

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 3 July 2017 at  
7.30 pm at The Sports Pavilion, Brize Norton

<u>102/18</u>	<u>PRESENT</u>	<u>ACTION</u>
	Pip Squire, Laurence Taylor, Ben Champion, Wendy Way, Stuart Guest, Les Goble, Cllr Alex Postan, Carolyn Peach	
<u>103/18</u>	<u>APOLOGIES</u>	
	Tony Shillingford (holiday), Andrew Ball (arrived late), Cllr Nicolas Field-Johnson	
<u>104/18</u>	<u>DECLARATION OF INTERESTS</u>	
	No declarations.	
<u>105/18</u>	<u>MINUTES</u>	
	Minutes of the meeting on June 2017 were agreed and signed by the Chairman as a true record.	
<u>106/18</u>	<u>PUBLIC PARTICIPATION</u>	
	There was none.	
<u>107/18</u>	<u>CHAIRMAN'S MEETINGS</u>	
	None to report.	
<u>108/18</u>	<u>DISTRICT AND COUNTY COUNCILLORS' REPORTS</u>	
	No report had been received from Cllr Nicolas Field-Johnson.	
	Cllr Alex Postan reported that Robert Courts had been re-elected as Witney Constituency MP with an increased majority over the by-election result.	
	WODC have published a response to Unitary Proposals, Cllr Postan will circulate.	Alex Postan
	Concern that with services being outsourced - a sub-committee has been set up which recognises UBICO provide efficiency in respect of finance but downside with loss of local knowledge.	
	Cllr Postan advised that the selection procedures for WODC councillors for election 2018 has started.	
	Issue of pavement sweeping was raised. Even though coming through village it is noticed that the pavements are not being swept. Cllr Guest to record observations and forward to clerk/Cllr Postan.	Stuart Guest/ The Clerk
<u>109/18</u>	<u>NEIGHBOURHOOD PLAN UPDATE</u>	
	Les Goble reported that the information from the April workshop had been processed and used to write two feedback documents – a feedback analysis and a feedback data form. The Chairman asked that prior to uploading to website that councillors are able to see and comment on the documents. Les Goble went through documents circulated at meeting and a couple of comments/spelling adjustments were made for clarity. Data to be printed out and then put on poster at Village Bash. Discussion over what people say they want but what is current behaviour – ie Post Office. Feedback that residents want this facility but currently not using resource we have.	
	The application for the grant is to be completed on-line. And to be submitted by 12 July. Calendar of process has been reviewed by Hilary of CFO. Cllr Squire to review and share with council before submission. All councillors asked to review and respond by Friday 7 July.	Wendy Way/ Pip Squire/ All
	A small group of volunteers is to meet Wednesday 5 July to move project on and discuss the collection of evidence and collating of data. A SWOT (strengths,	

