



<p align="center"><b>BRIZE NORTON PARISH COUNCIL</b>  Minutes of the Ordinary Meeting of the Parish Council on Monday 6 November 2017 at  7.30 pm at The Sports Pavilion, Brize Norton</p>		
<u>220/18</u>	<p><b>PRESENT</b>  Cllr Squire, Cllr Shillingford, Cllr Taylor, Cllr Way, Les Goble, Cllr Campion, Cllr Ball, Cllr Guest, Cllr Alex Postan, Alison Riseley, Kyle Anderson</p>	<b>ACTION</b>
<u>221/18</u>	<p><b>1 – APOLOGIES</b>  Nicholas Field-Johnson</p>	
<u>222/18</u>	<p><b>2 - DECLARATION OF INTERESTS</b>  TIMMS – Cllr Way 17/02058/FUL</p>	
<u>223/18</u>	<p><b>3 – MINUTES</b>  The minutes of the meetings on both Monday 4<sup>th</sup> September were agreed and signed. The minutes of Monday 2<sup>nd</sup> October were agreed bar minor amendments and will be sent to Cllr Squire to sign.</p>	Clerk to amend and forward
<u>224/18</u>	<p><b>4 - PUBLIC PARTICIPATION</b>  Mr Les Goble has updated various documents relating to the Neighbourhood Plan based on new figures that have been released by WODC. He also advised on the latest information relating to footpaths around Brize Norton.</p> <p>Mr Goble presented documents regarding the revised employment land in the Carterton sub area, and a draft Local Plan (from WODC in Sept 2017) explaining how this affects Brize Norton.</p> <p>Version 3 of the NP steering group SWOT analysis was presented and comments should be presented for consideration by <b>Friday 19<sup>th</sup> November</b>.</p> <p>A first draft of the ‘Vision and Objective’ statement will be discussed by the steering group on Thursday 23<sup>rd</sup> November, so any comments should be responded to by <b>Tuesday 21<sup>st</sup> November</b>.</p> <p>The last two documents pertained to footpaths, including a map of the footpaths from the survey for reference and footpath identification number. It is preferred any comments, opinions or photographic evidence relating to the ‘Footpaths and Green Spaces’ be compiled and forwarded to OCC in one document. Any information gleaned from the NP Survey will be included in this report. Mr Goble will collate the findings using relevant information and photographic evidence before responding to OCC. It was considered that in the first instance the land-owner should be consulted before reposting to OCC. However, if an individual feels they would like to report a complaint the issue should be sent to Mrs.Alex Humphreys at the following e-mail - Alex.Humphreys@Oxfordshire.gov.uk</p>	<p>Mr Goble to forward copies of the documents to the Clerk to be circulated to the council members.</p> <p>Comments should be made to Mr. Goble by e-mail <a href="mailto:lesgoble@outlook.com">lesgoble@outlook.com</a></p> <p>Mr Goble to forward findings to OCC through Parish Council.</p>
<u>225/18</u>	<p><b>5 - CHAIRMAN’S MEETINGS</b>  None</p>	
<u>226/18</u>	<p><b>6 - DISTRICT AND COUNTY COUNCILLORS’ REPORTS</b>  Report received from <b>Cllr Nicolas Field-Johnson</b>. Please see attached.</p> <p><b>Cllr Alex Postan</b> brought to the attention of the council that the transition of the company (UBICO) who collects the recycling has gone well, despite initial problems involving the speed of collection. However, concern was raised about the directors of the company who appear to own their own businesses that are utilized by the parent company.</p>	

