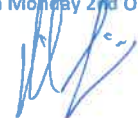


BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 2 October 2017 at
7.30 pm at The Sports Pavilion, Brize Norton

<u>192/18</u>	PRESENT Cllr Squire, Cllr Shillingford, Cllr Taylor, Cllr Way, Les Goble, Cllr Campion, Cllr Ball, Cllr Guest, Cllr Alex Postan, Alison Riseley, Kyle Anderson	<u>ACTION</u>
<u>193/18</u>	1 – APOLOGIES Cllr Nicolas Field-Johnson	
<u>194/18</u>	2 - DECLARATION OF INTERESTS TIMMS - Cllr Way 12/02058/FUL	
<u>195/18</u>	3 – MINUTES Due to a confusion with e-mail the minutes of the meeting on 4 th September 2017 will be signed at the next Parish Council meeting on Monday November 6 th .	
<u>196/18</u>	4 - PUBLIC PARTICIPATION No issues were raised.	
<u>197/18</u>	5 - CHAIRMAN’S MEETINGS Savills and Christchurch meeting. See attached minutes. 1) <u>Purposes of notices ‘notice of Land Owner deposit: Brize Norton Estate’</u> Footpaths confirmed by Jeremy Briars Proposing to move footpath, clarify with Christchurch. OCC issue maps something shown as Ting Tang lane on Christchurch, not shown on map, but needs to be recorded. OCC Footpath around Astrop farm needs to move or move the horses or slurry pit. Steering group to walk paths 2) <u>Section 106 agreement</u> , almost signed, discuss and clarification. a) Open space agreements between Bloor Homes and BNPC b) Buffer Land Lease between Christchurch & BNPC c) Status of Bloor Homes Master Planning (sporting and recreational activities) clerk at Care of ‘Elderbanks Hall OX18 3PU’	Top & tail Les/s Comments and send to OCC Cllr Way to send Mr. Smith & Mr Benbow a NP survey Cllr Squire to contact WODC to confirm balancing ponds Cllr Squire to contact Jeremy Briars re: preparation of documents Also send e-mails to both party’s solicitors to ensure completion and agreement of contract Cllr Squire to speak to Kevin Haynes 106 appendix to initiate discussion after s106 signed
<u>198/18</u>	6 - DISTRICT AND COUNTY COUNCILLORS’ REPORTS Report received from Cllr Nicolas Field-Johnson . Please see attached. Cllr Alex Postan advised street cleaning in Brize Norton not regular enough. Bampton is cleaned every 8-12 weeks. Brize Norton happens when repatriation	Cllr Postan to update on A40 Clerk to contact cleaning co. when needed or if not