	<p>weaknesses, opportunities and threats) analysis to be prepared for a number of areas including biodiversity of flora and fauna, soil analysis, water flooding, material assets, air quality. CFO have a lot of resources that can be used.</p> <p>From meeting on 5 July hope to be able to confirm interest of those to be on steering committee and ensure they have read terms of reference of committee. Wendy Way to circulate names by e-mail for approval by Councillors. Dr Phil Holmes has stood down from the committee.</p> <p>Questionnaire template drawn up and being 'road tested' prior to circulation to village. CFO have recommended on their experience of collecting information that questionnaires are hand delivered as opposed to an electronic version. Wendy Way asked for confirmation from Councillors that they could commit to delivering questionnaires. Further discussion on this at August meeting when also have a copy of draft questionnaire which can be discussed/tweaked as necessary so that at September meeting can confirm 'good to go'. Regarding distribution it would be good to have badge identification for people delivering and also notify Andy Ball (TVP) taking place. The Clerk is asked to check insurance cover for councillors/volunteers delivering.</p> <p>Andy Ball attendance from 8.30pm.</p> <p>Les Goble has had further phonecall with Steven Harness, RAF BZN DIO planner regarding two aspirations for crossing of MoD land (access to medical centre) on Carterton Road and nature trail on buffer strip. Les Goble to mark up a map to circulate to councillors on proposed positioning. With agreement from RAF can then go back to Savills/Bloor. Although the RAF has a wire fence the boundary they like to have is 50m outside of that. Acceptance that in an emergency access would be blocked/revert to MoD control.</p> <p>Les Goble had spoken with Burford Town Council regarding 'experience' so far in progressing Neighbourhood Plan after Cllr Nicolas Field-Johnson had asked for his assistance. The Chairman thanked Les for giving of his time to promote the process and establishing links with neighbouring councils. The Chairman thanked Les and Wendy for all their work.</p>	<p><u>ACTION</u></p> <p>Wendy Way</p> <p>The Clerk</p>
<u>110/18</u>	<p><u>BURFORD ROAD SPEEDING ISSUES</u></p> <p>Cllr Ball has signs (lots of them!) produced by speed watch initiative. Care must be taken as to where they are put up to ensure they do not obscure vision. May require posts to be purchased from Timms. Up to 40 posts agreed. Can be used on all entrances to village, not just along Burford Road.</p> <p>Cllr Postan left meeting at 8.50pm.</p>	<p>Andy Ball</p>
<u>111/18</u>	<p><u>UPDATE ITEMS WITH OCC, EA AND STREET LIGHTING CLOCK</u></p> <p>Roundabout at Elm Grove had been reported to Highways and on FixMyStreet.</p> <p>Clerk to follow up EA correspondence re pollution of stream.</p> <p>Cllr Guest has spoken with Ralph Davies regarding provision of smart meter and arranging for an SSE engineer to modernise/put in a separate meter.</p>	<p>The Clerk</p>
<u>112/18</u>	<p><u>PAVILION REPAIRS</u></p> <p>Quotes for glazing work not available. Cllr Taylor to organise.</p> <p>Plumbing work in progress and flue through roof has been repaired.</p>	<p>Lawrence Taylor</p>
<u>113/18</u>	<p><u>CLERK VACANCY</u></p> <p>Interview panel – Cllrs Shillingford, Ball and Way. Clerk is asked to contact candidates to establish availability for interviews and circulate cvs to interview panel and chairman.</p>	<p>The Clerk</p>

<u>114/18</u>	<u>S106 PROGRESS UPDATE</u> Cllr Squire to contact solicitors to establish progress.	<u>ACTION</u> Pip Squire
<u>115/18</u>	<u>ELDERBANK HALL LETTING TO PRE-SCHOOL</u> Further information from Elderbank Hall Committee indicates that hire to pre-school represents 47% of total income (in region of £7,800) in year end 31 March 2017. Councillors were made aware that the pre-school had had a recent Ofsted report but not certain if grading had been impacted by building facilities offered. The Clerk to circulate report to Councillors to ensure Cllrs Guest and Taylor have information prior to EBH committee meeting on 18 July 2017. Councillors would like to promote Elderbank Hall by having separate page on council website.	The Clerk  Stuart Guest/ Lawrence Taylor
<u>116/18</u>	<u>LOCAL PLAN HEARINGS JULY 2017</u> Cllr Pip Squire and Les Goble to attend hearings on 12 July when discussion of Carterton sub-area.	
<u>117/18</u>	<u>VILLAGE BASH – 9 JULY 2017</u> Councillors asked if they would deliver leaflets to promote the village bash.	
<u>118/18</u>	<u>INSURANCE RENEWAL</u> Zurich Insurance have quoted policy renewal fee of £1,066.20 from 4 August 2017 that had previously been circulated to Councillors. The Clerk had added computer equipment to the policy which is a fixed price for 5 years. Unanimous agreement to expense. Clerk raised cheque.	
<u>119/18</u>	<u>REVIEW OF POLICIES AND PROCEDURES</u> Work by Clerk incomplete so policies on complaints procedures, handling requests under Freedom of Information Act 2000 and Data Protection Act 1998 and dealing with press and media to be forwarded to Councillors prior to August meeting for their review and approval at meeting.	The Clerk