	The clerk to Carterton Town Council has raised a complaint against the conduct of the Mayor of Carterton. Her election is due to expire in May 2018.	
<u>227/18</u>	<p><u>6 – n - GROUP E MAIL ADDRESSES</u></p> <p>Cllr Ball does not seem to be receiving e-mails when included in the Brize Norton Parish Council Group.</p> <p>Please check Cllr Campion's and Cllr Taylor's e-mail too as they may not have been activated.</p> <p>Cllr Ball alerted the councillors that we should be aware when forwarding sensitive information who we are forwarding it too. It would be better, if unsure to start a new message rather than forwarding an existing thread. In addition, all parish council members should be using the parish council e-mail for correspondence.</p> <p>Mr Goble and Cllr Way requested that if there are enough e-mail addresses available that the NP steering group could also utilize a specific e-mail group under the umbrella of the Parish Council.</p> <p>Kyle Anderson had also not been receiving e-mails this month. Please attend to this urgently as essential information needs to be responded to.</p>	Kyle Anderson to resolve IT & e-mail issues
<u>228/18</u>	<p><u>6 – bi - NEIGHBOURHOOD PLAN UPDATE</u></p> <p>Cllr Way has contacted Garry Griffin and requested that a notification be posted in the newsletter regarding the Community Open Afternoon on Saturday 9<sup>th</sup> December at the Elderbank Hall between 2-7pm to inform the residents about the results of the NP survey.</p> <p>Results should be received by the end of the week. The committee are attempting to have a variety of interactive ways of presenting the information.</p> <p>However, the response to the young people's survey has been disappointing. This is a concern as it is this generation who will have demands later. BN Primary School is going to do a project on their local environment and logging their views, which will also be presented at the Open Afternoon.</p> <p>Kyle is now logging his hours and identifying the different time allocations spent between the Parish Council and Neighbourhood Plan hours on his timesheet. This is required for the Precept.</p> <p>Kyle Anderson left the meeting at 8:10pm.</p>	Clerk to contact Burford School & CCC and ask how many children from Brize Norton attend.
<u>229/18</u>	<p><u>6 – i – NEWSLETTER</u></p> <p>Cllr Way brought to the attention of the council that in the light of articles sent to Mr Griffin regarding accessible emergency information ('Message in a Bottle' and 'Message in a Wallet' – distributed by Robert Courts MP and scams involving pensions) that are applicable and useful to the community the newsletter should not be restricted to 12 pages. It was discussed and agreed that if it was necessary due to an increased amount of content that the newsletter could be extended or contracted depending on the amount of content per issue.</p>	Clerk to contact Mr Griffin and explain adaptable content suggestions.
<u>230/18</u>	<p><u>6 – b ii - KIDLINGTON CREMATORIUM</u></p> <p>Cllr Way requested that the Clerk acknowledge receipt of the circular informing the community about the construction of a new crematorium between Kidlington and Woodstock.</p>	Clerk to respond to communication
<u>231/18</u>	<p><u>6 – b iii – BUCKLAND VILLAGE</u></p> <p>The Clerk has already responded to communication. Cllr Way to be point of contact.</p>	



	Any information regarding traffic or planning developments to be forwarded as Buckland are part of SODC and do not receive same information as us. Traffic affects them as a direct road to A420 and Swindon/ Oxford.	
<u>232/18</u>	<u>6 – c - UPDATE RE: OCC MAINTENANCE</u> 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.	
<u>233/18</u>	<u>6 – di - BURFORD ROAD SPEEDING ISSUES</u> Cllr Ball distributed speed stickers to share around the village.  Also, James Wright, from OCC has arranged to paint lines along the 30mph area of Burford Road and additionally has marked a 30 on the road to indicate to drivers to lower their speed.	
<u>243/18</u>	<u>6 – dii – PLAYGROUND INCIDENT</u> Cllr Ball has drafted a formal response to Mr and Mrs Mulcahy.	Clerk to forward response from council.
<u>235/18</u>	<u>6 – e - PAVILION REPAIRS</u> Cllr Taylor  The glass in the Pavillion has now been repaired.	
<u>236/18</u>	<u>6 – f – NOVEMBER BONFIRE</u> Cllr Shillingford was thanked for his efforts in arranging the bonfire and firework event on Friday Nov 4 <sup>th</sup> . The event was very well attended and much appreciated.  Zurich has increased this year's premium to cover the public liability insurance. It was discussed and agreed to extend this cover to be included in subsequent years insurance.	Clerk to contact Linda Allport at Zurich and extend cover
<u>237/18</u>	<u>6 – g – SAVILLS LAND AGREEMENTS</u> Cllr Squire has received no further communication from Mr. Briars at John Welch and Stammers and will endeavour to contact him with some urgency to sign the necessary documents.	Cllr Squire to contact Mr. Briars
<u>238/18</u>	<u>6 – h – POLICY DOCUMENTS</u> The Clerk has circulated updated and amended policy documents for approval. Minor adjustments were required but all were approved, subject to final review by Cllr Ball.	Clerk to make adjustments and send to Cllr Squire to sign. Clerk to send to Kyle to post on website.
<u>239/18</u>	<u>6 – i – TRAINING</u> Clerk VAT for Clerks 15 <sup>th</sup> November in Didcot 10-1pm Cllr Squire & Cllr Shillingford on Town and Parish Meeting on 22 <sup>nd</sup> November in Witney 6:30pm Cllr Way GP Services at Carterton Town Hall on Wednesday 8 <sup>th</sup> November 6:30-8pm). No other courses were required at present.	
<u>240/18</u>	<u>6 – j – PRE SCHOOL</u> The Clerk - Discussion about the poster and fencing for the pre-school The suggestions presented by the pre-school were discussed and agreed. Firstly, that they would like to put up a banner to advertise the pre-school was approved	Clerk to correspond with

