	BRIZE NORTON PARISH COUNCIL Minutes of the Parish Council Meeting of the Parish Council on Monday 2nd December 2019 at 7.30 pm at The Sports Pavilion, Brize Norton	
199/20	PRESENT Cllr Glazier - Vice-chair, Cllr Campion, Cllr Goble, Cllr Squire, Cllr Postan (WODC), Alison Riseley – clerk Members of the public: Carol Fothergill	ACTION
200/20	1 – APOLOGIES Cllr Way – Chairman, Cllr Woodward, Cllr Field-Johnson (OCC), Cllr Woodward,	
201/20	2.1 - DECLARATION OF INTEREST Cllr Campion declared an interest in the 'Humble Bumble Café', which was not itemised on the agenda this month.	
202/20	2.2 – TO DECLARE ANY PECUNIARY OR OTHER INTEREST ON THE AGENDA No other pecuniary or other interests were declared.	
203/20	3 – MINUTES The minutes of the Parish Council Meeting on Monday 4th November were agreed and signed. Cllr Squire proposed and Cllr Goble seconded. All councillors agreed. The motion was passed.	Clerk to scan and post to website
204/20	4.1 – PUBLIC PARTICIPATION No public participation at this time.	
205/20	5 – DISTRICT AND COUNTY COUNCILLORS REPORTS Cllr Postan announced that the poplar tree is on order and should arrive around the 2nd week of January. The Council would like to thank Cllr Postan for his generosity in arranging this and would like him to pass on our thanks to our generous benefactor, who prefers to remain anonymous.	

WAW 6/1/20

	Cllr Field-Johnson OCC sent his report (attached as Appendix D).	
206/20	6 – RECORDS OF COUNCILOR'S MEETNGS Cllr Glazier (as Chair of Bampton Flood Prevention Group) and Cllr Goble (representing the Parish Council) attended the LCWG meeting at RAF BN on Wednesday 20th November. This meeting was held at RAF Brize Norton and was attended by various members of the RAF, Civilian Contractors, and representatives from the Parishes that surround, or are affected by, the base. Many items were covered but highlights were: - • 66 flying complaints July – October but none about EGR • Last two A400 due within next couple of years bringing fleet up to 21 • Night flying using goggles, predominately held at Abingdon and Little Rissington as they have no lighting • Runway due for complete resurface in 2025 • It would appear that the RAF/MOD do not have Succession Plans in place for many topics. They are currently trying to record riparian owners and the extent of the land over which they own the Freehold. Cllr Glazier and Cllr Goble are now working with the MOD to achieve this objective in Brize Norton • No drone flying permitted within a 5km zone from the center of the runway The Clerk commented on the successful naming ceremony of the streets in Brize Meadow on Sunday 10th November 2019. A suggestion was made to repeat the process for further road openings, possibly annually.	
207/20	7.1 – COMMITTEE REPORTS – NEIGHBOURHOOD PLAN STEERING COMMITTEE Cllr Goble submitted his report (APPENDIX E.1) Cllr Squire asked Cllr Goble to resolve an issue regarding grant payments. The Clerk has contacted Savills and Christchurch to hold a meeting to agree the Sports Pitch contract, Lease Fields and Neighbourhood Plan. Cllr Postan left the meeting at 7:55pm.	