#### 120/18 PLANNING APPLICATIONS

17/01993/S73	Will Benbow (Savills) Grange Farm Barns Burford Road	Variation of condition 5 of planning permission 17/00154/FUL to allow working hours to commence from 7.30am rather than 9am.
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Discussion re 17/01993/S73 to relax condition set regarding working hours. Support by the Council for the initial application was based on a response from Savills that detailed the working hours. As the planning application is adjacent to a residential area it was considered that residents should not have to expect early disruption. It was thought that harvest would not start at such an early daily time that would necessitate access at 7.30am. Councillors were also aware of a petition being raised objecting to this application. Councillors OBJECT to application but to add to response that if WODC are minded to grant application that working hours for construction of barn are set at 9.00am to 5pm with no revision as these are normal working hours.

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

#### 121/18 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
16/02155/FUL details provided re discharge of conditions 4,6 &8	Cottsway Housing Assoc Land at The Fosseyway	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.

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
17/01409/HHD 17/01410/LBC	Yew Tree Cottage 60 Station Road Brize Norton Mr and Mrs P Granville	Conversion of small barn to workshop/store Internal and external works to barn

#### 122/18 PLANNING DECISIONS

Refused: 17/00699/OUT 15/03869/OUT  Withdrawn: 17/01253/HHD	The Agent Land West of Swinbrook Road Carterton Mr C Dyer Malthouse Burford Road Brize Norton	Outline application for up to 115 residential dwellings, up to 100sqm charity office space, extension to Country Park and associated landscape enhancements. Alteration and erect single storey extension
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#### 123/18 ORDERS FOR PAYMENT

101092	305.19	Kyle Anderson	June village maintenance/website £42
101093	200.00	Carolyn Peach	June Clerk services
101094	21.58	5A's Tool and plant hire	Tennis white marker
101095	735.44	WODC	Grass cutting 5/17
101096	1,066.20	Zurich Municipal	Insurance 4/8/17-3/8/18
101097	134.64	Shillbrook	Neighbourhood plan copying
101098	157.50	Stuart Guest	Reimburse for 30 chairs - IKEA
101099	165.00	HMRC	PAYE/NI mtha 1-3
101100	12.95	A K Timms	Key/grass seed
	<b>2,798.50</b>	<b>Total</b>	

#### 124/18 PAYMENTS RECEIVED

1/6/17	7.91	WODC	Interest on investments
20/6/17	2,195.71	HMRC	VAT year end 31 March 2017
	<b>2,203.62</b>	<b>Total</b>	

#### 125/18BANK BALANCE

<b>BANK BALANCE</b>	£
Current a/c balance at 29/6/17	10,183.97
Total order for payments	2,798.50
Total receipts	<u>2,203.62</u>
Bank balance at 3 July 2017 after payments	9,589.09
WODC investment	<u>31,700.00</u>
Total funds at 3 July 2017	<u><u>41,289.09</u></u>

#### 126/18 OFFICIAL CORRESPONDENCE

- (a) Glasdon litter bins brochure
- (b) Guideposts – request for support for projects in Witney and Carterton
- (c) Oxfordshire Adult learning – prospectus at Abingdon and Witney College
- (d) PSE magazine

#### 127/18 E-MAILS CIRCULATED IN MONTH

Rural Services weekly update 5/6, 12/6, 19/6, 26/6(not circulated), PSE – 1/6, 5/6, 7/6, 12/6, 15/6, 19/6, 22/6, 29/6(not circulated)

