	BRIZE NORTON PARISH COUNCIL	
	Minutes of the Ordinary Meeting of the Parish Council on Monday 9th April	il 2018 at
1/19	7.30 pm at The Sports Pavilion, Brize Norton PRESENT	ACTION
1/19	Cllr Squire, Cllr Shillingford, Cllr Way, Cllr Ball, Cllr Guest, Cllr Postan, Les Goble, Alison Riseley,	ACTION
	Kevin Haynes Bloor Homes, Kyle Anderson, Web technician	
<u>2/19</u>	1 – APOLOGIES Cllr Field-Johnson, Cllr Campion, also absent Cllr Taylor (no reason given)	
<u>3/19</u>	2.1 - DECLARATION OF INTERESTS Councillors are reminded of the need to update their register of interests.	
4/19	2.2 - DECLARATION OF INTERESTS To declare any pecuniary and other interests on the agenda and their nature: Cllr Way - TIMMS planning application — 17/02058/FUL	
5/19	3 – MINUTES	Clerk to scan and
	The minutes of the meetings on Monday 5 th March were agreed and signed. There was one amendment agreed and signed subject to this change suggested by Cllr Way Point 7(i) School Warning Signs Update	post to website
	I thought we had agreed that because we had already voted for the PC to fund the lights, the £1K donated from OCC (coming to us in June) could go towards other traffic awareness projects?	
6/19	4.1 - PUBLIC PARTICIPATION – NEIGHBOURHOOD PLAN STEERING COMMITTEE Les Goble updated BNPC recent progress the NP steering committee and meetings with Chris Hargreaves WODC and Andrea of CFO to progress policies and village characteristics documents Les Goble has been requested to present at the next BNPC meeting a financial statement of the NP costs to date, future costs and any grants available	
<u>7/19</u>	4.2 – ANY OTHER PUBLIC MATTERS Bloor Homes, Kevin Haynes attended the meeting and provided an update. His briefing was first in the public matters and also covered items pertaining to agenda item 7.1	
	 Cllr Squire thanked Kevin Haynes for attending to provide information and update Key points 106 agreement is with the solicitors for final draft BNPC adoption of open space is key and if not in place in time for signing a third party management company would be appointed instead Land purchase completion will take place by around May 30th Archaeological excavations have started Detailed planning for first 70 homes including 35% affordable is imminent 	BNPC made it clear that they would like to be involved in discussions on details including site naming, street naming and any other matters relevant to the
-	 Survey work for ponds in progress Ponds 1,2 and 3 will be completed by WODC (commuted sums) Pond 4 will be completed by Bloor Homes 	parish and its residents.



	 During May, Section 278 works will begin this includes access road First house occupied around April 2019 No detailed planning done past the first 70 homes Next tranche of homes may be subject to provision of an Extra care block No details regarding employment land and commercial centre yet 	Clerk to contact Fairford Town council and find out what influence they managed to have on a recent development Cllr Squire made it clear that we need to meet with WODC and Bloor Homes to explore where and how we can influence matters going forward
	Kyle Anderson had not received a copy of the GDPR privacy policy	Clerk or Cllr Way to provide a copy of the GDPR privacy policy to Kyle
8/19	5 - CHAIRMAN'S MEETINGS There have not been any chairman's meeting this month, however next month there will be a further meeting with the quarry and the chairman of Shilton Parish. The Chairman Councillor Squire attended a Neighbourhood planning meeting	Minutes to be circulated by Clerk and posted on web site
9/19	6 - DISTRICT AND COUNTY COUNCILLORS' REPORTS	on web site
	The report received from Cllr Nicolas Field-Johnson is attached as Appendix D. Cllr Field-Johnson was unable to attend the meeting	Letter from clerk to Cllr F-J every
10/10	Cllr Postan. Presented limited updates and information due to the current efforts being directed towards May's elections.	month listing road issues in parish. Cllr Shillingford questioned the value of this on the basis that the roads in the village had deteriorated significantly following our update letters
<u>10/19</u>	 7.1 – S106 & OPEN SPACES AGREEMENT UPDATE We will need to approve and sign the attached Open Space Agreement. I have asked the Solicitors how they propose to do this formally. We need to get our plan for engaging with the Bloor Team agreed and underway. 	Cllr Squire to progress with (Bloor Homes and) Savills to