/20	7.2 – COMMITTEE REPORTS - BRIZE MEADOW UPDATE No meetings have occurred this month, so there is nothing to report at this time. There will be another meeting on 23rd December to discuss surface water culverts.	
209/20	7.3 – COMMITTEE REPORTS – HIGHWAYS - TRAFFIC AND SPEED PROGRESS IN BRIZE NORTON/ OCC HIGHWAYS Cllr Goble submitted his report (APPENDIX E.2) The Council discussed the possible removal of damaged speed cushions on Station Road and Minster Road because of their ineffectiveness. The existing speed cushions are eroded and both drivers and residents of the parish have approached the councillors about safety concerns and damage to cars. Statistics were quoted from the Neighbourhood Plan in support of this proposal. It was noted that the current practice for build outs (chicanes) do not include speed cushions. Three options suggested by Cllr Goble were to 1) do nothing 2) remove them in Station Road 3) remove them in both Station Road and Minster Road The Council suggested putting the case forward as a safety issue to the County Council to have them removed.	Cllr Goble to go back to contacts and explore costs, options and process with OCC.
210/20	8.1 – DISCUSSION AND DECISIONS – TO DISCUSS DRAIN REPAIR The Council has received two quotes for the repair of the drains outside the Pavilion between FW2 and FW3 on the OPC Drain Service Map. DynoRod quoted to reline the existing drain (£8,760.00) Mr J Peach quoted to excavate and replace the drain to the correct standard. (N.B. This would be required when the Pavilion is rebuilt). (£7,380.00) The Council agreed that Mr. Peach's quote was more comprehensive and would save money in the long term. Funding to be taken out of reserves.	Clerk to inform Mr. Peach and ask for date for work. Clerk to inform tenants.

WAW 6/1/

211/20	8.2 – DISCUSSION AND DECISIONS – TO DISCUSS USING MARY ELLIS'S NAME WITHIN BRIZE MEADOW As the Council are using the names of Brize Norton WWI fallen, and later the WWII fallen (two names), Cllr Goble suggests that the Council should also use the name of 'Mary Ellis', known as 'A Spitfire Girl'. Recently, Cllr Goble has discovered multiple links with Mary Ellis, with Brize Norton village. Cllr Goble suggests that the Council use her name for either a significant road or possibly The Greenway, which runs through the centre of Brize Meadow, (possibly dedicate one of the three 'public pieces of Art' to her?) or name the Country Park Extension after her? Could the Council consider a 'Blue Plaque' outside The Manor (subject to the current owners agreeing)? (The Council will need to consider naming the "Country Park Extension" soon as the first stage hand-over will be in 2020). The Council unanimously agreed to use the name of Mary Ellis for naming of an area on the Brize Meadow complex.	Cllr Goble to contact Bloor Homes of our discussion.
212/20	8.3 – DISCUSSION AND DECISIONS – TO DISCUSS NAMES FOR THE HIGH SHERRIF'S AWARD No names have been suggested so far.	
213/20	9.1 – PROGRESS REPORTS – BUS SHELTERS The Clerk has informed the Council that the Contractor should start on the repair of the bus Shelters on Tuesday 3rd December 2019. The Clerk has informed Stagecoach bus company regarding temporary bus stops along this section of the route. During the meeting, the asbestos report was delivered with quotes for disposal of the materials. The Council unanimously agreed to The Council unanimously agreed for Mr Hawkins to carry out the work.	
214/20	9.2 – PROGRESS REPORTS – GIGACLEAR UPDATE Cllr Goble commented that there was no further update.	

WAW 6/1/20

/20	9.3 – PROGRESS REPORTS – CONTRACT WITH BNS&SC The Clerk has e-mailed the solicitors twice within November and has yet has had no reply.	Clerk to contact Welch and Stammers to press on with this contract.
216/20	9.4 – PROGRESS REPORTS – BUILDINGS DEVELOPMENT PLAN Cllr Squire has not progressed with this item. Cllr Goble included information relating to the history of the Elder Bank Hall under APPENDIX F.	
217/20	9.5 – PROGRESS REPORTS – PRE-SCHOOL TENNIS COURT GATES Cllr Way informed the Council about the gates the Pre-school have installed in the tennis courts as previously agreed by the Council.	
218/20	9.6 – PROGRESS REPORTS – CLERK & WEBSITE ADMINISTRATOR APPRAISALS Cllr Goble to forward appraisal forms to clerk and website administrator. Cllr Goble to try and arrange appraisals during December with either Cllr Glazier or Cllr Way.	
219/20	9.6 – PROGRESS REPORTS – MAINTENANCE UPDATE Cllr Glazier updated the Council about the maintenance of the village. The leaf blower needs a new pipe, which he has arranged for repair. Cllr Goble handed over a plan of the proposed planting scheme in Brize Meadow (dated November 2019) to Cllr Glazier for the handyman's opinions about planting and maintenance.	Cllr Glazier to report back to Council.
220/20	10 – PLANNING There were no new planning applications. The Planning applications 19/02121/RES, 19/02185/RES, relating to Brize Meadow and 18/03047/S73 relating to Grange Farm had been decided and were successful. The Clerk has circulated correspondence relating to 19/02605/HHD From WODC and a local resident.	Cllr Squire has drafted a

