards monthly bill reflecting usage by Parish Council and that of BNS&amp;SC. Uncertain if use would be made by Post Office. If agreement from BNS&amp;SC to reimbursement then Cllr Shillingford is instructed to place order.  Cllr Guest had been tasked with finding out further information regarding floodlight. If to be removed from Pavilion energy bill then would need new supplier contract/metering which may be expensive. At meeting BNS&amp;SC member Steve Carpenter had suggested a provision of a smart meter. Councillors agreed to pay at rate per Kwh for ongoing supply. There is no agreement to retrospective reimbursement.  The BNS&amp;SC would like some idea of timescales regarding possible redevelopment of pavilion as a result of s106 monies. As s106 still in draft there are no confirmed figures but Cllr Squire to share with Tim Gush current</p>	<p>The Clerk</p> <p>Tony Shillingford</p> <p>Stuart Guest</p> <p>Pip Squire</p>

	<p>understanding of trigger points and drafted provision. Plans for the new pavilion would need to be in proportion to pitch provision and what proposed on new development.</p> <p>Lease currently not in place but a draft has been drawn up.</p> <p>BNS&amp;SC have a meeting scheduled in June after the football club have held their AGM in May.</p> <p><u>DISTRICT AND COUNTY COUNCILLORS' REPORTS</u></p> <p>It was noted the Cllr Nicolas Field-Johnson had been elected as the Conservative candidate to the Burford and North Carterton ward of the OCC elections held on 4 May 2017.</p> <p>Further to redevelopment of pavilion discussion Cllr Postan advised that WODC have grants for capital projects. To be kept in mind as may be used in the planning process for redevelopment of new pavilion.</p> <p>Cllr Postan reported that the OCC unitary request had been submitted to Westminster but no decision will be made during election campaign.</p> <p>The roll out of superfast broadband has been advanced again after failure of Cotswold Broadband to honour contract. Cllr Dingwall in charge of this initiative. It is not clear that Brize Norton receive 'superfast' broadband even though the WODC map suggests that residents should. Cllrs to investigate their own broadband provision and advise WODC if not receiving superfast service.</p> <p>Further to meeting Cllr Postan had had with Cllr Guest re bin provision in the village Cllr Postan advised there would not be a grant available for repositioning bins. WODC would only replace damaged bins.</p> <p>The Chairman revised order of agenda items as Cllr Ball required to leave meeting early.</p>	<p><u>ACTION</u></p> <p>All</p>
<p><u>43/18</u></p>	<p><u>NEIGHBOURHOOD PLAN UPDATE</u></p> <p>Cllr Way thanked all who helped out at the Community workshop day on 22 April; 110 people signed up as having attended. The Chairman thanked Cllr Way and Les Goble for all their work in making the event happen. It was reported that the website brizenortonplan.co.uk was up and running for 22 April with thanks to Kyle Anderson. There have been 70 visits to the site to date. Cllr Shillingford also advised that there have been visits to the Facebook page and comments had been left by someone who couldn't attend on 22 April. Cllr Squire is to include website addresses/Facebook details in newsletter article for quarterly newsletter.</p> <p>A report was given of the initial findings that have been extracted from the data to date. Les Goble is asked to record the top three and report in a newsletter article. Initial findings also to be presented at the Annual Village assembly on Tuesday 23 May.</p> <p>Astrid Harvey, WODC had approved the Brize Norton designated area and this means that an application for grant funding can be made.</p>	<p>Pip Squire</p> <p>Wendy Way</p>
<p><u>44/18</u></p>	<p><u>BURFORD ROAD FOLLOW UP TO LETTER OF COMPLAINT</u></p> <p>Cllr Ball has had problems arranging meeting with OCC and Highways authority. The council may consider getting a RosPA report. Cllr Ball to obtain a quote for consideration at June meeting. Cllr Field-Johnson to be asked for assistance in furthering action to address concerns of families living on the Burford Road. It was reported that recent incidents included a crash damaging a stone wall and a cat being killed.</p>	<p>Andy Ball</p>

