

BRIZE NORTON PARISH COUNCIL

Minutes of the Parish Council Meeting of the Parish Council on Monday 7th December 2020 by video link due to the Government Guidelines regarding the Coronavirus Pandemic.

<u>222/21</u>	<u>PRESENT</u>	<u>ACTION</u>
	<p>CLlr Way – Chairman, CLlr Glazier - Vice-chair, CLlr Goble, CLlr Stewart, CLlr Squire, CLlr Woodward, CLlr Campion and Alison Riseley – clerk</p> <p>Members of the public:</p>	
<u>223/21</u>	<p><u>1 – APOLOGIES</u></p> <p>CLlr Field-Johnson (OCC), CLlr Postan (WODC),</p>	
<u>224/21</u>	<p><u>2.1 - DECLARATION OF INTEREST</u></p>	
<u>225/21</u>	<p><u>2.2 – TO DECLARE ANY PECUNIARY OR OTHER INTEREST ON THE AGENDA</u></p> <p>There were no further declarations.</p>	
<u>226/21</u>	<p><u>3 – MINUTES</u></p> <p>The minutes of the Parish Council Meeting on Monday 2nd November 2020 were agreed and signed.</p> <p>CLlr Woodward proposed, and CLlr Glazier seconded. All councillors agreed. The motion was passed.</p>	<p>Clerk to scan and post minutes to website</p>
<u>227/21</u>	<p><u>4.1 – PUBLIC PARTICIPATION –</u></p> <p>No members of the public attended the meeting.</p>	
<u>228/21</u>	<p><u>5 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u></p> <p>CLlr Postan did not submit a report.</p> <p>CLlr Field-Johnson did not submit a report.</p>	
<u>229/21</u>	<p><u>6.1 – RECORDS OF COUNCILORS' MEETINGS</u></p> <p>CLlrs Way and Goble attended an Oxfordshire Neighbourhood Plans Alliance (ONPA) meeting on Saturday 21 November.</p>	

WAW
4/1/2021

	<p>Cllrs Way and Goble had a meeting with CFO on Monday, 23 November.</p> <p>Cllr Goble submitted his report for these meetings under APPENDIX D.</p>	
<u>230/21</u>	<p><u>7.1 – COMMITTEE REPORTS – NEIGHBOURHOOD PLAN STEERING COMMITTEE</u></p> <p>Cllr Goble submitted his report for the attention of the Councillors, under APPENDIX D.</p>	
<u>231/21</u>	<p><u>7.2 – COMMITTEE REPORTS - BRIZE MEADOW UPDATE</u></p> <p>Cllr Squire updated the Council about the hedge along Bellenger Way.</p> <p>He also discussed the communication submitted to Bloor Homes by Cllr Goble regarding the Spring Line in the North Field. It was agreed that a meeting should be arranged with Bloor Homes as a matter of urgency to discuss this further.</p>	LG to arrange
<u>232/21</u>	<p><u>7.3 – COMMITTEE REPORTS – HIGHWAYS - TRAFFIC AND SPEED PROGRESS IN BRIZE NORTON/ OCC HIGHWAYS</u></p> <p>Cllr Goble submitted his report for the attention of the Councillors, under APPENDIX D.</p>	
<u>233/21</u>	<p><u>8.1 – DISCUSSION AND DECISIONS – PLANNING AND PRECEPT FOR 2021-2022</u></p> <p>Cllr Squire has prepared and circulated the finances for the precept to the Council.</p> <p>Cllr Glazier raised concern regarding the budget for Traffic volume/speed monitoring but after further discussion the Council voted to approve the budget. Cllr Glazier proposed, Cllr Campion seconded. The council agreed.</p>	Clerk to forward Precept letter to Cllr Way for signature and submit to WODC.
<u>234/21</u>	<p><u>8.2 – DISCUSSION AND DECISIONS – ELDER BANK HALL EXTENSION TENDER</u></p> <p>Cllr Squire shared the Stakeholders' feedback from the recent consultations and showed the Councillors the report he had written in response together with a revised floor plan and a timescale of work.</p> <p>Cllr Goble asked that a couple of changes be made so that the information contained aligned with the Neighbourhood Plan documentation. Cllr Squire agreed to make the amendments.</p> <p>Cllr Squire proposed that James Badrick arranges:</p> <ol style="list-style-type: none"> A Stakeholder workshop should be set up, as a matter of urgency, to discuss the proposed changes. 	Cllr Squire amend Report