WAW 6/1/202

	The Clerk informed the Council that the planning department at WODC will no longer send a hard copy of planning applications. They will send the details by e-mail and a paper copy can be provided on request. The Clerk will examine planning records held by the Council and dispose of ones that are no longer needed and are unlikely to be required in the future.	response to WODC requesting hard copies of larger planning developments.
221/20	11.1 – FINANCE Consider payments to be made (see attached Appendix B).	Payments were approved. Clerk to pay invoices.
222/20	11.2 – TO EXAMINE THE BANK ACCOUNTS DURING SEPTEMBER The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
223/20	11.3 – TO DISCUSS THE DRAFT BUDGET FOR FY 2020/21 Cllr Squire has studied the accounts with the Chairman and the Clerk. He shared his recommendations with the Council (attached as appendix E). Clerk to update accounts and sent to Cllr Squire to check.	Clerk to contact Keith Butler (WODC) to check that houses in Brize Meadow are allocated to Brize Norton
224/20	12 – CORRESPONDENCE Consider other correspondence during this month. The Council has requested for the Clerk to bring specific correspondence to their attention, but not to attach the entire correspondence listing. The Council discussed the recent break in at the Pavilion. Mrs Campion had submitted a proposal to the Council for additional security cameras.	Clerk to contact Mr Gush to suggest that the cost should be shared equally between Council & tenants (BNS&SC & Humble Bumble Café).
225/20	13 - ITEMS IDENTIFIED FOR DECEMBER'S AGENDA (See attached Appendix A). No additional items identified. Other items for future discussion, after further investigation or appropriate timings are under Appendix A.	

There being no further business the Chairman declared the meeting closed at **9.23** pm.
Date of next Parish Council Meeting **Monday 6th January 2019** in **The Pavilion** at **7:30pm.**

WSW 6/1/20

PENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 225/20:

- Cllr Goble – NP
- Cllr Goble – OCC Highways
- Cllr Campion, Cllr Goble and Cllr Squire – Christchurch/ Bloor Homes Planning
- Cllr Squire – planning
- Cllr Squire – consider the precept
- Cllr Squire – report back with updates regarding contracts with BNS&SC and PO.
- Tim Gush to present updates to the BNS&SC
- Cllr Squire – Elder Bank Development Strategy
- Cllr Glazier – VE Day celebrations
- Cllr Squire – Budget
- Cllr Squire – Elder Bank Development Plan
- Cllr Campion – security cameras for Pavilion

APPENDIX B - FINANCE *221/20 & 222/20:*

AGENDA ITEM 11.1

~~101427~~	~~£60.00~~	~~Barbie Thorne~~	~~Royal British Legion Wreath donation CANCEL~~
101428	£50.88	Clerk	Printer ink
101429	£358.00	McCrackens	Grass cutting in October
101430	£182.70	Payman	Payroll processing October -March
101431	£49.29	Les Goble	4 wreaths for Brize Meadow
101432	£70.00	TCG	NP VCA Brochure
101433	£323	Handyman	November wages
101434	£308.64	Clerk	November wages
101435	£70.64	Website	October (£53.39) & November wages
101436	£60.00	Royal British Legion	Royal British Legion Wreath donation
101437	£35.96	Website	1&1IONOS
101438	£35.85	Clerk	Items for meeting in December
101439	£233.86	AK Timms	Supply for repair of doors for Pavillion
101440	£150		Repair of doors for Pavillion
101441	£200	Humble Bumble Cafe	Repair of electrics
	£1509.11	**TOTAL**	

