

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 7 March 2016 at
7.30 pm at The Sports Pavilion, Brize Norton

355/16

PRESENT

Keith Glazier, Tony Shillingford , Stuart Guest, Lawrence Taylor, Pip Squire, Alex Postan, Wendy Way, Andy Ball, Carolyn Peach

356/16

APOLOGIES

Neil Owen, Pip Squire (holiday)

357/16

DECLARATION OF INTERESTS

None identified.

358/16

MINUTES

Minutes of the meeting on 1 February 2016 were approved and signed by the Chairman as a true record.

359/16

CO-OPTION OF NEW COUNCILLOR

Wendy Way has agreed to be co-opted to the Council. There was unanimous agreement to this proposal. Wendy Way was duly co-opted to the council.

360/16

CHAIRMAN'S MEETINGS

9/2/16 – Meeting requested by Cllr Glazier with Mayoress of Carterton, Lynn Little who was accompanied with Mr Ron Spurs (CTC Clerk), Cllr Mick Brennan. General discussion of matters which included:

- WODC Local Plan. It was identified at the meeting that if in Brize Norton Parish then should be addressed to Brize to allow them to be consultee.
- Carterton official guide – care in demarcation of parish boundaries in guide for Brize Norton Parish and Shilton Parish. To be looked at before next reprint.
- Carterton Highway white gates – to be erected by garage. Not sure where on Shilton Road
- Request for full report from WYG re Carterton masterplan – photocopy received (only extracts appear on website)

29/2/16 – Attendance at High Sheriff's award ceremony with Fred and Kath Bellenger. The Clerk was thanked for her work in writing nomination.

361/16

COUNTY AND DISTRICT COUNCILLORS' REPORTS

No reports re County in Cllr Neil Owen's absence.

Cllr Postan reported he has a place on new sub-committee that is looking at affordable housing in the District. Discounts available to key workers ion community but also looking at conversion of unused business buildings and small developments in ward. Central government's target of 100,000 new dwellings in next 20 years in Oxfordshire. Oxford City is constrained by green belt but realisation that areas south of Oxford that currently in green belt could be suitable for development.

Improvements are to be made to Carterton Leisure Centre and while funded by s106 money concern about level of investment and the return.

District are adamant that they do not want to be a part of the Oxfordshire unitary authority proposed by OCC. They have established links with Cotswold District Council and protected reserves over past years.

362/16

ITEMS FOR OCC/WODC ATTENTION

Councillors encouraged to report potholes. There is a new app specific to reporting Highway defects. Chairman and Clerk had received correspondence from Ann Elsmore complaining about roads. Further requests have been made to OCC Highways and Gary Wilcox regarding state of road at roundabout.