	<p>occurs. It is recommended that Brize Norton is done as frequently as Bampton and neighbouring towns.</p> <p>There are 7 leisure centres in Oxfordshire, but no motor sports/ carting. Cllr Postan is looking for a local site that would be suitable. BRDC international body to back as a co-opted member. Christchurch has shown an interest in leisure activities connected to Crocodiles of the World.</p>	<p>cleaned regularly enough.</p> <p>Inform Cllr Postan if interest is shown</p>
<u>199/18</u>	<p><u>7 – a - BURFORD QUARRY</u></p> <p>Shilton Parish was approached by Cllr Postan. No representatives from Shilton Parish are currently on the Quarry Liaison Committee, even though the quarry in Shilton Parish. There was no further update and Shilton parish are not objecting to the agreement.</p> <p>Section 73 Extension – The proposed section 73 amendment to the original planning proposal aims for an extension of operation from 2024 to 2032. Ongoing concerns by local residents have been acknowledged by all involved in the Quarry Liaison Committee. Of the key concerns – (sound, dust, vibration, environments and traffic), the primary concern to this section 73 proposal is the increased use of Burford Road West/ A40 junction and the concerns over risks to other road users by large vehicles.</p> <p>It is accepted by all that improvements to exit Burford Road/ A40 would mitigate some of the significant risks.</p> <p>It was agreed that Brize Norton Parish Council would not oppose the section 73 amendments as long as the submission includes Betterment Monies to upgrade the Burford Road/ A40 junction.</p> <p>Recommendation: Quarry team to send further proposals to Brize Norton Parish Council and Shilton Council for consideration.</p> <p>Cllr Postan left the meeting at 8:25 pm</p>	<p>Cllr Campion</p> <p>Cllr Campion and Cllr Squire to draft notes to be sent by clerk to OCC/ WODC</p>
<u>200/18</u>	<p><u>6 – b - NEIGHBOURHOOD PLAN UPDATE</u></p> <p>Cllr Way addressed the council. Deadline for surveys was Sunday 30th. The Steering Committee have not heard about process update since last weekend. However, by the first weekend they had already received 15 and 4 young peoples surveys are already completed.</p> <p>All data will be fed to council and a meeting with WODC will be scheduled. We should have our objectives by 9th Dec.</p> <p>The next Community Open Day is on Sat 9th December in the Elderbank Hall. It was suggested that members of the committee and Council share their time over the duration between 1pm-6/7pm to ensure that as many members of the community can attend and have a members of the Council or steering group committee as a point of reference.</p> <p>The results of the Neighbourhood Pl Data analysis will inform and guide the Steering group as they write character assessment and base line evidence. Astrid Harvey Community Planning Officer to help with construction of the Neighbourhood Plan from the WODC perspective to ensure compliance to the requirements of WODC.</p>	<p>Clerk to communicate with Garry Griffin re: Christmas news letter to inform about dates</p> <p>Les Goble to come back when survey completed.</p> <p>Cllr Way to send survey to Christchurch as land agents</p> <p>Clerk to scan Survey to go on FB and Website.</p>

	<p>Andrea Pellagram is a Planning Specialist at CFO has talked to the Steering group. She finished by congratulating the group on the progress they had made and their knowledge and understanding of the NP process and the relevant policies. She will help us write policies that sit within our Neighbourhood Plan. Chris Hargraves WODC Planning Policy Manager will work with Astrid Harvey to ensure that our policies are aligned within the WODC policies within the Local Plan.</p>	
<u>201/18</u>	<p>WEBSITE Kyle Anderson was approached about the formatting of the website on different devices. Could this be managed soon as there is now confusion about the clerk address and other e-mails from Carolyn's personal account?</p> <p>Any questions about website send to clerk, not Kyle Anderson</p>	Kyle Anderson to rectify
<u>202/18</u>	<p>6 – c - UPDATE RE: OCC MAINTENANCE Cllr Guest has purchased the posts from A. K. TIMMS and will liaise with the clerk regarding positioning for the speed check signs on Burford Road West.</p> <p>A quote has been requested for repairs to the notice board wooden surround and backboard as it is letting in water/ damp. Suggestion was to replace the Perspex with glass as it is stronger and more durable.</p> <p>Cllr Way asked for Perspex or glass to be used to protect the notice board in the allotments at the same time. Costs to be considered after audit.</p>	
<u>203/18</u>	<p>6 – d - BURFORD ROAD SPEEDING ISSUES Cllr Ball has brought to our attention some 30 mph speeding stickers for residents in Brize Norton. This was considered a viable purchase and agreed.</p>	Clerk to contact sticker 200 stickers
<u>204/18</u>	<p>6 – e - PAVILION REPAIRS Cllr Taylor has provided a quote for the glazing in the Pavillion. This was approved by the council and Cllr Taylor will contact the clerk to arrange glazing to be fitted by the November meeting.</p>	Cllr Taylor to forward details to clerk to arrange.
<u>205/18</u>	<p>6 – f – NOVEMBER BONFIRE As part of the annual RAF fireworks display Cllr Shillingford is proposing to host a bonfire on the Recreation Ground on the 3rd November 2017. Volunteers to meet at Chequers on Wednesday 4th October Fliers to be delivered to houses Church to organise refreshments: hotdogs, burgers, soup etc. Liaise with Carolyn Peach School to make guy Allotments to provide and locate pallets</p> <p>Cllr Shillingford has also registered Brize Norton Parish for the 2018 bonfire as part of the end of WWII celebrations next November</p>	
<u>206/18</u>	<p>6 – g - PLAYGROUND Cllr Squire discussed the letter from Mrs Mulcahy in September. The Playground was inspected by ROSPA (The Royal Society for the Prevention of Accidents) in August 2017 and deemed safe. Kyle Anderson to locate a copy of the report available for inspection and circulate to Cllr Squire, Cllr Ball and clerk.</p> <p>Cllr Ball to respond to Mrs Mulcahy.</p> <p>Cllr Squire to add risk factors to spreadsheet to monitor risk and repair.</p>	<p>Letter to be sent to Cllr Ball to reply. Draft response will be circulated.</p> <p>Cllr Guest to lift swings 2 links in D link</p>