	West Brize Norton Housing Development Planning Application 14/0091/P/OP With the signing of the S106 associated with the above Planning Application and the Planning Approval BNPC is requested to consider and approve: • the signature of the final draft of the Open Space Agreement. • the Terms of Reference developed in response to Minute 330/18 of the BNPC Meeting held on 5/03/2018. I would like to think that Ben will Propose this • The creation of the Working Party in line with the Terms of Reference	enquire as to progress. Cllr Squire proposed that we sign the 106 agreement as soon as it is available, seconded by Cllr Shillingford and agreed unanimously
11/19	7.2 – BRIZE (WEST) DETAILED PLANNING WORKING GROUP	Cllr Campion, to prepare 'Terms of Reference' to present at the next council meeting. Cllr Campion's proposal for the detailed planning steering group was accepted, proposed by Cllr Squire, seconded by Cllr Way and agreed unanimously Cllr Campion to initiate the meetings with Phil Shaw WODC and Bloor Homes
12/19	7.3 – GRANGE BARN UPDATE	Held over to next council meeting
13/19	7.4 – PAUPERS PLOT	Cllr Shillingford to investigate further and obtain copies of documentation including constitution and



		any other official papers
14/19	7.5 - VILLAGE HANDYMAN POSITION VACANT Kyle Anderson has resigned as village handyman, but it was agreed unanimously that he should remain as web technician	Unanimous vote that Kyle remains as web technician Cllr Guest to review requirements for the job and look at the previous job description for the village handyman role and liaise with Cllr Squire to get the vacancy advertised
15/19	7.6-PRE SCHOOL FENCE/ ELDERBANK HALL Cllr Taylor has discussed with Diane Davies regarding the Elderbank Hall committee meeting, specifically the pre-school fence. Request minutes and provide finance report. Cllr Way and Cllr Ball to attend Elderbank Hall meeting on Tuesday 24th April at	Elderbank Hall fence painting request to be carried forward to next meeting for further action
	7.30 pm followed by AGM at 8.00 pm.	Cllr Way and Cllr Ball
16/19	7.7 – VILLAGE SPEED WATCH Cllr Ball will update the council on issues regarding the speed watch and subsequent funding required. Cllr Ball explained that the community speed watch is ready to go and just requires a speed gun £180 and at least 3 people trained up in the village. We currently have just 3 volunteers but probably need more for safety. Possibility of sharing cost of speed gun with other villages (Black Bourton for example) Cllr Way volunteered herself for training.	Clerk to advertise for more volunteers on notice boards and social media. Cllr Ball will approach the School for volunteers Will vote next meeting
<u>17/19</u> <u>18/19</u>	7.8-BATTLE'S OVER: CENTENARY CELEBRATIONS Cllr Shillingford confirmed progress is being made on the Village Bash, the Horticultural show and Beacon and that there we were still open to new ideas especially from residents that which to organise and help as well. 7.9 - SSE COMMUNITIES FUNDING (APPLICATION) & EMERGENCY PLAN Cllr Way investigated this and is compiling a list of resources that could be useful in an emergency situation.	
	A whole list of items was discussed including	