PAYMENTS RECEIVED

	£		
	£	**TOTAL**	

WAW 6/1/2

AGENDA ITEM 11.2

GENERAL INCOME & EXPENDITURE

Balance	01/04/2019	£	9,853.70
Less o/standing cheques		£	-
Add o/standing lodgements		£	-
		£	9,853.70
Receipts		£	26,953.99
Payments		£	23,495.89
Plus Transfers			
Balance	18/11/2019	£	13,311.80
Plus o/standing cheques		£	2,695.81
Cash in Bank	18/11/2019	£	16,007.61
Current Account	18/11/2019	£	16,007.61

0.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2018	£	29,700.00
Plus Receipts		
Less Transfers		
Current Reserves	£	29,700.00

AVAILABLE FUNDS

General Funds	£	13,311.80
WODC Reserves	£	29,700.00
TOTAL FUNDS	£	43,011.80

W.A Way
6/1/2020
8

PENDIX C - PLANNING 220/20:

,GENDA ITEM 11

NEW PLANNING APPLICATIONS:

PENDING PLANNING DECISIONS

19/02605/HHD		Mr D. Bond Keilder 28 Station Road, Brize Norton	Drop kerb **Registered: 4th October 2019** **Under Consideration**
19/02587/LBC		Mr Nick Henry Middle Barn, 24 Carterton Road Brize Norton	Replacement of existing front door/windows. Planning (Listed Building and Conservation Areas) Act **Registered: 25th October 2019** **Under Consideration**

DECIDED PLANNING DECISIONS:

19/02121/RES		Mr Andrew Winstone Land East of Monahan Way Carterton	Reserved matters application for phase 1C comprising of 33 dwellings with associated landscaping, highway, drainage and infrastructure. **Registered: 22nd July 2019** **Decision: Approve Tues 5th November 2019**
19/02185/RES		Mr Jon Bryan Land East of Monahan Way Carterton	Reserved Matters application for the provision of the spine road throughout development including two links between principal access points and a pedestrian footway link, all connecting to Monahan Way. **Registered: 15th July 2019** **Decision: Approve Tues 5th November 2019**
18/03047/S73		Mr W Benbow Grange Farm Burford Road Brize Norton	Non-compliance with condition 3 of planning permission 17/00154/FUL to allow revised plans (Retrospective) **Registered: 12th October 2018** **Decision: Approve Tues 5th November 2019**

APPENDIX D – OCC REPORT 205/20:

REPORT TO BRIZE NORTON PARISH COUNCIL - NOVEMBER 2019
FROM CLLR NICHOLAS FIELD-JOHNSON

1. County council backs proposals for integrate health and social care system

Proposals for a new 'integrated care system' for Oxfordshire designed to improve health and social care services were welcomed by the county council's Cabinet. The new joined-up health and care system will also cover Buckinghamshire and Berkshire West. A draft of the five-year plan for an integrated care system has been published and is due to be submitted to NHS England in November.

In the draft plan, the NHS and local authorities in the three areas have committed to planning health and care services around individual needs. Health and care organisations will work collectively to help people enjoy better health by focusing on preventing illness and improving care for those who need it.

The principle of 'local first' has been established, with community-run services a vital part of the integrated care system. GP practices will become part of 'primary care networks' that serve communities of around 30-50,000 people. By working together, GP practices will offer access to a wide range of local services, such as NHS and social services, as well as services provided by voluntary groups.

These care networks will also be part of larger 'integrated care partnerships' – one for each of the three county areas, including Oxfordshire. The partnerships will join up local hospital and mental health services with council and community services.

2. Oxfordshire backs ambitious regional transport and connectivity plan

Oxfordshire County Council has endorsed the development of a strategy which sets out a vision for a regional zero-carbon transport network by 2050. England's Economic Heartland is currently engaging on the first stage of a region-wide strategy which sets out a vision for the development and investment in 'connectivity' - the ability to travel and communicate – across an area which stretches between Swindon and Cambridgeshire. The strategy will be out for full public consultation in 2020 and will set out the region's strategic infrastructure needs to both Government and the private sector. Oxfordshire County Council's Cabinet discussed its response to the outline strategy this week. Oxfordshire communities invited to bid for £1m fund to provide youth services.

