



<u>75/18</u>	<u>NEIGHBOURHOOD PLAN UPDATE</u>	<u>ACTION</u>
	<p>Les Goble had made a brief report to the Annual Village Assembly and maps had been put up again but there had not been any significant further discussion. Due to holidays of the steering group members there hadn't been much further work done but an informal meeting had been held with 11 people who had recorded on questionnaires from the workshop that happy to help. There was a good age range in this group.</p> <p>Aim to produce a draft questionnaire by end of June with help of CFO. Hoping to have a steering group of 5 to 7 people. The Chairman advised that it was important that the Parish Council agree the steering committee group members.</p> <p>Kyle Anderson had produced a report that shows 'hits' on website. People are using the website in particular showed a peak after Annual meeting. It was thought to be important that website is updated every 1 to 2 weeks with new data or simple analysis of findings to encourage people to keep returning to site.</p> <p>Les Goble has had meeting with RAF BZN/DIO and given them copy of WODC notice on the boundary agreed as Neighbourhood Plan area. They have advised that the RAF boundary is actually 3m outside the wire fence and also advised on small variations near the medical building facility and the landing lights. Les Goble also advised that a policy statement will be included in plan to exclude RAF BZN land. RAF BZN not chasing for this policy wording but considered by councillors should volunteer the information by producing a draft as soon as possible. Steve Harness is representative from RAF re planning. John (DIO representative) keen to work with steering committee and expressed aspiration re cycle routes and also improvements to public crossing on medical centre roadway. RAF would also support initiative of nature walk</p>	Les Goble
<u>76/18</u>	<p><u>BURFORD ROAD FOLLOW UP TO LETTER OF COMPLAINT</u></p> <p>Cllr Ball has met with residents and made arrangements for speed watch stickers available from Thames Valley safer road partnership. OCC, Paul Wilson has been away but hoping to arrange a meeting. There has been a further motoring incident on the road. TVP are carrying out speed enforcement operations. Councillors expressed concern that there are no traffic calming measures in Bloor Homes transport provision on the Burford Road or on Station Road. Les Goble reported on survey by David Tucker Associates (on behalf of Lagan Homes) which identified that in one week in February, 10,975 vehicles entered the village on Station Road (travelling north) which has a 30mph speed limit. Only 1,739 – 14% of vehicles entered it at 30mph – 86% exceeded speed limit – 4 vehicles were even recorded at speeds between 66mph and 70mph! Les Goble to forward details to Cllr Field-Johnson. Speed watch initiatives (as championed by 'The Archers') could be looked into.</p> <p>Cllr Ball is asked to arrange for traffic studies to be undertaken at two points on Burford Road at a cost of £195 per survey point.</p> <p>Cllrs Field-Johnson and Postan left meeting at 8.20pm.</p>	Les Goble  Andy Ball
<u>77/18</u>	<p><u>UPDATE ITEMS WITH OCC, EA AND STREET LIGHTING CLOCK</u></p> <p>No further update has been received from RAF BZN or the EA regarding the oil bloom on the stream. The Clerk to follow up.</p> <p>The Clerk is asked to query when drains on Manor Road will be flushed out/repaired.</p> <p>No progress on street lighting clock.</p>	The Clerk
<u>78/18</u>	<p><u>PAVILION REPAIRS</u></p> <p>Quotes for glazing work not available. Cllr Taylor to organise.</p>	Laurence Taylor