	Tables and chairs, socket for power, PA systems, bins and update to facilities in the Elderbank Hall. Apparently, we still have a toilet labelled as invalid rather than disabled Cllr Ball stated that none of the emergency services refer to this as an "Emergency Response" Plan. They now call it a "Major Incident Plan" and over the past couple of years something called "JESIP" has been developed (it stands for Joint Emergency Service Interoperability Protocol). Whilst this protocol is mainly focused around the Emergency Services it also places roles, responsibilities and expectations around County, District and Parishes in the event of a "Major Incident". In the light of this the Council may wish to investigate the correct procedure/ legalities with a view to creating a more up-to-date document.	Cllr Way to follow up with list for the Clerk to submit
19/19	7.10 – DOG FOULING PROGRESS The clerk has contacted WODC (28.3.18) who have not yet replied since the initial response on 29.3.18. Please can the clerk have a copy of the map with the current dog waste bins so that the map and request list could be passed onto WODC to support our argument.	This subject has been discussed on numerous occasions and it was agreed we need to provide the process for prosecuting dog owners and post it on our web site/ Clerk to arrange this
20/19	7.11 – SCHOOL WARNING SIGNS PROGRESS Clerk has sent an e-mail (20/3/18) whose response (21/3/18) was circulated to the council advising them that the School warning signs have been ordered, but may take several weeks to gather all the items and schedule the work as things are particularly busy just at the moment with end of financial year. The clerk has advised Mr Cockbill that the council would like to pay by cheque at the appropriate time. Does the clerk need to contact WODC to withdraw savings from the held account?	It was agreed to go ahead with this at the last meeting
21/19	7.12 – CASTLE WATER BILL The clerk has chosen either Affinity Water to transfer to from 30 th April/ 1 st May 2018	Agreed Proposed Cllr Shillingford seconded Cllr Ball and approved unanimously
22/19	8 – PLANNING No new applications (see attached Appendix A). There was one planning item discussed TIMMS planning application – 17/02058/FUL Cllr Squire suggested a form of words that was proposed by him, seconded by Cllr Ball and carried by a majority vote. The basis of the response is that "BNPC have no objection as long as there is adequate washing and toilet facilities"	Clerk to draft a response



23/19	9 – FINANCE	Payments were
	Consider payments to be made (see attached Appendix B).	approved, Clerk to
		document details
		as list was not
		included in our
		documents
		withheld cheque
		for grass cutting,
		Cllr Ball to follow
2.1/10		this up
<u>24/19</u>	10 – CORRESPONDENCE	No Action
	Consider other correspondence during this month (see attached Appendix C).	
25/19	COUNCILLORS REPORTS	ACTION
23/12	Cllr Way would like to donate £50 to WI to cover refreshments at the	Clerk to prepare a
	community event. Approved – clerk to prepare cheque in May after	cheque for the
		next meeting
	Elections as per previous years.	ment meeting
26/19	ITEMS FOR FUTURE AGENDA	
	Cllr Way questioned the state of the bus shelters which should be included as an	
	agenda item next time	
	No additional items identified.	

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

Date of next ordinary meeting Monday 14th May 2018 in The Pavillion at 7.30 pm



APPENDIX A - PLANNING APPLICATIONS 22/19:

Monthly Correspondence – 1 to 28 February 2018

PLANNING APPLICATIONS:

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PENDING PLANNING DECISIONS

PENDING PLANNING DECISIONS		
16/02588/OUT – (sent	Mr and Mrs Kinch	Residential development of up to 85 dwellings
through by Minster Lovell	Land West of Minster	together with a new vehicular access onto
PC)	Lovell	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).
		Awaiting Decision
9		
17/01394/FUL	Lagan Homes (agent	Erection of 41-44 residential dwellings to
	West Waddy LLP)	include up to 35% affordable homes, new
	Land south Upper	access and associated works (Amended Plans)
	Haddon	Under consideration
	Station Road	
	Brize Norton	
17/02058/FUL	A Timms	Change of use of part of builder's merchants
17,02030,102	80-82 Station Road	yard to café
	Brize Norton	Under Consideration
	Brize Horton	
17/00699/OUT	C/O Agent	Outline application (all matters reserved
APP/D3125/W/17/3184787	west1@pins.gsi.gov.uk	except access) for up to 115 residential
A117031237 W/17/3104707	In writing (please send	dwellings (C3 Use Class), up to 100 sqm charity
	5 copies): 3P Kite Wing	office space (B1 Use Class), extension to
,	Temple Quay House 2	Country Park and associated landscape
	The Square Bristol BS1	enhancements.
	6PN	
	OFIN	22nd February 2018
		Appeal in Progress

PLANNING DECISIONS:

	 	
18/00564/FUL	Mr David Moore	Erection of eighty dwellings and associated works,
		provision of country park land West of Swinbrook
		Road, Carterton
		Application withdrawn Monday 12 th March 2108