WAW
4/12/2021

	<p>b) A draft Planning Application pack ready for approval at the next PC meeting on 4 January 2021.</p> <p>Cllr Woodward is keen to work with Cllr Squire to ensure the project is fully Health & Safety and Fire Regulation compliant. Therefore, it was agreed that a working group be set up and it was proposed that Cllr Squire, Cllr Woodward and Cllr Stewart would be on it, along with James Badrick, the appointed architect. Cllr Stewart is tasked to search for fundraising opportunities.</p> <p>Cllr Glazier asked that we check what our position is on claiming back the VAT. Cllr Squire asked the Clerk to contact our Auditors and ask what our VAT position is on Capital projects.</p> <p>Cllr Glazier seconded and all other Councillors agreed.</p>	<p>Clerk to contact the auditors and ask about our VAT position on capital projects.</p>
<u>235/21</u>	<p><u>8.3 – DISCUSSION AND DECISIONS – PERMISSION AND LOCATION FOR VILLAGE LIBRARY</u></p> <p>Cllr Glazier suggested a designed wooden structure that is situated on the right-hand side front door of the Pavilion. Cllr Squire seconded. All councillors agreed.</p> <p>The Clerk is to write to Mrs Grant advising that the Council has given permission providing:</p> <ul style="list-style-type: none"> • It is located to the right-hand side of the door to the Pavilion and matches in with the existing furniture • It is checked on a daily basis for security reasons • The PC has the right to ask for its removal if it falls into disrepair or is not used for its intended purpose 	<p>Clerk to contact Mrs Grant.</p>
<u>236/21</u>	<p><u>8.4 – DISCUSSION AND DECISIONS – DISCUSS RENEWAL OF LICENCE AGREEMENT WITH THE PRIMARY SCHOOL (REF: PLAYING FIELD)</u></p> <p>Cllr Way advised the Council that the Lease Agreement between the Parish Council and the Oxford Diocesan Schools Trust relating to the playing field on Station Road, Brize Norton, Oxfordshire expires in March 2021.</p> <p>Cllr Way proposed to renew the lease for a further five years on the same terms. Cllr Squire seconded. The Council voted and agreed.</p> <p>Cllr Way asked the Clerk to make a diary note of when the next Agreement needs renewing in another five years' time.</p>	<p>Clerk to contact Mrs Fairhurst at Brize Norton Primary School to discuss lease renewal</p>

WAW
4/1/2021

<u>237/21</u>	<p><u>8.5 – DISCUSSION AND DECISIONS – CONSULTATION OF THE CIL DRAFT CHARGING SCHEDULE</u></p> <p>Cllr Squire is going to look at the document and circulate his suggested response before the next meeting.</p>	Cllr Squire to produce response
<u>238/21</u>	<p><u>8.6 – DISCUSSION AND DECISIONS – BURFORD HGV RESTRICTIONS</u></p> <p>Cllr Way asked for any comments from the Council.</p> <p>There were no comments.</p>	
<u>239/21</u>	<p><u>9.1 – PROGRESS REPORTS – MAINTENANCE UPDATE</u></p> <p>Play Safe cannot carry out the repair to the roundabout surface. They will supply another potential contact.</p> <p>Cllr Way to contact the residents of 24 Daubigny Mead to inform them that there will be drilling on the wall to install the new notice board.</p> <p>Work will be carried out on the tree overhanging the allotments and adjacent gardens.</p> <p>Cllrs agreed that the Clerk should write to Savills and ask for a copy of the Lease arrangement for the allotments with Christchurch.</p> <p>Also, the Clerk has been asked to chase Christchurch/ Savills regarding the lease agreement for the two fields that are being leased to the Parish Council for 150 years.</p>	<p>Clerk to contact Christchurch to provide a copy of the lease for the allotments for due diligence.</p> <p>Cllr Way to contact resident.</p> <p>Clerk to contact Savills to speed up lease agreement.</p>
<u>240/21</u>	<p><u>9.4 – PROGRESS REPORTS – WEBSITE</u></p> <p>Cllr Woodward has now got control of the Parish Website. He has put a request in for a payment of £50 for an update to simplify the management of the website.</p> <p>Cllr Squire seconded. All councillors agreed.</p> <p>He has spent several hours updating and streamlining the website. The files are currently up-to-date.</p>	
<u>241/21</u>	<p><u>10 – PLANNING</u></p> <p>The Council has received a planning application 20/03285/S73 on behalf of Mr Simon Edwards, 1A Chichester Place, Brize Norton for Retrospective discharge of conditions of planning permission 15/04053/FUL. Cllr Squire commented that the photos were discharge condition 9 not discharge condition 11. Cllr Way seconded and all councillors agreed.</p>	Clerk to respond to the planning office.