<u>362/16</u>	<p><u>TEMPORARY NOTICEBOARDS</u> When vegetation has been moved then Stuart Guest to survey area with CAT scanner to ensure safe to sink noticeboard holes.</p>	Stuart Guest
<u>364/16</u>	<p><u>ELDERBANK HALL PAVING/EXTENSION</u> Quote received of £1,984 plus VAT from P Hawkins for work advised by Cllr Glazier at meeting in March re replacing broken slabs/taking out tripping hazard on access ramp to Elderbank Hall. Unanimous agreement and Clerk to advise Mr Hawkins. Work to be undertaken in Easter break.</p>	Keith Glazier
<u>365/16</u>	<p><u>BUS SHELTERS ASBESTOS SURVEY</u> Savills have advised that no asbestos in shelters and hence no concerns. Information only in e-mail and no copy of report seen.</p> <p>Clerk still to contact OCC Highways to find out what limitations/rules there are regarding village signage.</p>	The Clerk
<u>366/16</u>	<p><u>PRIMARY SCHOOL CONVERSION TO ACADEMY STATUS</u> The school had Academy status on 1 March 2016. OCC have sent through official termination of agreement between BNPC and OCC re use of recreation ground by school. New agreement between BNPC and Oxford Diocese Schools Trust (ODST) signed and dated by Cllr Glazier and Cllr Shillingford in presence of Clerk at the meeting and dated 7 March 2016.</p>	
<u>367/16</u>	<p><u>UPDATE PURCHASE OF CLEANING EQUIPMENT</u> Dog poo vacuum received and working exceptionally well.</p> <p>Kyle has set up an e-mail address ‘village maintenance’ so residents can e-mail him to advise on specific areas to clean.</p> <p>Wheelie bin Hoover should be delivered next week.</p>	Stuart Guest
<u>368/16</u>	<p><u>MOWER SERVICING</u> Mower should be completed for week beginning 14 March.</p>	Stuart Guest
<u>369/16</u>	<p><u>HM THE QUEEN’S 90TH BIRTHDAY CELEBRATIONS</u> Cllr Shillingford has received confirmation from the Pageantmaster that our bonfire should be lit at 7.30pm. It is hoped the Brownie’s may lead singing by the bonfire. Arrangements for 12 June are currently still in discussion stage. The Clerk had received a quote for insurance to cover the event - £50 plus IPT which was unanimously agreed.</p> <p>The Clerk had also investigated commemorative gifts for children resident in village. Review on internet indicates mugs would be too expensive as only premium products available currently. Sample of two medals – preference for commemorative medal produced by Tower Mint Ltd of 32mm medal in bespoke blue card in Perspex case £1.99 each. Distribution to all children at village Primary School and those under 12 (up to and including year 6) living in the village. Clerk to arrange for flier to collate names of those children entitled. Councillors agreed a total budget of up to £400 to cover cost of memorabilia and expenses re Queen’s birthday celebrations.</p>	The Clerk
<u>370/16</u>	<p><u>WEBSITE UPDATE</u> Further review by Cllr Shillingford suggests that we may want to rebuild website in ‘Word Press’. To get the software package is £6.99 per month using the 1&1 web hosting we currently have. Kyle Anderson to be asked if he is interested in getting involved with set up. This is website package that has recently been used by Witney Town Council and Polly Inness would be willing to instruct in set up and use as having relevant experience.</p> <p>Kyle has advised that current package allows for unlimited web storage. The Clerk needs to provide agenda to be posted on website along with minutes. Also additional financial information required – it is not sufficient to just record payments in minutes – must have list of expenditure in excess of £100.</p>	Tony Shillingford/

	Clerk is requested to apply for grant re purchase of laptop/scanner from grant that is currently available (currently reliant on clerks own computer). May require further information from OALC.	The Clerk
<u>371/16</u>	<u>REPORT ON ELDERBANK HALL COMMITTEE MEETING</u> It was reported that a new fire door on the bank of the hall has been fitted. Looking also to source additional crockery. The Pre-School have asked to extend their hours of use of the hall. The secretary of the committee is looking into terms for this agreement (Hertfordshire County Council have model agreement) but with concern not to make a tenancy. Suggestion that one afternoon should be kept free for use by other organisations/village events. The AGM for the committee is Tuesday 19 April at EBH at 7.30pm.	
<u>372/16</u>	<u>WIDOWS FUEL ALLOTMENT CHARITY (THE POOR'S PLOT)</u> Written report from Fred Bellenger, trustee – The Trust paid out £12 each to 50 pensioners/widows last Christmas leaving a balance of roughly £730 in the account which we need to keep in case of any unforeseen events. Mr John Bosley is still our tenant as he has been for some time now and has an ongoing Agriculture tenancy agreement with the Trust.	
<u>373/16</u>	<u>WODC ENVIRONMENT OVERVIEW AND SECURITY COMMITTEE</u> Cllr Glazier has accepted an invitation to attend meeting on Thursday 24 March at 2pm. Cllr Postan will also be at meeting. Issues of acute bends in pipes at back of Chestnut Close (that impede flow) carrying waste from Minster Lovell and the fact that tankers were back at the SPS recently for 4 days when the pumps failed yet again.	
<u>374/16</u>	<u>REVIEW OF EFFECTIVENESS OF INTERNAL CONTROLS INCLUDING RISK ASSESSMENT</u> Councillors reviewed procedures and agreed internal controls in place effective and that levels of risk assessment reasonable. The Chairman signed off schedule of procedures.	
<u>375/16</u>	<u>REVIEW OF LEVEL OF FIDELITY GUARANTEE INSURANCE COVER</u> The Councillors agreed that the level of fidelity guarantee insurance cover at £50,000 is acceptable (Insurance with Zurich Municipal period insured to 3 August 2016).	
<u>376/16</u>	<u>CONTINUATION OF MEMBERSHIP OF OALC, OPFA AND COMMUNITY FIRST OXFORDSHIRE (FORMERLY ORCC)</u> Councillors agreed to continuing membership of above organisations and the Clerk is to raise subscription remittances of £162.32 (including VAT of £27.05), £40 and £55 respectively for signature at 4 April 2016.	