	<p>Three quotes were presented to Council by BNS&amp;SC for refurbishment of boiler and showers. After review the Council agreed quote from COGS at a value of £1,550. The Clerk is asked to advise Tim Gush and for him to arrange for work to be progressed.</p>	<p><u>ACTION</u> The Clerk</p>
<p><u>79/18</u></p>	<p><u>PROVISION OF BROADBAND TO PAVILION</u> Cllr Shillingford had received quote from BT. It was agreed that BNPC fund the installation charge of £125 plus VAT. Review of usage it was proposed that BNPC pay for 25% and BNS&amp;SC 75%. Cllr Shillingford had confirmed that there are built in filters and this will be one of stipulations of use that there is to be no inappropriate adult content. Tim Gush of BNS&amp;SC to be advised.</p>	<p>Tony Shillingford</p>
<p><u>80/18</u></p>	<p><u>LCWG UPDATE</u> Cllr Campion had attended meeting on 17 May and circulated synopsis of discussions. RAF BZN had provided information about current personnel numbers and also their future personnel policy. This information will be included in responses to the Lagan Homes planning application and also the Local Plan hearings submissions as it does not support the CTC view of the availability of 2,500 jobs.</p>	
<p><u>81/18</u></p>	<p><u>ADVERTISING OF CLERK VACANCY</u> The clerk is asked to forward job description details to surrounding councils and a further contact. It had been advertised in newsletter, on noticeboard, on website, at Carterton Town Hall job club and at Job Centre + in Witney.</p>	<p>The Clerk</p>
<p><u>82/18</u></p>	<p><u>S106 PROGRESS UPDATE</u> BNPC solicitor had replied to Cairo Nickolls (solicitor of Bloor) picking up on two points.  Laurence King, Principal Engineer for West Oxfordshire District Council had contacted the Clerk regarding maintenance of balancing ponds. Swales can be maintained by mowing with specialist maintenance of hydrobrakes. It is important that BNPC have an input in planting schemes etc. There was unanimous support to continue with strategy.</p>	
<p><u>83/18</u></p>	<p><u>ELDERBANK HALL REPORT ON AGM</u> Accounts of the Elderbank Hall committee were circulated by e-mail/paper copies. Diane Davies is Chair, Julie Edwards is currently secretary/treasurer but someone has volunteered to take on these roles later in the summer. Cllr Guest reported there have been small increases in rates per hour to try and standardise charging system.  Cllr Ball excluded himself from following discussions regarding pre-school. The Pre-school had contacted the clerk asking for support from Parish Council as a subsidy perhaps on the rental charges. Councillors agreed they could not support pre-school by way of subsidy. Pre-school would like to extend their period of hire to meet government standards. Concerns expressed that extension of hours may mean that hall loses its identity and is not available for village activities. It was agreed that the hall is in good maintenance order, a well equipped facility and functioning well. It is considered to be one of the cheapest hall facilities to hire in the area. Councillors would like to have further evidence as to how many bookings are being turned down because it is not available during the day in term times. Also aware don't want to make it impossible for pre-school to operate. The Clerk is to ask for recent accounts from the pre-school charity so that have a better idea of problems being faced. If council/EBH is to consider extension of hours then pre-school must adhere to strict hire periods.</p>	<p>The Clerk</p>

<u>84/18</u>	<p><u>LOCAL PLAN HEARINGS JULY 2017</u> The Clerk is to confirm BNPC wish to attend and speak at Local Plan stage 3 hearings in July in respect of matter 12 the Carterton sub-area. Pip Squire or Les Goble to speak on Council's behalf. Confirmation to be made by Friday 9 June and written submission to be made by 16 June. Report will be circulated by e-mail for approval but will make reference to housing requirements, employment opportunities and employment land.</p>	<p><u>ACTION</u> Pip Squire/ Les Goble</p> <p>The Clerk All</p>
<u>85/18</u>	<p><u>RECEIVE REPORT OF INTERNAL AUDIT, CONFIRM ACCOUNTS TO 31 MARCH 2017 AND SIGNATURE OF ANNUAL RETURN PART 2</u> Accounts had been reviewed by Internal Auditor and annual internal audit report 2016/17 had been signed off as part of Annual return for 31 March 2017.</p> <p>Accounting statement figures had been completed and figures proposed by Cllr Campion and seconded by Cllr Ball and section 2 was signed by the RFO and the chairman to certify that the accounting statements present fairly the financial position. The Clerk also provided copies of the explanation of variances and the bank reconciliation that will be sent to BDO.</p> <p>Notice of period of review is to be posted on the noticeboard and the Clerk is to submit the necessary schedules to BDO.</p>	<p>The Clerk</p>
<u>86/18</u>	<p><u>REVIEW OF POLICIES AND PROCEDURES</u> The review of policies on complaints code of practice, handling requests made under FOI Act 2000, Data protection Act 1998 and dealing with press and media is carried forward when complete. However research indicates the BNPC should have a licence to hold sensitive data at an annual cost of £35 per year. The Clerk to make application.</p>	