	providing that it did not block any driveways or access. Secondly, that they wished to paint the fence to make the area more colourful, interesting and educational for the children was also agreed. They could paint both sides if they so wished.	Hannah Gush a the pre-school
<u>241/18</u>	<p><u>6 – k – ELDERBANK HALL USAGE</u></p> <p>The Clerk – suggests that the Elderbank Hall should look for alternative methods of seeking business/ clientele.</p> <p>The pre-school is a predominant user of the hall, but they are required to vacate the hall on Thursday and Friday afternoon for other users. They are losing business because they cannot offer the 30 hours that is a requirement for subsidized childcare from the government. People who are able to claim for this tend to frequent establishments that can offer it.</p> <p>The hall can be booked on up to 12 occasions per year with a licensed bar, but beyond this alcohol could be served, but for donations only. It may be possible to apply for individual licences per event.</p> <p>It was agreed that Cllrs appointed to the Elderbank Hall committee should make every effort to attend Elderbank Hall meetings and build a closer relationship between the Parish Council (Landlord) and the Elderbank Committee (Tenant). Cllr Way volunteered to represent the Parish Council at any Elderbank Hall meetings, especially if or Cllr Guest were unable to attend</p>	Elderbank Hall Committee.
<u>243/18</u>	<p><u>6 – m – TIMMS ACCOUNT</u></p> <p>List of People who can use TIMMS account and receive delivery of goods</p> <p>Stuart Guest</p> <p>Kyle Anderson</p>	Clerk to draft a letter stating that only named account holders may purchase on behalf of BNPC
<u>244/18</u>	<p><u>6 – o – REMEMBRANCE TREES</u></p> <p>The Clerk has ordered the agreed trees from Bampton Garden Plants</p> <p>John Holtom is prepared to replace/ plant the trees when they arrive.</p>	
<u>245/18</u>	<p><u>8 – PLANNING</u></p> <p>Two further planning applications have been received, and three have been accepted this month (see attached appendix).</p>	
<u>246/18</u>	<p><u>9 – FINANCE</u></p> <p>Consider payments to be made (see attached appendix).</p> <p>The Clerk also advised that the precept has been prepared for consideration during the November meeting.</p>	
<u>247/18</u>	<p><u>10 – CORRESPONDENCE</u></p> <p>Consider other correspondence during this month (see attached appendix).</p>	

245/18

PLANNING APPLICATIONS:

17/03017/HHD	Mr Chris Skillan Poplar Cottage, Burford Road, Brize Norton OX18 3NR	Alterations and erection of single storey extension <b>Respond by 5<sup>th</sup> November</b>
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17/03059/HHD	Mr C Dyer Malthouse Burford Road, Brize Norton	Erection of single storey extension  <b>Respond by 8<sup>th</sup> November</b>
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17/03017/HHD – councillors had no objection to this planning application subject to normal planning constraints.