<p><u>45/18</u></p>	<p><u>ANTISOCIAL BEHAVIOUR AT ELDERBANK HALL</u>  Currently the local community safety action group has no cctv cameras available for use. Police patrols have been increased in the area partly in response to some local burglaries where items are being stolen for scrap. Attention to be brought to residents' attention in newsletter.</p>	<p><u>ACTION</u></p> <p>Pip Squire</p>
<p><u>46/18</u></p>	<p><u>UPDATE ITEMS WITH OCC, EA AND STREET LIGHTING CLOCK</u>  No update has been received from RAF BZN or the EA regarding the oil bloom on the stream. Temporary measures to reduce pollution going down stream are still in place. The Clerk asked to contact the Environment Officer and query if the petrol interceptor next to the fuel tank has been checked for leakage.</p> <p>It was noted that the roundabout had been repainted. The Clerk is asked to query when drains on Manor Road will be flushed out/repaired.</p> <p>The Clerk had received a complaint regarding the 'speed cushions'. This had been forwarded to OCC Highways identifying the degradation of the 'shoulders' of the speed cushions. Councillors considered that the cushions are poorly designed – better speed calming measures are on Brize Norton Road, Carterton.</p>	<p>The Clerk</p> <p>The Clerk</p>
<p><u>47/18</u></p>	<p><u>PAVILION REPAIRS</u>  Fire door opening had been repaired but still require some glazing work on broken window. Cllr Taylor to organise.</p>	<p>Laurence Taylor</p>
<p><u>48/18</u></p>	<p><u>WEBSITE MAINTENANCE</u>  Kyle Anderson has helped the Parish Council in setting up the PC website and its maintenance. It was agreed that a clause be appended to his contract with the Parish Council specifying that the 'intellectual property rights belong with BNPC'. The Clerk to draw up wording and forward to Cllrs Shillingford and Ball to check.</p>	<p>The Clerk</p>
<p><u>49/18</u></p>	<p><u>CLERK JOB DESCRIPTION</u>  Cllrs Squire and Shillingford to meet with the Clerk to confirm wording of job description and wording of job advert for position of Clerk. The documents to be circulated by e-mail for agreement and action prior to next meeting with view of advertising job in May.</p>	<p>Pip Squire/  Tony Shillingford/  The Clerk</p>
<p><u>50/18</u></p>	<p><u>BURFORD QUARRY MEETING</u>  Cllr Campion had attended meeting on Tuesday 25 April with Keith Glazier as representatives of BNPC. Other attendees were residents of Stonelands and Burford Road and issues of dust management and speed limits were discussed. Keith Glazier is researching OCC Minerals Plan. The fact that an area in the parish is in the designated minerals area should be noted in the Neighbourhood Plan (adjacent to Whitehill Quarry). Cllr Campion advised that a new recycling plant had been opened in Oxfordshire.</p> <p>Cllr Ball left meeting with work commitments 9.20pm.</p>	<p>Wendy Way</p>
<p><u>51/18</u></p>	<p><u>VILLAGE BASH, SUNDAY 9 JULY 2017</u>  The organising committee had met and are having a scarecrow competition which serves to advertise the event but will also be judged. Advertising of the event will be the front page of the village newsletter. Cllr Shillingford requested monetary support by the Parish Council of £100 to fund advertising/prizes. Cllr Campion proposed £100 and seconded by Cllr Squire.</p>	
<p><u>52/18</u></p>	<p><u>S106 PROGRESS UPDATE</u>  Contact to be made with Bloor Homes to determine action that needs to be taken. Once s106 has been signed then a briefing note will be circulated to residents.</p>	<p>Pip Squire</p>

<u>53/18</u>	<u>VILLAGE ANNUAL ASSEMBLY</u> Replies for attendance had been received from Inspector Steve Hookham of Thames Valley Police, Mrs Anna Fairhurst, headmistress (request for later slot to present report), Cllr Nicholas Field-Johnson. Still to have confirmation from RAF BZN. Chairman to make presentation and introduce Les Goble to review initial findings of Neighbourhood Plan Steering Group committee. Meeting start at 7.30pm so propose set up time 7.00pm. WI are providing catering. Clerk to forward agenda to chairman for comment. Flier to be produced and delivered to councillors for distribution in week beginning 15 May.	<u>ACTION</u>  The Clerk All
<u>54/18</u>	<u>WASTE BINS REORGANISATION</u> As advised by Cllr Postan there will be no grant funding for reorganisation of siting of bins.	
<u>55/18</u>	<u>RAF LCWG MEETING ATTENDANCE</u> Cllr Campion to attend meeting to be held on Wednesday 17 May as representative of the council as Cllr Shillingford unable to attend due to a prior engagement.	Ben Campion
<u>56/18</u>	<u>REVIEW OF DRAFT ACCOUNTS TO 31 MARCH 2017/SIGNATURE OF ANNUAL RETURN PART 1</u> Draft accounts were circulated at the meeting together with comparison of draft figures against precept budgets. Annual governance statements in section 1 of the Annual return, were reviewed, agreed and signed by the chairman and clerk. Councillors to review draft figures and section 2 of Annual return to be signed off in June. Clerk has prepared annual VAT return and submitted and schedules for uploading to the website to meet transparency regulations. Books and records to be submitted to Internal auditor for review so that returned by June meeting.	The Clerk

#### 57/18 PLANNING APPLICATIONS

16/02155/FUL Note details provided re discharge of conditions 9,10,11,12 &13 17/00922/FUL (response by 9/5/17)	Cottsway Housing Assoc Land at The Fosseway  Shaun Foggett Crocodiles of the World Burford Road Brize Norton	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. Extension to include new access, toilets, store, staffroom, and relocated shop facilities
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Planning application 17/00922/FUL – no objections raised to this application

Some inaccuracies had been noted in transport access statement. The Clerk is instructed to report to E G Carter errors in street names and also advise that the layby on Carterton Road is privately owned by the Mod and not for general use for any significant period.