APPENDIX B - FINANCES 23/19:

ORDERS FOR PAYMENT:

101237	170.60	Shillbrook Stationery	Newsletter printed
101238	164.29	OALC membership	Oxfordshire Association of Local Councils
101239	30	Mr Les Goble	Reimburse for NP in BN Primary school
101240	42.00	OPFA	Oxfordshire Playing Fields Association
			subscription
101241	735.44	WODC	October 17 grass cutting
101242	522.40	Kyle Anderson	March Wages including back pay (amended
			website pay and holiday pay for 2017-8 (no NI
			deducted)
101243	642.00	Alison Riseley	March Wages including holiday pay
	3206.73	Total	

PAYMENTS RECEIVED

,	Total	

APPENDIX C - CORRESPONDENCE 24/19:

OFFICIAL CORRESPONDENCE:

- a) CFO invoice enquiry
- b) HMRC invoice enquiry
- c) WODC grass cutting invoice enquiry
- d) Allotment cheque (G Parish)
- e) Allotment cheque (A Spicer)
- f) allotment cheque (J Borland)
- g) allotment cheque (Howell)

E-MAILS CIRCULATED IN MONTH

Civic voice -6/3, 22/3

CPRE -

HMRC 1/3, 2/3, 3/3, 4/3, 7/3, 8/3, 12/3, 13/3, 15/3, 16/3, 19/3, 20/3, 23/3, 24/3, 27/3, 28/3

ICO newsletter - 1/3

Oxfordshire Community and Voluntary Action – 1/3, 12/3, 15/3 (→ WW)

Oxfordshire Clinical Commissioning Group – Talking Health - 3/3, 9/3, 22/3, 23/3 (→ WW)

PCS - UK - 5/3, 8/3, /3

PSE – 1/3, 2/3, 2/3, 5/3, 8/3, 9/3, 13/3, 13/3, 15/3, 16/3, 16/3, 19/3, 22/3, 26/3 (not circulated)

PST - 9/3, 28/3, /3, (not circulated)

PSN - 13/3, 20/3, /3 (not circulated)

PULSE - /3, /3



Police and Crime Commissioner - /3

Rural Services weekly update (not circulated) - 3/3, 4/3, 13/3, 19/3, 26/3

Rural services seminar-, Rural opportunities - 7/3, Rural Youth - 12/3, Rural Vulnerability 28/3 (not circulated),

Wychwood Forest Project - 1/3, 27/3

- 1/3 Andrew Smith Press release
- 1/3 Garry Griffin Newsletter final copy
- 1/3 Emergency Planning Adverse Weather Conditions
- 1/3 Carol MacKay SSE communities funding
- 1/3 Local Council Public Advisory Service
- 1/3 Les Goble community rights
- 1/3 Post Expert
- 1/3 Sara Long bin collections cancelled
- 1/3 RBS
- 2/3 Local Council Public Advisory Service
- 2/3 Active Places newsletter
- 2/3 Town and Parish Councils
- 2/3 Ben Campion footpath 143/7
- 2/3 OALC new subscription
- 2/3 Louise Ellison-Newton -
- 3/3 Twitter
- 3/3 Tom Wattleworth Local Fitness Class (↔)
- 3/3 Nicholas-Field summons & report (→ all)
- 3/3 Les Goble WODC meeting (\rightarrow all)
- 4/3 Hanna Bathe complaint
- 4/3 Kyle uploading items
- 5/3 Cllr Harvey Oxfordshire dispute Resolution Guide
- 5/3 Sara Long Press release
- 5/3 Les Goble Duff printer
- 5/3 Ben Campion BNSSC water leak
- 5/3 OALC letter to Oxfordshire Councils re: Cllr Harvey
- 5/3 Twitter
- 5/3 Paul Bremble Fire and Rescue
- 6/3 Les Goble letters
- 6/3 Tim Gush Pavilion flood
- 7/3 Rob Dance quarry meeting
- 7/3 Sue Lakin Cottsway
- 7/3 Campaigns (Corp Comms) Thames Valley Police
- 7/3 Andrew Smith press release Community Arts Schemes
- 7/3 Les Goble School Warning signs/ NP Cost analysis/
- 7/3 Garry Griffin Parish News
- 8/3 Daisy Clark
- 8/3 Andrew Smith Press Release Garden Waste collections
- 8/3 Keep Britain Tidy Spring Clean