WAW
4/11/2024

	<p>Additionally, a late application arrived after the agenda for 20/03163/HHD on behalf of Ms Kate Grant, 37 Chichester Place Brize Norton Carterton for an Erection of single storey side extension. Cllr Squire proposed. Cllr Way seconded and all councillors agreed.</p> <p>The Clerk has submitted the Council's response regarding Bloor Homes application 20/02743/HHD on behalf of Mr And Mrs Morris, 7 Faulkner Place, Brize Norton, Carterton for Erection of single storey rear extension to WODC Planning Department.</p>	
<u>242/21</u>	<p><u>11.1 – FINANCE</u></p> <p>Consider payments to be made (see attached Appendix B).</p> <p>Clerk to drop cheque book to Chairman and Cllr Glazier or Cllr Squire to sign.</p> <p>As all Council signatories have been authorised for online banking, the Councillors will trial online Direct Debit dual signatory payments this month. Other payments will be covered by cheque as usual.</p>	Payments were approved. Clerk to pay invoices.
<u>243/21</u>	<p><u>11.2 – TO EXAMINE THE BANK ACCOUNTS DURING OCTOBER</u></p> <p>The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	
<u>244/21</u>	<p><u>11.3 – PERIODIC COUNCIL ACCOUNT CHECK</u></p> <p>Cllr Campion has examined the finance folder and cross-checked the invoices with payments made.</p> <p>Cllr Squire has examined the Council finance spreadsheet and is happy with the accounts.</p>	
<u>245/21</u>	<p><u>11.4 – ONLINE BANKING</u></p> <p>Online banking has been authorised by all three Council signatories. Four payments will be carried out online this month.</p>	
<u>246/21</u>	<p><u>12 – CORRESPONDENCE</u></p> <p>a) 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.</p> <p>b) Cllr Campion has been asked not to resign as he considered a valuable asset to the Council. He has listened to his fellow Councillors' responses and will remain a Councillor for the short term.</p>	

WAW
4/11/2021

	<p>c) Training Courses – Cllrs have advised what courses they would like to attend, and places have been booked. Cllr Stewart would like to undertake the Social Media course which is currently fully booked. Cllr Way asked the Clerk if she would find the course 'Preparing for year end of year' useful and that she should book herself on it if she can get time off from school.</p> <p>d) A private helicopter will be landing on the Recreation ground on Thursday, 17 December so that Father Christmas can visit the school. A full risk assessment will have taken place and The RAF have given permission as it is within their air space. The Council have consulted their insurance and the risk is all with the owner of the helicopter.</p>	Clerk to request to put Cllr Stewart on the Social Media OALC waiting list.
<u>247/21</u>	<u>13 - ITEMS IDENTIFIED FOR JANUARY'S AGENDA</u> (See attached Appendix A).	

There being no further business the Chairman declared the meeting closed at 9:35 pm.

Date of next Parish Council Meeting **Monday 4th January 2021** in **The Pavilion** at **7:30pm**, or via video link, subject to **Government Guidelines**.

APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 247/21:

- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllr Squire, Cllr Goble and Cllr Stewart- Bloor Homes
- Cllr Squire – Elder Bank Hall Extension
- Cllr Squire – Savills
- Cllr Woodward – Website update
- Cllr Goble – Blue Plaque

APPENDIX B – FINANCE 242/21 & 243/21:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

101534	£36.48	Les Goble	ink
--------	--------	-----------	-----

WAW
4/1/2021 6

Direct Debit (DD)	£94.61	5 A's	Oil and resin for repairs and maintenance
101535	£130.58	Fred Bellenger	Mower fuel and plants invoices
DD	£240	Moore	External Audit
101536	£228	Maintenance	November wage
1015237	£321.42	Clerk	November wage
DD	£363.12	McCracken & Sons	Grass cutting – November 2020 (invoice #9797)
DD	£360	OALC	Training courses for councillors
101539	£		
	£1774.21	TOTAL	

PAYMENTS RECEIVED

19/10/20	£111.17	Allotment payments	Later allotment payments
	£		
	£		
	£111.19	TOTAL	

AGENDA ITEM 11.2

GENERAL INCOME & EXPENDITURE

Balance	01/04/2020	£ 6,099.19	Notes
Less o/standing cheques		£ -	
Add o/standing lodgements		£ -	
		£ 6,099.19	
Receipts		£ 31,571.55	Includes VAT Refund
Payments		£ 15,968.38	Includes VAT to be Refunded
Plus Transfers		£	
Balance	30/11/2020	£ 21,702.36	VAT Reconciliation o/standing
Plus o/standing cheques		-£ 943.76	Cheques paid, but still to be cashed
Less o/standing lodgements		£ -	
Cash in Bank	30/11/2020	£ 20,758.60	

WAW
A1/1/202
7

	£	
Current Account	30/11/2020	20,759.10
		-0.50

RESERVES INCOME AND EXPENDITURE

	£	
Balance 1/4/2020	21,870.00	WODC funds
Plus Receipts		
Less Transfers		
	£	
Current Reserves	21,870.00	

AVAILABLE FUNDS

	£	
General Funds	21,702.36	VAT Reconciliation o/standing
	£	
WODC Reserves	21,870.00	
	£	
TOTAL FUNDS	43,572.36	

APPENDIX C – PLANNING 241/21:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

WAW
4/1/2021

20/03285/S73	Mr Simon Edwards 1A Chichester Place Brize Norton Carterton	Retrospective discharge of conditions 7 (means of access), 8 (parking layout and turning space together with associated works) and 11 (means of enclosure) of planning permission 15/04053/FUL. Registered: 29th October 2020 Respond by: 21st December 2020
20/02743/HHD	Mr And Mrs Morris 7 Faulkner Place Brize Norton Carterton	Erection of single storey rear extension Registered: 13th October 2020 Respond by: 3rd December 2020
20/03163/HHD	Ms Kate Grant 37 Chichester Place Brize Norton Carterton	Erection of single storey side extension. Registered: 17th November 2020 Respond by: 24th December 2020

PENDING PLANNING DECISIONS

20/02017/RES 14/0091/P/OP	Mr Andrew Winstone Land East Of Monahan Way Carterton	Reserved Matters application for Phase 2 comprising of 284 dwelling with associated landscaping, highway, drainage and infrastructure. Development comprising up to 700 houses, an employment area of 1.5 hectares (use classes B1 and B8, together with car showroom use which is sui generis), a local centre of 1 hectare (use classes A1 to A5, B1(a), C1, C2, C3, D1 and D2), a primary school with a site of 2.2 hectares, playing fields, allotments, informal open space, landscaping, drainage improvements and associated engineering works such as highways, cycleways and footways. Registered: 5th August 2020 Respond by: 8th October 2020
20/01993/FUL	Mr Daniel Bond Kielder 48 Station Road Brize Norton	Conversion of existing dwelling into two properties. Registered: 31st July 2020 Respond by: 25th September 2020 Decision: Under Consideration

DECIDED PLANNING DECISIONS:

20/01915/OUT	c/o Agent Brock Cottage Burford Road Brize Norton	Self-Build and/or Custom Housebuilding plots for 2 detached dwellings, (Outline application with all matters reserved except for access) Registered: 24th July 2020
--------------	---	--