#### 58/18 PENDING PLANNING DECISIONS

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 Erection of dwelling
17/0054/APPEAL	Mr and Mrs Hinchley Quarry Dene Burford Road Brize Norton	
17/00699/OUT 15/03869/OUT (by 13/4/17)	The Agent Land West of Swinbrook Road Carterton	Outline application for up to 115 residential dwellings, upto 100sqm charity office space, extension to Country Park and associated landscape enhancements.

## 59/18 PLANNING DECISIONS

Approved: 17/00154/FUL	Will Benbow Grange Farm Burford Road Brize Norton	Erection of agricultural building to be used as a grain store
Approved: 17/00941/FUL	Garry Griffin The Cottage Burford Road Brize Norton	Creation of new entrance, installation of air source heat pump, erection of fence garage and shed.

Correspondence had been received from a resident wishing to appeal against the approval of 17/00154/FUL. A copy of the letter sent by the agent in response to the Parish Councils specific concerns of traffic and noise was sent. Based on the response from the agent the Parish Council had no objection to the application and would not support an appeal against the decision made by WODC.

## 60/18 ORDERS FOR PAYMENT

101070	35.11	Stuart Guest	Unleaded fuel for strimmer Feb/Mar
101071	419.13	Kyle Anderson	Village Maintenance/website April
101072	200.00	Carolyn Peach	Clerk services April
101073	75.60	Payman.co.uk ltd	Payroll processing Apr-Sept 17 6 mnths
101074	114.00	Mister Mowerman	Service recreation ground mower
101075	735.44	WODC	Grass cutting 16/3/17 – first cut 2017
101076	33.60	5A's Tool & Plant Hire	Lubricating oil/resharpen chain
101077	34.22	A K Timms	Fixing resin/weed killer
101078	250.71	Shillbrook	Re Neighbourhood plan print/stationery
101079	4,201.20	Community First Oxon	30% Neighbourhood Plan Development Plan
101080	9.58	Carolyn Peach	Reimburse Neighbourhood Plan fees
101081	120.00	Stuart Guest	Reimburse Green Bin fees x 4
	<b>6228.59</b>	<b>Total</b>	

## 61/18 PAYMENTS RECEIVED

4/4/17	193.00	Various	Allotment rentals
4/4/17	102.00	Various	Allotment rentals
5/4/17	196.75	Various	Allotment rentals
10/4/17	6.25	Knight	Allotment rental
7/4/17	25.25	Brennand	Allotment rental
7/4/17	98.24	EBH	Water reimbursement 3/11/16-21/2/17
10/4/17	9,792.00	WODC	Precept grant 50%
	<b>10,413.49</b>	<b>Total</b>	

## 62/18BANK BALANCE

	£
Current a/c balance bfwd at 3 April 2017	7,864.98
Total order for payments	6,228.59
Total receipts	<u>10,413.49</u>
Bank balance at 8 May after payments	12,049.88
WODC investment	<u>31,700.00</u>
Total funds at 8/5/17	<u><u>43,749.88</u></u>

## 63/18 OFFICIAL CORRESPONDENCE

- (a) Robert Courts MP – broadband rollout
- (b) Mrs Hudson – contact details
- (c) NHS Promotion blood donation sessions – Tuesday 16 May 2017
- (d) OCC poster ‘reminder to residents to vote’
- (e) WODC update of electoral role
- (f) NHS Promotion blood donation sessions – Tuesday 2 May 2017
- (g) PSE April/May 2017
- (h) CPRE – Countryside Voice Spring 2017
- (i) Savills – response re erection agricultural building as grain store at Grange Farm, Burford Road