- 8/3 Twitter
- 8/3 RAF Brize Norton Airspace
- 8/3 London/ Oxford Airport
- 8/3 Lili Nagy (\leftrightarrow)
- 9/3 James Wain update
- 9/3 Fred Bellenger SSE allotment
- 9/3 Local Council Public Advisory Service LCPS GDPR Pack 2 out
- 9/3 Robert Courts MP newsletter
- 10/3 Kyle Anderson pay cheque
- 11/3 Twitter
- 11/3 J & J Holtom new e-mail
- 11/3 Fred Bellenger SSE allotment
- 12/3 Sue Calcutt Parish news
- 12/3 Linda Allport Pavllion Flood
- 12/3 Miranda Clark AK TIMMS
- 12/3 Tim Gush Pavillion Flood
- 13/3 Oxford Health Nominations for Oxford Health NHS Foundation Trust
- 13/3 OALC Cllr Harvey
- 13/3 Les Goble Neighbourhood Plan
- 13/3 James Stevens SSE Cabling in the allotments
- 13/3 Sue Lakin Cottsway phone call
- 14/3 Phil Holmes address
- 14/3 Judith Puddle address
- 14/3 OALC finance training
- 15/3 Tim Gush Pavillion
- 15/3 Les Goble Community First Oxfordshire payment (→LG)
- 15/3 Alison Watmore Zurich Claim Form (→ Tim Gush)
- 16/3 Sport England Active Places
- 16/3 Mark Watson BBC Radio Oxford (→ all)
- 16/3 Rachel Livingstone LOST rights of way (→ LG, WW)
- 16/3 Sara Long Press Release business centre
- 16/3 Fred Bellenger Spring Allotment meeting (←)
- 19/3 Rob Dance Shilton & BN PC meeting dates
- 19/3 Carys Davies Press release New AGP opportunities
- 20/3 David Cuthbertson Quarry meeting (→PS)
- 20/3 Fred Bellenger Spring allotment meeting (←)
- 20/3 Banijay Big Things Project
- 21/3 Alan Cockbill School Warning Signs (→ all)
- 21/3 OCC March's Oxfordshire Matters
- 21/3 Policing in the Thames Valley (→AB)
- 21/3 OCC Planning approval for Burford Quarry
- 22/3 Andrew Thompson West Oxfordshire Local Plan Update March 2018
- 22/3 Keith Butler Notice of Election: District and Town/ Parish Council Elections Thursday 3rd May
- 23/3 Cris Hoad Alvescot PC GPDR (←)



- 24/3 Julie Hyland allotment meeting (←)
- 24/3 Carolyn Peach Wages & Holiday pay
- 24/3 Tim Gush BNS&SC flood & insurance (←)
- 24/3 Fix My Street updates
- 24/3 Fred Bellenger Paupers plot (→ all)
- 24/3 Keith Glazier Paupers plot (→ all)
- 25/3 Simon Morris allotment agenda items (←)
- 25/3 Hannah Gush Pre-school fence (←)
- 26/3 Tania Mustoe BN allotments (←)
- 26/3 OALC New Edition of Governance and Accountability and more on GPDR
- 26/3 OALC New Edition of Governance and Accountability and more on GPDR updated
- 26/3 Nicholas Field-Johnson minutes of the March meeting (←)
- 26/3 Robert Courts newsletter
- 27/3 Oxon Sa Notice to submit your authorities Return (Moore Stephens)
- 27/3 Lisa Thorne Road safety and speeding (→all)
- 27/3 Ann Tyldesley Filkins clerk
- 27/3 Les Goble -School Presentations (→all)
- 27/3 Keith Butler Notice of Election
- 28/3 Suzanne Barton re: fundraising (→all)
- 28/3 Emma Awino grass cutting invoice
- 28/3 Westminster briefing
- 28/3 Janet Borland allotment meeting
- 28/3 WODC Dog waste complaint
- 28/3 Les Goble Community First, Oxon
- 28/3 Chris Cummins plot 13CD
- 29/3 Naomi Stewart Salford university
- 29/3 Wei Wei Hu Brize Norton end of Year accounts
- 29/3 Kyle Anderson timesheet and notice (→PS)
- 29/3 Sara Long Register to vote
- 29/3 OALC March update
- 29/3 enquiries@WODC dog waste bins
- 29/3 Andrew Smith WODC Council Tax (→all)
- 29/3 Carolyn Peach Parachute Drops (→all)
- 30/3 Graham Clare allotment meeting
- 30/3 Active Places newsletter April 2018
- 31/3 Kellie Oakes Brize Norton allotment
- 31/3 Nicolas Field-Johnson April meeting
- 31/3 Jessie Bushnell fundraising event
- (↔) = ongoing discussion or linked communication
- (\rightarrow) = forwarded to relevant contact
- (\leftarrow) = replied