3. **Oxfordshire communities invited to bid for £1m fund to provide youth services**

Voluntary and community organisations are being invited to bid for a share of Oxfordshire County Council's new £1m Youth Opportunity Fund. The fund is aimed at groups that can provide activities and opportunities for young people between the ages of 11-18, and 11-25 with special educational needs.

Feedback from Oxfordshire residents' points to strong support for improving community-run youth services. This new fund is available to help existing projects expand and new ones get started. Grants of up to £70,000 are available.

By offering start-up funding in previous years, the council has already helped many community-run groups provide support for younger children and families. Now the aim is to do the same for youth services.

Community-run youth schemes complement the work of the county council's children's services, which target resources at young people and families with additional needs and those at risk of abuse and neglect. The council also has a desire for more youth clubs to be established.

The county council believes communities are well placed to provide universal services and this is already an established model in Oxfordshire.

A fund was launched in 2016 to provide grants for local groups to start services for children such as 'stay and play', with the creation or continuation of around 40 projects. A similar fund was created for voluntary and community groups to start up day services for older and disabled people in Oxfordshire.

Cllr Nicholas Field-Johnson
nick.fieldjohnson@oxfordshire.gov.uk and nfjuk3@gmail.com

APPENDIX E – REPORTS FROM CLLR GOBLE – DECEMBER 2019

E.1 207/20: NEIGHBOURHOOD PLAN

1) CFO are completing the final policies ready for submission to WODC for them to overview before official submission.

2) Steering Group are writing 'Local Green Space' (LGS) applications using the 'Cotswold Tool Kit' which has been approved by WODC. Awaiting Land Registry details about areas 9, 4 and north west corner of area 5 (to be called area 10).

3) Map attached of application areas. Areas 7 & 8 are not being put forward at the moment. Area 8 will be put forward once the Parish Council know the extent and location of the land which will be allocated for the new sports pitch.

4) Steering Group require a letter of support from BNPC for each application.

5) As part of the NP evidence documents, we have written a Village Characteristic book which contains information about Village Overview, Evolution of the Village, The Village Today, Listed Buildings, Population, Highways, PROW, Green Spaces, Surface and Foul Water Courses, RAF Brize Norton and its impact on our village. In the introduction, due to the fast-changing face of the village, I have recommended that this book is updated at regular intervals (4 years). However, it is apparent that we do not have 'succession plans' and too much information is held in 'peoples heads' e.g. Elder Bank Hall Riparian Owners etc. I recommend that we use this book to record, or cross refer to supplementary recorded data, as a means of recording all the relevant Parish information for future generations. KG and I have agreed to produce a document/map to show all riparian owners in our Parish. Please see document at the end of this report regarding Elder Bank Hall.

E.2 209/20: HIGHWAYS

1) No update on road markings on Burford Road

2) Three buildouts now at public consultation stage. Subject to no objections, works should start in January along with the installation of Brize Norton gates on Monahan Way.

3) I have complained numerous times about the state of Manor Road. OCC have now confirmed that this road is due for resurfacing in March 2020. They have not indicated the extent of the works and I'm not convinced that the road will last the winter and therefore patching will be required.

4) I have met with OCC representative, Speed Cushion now repaired!

QUESTION FOR DISCUSSION
Do we wish to pursue the removal of speed cushions in Station Road?
Remove all cushions or leave the ones in the buildouts?
Cushions in Minster Road – consult house owners?

5) PROW – no update from Mr Barnett

PENDIX F – ELDER BANK HALL 216/20

I have written about Elder Bank Hall in the Neighbourhood Plan Village Characteristic as follows: -

"Elder Bank Hall was opened on the 2nd of August 1980 by Councillor Miss D. G. Thomson. The construction of the hall was partially funded by the sale of the Victory Hut site which was on the east side of Station Road opposite the Primary School. The hall is owned by Brize Norton Parish Council (BNPC) and is run by its own management committee. There was an extension built in 1983, comprising of a bar area and storage room".