87/18 PLANNING APPLICATIONS

17/01253/HHD (response by 6.6.17)	Mr C Dyer Malthouse Burford Road Brize Norton	Alteration and erect single storey extension
17/01394/FUL (response by 4.7.17 for BZN otherwise 6.6.17)	Lagan Homes (agent West Waddy LLP) Land south Upper Haddon Station Road Brize Norton	Erection 44 residential dwellings to include up to 35% affordable homes, new access and associated works
17/01409/HHD 17/01410/LBC (response by 12.6.17 for BZN otherwise 6.6.17)	Mr and Mrs P Granville Yew Tree Cottage 60 Station Road Brize Norton	Conversion of small barn to workshop/store Internal and external works to barn
17/01640/HHD (response by 23.6.17)	Mr P Butcher Barnstable House Manor Road Brize Norton	Creation of roof terrace to include spiral staircase and balcony railings

Response to 17/01394/FUL to be drawn up and circulated by e-mail for approval. Recommend to refuse permission. Discussion as to approach to include evidence to refute housing need, evidence that there are not the employment opportunities on RAF BZN, inaccuracies in the Statement of Community Involvement, noise pollution that Council do not believe can be mitigated against, questions regarding air quality data, the impact on traffic and transport and the visual impact of the surrounding area on the proposed housing. Also to include in response that in the event that permission is granted then s106 agreements should include monies to replace speed cushions on Station Road (ineffective and in poor state of repair), installation of speed constriction chicanes, upgrade of village footpath, school crossing – lights etc, pre-school building, signage to restrict hgv access.

Response to 17/01253/HHD – no comments or objections.

Response to 17/01409/HHD, 17/01410/LBC – no comments or objections.

Response to 17/01640/HHD – not overlooking neighbours, no objections.

The Clerk is instructed to respond to the applications as directed.

88/18 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
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.
16/02155/FUL Note details provided re discharge of conditions 9,10,11,12 &13	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.

89/18 PLANNING DECISIONS

Refused: 17/0054/APPEAL	Mr and Mrs Hinchley Quarry Dene Burford Road Brize Norton	Erection of dwelling
17/00922/FUL	Shaun Foggett Crocodiles of the World Burford Road Brize Norton	Extension to include new access, toilets, store, staffroom, and relocated shop facilities

90/18 ORDERS FOR PAYMENT

101082	495.54	Kyle Anderson	Village Maintenance/website May
101083	260.00	Carolyn Peach	Clerk services/newsletter May
101084	170.70	Shillbrook	Annual assembly copying/newsletter
101085	25.16	Carolyn Peach	Reimburse website quarterly expense
101086	78.93	Carolyn Peach	Reimburse purchase tennis net/wire
101087	30.00	Brize Norton WI	Donation refreshments at annual assembly
101088	735.44	WODC	Grass cutting 24/4/17
101089	50.00	Brize Norton WI	Donation refreshments at neighbourhood plan
101090	23.38	A K Timms	Weedkiller/small tools
101091	210.00	Crescent Accounting	Internal audit
	<b>2,079.15</b>	<b>Total</b>	

91/18 PAYMENTS RECEIVED

10/5/17	38.25	Various	Allotment rentals
10/5/17	87.08	BNS&SC	Water reimburse pavilion
	<b>125.33</b>	<b>Total</b>	

92/18BANK BALANCE

	£
Current a/c balance at 31 May 2017	12,049.88
Total order for payments	2,079.15
Total receipts	125.33
Bank balance at 5 June 2017 after payments	<u>10,096.06</u>
WODC investment	31,700.00
Total funds at 5 June 2017	<u><u>41,796.06</u></u>

## 93/18 OFFICIAL CORRESPONDENCE

- (a) War Memorials Trust no 73 May 2017
- (b) WODC update of register of electors 2017
- (c) Clerks and Council Direct May 2017
- (d) CPRE Oxfordshire Voice Spring 2017
- (e) Request for support for Merchant Navy Day Sunday 3 September