<u>APPENDIX D - REPORT TO BRIZE NORTON PARISH COUNCIL APRIL 2018</u> FROM CLLR NICHOLAS FIELD-JOHNSON: 9/19

GENERAL OCC REPORT

GOVERNMENT MINISTER SIGNS £215M GROWTH DEAL FOR OXFORDSHIRE

Housing Minister Dominic Raab visited Heyford Park near Bicester last month to sign a deal to deliver a £215m investment in transport infrastructure and affordable housing in Oxfordshire. The Minister met Councillor Yvonne Constance, the county council's Cabinet Member for Environment and Economy. The deal was signed by all six members of the Oxfordshire Growth Board: Oxfordshire County Council, Oxford City Council, Cherwell District Council, West Oxfordshire District Council, Vale of White Horse District Council and South Oxfordshire District Council. March also saw the Oxfordshire Growth Board announce the first year of projects to be funded by an initial release of £30m for infrastructure projects as part of the Deal agreement. Government road money is for major improvements and cannot be used for day-to-day maintenance, but the investment will help to improve the overall standard of the road network.

HOUSING INFRASTRUCTURE FUND (HIF)

On 21 March the Government announced 44 bids which have made it through to stage 2 of its Housing Infrastructure Fund (HIF) to fund major infrastructure projects. Two of the three HIF bids submitted by OCC last autumn on behalf of Oxfordshire made it through and will now progress to a co-development stage:

Didcot Garden Town – £171m is sought for transport improvements including a Didcot Science Bridge and A4130 dual carriageway, a new river crossing at Culham and Clifton Hampden Bypass. This would support the delivery of over 22,000 homes in Didcot, Culham, Harwell and Berinsfield. Additionally, up to £70m of cycle and other sustainable transport improvements are proposed for inclusion in the bid plan.

West Oxfordshire Garden Village – £135m is sought for further upgrades to the A40, building on existing schemes and based on the approved A40 Long Term Strategy including development of the Rapid Transit network and additional highway capacity on A40 transport corridor. This would support the delivery of over 10,000 homes in Witney & Carterton, and around Eynsham.

Detailed business plans will now be developed for the £300 million of transport infrastructure investment behind these two bids. The Growth Board partners expect to hear this autumn whether or not the two bids going through have ultimately succeeded.

COUNCILLOR PRIORITY FUND

As announced in last month's report, all Oxfordshire County Councillors now have a £15k budget to allocate to highways or community projects within their parishes.

POTHOLE FUND BOOSTED TO REPAIR ROADS AFTER WINTER DAMAGE

Central Government has announced that local roads badly affected by recent winter weather will benefit from a further £100 million to help repair any potholes and other storm damage, Transport Secretary Chris Grayling announced on26 March. Nationally, this money will help repair almost 2 million potholes as well as help protect the roads from any future severe weather. This is on top of the £75 million in government funding already given to councils from the Pothole Action Fund this year, as well as the additional £46 million boost for highways authorities announced just before Christmas. Around 7 million potholes across the UK will be filled due to this money, announced in the 2016 Budget. Oxfordshire's share of these funds comes to nearly £3m.