The evidence for these statements came from various pieces of literature but none from legal documents. The lack of a "deed of ownership" has now led to the Council having to pay for the hall to be retrospectively registered with the Land Registry.

Cllr Glazier mentioned at a previous meeting that we (the Councilors) are trustees of the hall. This cannot be the case because as a Councillor, I have not agreed to be a trustee and I have not seen a "Deeds of Trust" under which the trustees should carry out their duties. Also, to form a trust, you need a beneficiary (owner of the asset). However, you will see why this was considered further into this document.

The reason for forming a Trust is for it to be registered as a "Charitable Trust" to take advantage of tax legislation. Again, I have not found any legal documentation to substantiate this or any mention of a charity registration number.

Unfortunately, this is what happens when there is no "Succession Document" in place for future generations! (Or is it locked away in the infamous filing cabinet?)

It would appear that unless we can discover any evidence, once the hall is registered in the Council's name, the Council will have to go through the process of registering the hall as a Charitable Trust.

Interestingly, I found an undated school essay written by Stephen Bull who is Joy Bull's son. As she was the Chairman of the Council at the time, I think we can assume she would have checked this piece of work and therefore it should be factually correct.

I will not reproduce the whole document but rather pick out the relevant highlights which are of interest to us.

1977 – BNPC decided to build a new hall to replace Victory Hut and that it should be on a new site to provide better car parking.
1st June 1978 – At a public meeting, a **Building Committee** was elected to look at the technical and non-technical aspects and then complete the project and hand it over to a **Management Committee**.
There were some non-technical constraints, the largest was finding the capital to fund the project which was estimated to be £50,000.00. This was to be raised in a number of ways.
An agreement stands that for a "Charitable Trust", it can be given a grant from the distribution of Government Funds by the District Council.

£1,071.00 was from a grant from WODC
£1,071.00 was from a grant from BNPC

£4,285.00 came from the Dept, of Education and Science.
£11,620.00 had been saved for this project by BNPC
£7,248.00 came from the sale of Victory Hut *(NOTE BY LG – as this land was bequeathed to the Parish Council then it can be assumed that they owned the land and therefore could sell it – unless there was a covenant on it?)*

£25,000.00 was taken up as a loan.

All of this money was placed on deposit with WODC to earn interest and funds were transferred into a current account only when required. By adopting this approach, a further £2,789.00 in interest was earnt.

The land on which the hall was to be built did not have to be purchased as it was already owned by BNPC *(NOTE LG – The land and playing field was purchased from Christ Church College in 1970 for £2,500.00 but it had a covenant over it!)*

The project was set-up as a "self-help" scheme to enable income tax and rates to be reduced. **The Committee** *(NOTE LG – Building?)* **also registered as a Charity so that VAT could be reclaimed.**

The total VAT recovered at the end of the project was £2,248.00. After the hall was finished and equipped, a surplus of £3,304.00 was given to the **Management Committee** to cover fixed and variable costs.
After paying for all fixed and variable costs, the profits were used to pay off the loan and invest for future development *(NOTE LG – If money was left for investment, can it be assumed that the loan was paid off in full?)*

The land belonged to BNPC, but it had to be conveyed and a receipt produced to **BNPC as trustees of the new hall** so that the rules of trespass were not broken.

To enable the sale of the Victory Hut and land, the committee had to gain dispensation documents from the six trustees of Victory Hut.

On completion of Elder Bank Hall, the **Building Committee** had to sell it to the **Management Committee**.

Another issue that arose was the fact that the land on which the hall was built, although owned by BNPC, had a covenant on it! The Management Committee had to meet Christ Church College in court and gain a release from the covenant for the parcel of land on which the hall stood.

(NOTE LG - I also have a copy of the invoice from the Building Committee to the Management Committee for the sum of £49,832.00.96)

It would appear that a Charitable Trust was set up by the Building Committee, but did this cease to exist once the hall was sold to the Management Committee or was it transferred to them? – where is this documentation? Are the Management Committee liable for tax on profit?
This document states that BNPC were the trustees? I would suggest that BNPC was actually the beneficiary and the Councilors were the trustees? - where is the documentation?