377/16 PLANNING APPLICATIONS

None for consideration.

378/16 PENDING PLANNING DECISIONS

14/0399/P/FP	David Wilson Homes (Southern) Land at Swinbrook Road Carterton	Erection of 66 dwellings with associated access, open space and landscaping. Creation of extension to Kilkenny Lane Country Park and link road. Grid ref: 427785 207723
15/03869/OUT	Mr David Moore Land west of Swinbrook Road Carterton	Upto 85 dwellings with associated access, public open space and landscaping, sports pitches and country park (extension to response to 11/12/15)

379/16 PLANNING DECISIONS

Granted:OCC MW/0149/15	Smith & Sons (Bletchington) Ltd Burford Quarry	Continuation of development at Burford Quarry
Granted: 15/04053/FUL	Mr Patrick Edwards 35-37 Station Road Brize Norton	Erection of one dwelling and associated parking (extension to response to 3.2.16)

380/16 ORDERS FOR PAYMENT

100947	16.00	Keith Glazier	February chairman's expenses
100948	260.00	Carolyn Peach	February clerk services
100949	271.68	Kyle Anderson	February village maintenance
100950	1,411.18	WODC	Grass cutting September/October 2015
100951	122.00	Shillbrook	Newsletter printing
100952	41.53	5A's Tool and Plant	Telescopic chainsaw hire
100953	2.71	A K Timms	Nails
100954	25.16	Carolyn Peach	Reimburse web site expenses
100955	132.00	BNS&SC	Post Office rental
100956	87.99	Stuart Guest	Dog poo vacuum
	£2,282.26	Total	

381/16 PAYMENTS RECEIVED

29/2/16	132.00	M Nwanze	Post Office rental
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382/16 OFFICIAL CORRESPONDENCE:

- a) Tower Mint Ltd – HM Queen's 90th birthday commemorative medal
- b) WODC – update to electoral register
- c) LexisNexis – pre-order Arnold-Baker Local Council Admin 10 £92 ('Yellow Book')
- d) PSE – Feb/Mar 16
- e) OALC – invitation to subscribe for 2016-17 £135.27 plus VAT (*to pay in April 2016*)
- f) Carterton Community March 2016 (final edition)
- g) Lee Bolton Monier-Williams – agreement BNPC/ODST for signing on 7.3.16
- h) OPFA membership 1/4/16-31/3/17 renewal £40 – to be paid April 2016

383/16 E-MAILS CIRCULATED IN MONTH

Rural Services weekly update ½, 8/2, 15/2, 22/2, 29/2

Rural Services bulletin opportunities 3/2, 2/3

Rural Services Special 2/2

Rural vulnerability – broadband 25/2

Rural vulnerability – transport 10/2

Rural Spotlight – Young People 24/2

WODC weekly planning lists

Public Sector Executive (PSE) '1/2, 4/2, 8/2, 11/2, 15/2, 18/2, 22/2, 25/2, 29/2

29/1 Tony Shillingford – HM The Queen's 90th birthday bonfire 21/4/16 initial thoughts

29/1 Parish Council Websites – advertising – funding available

29/1 WODC – GIS officer – map for PC/new academy agreement

29/1 OALC January update (printed off)