17/03059/HHD – councillors had no objection to this planning application subject to normal planning constraints.

The clerk is instructed to respond to the planning applications as directed.

**PENDING PLANNING DECISIONS**

16/02588/OUT – (sent through by Minster Lovell PC)	Mr and Mrs Kinch  Land West of Minster Lovell	<a href="#"><u>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).</u></a>
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

**PLANNING DECISIONS:**

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 Approved Wednesday 4 <sup>th</sup> October 2017
17/02637/HHD 17/02487/LBC (response by 6/9/17)	Mark Paterson Kings Barn Burford Road Brize Norton	Install 3 roof lights and chimney flue Approved Wednesday 11 <sup>th</sup> October 2017
17/02423/FUL (response by 12/9/17)	Mr and Mrs Todd Roquer Burford Road	Erection of annexe Approved Friday 6 <sup>th</sup> October 2017

		Brize Norton	
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246/18

**ORDERS FOR PAYMENT:**

101134	50	Citizen's Advice W Oxon	Charity donation
101135	180.95	Carolyn Peach	<b>September</b> Clerk Services (correction)
101136	56.00	Zurich Insurance	cover for liability
101137	122.40	Harris-Keyte	Pavilion glazing
101138	28.98	Shillbrook	Stationery
101139	53.85	Carolyn Peach	October clerk services
101140	334.49	Kyle Anderson	October village maintenance/website
101201	386.00	Alison Riseley	October clerk services
101202	85.00	Alison Riseley	Payment for speeding stickers
101203	309.78	TIMMS	Insulation
101204	137.67	5 A's	Chipper hire
101205	213.62	Castle Water	Water bill
101206	88.20	Payman	Payroll processing
	2,046.83	<b>Total</b>	

**PAYMENTS RECEIVED**

	9,792.00	West Oxon	
	<b>9,792.00</b>	<b>Total</b>	

**BANK BALANCE**

£

**Current a/c balance at 19 September 2017**

8,257.12

**Total order for payments**

2,046.83

**Total receipts**

9,792.00



<b>Bank balance at 18th October 2017 after payments</b>	<b>15,073.04</b>
<b>WODC investment</b>	<b>31,700.00</b>
<b>Total funds at 31 October 2017</b>	<b>46,773.04</b>

### 247/18

#### OFFICIAL CORRESPONDENCE:

- (a) Planning application documents 17/03017/HHD
- (b) Planning application documents 17/03059/HHD
- (c) PSE magazine
- (d) Robert Courts – letter ‘message in a bottle’
- (e) Glasdon – Focus on local councils
- (f) Barclays Bank – statement
- (g) Castle Water
- (h) Clerks and Council direct November 2017 issue

#### E-MAILS CIRCULATED IN MONTH

Civic voice – 3/10, 17/10, 26/10, 31.10

Rural Services weekly update (not circulated) - 2/10, 8/10, 11/10, 18/10, 20/10, 29/10

Rural services seminar - 12/10, Rural economy - /10, Rural Vulnerability– 24/10, Rural Opportunities – 4/10, Rural Places, rural changes – 26/10 (not circulated),

PSE – 2/10, 8/10, 11/10, 12/10, 12/10, 13/10, 16/10, 19/10, 23/10, 24/10, 26/10, 26/10, 30/10 (not circulated)

PST – 6/10, 13/10, 27/10, (not circulated)

Oxfordshire Community and Voluntary Action – 5/10, 12/10, 12/10, 16/10, 31/10 (→ WW)

Oxfordshire Clinical Commissioning Group – Talking Health 6/10, 11/10, 20/10, 25/10, (→ WW)

Wychwood Forest Project 2/10

HMRC 3/10, 5/10, 6/10, 8/10, 18/10, 19/10, 20/10, 21/10, 21/10, 23/10, 27/10, 230/10

2/10 TIMMS – Invoice (→ SG)