<u>207/18</u>	<u>6 – h – ZURICH</u> The Clerk advised that the Council Insurance had been renewed.	
<u>208/18</u>	<u>6 – i – CITIZENS ADVICE</u> The clerk advised if any donations should be given to the Citizens Advice, Oxfordshire. It was deemed fit to donate £50, which is a regular donation.	Clerk to prepare cheque for signing in November meeting.
<u>209/18</u>	<u>6 – j - TRAINING COURSE</u> The Clerk requested if any councillors would like to attend any training courses circulated during the month. No offers were received.	
<u>210/18</u>	<u>6 – k - RECREATION GROUND RABBIT PEST PROBLEM</u> The Clerk - After considering 3 quotes it was discussed then authorised to give the responsibility of clearing the rabbits to a member of parish: Gerald Combs 33 Station Road. He will not charge, but will keep the rabbits to sell locally.	Clerk to communicate with Mr. Combs and arrange date to clear. Also give notice to Mr Barnett.
<u>211/18</u>	<u>6 – l - UPDATE OF POLICIES</u> The Clerk Policies have been circulated. If councillors agree in the next meeting in November then they will be posted to the website.	Clerk to amend Freedom of Information Procedures and add footers to other Policies for regular updates.
<u>212/18</u>	<u>6 – m – REMEMBRANCE TREES</u> The Clerk provided a quote from Bampton Garden Plants for 2 x 4m Lombardy Poplar trees to replace the broken ones on the Recreation ground in the WWII Memorial. The quote was deemed too high and another quote will be requested for smaller trees around 2 1/2m tall. Cllr Way will also search for a quote for similar trees.	Clerk and Cllr Way to receive further quotes.
<u>213/18</u>	<u>8 – PLANNING</u> No further updates have been received, applied for and only one has been accepted this month (see attached appendix).	
<u>214/18</u>	<u>9 – FINANCE</u> Consider payments to be made (see attached appendix). The clerk advised that the audit from BDO had been received. Appropriate pages would be scanned and place on the website. The Clerk also advised that the precept would be prepared during the next month for consideration during the November meeting.	
<u>215/18</u>	<u>10 – CORRESPONDENCE</u> Consider other correspondence during this month (see attached appendix).	

PLANNING APPLICATIONS:

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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
17/01394/FUL	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
17/02058/FUL	A Timms 80-82 Station Road Brize Norton	Change of use of part of builder's merchants yard to café
17/02587/FUL (response extension to 8/9/17)	Jack James Homes Painswick House Carterton Road Brize Norton	Erection of detached dwelling and garage with provision of vehicular access
17/02637/HHD 17/02487/LBC (response by 6/9/17) 17/02423/FUL (response by 12/9/17)	Mark Paterson Kings Barn Burford Road Brize Norton	Install 3 roof lights and chimney flue
	Mr and Mrs Todd Roquer Burford Road Brize Norton	Erection of annexe

PLANNING DECISIONS:

Approved: 17/02276/HHD	Ty Senior Westbrook House Burford Road	Erection of single and two storey extensions and garage/workshop
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217/17

ORDERS FOR PAYMENT:

101123	166.97	Fred Bellenger	August village maintenance for War Memorial
101124	314.46	Kyle Anderson	September village maintenance/website
101125	525.15	Alison Riseley	September clerk services
101126	225.95	Carolyn Peach	September clerk services
101127	151.39	Shillbrook	Stationary/ survey