## 94/18 E-MAILS CIRCULATED IN MONTH

- Rural Services weekly update 15/5, 30/5(not circulated), PSE – 15/5, 18/5 (not circulated)
- Rural vulnerability – Transport 10/5/17
- Rural vulnerability – Broadband 24/5 (not circulated)
- Rural vulnerability – fuel poverty 31/5/17 (not circulated)
- Rural spotlight on young people in rural areas 17/5/17 (not circulated)
- Rural Opportunities 31/5 (not circulated)
- Oxfordshire Community and Voluntary Action – 4/5, 18/5, 25/5 (to WW)
- Oxfordshire Clinical Commissioning Group – Talking Health 5/5, 19/5(to WW)
- 4/5 WODC notice of parliamentary election
- 4/5 CPRE – Fieldwork – latest campaigns
- 5/5 Result of OCC election – Nicholas Field- Johnson (Conservative) elected
- 6/5 Draft letter to Mr and Mrs Thompson, new owners of ‘Mrs Brown’s field’
- 7/5 Complaint re speed cushions – forwarded to Highways (acknowledgement received)
- 7/5 Ben Campion to attend LCWG
- 8/5 WODC Astrid Harvey – designation of Parish Boundary accepted re Neighbourhood Plan Area
- 8/5 WODC – Town and Parish elections 2018 – 3/5/18
- 9/5 OALC – reminder re transparency code funding
- 8/5 Charterville Felt Roofing – quote cricket pavilion roof repairs
- 8/5 BNS&SC quote re insulation £156.10 plus VAT
- 9/5 Mr Paterson re agric bldg. Grange barn site – further information requested
- 10/5 Wing Commander Leah Griffin RAF BZN to attend 23/5/17
- 11/5 Ben Campion – copy e-mail requesting agenda item LCWG
- 11/5 Request to avoid long term parking in front of recreation ground access gate to school
- 11/5 Hannah Bathe, village pre-school request re information Elderbank Hall
- 11/5 Oxfordshire Adult Learning – taster days 8/1, 15/7
- 12/5 WODC parliamentary candidates confirmed for Witney
- 12/5 OCC Peter Gammond, OCC gypsy and traveller service
- 13/5 RoSPA play safety inspections due July (to SG)
- 15/5 RAF BZN now no longer attending annual assembly
- 16/5 Ben Campion – copy of e-mail re LCWG meeting agenda
- 16/5 OCVA Emerging Communities: building bridges, forging links Tues 4 July 10am-12.30am
- Banbury
- 16/5 Broadband pavilion
- 17/5 BNS&SC – Tim Gush, estimates for pavilion refurbishment
- 17/5 OCC Highways A40 west bound, road closure 19/6/17 for 5 nights
- 17/5 Ben Campion – LCWG report
- 18/5 Clive Homer – Mayor of Carterton, Lynn Little re-elected with her casting vote
- 19/5 Clive Homer – reporting Maxine Crossland chair of lowlands planning committee
- 22/5 OALC acknowledgement that job vacancy on website
- 22/5 WODC – Chris Hargraves/Phil Shaw no knowledge of approach being made re land west of Station Road, Brize Norton for development
- 23/5 Laurence King – proposed development and SUDS maintenance
- 23/5 RAF BZN Wng Cmmdr Leah Griffin, report to be read at Annual Assembly. LCWG representatives opportunity to visit base and have a flight Wednesday 6/9/17
- 25/5 Tim Gush – further quotes re pavilion refurbishment
- 25/5 Wychwood Forest flyer

25/5 Citizens Advice West Oxon – invite AGM, 2/8/17 Gallery Room, Corn Exchange 7.30pm  
 26/5 CPRE – local plans for summer  
 30/5 OALC – May newsletter and AGM invite Monday 3 July, 7.30pm, Didcot Civic Hall

<u>95/18</u>	<u>WAR MEMORIAL VERGE POSTS</u>	<u>ACTION</u>
	On New Years Day 2017 a vehicle had knocked down the posts on the war memorial verge. Cllr Guest proposed that 12 posts be reinstated. Quote received for 12 oak posts 30” long of £250. Quote to be sought from contractor with appropriate certificate to work on road. No one owned up to damage. Cllr Ball to look into being compensated from Motor Insurance Bureau.	The Clerk/ Stuart Guest  Andy Ball
<u>96/18</u>	<u>DAUBIGNY MEAD PAVING</u> The paving slabs at the entrance to Daubigny Mead are becoming uneven. Suggestion that they be lifted and relaid. The Clerk is asked to report on FixMyStreet	The Clerk
<u>97/18</u>	<u>RECREATION GROUND SMALL TOOLS</u> Cllr Guest reported that the obsolete rollers that the Council had approved for disposal have been removed by Fred Bellenger. He proposed that a new wheel barrow be purchased that village maintenance and Minster Lovell CC can use to keep cricket square/ground tidy. Expenditure of £40 agreed.	Stuart Guest
<u>98/18</u>	<u>WODC GRASS CUTTING CONTRACT</u> Cllr Guest advised of some areas that had been missed by WODC grass contractors. They had been unable to mow area at Chestnut Close as a car had been left across entrance to grass area so no access for ride on mower. The Clerk had been in contact with WODC advising of omissions. Grass cutting to be done in week beginning 12 June in preparation for Open Gardens on 18 June.	
<u>99/18</u>	<u>FIELD ENTRANCE OFF STATION ROAD</u> Concern that entrance to field is becoming overgrown. Clerk to write to new owners to advise that there is a public right of way and that they need to maintain entrance.	
<u>100/18</u>	<u>CHAIRS FOR RECREATION GROUND</u> Expenditure for chairs had been agreed earlier in year. Cllr Guest to arrange for purchase for use at Village Day in July.	Stuart Guest
<u>101/18</u>	<u>BOGNOR TERRACE, ACCUMULATED BUILDING RUBBISH</u> Landowner of Bognor Terrace property where pile of builders rubbish is being accumulated in front garden to be contacted to ask for its removal.	Andy Ball