2/10 Keith Butler – town and parish meeting 22<sup>nd</sup> Nov (↔ TS)

2/10 Ben Campion – response to Draft policy documents

3/10 Laurence Taylor – glazing

3/10 TIMS – Invoice

3/10 Lorraine Horne – The Oxfordshire Museum, Woodstock

3/10 Peter Kenrick – Charlbury town Council: re: meeting on 22<sup>nd</sup> Nov

3/10 Les Goble to OCC regarding footpaths

3/10 Pip squire – Buffer land and Sports Field Leases

3/10 Carolyn Peach – ferreter information

4/10 Sue Hunt – AGM community first Oxon

4/10 Peggy Hullah – fliers

4/10 Ben Campion accept window quote for Pavilion

4/10 Harris-Keyte – glazing for Pavilion

4/10 Pest Control – re: ferreting

4/10 Landmark Services – re: ferreting

4/10 Fred Bellenger – Agreed allotment minutes  
 5/10 Purdie Lyndsay - #ProtectYourWorld (→ all)  
 5/10 Keith Butler re: Publica (→ all)  
 5/10 ICO  
 5/10 Tony Shillingford – November Bonfire (↔)  
 5/10 Parish Council Websites  
 5/10 Pip Squire – District Council Meeting  
 6/10 Payman re: September payment  
 6/10 Hilary Lombard – Involvement in local Community  
 6/10 Fred Bellenger – addition to allotment meeting minutes  
 6/10 Ben Campion & Andy Ball - Speeding stickers order  
 6/10 Louise Ellison-Newton – Parish Council notice boards (→ all)  
 6/10 Robert Courts newsletter (→ all)  
 7/10 Hannah Gush – car boot sale (↔)  
 7/10 Les Goble – 7<sup>th</sup> Steering group minutes  
 7/10 Les Goble – designation of A Track in Brize Norton  
 7/10 Nicholas Field-Johnson – Andy's details (↔)  
 7/10 Garry Griffin – newsletter dates (→ all)  
 7/10 Kyle Anderson – street sweeper details  
 7/10 Kyle Anderson – Brambles on the footpath (↔)  
 9/10 Westminster briefing  
 9/10 Jesse Bosgraaf – outdoor fitness (→ all) (↔)  
 9/10 Gillian Warson – Food Poverty Discussion  
 9/10 Karen Weiss – Remittance advice  
 9/10 Pip Squire – ½ term holiday  
 9/10 Pip Squire – meeting (↔)  
 9/10 Luke Warren – Ground Maintenance  
 9/10 Tony Shillingford – minutes from meeting  
 9/10 Tony Shillingford – final correspondence  
 9/10 Tony Shillingford – Poster for Pre-school (↔)  
 10/10 Tony Shillingford – Freedom of Information Policy  
 10/10 Tony Shillingford – Amended Policies  
 10/10 OALC  
 10/10 Helen Axford – planning permission extended for (17/03017/HHD)  
 10/10 Les Goble – Designation of a track in Brize Norton  
 11/10 Hampshire CC – new online services  
 11/10 Wendy Way – pre-school poster  
 11/10 Wendy Way – footpaths  
 12/10 Tony Shillingford – ferreting  
 12/10 Harris-Keyte – Pavilion glazing  
 12/10 Tim Gush – Pavilion Insulation (↔)  
 12/10 Diane Davies – Elderbanks Hall (→ Carolyn Peach)  
 12/10 Rachel Cooper – Website Traffic  
 12/10 OALC  
 12/10 Andrew Smith – GP Services survey (→ all)  
 12/10 OCVA Training (→ all)  
 13/10 Julia Stackhouse – Primary care