101128	44.74	Alison Riseley	Stamps/ printer ink
101129	120.00	BDO	External audit
101130	155.98	Carolyn Peach	Reimbursement of expenditure to 31 st Aug 17
101131	735.44	WODC	Grass cutting – July 2017
101132	735.44	WODC	Grass cutting – Aug 2017
101133	41.13	TIMMS	Posts for signs and paint
DD	80.00	Christchurch	Allotment / bus shelter payment
	3,296.65	Total	

PAYMENTS RECEIVED

	151.46	Brize Norton Sport	
	151.46	Total	

BANK BALANCE

	£
Current a/c balance at 7 August 2017	6,524.24
Total order for payments	3,296.65
Total receipts	151.46
Bank balance at 26 September 2017 after payments	<u>3,546.02</u>
WODC investment	31,700.00
Total funds at 26 September 2017	<u><u>35,246.02</u></u>

218/17

OFFICIAL CORRESPONDENCE:

- (a) PSE August/September 2017
- (b) Barclays – Burford branch closing 18.09.17
- (c) Citizen's Advice West Oxon – request for financial support

E-MAILS CIRCULATED IN MONTH

Rural Services weekly update (not circulated) 11/9, 18/9, 25/9,
Rural vulnerability -13/9, Rural economy- 20/9, Rural transport – 19/9 Rural Spotlight on Villages –
27/9 (not circulated)
PSE – 11/9, 12/9, 14/9, 14/9, 18/9, 20/9, 21/9, 29/9 (not circulated)
PSE – 8/9, 15/9, 19/9, 23/9 27/9 (not circulated)
Oxfordshire Community and Voluntary Action – 7/9, 14/9, 21/9, 28/8 (→ WW)
Oxfordshire Clinical Commissioning Group – Talking Health 8/9, 22/9 (→ WW)
8/9 Les Goble – meeting minutes steering group (↔)
8/9 C Peach – computer set up (↔)
8/9 Robert Courts newsletter (
8/9 Les Goble – aide-memoire draft (↔)
8/9 Sue Hunt (CFO)
8/9 Ben Champion – Village Pond (↔)
9/9 Alison Riseley – meeting #2 (↔)

10/9 Fred Bellenger – remembrance trees (→ SG)
 10/9 Pip Squire – Environment Agency & WODC
 11/9 Miranda Clark – WODC planning response change or clerk
 11/9 OALC minutes and meetings training booking confirmation
 11/9 Linda Allport – Zurich Municipal Insurance
 11/9 BN pre-school notices
 11/9 Les Goble – Survey Distribution List (↔)
 11/9 Pip Squire – pond (→ all)
 12/9 OALC – reminder of Roles & Responsibilities meeting
 12/9 Kevin Issacs – Wheelie bin Stickers
 12/9 Keith Butler – Town Parish Clerk Elections in May 2018
 13/9 Les Goble – Aide Memoire (↔)
 13/9 Jo Goulding – Oxfordshire Art Week, printed for boards
 13/9 Becky Crockett – AGM of WODC Campaign to protect Rural England
 13/9 Dignity in Care awards (→ all)
 14/9 Naomi Stewart – Salford University Adult Safeguarding Conference
 14/9 Julie Tucker – printing newsletters
 14/9 National Highway & Transport Public Satisfaction Survey (→ AB)
 14/9 Jeffery – DocuSign? (C. Peach)
 14/9 Grace Kellener – NHT Public Satisfaction Survey (→ AB)
 14/9 PULSE: Non- profit Heartbeat
 14/9 Andrew Smith – Council Leader needs funding
 15/9 Will Benbow – Savills Meeting (accept)
 15/9 Carol MacKay – Emergency Planning OCC (→ all)
 16/9 Ben Campion – Community Survey
 17/9 Stuart – reply to board repairs
 18/9 TTRO requests – road Closures (→ all)
 18/9 Oxfordshire Playing Fields Association AGM
 18/9 OALC (→ all)
 19/9 Annabel Mulcahy – playground incident (→ all)
 19/9 Bryony – INDO lighting (→ SG)
 19/9 Jamie Davies – Bampton Garden Plants re: memorial trees on recreation ground
 19/9 Transparency code (→ all)
 19/9 Peter Gaskin – Quarry minutes & survey
 19/9 Pet Solutions – query for ferreting (↔)
 19/9 Laura Sandys – Historic villages
 19/9 Landmark Rabbit control – meeting Monday 25/9 (↔)
 19/9 Carolyn Peach - castle water & playground incident
 20/9 Shire Pest Solutions – rabbits in field (↔)
 21/9 Terry Hinchly – post survey
 21/9 Rachel Livingstone – Rights of Way course (→ all)
 21/9 Katheleen Campbell/ Jennifer Williams – parish council links on website (→ KA)
 21/9 Carolyn Peach – Friday meeting
 21/9 Andrew Smith WODC
 21/9 Keith Butler – recycling scheme (→ GG)
 21/9 Robert Courts newsletter (→ all)
 21/9 Will Benbow – meeting acceptance (↔)
 24/9 David Page – Buckland Parish Council (→ all)
 24/9 Tony Shillingford – rabbits/ ferrets
 25/9 Carolyn Peach – Bank statement & **audit information**
 25/9 John Bell – Quarry Blasting notice (→ all)
 26/9 Tony Shillingford – November Bonfire (↔)
 26/9 Pip Squire – meeting minutes
 26/9 Pip squire – Carolyn’s timesheet
 26/9 Carolyn Peach – Allotment Meeting Minutes and agenda (↔)