29/1 NHS 'Talking Health' sign up to Oxfordshire Clinical Commissioning Group

1/2 Community First Oxfordshire (formerly ORCC) – January e-newsletter

1/2 Cllr Alex Postan – re Thames Water contacts re TW strategic planning

- 1/2 Christine Chapman, Cottsway – ownership of graveyard
- 1/2 WODC Dave Austin confirmation increase in grass cutting by RPI – currently 3%
- 2/2 RAF BZN – re bonfire planned 21/4/16 – in general agreement
- 2/2 Zurich Insurance – re bonfire planned 21/4/16 - £50 plus tax
- 5/2 SLCC courses
- 6/2 Garry Griffin – taking on compiling quarterly village newsletter
- 6/2 Tony Shillingford – allotment tidy up
- 7/2-12/2 RAF BZN proposal to open crash gate 3-0/Keith Glazier response
- 8/12 WODC press release re car parking consultation
- 8/2-25/2 Community First Oxfordshire – Neighbourhood Planning roadshow – 16 March 2016, Chesterton Community Centre 10am-2.30pm £5
- 10/2-15/2 Ian Blaney, Lee Bolton Monier-Williams – solicitors for ODST/Primary School academy re recreation ground agreement amendments
- 11/2 Keith Glazier – fwd e-mail Laurence King – Drone shots of Shilton bunds in action
- 12/2 Pageantmaster - Registration of bonfire 21/4/16 – PC contact Tony Shillingford
- 12/2 WODC press release 15/4-17/4 Welcome Open Weekend (WOW)
- 13/2 ‘A Clear Sign’ – advertising to clean road signs
- 17/2 OPFA winter newsletter
- 17/2 OCC chief legal officer and monitoring officer – termination licence 6/10/05 with school
- 17/2 RAF BZN LCWG minutes 18/1/16 – next meeting 16/5/16 7pm
- 22/2 WODC Simon Wright – Environment overview and scrutiny committee meeting Thursday 4 March 2016 2pm invitation to attend to speak with Thames Water
- 22/2 OCC Oxfordshire Together news (printed off)
- 22/2 Northmoor clerk response to ‘A Clear Sign’ e-mail
- 23/2 Ann Elsmore – pothole complaint (*actioned by message to Highways – PEM 732487 roundabout potholes/road surface, 732489 Astrop bends*)
- 24/2 RAF BZN follow up to ‘disturbance attitude’ survey – completion by 16/5/16
- 24/2 WODC press release – modest council tax rise to protect services’
- 25/2 WODC press release – devolution deal
- 25/2 Will Benbow – response re 29/1 e-mail – football pitch, masterplan, balancing ponds
- 25/2 Termination of agreement 6/10/05 (*signed KG 28/2/16, witnessed CSP*)
- 26/2 OALC February newsletter (printed off)
- 26/2 Bruno Peek, Pageantmaster – lighting time for bonfire – 7.30pm 21/4/16
- 29/2 CPRE Oxon newsletter

<u>384/16</u>	<u>OCC GRASS CUTTING</u> Concern expressed about the ‘cost shunting’ of expenses from County to the District and Parish Councils. Clerk is requested to ask for meeting with OCC officials as intimated in ‘Working Together’ literature.	<u>ACTION</u> The Clerk
<u>385/16</u>	<u>SCHOOL ROAD CROSSING</u> The Clerk is asked to pursue issue of school crossing with school by writing to governors and head mistress. Concern about children leaving school from double gates on Station Road rather through single gateway behind protective barrier.	 The Clerk
<u>386/16</u>	<u>NEIGHBOURHOOD WATCH</u> Cllr Way asked if Brize Norton was in a Neighbourhood Watch area. Advised this was a voluntary scheme which is linked to police and local PCSO’s. Did engender a sense of community. Suggestion that included as article for June newsletter to find if anyone interested in setting up a group. PCSO Richard Connor does visit school where works in collaboration with staff in education.	 The Clerk
<u>387/16</u>	<u>NEWSLETTER DISTRIBUTION</u> The Clerk is asked to review the newsletter distribution list so that Councillors have best area to deliver in relation to addresses.	 The Clerk

<u>388/16</u>	<u>REPATRIATION PARKING SIGNS</u> The Clerk requested to chase up previous query regarding removal of the larger repatriation parking signs.	<u>ACTION</u> The Clerk
<u>389/16</u>	<u>CHAINLINK FENCE CARTERTON ROAD</u> The chain link fence on the Carterton Road is getting increasingly tatty. Not raised at LCWG meeting; the Clerk is asked to write to RAF BZN Station Commander.	The Clerk
<u>390/16</u>	<u>THANKYOU RECORDED</u> Stuart Guest asked that a thank you be recorded to Jason Peach for his assistance in moving all the vegetation from the Minster Road hedge clearance.	

There being no further business the meeting was closed at 9.15 pm. Date of next meeting Monday 4 April 2016 at 7.30 pm (note this proceeds after the allotment meeting).

Signed as true and correct record of the meeting by Pip Squire 4 April 2016.