- Rural vulnerability – Transport 28/6/17  
Rural spotlight on the economy 22/6/17 (not circulated)  
Rural spotlight on health 22/6/17 (to WW)  
Oxfordshire Community and Voluntary Action – 1/6, 8/6, 15/6, 22/6 (to WW)  
Oxfordshire Clinical Commissioning Group – Talking Health 2/6, 16/6(to WW)  
1/6 PS update re maintenance of SUDS infrastructure  
1/6 Confirmed registration PS, LG ‘Emerging Communities’ conference, Banbury 4/7/17 10am  
2/6 OALC AGM 3/7/17 – agenda and annual report  
2/6 Jeremy Briars – correspondence with Cairo Nickolls  
2/6 Wychwood Project – free open days  
2/6 OALC, Steve Parkinson – response re VAT query on provision of broadband to the pavilion.  
3/6 PS – draft re Lagan Homes planning application response for consideration  
5/6 Elderbank Hall committee – year end accounts to 31.3.17  
5/6 Margaret Headd, Witney job centre re clerk vacancy  
5/6 N Field-Johnson OCC report for meeting  
5/6 NHS, Oxfordshire Clinical Commissioning Group – support/work with Neighbourhood Plan (to LG)  
6/6 OCC TTRN – notice temporary closure Carterton Road 16/7-20/7  
7/6 Rosie Morton, WODC confirmation to speak on matter 12 at stage 3 hearings  
8/6 WODC broadband procurement has started  
8/6 Les Goble – traffic in Brize Norton  
9/6 WODC press release – investment in Carterton Leisure Centre – indoor trampolining park  
12/6 PS- BNPC response to planning application 17/01394/FUL  
13/6 Elderbank Hall Committee – opinions required on increase in pre-school hours  
13/6 OCC – Historic Landscape Characterisation officer – free resource for use  
14/6 Oxfordshire Radcliffe Hospitals Charitable Funds – looking for volunteers article for newsletter  
14/6 PS – BNPC written submission to planning inspector for stage 3 hearing – Matter 12  
15/6 Rosie Morton, WODC planning inspectorate – confirmation of receipt of written submission  
15/6 Rural service network – rural England survey  
19/6 Elderbank Hall Committee – responses re queries on EBH accounts/usage  
19/6 CPRE – confirmation of BNPC membership termination  
19/6 TS – broadband costs re pavilion  
20/6 Rural Services network – conference 5-6/9/17, Park Campus, Cheltenham  
21/6 ‘The Repair Shop’, advertising for TV programme requiring items for repair  
22/6 Rosie Morton, WODC planning inspectorate – local plan examination timetable/programme

<u>128/18</u>	<u>RECONCILIATION OF BANK STATEMENT BALANCE TO CASHBOOK</u>	<u>ACTION</u>
	Cllr Campion confirmed that the bank statement balance was in agreement to the balance recorded on the cash book bank reconciliation.	
<u>129/18</u>	<u>WAR MEMORIAL VERGE POSTS</u> Quote received for installation of bollards by Alan Bower £540 plus VAT. Unanimous agreement to work to be done. The Clerk and Cllr Guest to co-ordinate work and posts delivery.	The Clerk/ Stuart Guest
<u>130/18</u>	<u>RECREATION GROUND RABBIT PEST DAMAGE</u> Mr Fred Bellenger had reported that rabbits burrowing was causing issues with mowing and maintenance of the surface of the recreation ground. The Clerk is instructed to enquire into pest control measures – ferreting club Hants and Berkshire.	The Clerk
<u>131/18</u>	<u>WODC GRASS CUTTING CONTRACT</u> Cllr Guest advised that areas were being missed by grass cutting contractors. The Clerk advised we were on a three year contract with UBICO/WODC that had been taken out in October 2015. Cllr Guest is requested to keep a record of areas missed so that come October 2017 a factual report can be presented on performance. Cllr	Stuart Guest

	Guest also asked when OCC would be cutting the verges outside the 30mph limits. The Clerk advised that she does not normally receive notification. To e-mail Highways.	<u>ACTION</u> The Clerk
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There being no further business the chairman declared the meeting closed at 9.45 pm.

Date of next ordinary meeting Monday 7 August 2017 at 7.30 pm.

*Signed as a true and correct record by Pip Squire on Monday 7 August 2017*