- 26/9 Brian Barnett (→ all)
- 27/9 Hannah Gush – Carboot Sale
- 27/9 Carolyn Peach – reimbursed expenditure
- 27/9 Kyle Anderson Timesheet (September)
- 27/9 Andrew Smith WODC – affordable housing (→ WW)
- 27/9 Oxford Community – PULSE
- 29/9 Pip Squire – Savills follow up (→ all)
- 29/9 Matthew Barber – Policing in the Thames Valley
- 29/9 Andrew Smith – WODC
- 30/9 Pip Squire – Lease of land between Christchurch and BNPC (→ all)
- 30/9 Pip Squire – Public Open Space Agreement – (→ all)
- 30/9 Pip Squire - football notices as agreed with Savills (→ all)
- 30/9 Carolyn Peach – AGGROW update (→ all)

<u>219/18</u>	<u>COUNCLLORS REPORTS AND ITEMS FOR FUTURE AGENDA</u>	<u>ACTION</u>
	<ol style="list-style-type: none"> 1) Clerk to prepare finances in preparation for Precept: summary of Budgets, expenditure etc. Consider where we have got to compared to where we expected to be. 2) Policies to be prepared and agreed. It was considered that the Transparency Coding not currently necessary as changes will be coming in next year. 3) Rights of way 2026 to make sure footpaths are mapped. Members of steering committee are planning to walk the Public footpaths to ensure all are accessible 4) Cllr Way made a request for a Perspex door on the allotment notice board – funding to be considered next meeting 5) Consider parking problems in the village. Explore what we can do regarding the council (parking permits, special residents parking, double yellow lines etc) 6) Cllr Guest to undercut the overhanging branches on the allotment and tennis court. During the next month he will endeavour to take out the horse chestnut tree which is in danger of falling and will get a chipper in. He will put branches on the bonfire. 7) Request to take the tennis net down for the winter. 8) Cllr Guest requested that the Council consider an upgrade of a ‘billygoat’ which will be a multipurpose, useful leaf and litter machine to replace the existing one. It is possible to part exchange the old one towards the new one. 	<p>Clerk/ Carolyn Peach</p> <p>Cllr Way</p> <p>C. Peach</p> <p>Clerk to contact</p>

There being no further business the chairman declared the meeting closed at 9.20 pm.

Date of next ordinary meeting **Monday 2nd November 2017** in **The Pavillion** at **7.30 pm.**