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

Date of next ordinary meeting Monday 3 July 2017 at 7.30 pm.

*Signed as a true and correct record by Pip Squire on Monday 3 July 2017*

## **GENERAL OCC REPORT TO BRIZE NORTON PARISH COUNCIL JUNE 2017 FROM CLLR NICHOLAS FIELD-JOHNSON**

### **ELECTION RESULTS**

The elections County Council elections are complete and I’m pleased to announce that I have been elected as the Councillor for the Burford & North Carterton division. I would like to thank everybody who voted for me and assure all residents that I will work hard over the coming 4 years for everybody.

The County Council election results are as follows:

Conservative	31
Labour	14
Liberal Democrat	13
Other	5

The Conservative Group was one short of a majority, but has maintained the alliance formed with two independents in the last administration and has thereby formed the ruling group again.

The new Cabinet comprises:

Leader of the Council	Ian Hudspeth
Deputy Leader of the Council	Judy Heathcoat
Cabinet Member for Adult Social Care	Lawrie Stratford
Cabinet Member for Children & Family Services	Steve Harrod
Cabinet Member for Environment & Transport	Yvonne Constance
Cabinet Member for Finance	David Bartholomew
Cabinet Member for Local Communities	Mark Gray
Cabinet Member for Property, Cultural Services	Lorraine Lindsay-Gale
Cabinet Member for Public Health & Education	Hilary Hibbert-Biles

Parish councils will be particularly interested in the creation of the new Cabinet post 'Local Communities'. One of the key tasks for the portfolio holder is to re-energise the 'Oxfordshire Together' campaign that promotes closer working between OCC and parish councils.

#### **PRIORITIES FOR THE NEW ADMINISTRATION**

The Leader has stated that he intends to make 'Social Care' and 'Highways Infrastructure' key priorities for the new administration.

#### **PURDAH**

Although the local elections have passed, the imminence of the General Election means that 'purdah' restrictions still apply to the council's publicity during the pre-election period i.e. up to the close of poll on Thursday 8 June. This means that although the elections are not 'OCC's', the restrictions apply all the same. During the purdah period, the council must comply with restrictions outlined in Section 2 of the Local Government Act 1986. In addition a 'Code of Recommended Practice on Local Authority Publicity' published in 2011 makes clear that particular care should be taken in periods of heightened sensitivity, such as in the run up to an election. The Act defines publicity as "any communication, in whatever form, addressed to the public at large or to a section of the public." Generally, the Act says that we should "not publish any material which, in whole, or in part, appears to be designed to affect public support for a political party." The Code of Practice recommends that authorities should generally not issue any publicity which seeks to influence voters and that publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute. For this reason, the parish report is again brief this month.

#### **UNITARY UPDATE**

For the reasons above, the County Council, Oxford City Council and the four District Councils have agreed not to promote their standpoint on the issue of Unitary Government for the period of purdah. In any case, the matter cannot be realistically progressed until a new Government is in place.

Whilst the County elections may be over the General Election continues at full pace, until a new Government is announced, with their policies, the full impact on local government will not be known. However the 2 key areas for me are the funding of Social care and Highways Infrastructure – particularly the A40 and a ban of HGVs in and around Burford. I will continue to lobby for additional funding for these and other areas across the council.



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