13/10 Linda Allport- change to DAS contact details  
 13/10 Jamie Davies – Poplar quote (→ all) (↔)  
 13/10 Hampshire CC online service  
 13/10 Roger Smith & Will Benbow automatic reply (Savills action)  
 13/10 OCVA training  
 13/10 Castle water – message received  
 13/10 Tony Shillingford – ferreting letter  
 13/10 Annabel Mulcahy (→ Andy Ball)  
 14/10 Pip Squire – Savills meeting minutes  
 14/10 Pip Squire –  
 14/10 Fred Bellenger – leaves from the RAF base/ waste certificate  
 14/10 Wendy Way – yellow book (↔)  
 14/10 Pip Squire – Community Emergency Plan (↔)  
 15/10 Gordon Grant – Waste exemption grant  
 15/10 Wendy Way – GP Services meeting  
 15/10 Wendy Way – Voluntary Sector Conference  
 16/10 Carolyn Peach – Kyles cumulative hours  
 16/10 Tony Shillingford - Notice Boards  
 17/10 Countryside Alliance  
 17/10 Tony Shillingford – Bonfire flier delivery  
 18/10 OCVA  
 18/10 Tim Gush – broken window (↔)  
 18/10 Waste exemption Service registration  
 18/10 Linda Allport – Zurich Insurance – bonfire event cover quote  
 18/10 Planning West Oxon  
 18/10 Andrew Smith funding for domestic abuse  
 18/10 Ben Campion – Bonfire insurance (↔)  
 18/10 Gordon Grant – RAF leaves & waste exemption grant (↔)  
 18/10 Les Goble/ Wendy Way – NP monies (→ Carolyn Peach)  
 19/10 Carolyn Peach - Castle Water  
 19/10 Oxfordshire Playing Fields Association Autumn Newsletter  
 19/10 Hannah Gush – Pre-school Fence (→ all)  
 19/10 Andrew smith WODC – news release domestic abuse  
 20/10 Andrew Smith WODC – news release Charlbury housing application  
 23/10 Will Benbow – answers to questions (↔)  
 23/10 Robert Courts newsletter (→ all)  
 23/10 Geri Beekmeyer – Oxfordshire County council housing survey (→ all) (↔)  
 23/10 Annabel Mulcahy – Playground incident (→ AB)  
 23/10 Carys Davies – WODC Housing systems  
 23/10 Gerald Coombs ferreting on the recreation ground (→ all)  
 24/10 Zena Sparks – Rough Sleepers (→ all)  
 25/10 Wendy Way – Proposed Crematorium (in Kidlington) (↔)  
 26/10 Pulse – OCVA  
 26/10 Wendy Way – booking on course  
 27/10 WODC – Superfast Broadband (→ all)  
 27/10 Andy Ball – Playground incident response  
 28/10 Tony Shillingford – November bonfire (↔)

30/10 WODC – Ultra fast broadband (→ all)  
 30/10 Keith Butler  
 30/10 Linda Allport bonfire insurance  
 30/10 Anna Goss – Waste Exemption Confirmation  
 30/10 Harris-Keyte Invoice  
 30/10 Zurich Insurance  
 31/10 Tony Shillingford – FAO allotment holders (→ all allotment holders)  
 31/10 Carys Davies – WODC growth Board  
 31/10 Carys Davies – WODC Putting Halloween Pumpkins to good use

(↔) = ongoing discussion or linked communication

(→) = forwarded to relevant contact

<u>248/18</u>	<u>COUNCLLORS REPORTS AND ITEMS FOR FUTURE AGENDA</u>	<u>ACTION</u>
	<ol style="list-style-type: none"> <li>1) Cllr Way requested that the fridge freezer opposite the church be removed. It has been there for several months.</li> <li>2) Cllr Guest displayed details of the ‘billy Goat’ mower that could replace the current mower.</li> <li>3) Could the signs around the village be cleaned, especially the white gates at the entrance to the village?</li> <li>4) Poppy wreaths have been prepared and were given to Cllr Squire and Cllr Guest to place at the church and the Memorial Garden on behalf of BNPC.</li> <li>5) Cllr Squire to look into building work on Manor Road by Chapel Cottage.</li> <li>6) 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. 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.</li> </ol>	<p>Clerk to write letter to owner</p> <p>Cllr Guest and Kyle Anderson to clean. Clerk to write cheque for RBL</p>

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

Date of next ordinary meeting **Monday 4th December 2017** in **The Pavillion** at **7.30 pm**.