## 64/18 E-MAILS CIRCULATED IN MONTH

- Rural Services weekly update 3/4, 10/4, 18/4, 24/4, 2/5(not circulated)
- PSE – 3/4, 5/4, 20/4, 24/4, 27/4 (not circulated)
- Rural vulnerability – fuel poverty 26/4/17 (not circulated)
- Rural spotlight on housing 19/4/17 (not circulated)
- Rural Opportunities 3/5 (not circulated)
- Oxfordshire Community and Voluntary Action – 27/4 (to WW)
- Oxfordshire Clinical Commissioning Group – Talking Health 7/4, 21/4(to WW)
- 3/4 PS – Les Goble response to LAGAN Homes for information
- 3/4 Meeting 6/4/17 with Robert Courts cancelled
- 3/4 OALC - slightly updated version of governance and accountability
- 3/4 Les Goble – copy of e-mail to CFO re BN Neighbourhood Plan contract
- 4/4 West Oxfordshire broadband consultation
- 5/4 WODC – candidates for Burford and North Carterton electoral division OCC
- 6/4 Thames Valley Police – Crime Plan 2017-2021
- 6/4 Flt Lt David Howell – retirement from LCWG RAF BZN
- 6/4 TS – further information re efforts to dispose of ‘Mrs Brown’s fields’
- 7/4 Active Places newsletter April 2017
- 7/4 West Waddy – response re BNPC submission to Lagan Homes consultation
- 10/4 Tim Gush – update on pavilion damage
- 10/4 Clive Homer – report that only 20 responses to Lagan Homes consultation
- 11/4 OALC response re NALC proposed revision of standard terms and conditions for employees of parish and town councils
- 11/4 Proposed telecommunications installation – siting at Monahan Way/Minster Road roundabout by balancing pond
- 12/4 Tim Gush – disposal of old rollers – agreement by BNS&SC and old cricket club
- 12/4 Robert Courts MP newsletter
- 13/4 WODC – notice of poll re OCC elections
- 18/4 F Bellenger – report further tree died in colonnade of trees
- 20/4 OALC – dispute resolution process
- 21/4 WODC notes on parliamentary election Thursday 8 June
- 21/4 OALC – Social media course 17 May 2017, £35+VAT
- 21/4 F Bellenger – report of paras parachute jump off target!
- 23/4 Les Goble – thanks you re help at Neighbourhood Plan Community engagement meeting – 110 attended
- 25/4 Cllr Neil Owen report for village assembly – 1 month early!
- 25/4 Rosie Morton – WODC Local Plan examination – May hearing speakers
- 25/4 Robert Courts MP newsletter
- 26/4 Mark Paterson, Kings Barn – looking for assistance to appeal Grange Farm agricultural building application
- 26/4 Ben Campion – verbal feedback re 22/4/17 village engagement
- 27/4 Tim Gush – verbal feedback re 22/4/17 village engagement
- 27/4 OALC April 2017 (printed off)

- 27/4 Oxford Health NHS – council of governors election 2017  
 27/4 Tony Shillingford – verbal feedback re 22/4/17 village engagement  
 28/4 Rosie Morton – WODC Local Plan examination hearing stage 3 July 2017; deadline for submission of hearing statements 16 June 2017 and deadline for request to participate 9 June 2017  
 28/4 CPRE Oxon newsletter  
 28/4 Wychwood Forest Flyer May 2017 (not circulated)  
 2/5 Active Places newsletter (to BC/TG)  
 2/5 Sue Calcutt – WI happy to do refreshments at Annual Village Assembly  
 2/5 Tim Gush – re thinking on quotes for pavilion work  
 2/5 Community transport network meeting, Yarnton, 22/5/17 1pm  
 3/5 Inspector Stephen Hookham attending Annual Village Assembly  
 3/5 Thames Valley Police – Victims First website  
 3/5 RAF BZN LCWG meeting 17/5/17, 7pm Blenheim Room

<u>65/18</u>	<u>TENNIS COURT REFURBISHMENT</u> The tennis court net had been vandalised at the end of last season. The Clerk had sourced a quote for a net and topline cable - in region of £80 which was proposed by Cllr Campion and seconded by Cllr Way. The Clerk is to ask Kyle to sweep the court and to white line the court.	<u>ACTION</u>  The Clerk  Stuart Guest
<u>66/18</u>	<u>E-MAIL CORRESPONDENCE CARE</u> Cllr Way asked that all councillors take care when responding to emails by ‘reply’ or ‘reply to all’ to ensure that the subject line was still pertinent to content of the e-mail.  Also it is to be encouraged that all councillors use their parish council e-mail addresses rather than personal accounts. This allows for traceability of e-mails	         All         All
<u>67/18</u>	<u>JUNE MEETING ITEMS</u> Neighbourhood plan update; update pavilion repairs/quotes; Burford Road response; clerk job description; agreement to draft accounts, policies and procedures re complaints, FOI Act 2000, Data Protection Act 1998 and dealing with press and media; confirmation of standing orders	

There being no further business the chairman declared the meeting closed at 9.50 pm.

Date of next ordinary meeting Monday 5 June 2017 at 7.30 pm.

*Signed as a true and correct record by Pip Squire on Monday 5 June 2017*