WAW
4/11/2020

20/02524/HHD	Mr Terry Hinchly Quarry Dene Burford Road Brize Norton	Respond by: 3rd September 2020 Decision: Refuse Decided: 3rd November 2020 Alterations and erection of single storey rear extension. Registered: 22nd September 2020 Respond by: 5th November 2020 Decided: 16th November 2020 Decision: Approve
--------------	--	---

APPENDIX D – REPORT FROM CLLR GOBLE DECEMBER 2020

MEETINGS

- 1) LG and WW attended a Zoom meeting with Oxfordshire Neighbourhood Plans Alliance (ONPA) on 21/11/2020. There were 51 participants from 36 Member Organisations. It is interesting to note that there are only five made Neighbourhood Plans and four in progress in West Oxfordshire. Highline topics discussed: -
 - Government White Paper - Representation made to the Paper's input by ONPA. Housebuilding Confederation consider that NP's are not compatible to the Paper! Paper could remove 'localism' so will NP's also be removed? (N.B. This is a NO according to Chris Hargraves, Planning Policy Officer, WODC)
 - Oxfordshire Growth Board – Director has left this Organisation, progress deferred to late 2021. (N.B. WODC require Oxfordshire Plan to understand what development is required in West Oxfordshire during the next Local Plan update which could take place in 2014/15)
 - Settlement Hierarchies and Settlement Boundaries discussed. Most Local Planning Authorities (LPA's) use settlement boundaries in planning decisions, Oxfordshire is an outlier! However, settlement boundaries are now commonplace in NP's.
- 2) LG and WW attended a Zoom meeting with CFO on 23/11/2020 to discuss changes and updates to NP Village Characteristic evidence document.

NEIGHBOURHOOD PLAN

- 1) Revised layout and further updates to Village Character Assessment document being undertaken as requested by CFO and to correlate with final Policy framework document.
- 2) Steering Group will produce detailed maps of BN settlement area. Copy of maps will be given to BNPC for comment.

ROADS/PATHS

- 1) Road markings on Burford Road (as April), No change
- 2) Three buildouts – Bloor Homes have confirmed that OCC are pressing ahead with the S278 legal agreements for these works and the recent letter from BNPC was extremely helpful in this regard. Bloor Homes have advised OCC that they would like to programme in a start date for January 2020 and they believe OCC are on board with this timescale.
- 3) 'Brize Norton' gates on Monahan Way and the link path between Burford Road and the north-west entrance to Brize Meadow. Works are now programmed to commence Monday 30/11/2020 and should be completed by Friday 18/12/2020.
- 4) Request sent to Mr Barnett to repair a damaged footbridge across a stream on PROW 143/5 (to Lew Hill) – materials have now arrived; works should be carried out in the near future. No change

WAW
4/1/2021

- 5) Report of stile previously repaired stile on PROW 143/6 has broken again – email sent to Mr Barnett. No change
- 6) Ref PROW 143/7 through Willow Farm – No update from OCC
- 7) PROW 143/3 through Brize Meadow – information received from OCC passed onto WODC planning officer to assist with decision process. Await decision from OCC/WODC
- 8) Installation of missing footway on Minster Road – Quote now received - £16,581.00. Project placed into CIL Projects 'wish list'.
- 9) Toucan crossings on Monahan Way, hopefully will become live before Christmas.
- 10) OCC are working on a report named 'Access to Carterton Transport Strategy'. This report has looked specifically at the Carterton, Burford, Brize Norton and Minster Lovell areas. This work has not yet been published as OCC are awaiting further components. However, it is expected to be available early 2021.

BLOOR HOMES

- 1) Waste bins – There is still an issue with obtaining the open top waste bins as specified by WODC. Bloor Homes have asked WODC if they could use closed top bins as they are ex-stock. I added to the conversation that the waste bins throughout our village are closed top which I suggested are more preferable to open top as they don't get filled up with rainwater, rubbish doesn't blow around when full and they are not attacked by seagulls! WODC responded immediately confirming that they are happy to accept closed top bins. Bloor Homes now progressing urgently.
- 2) Bloor Homes Working Group have sent correspondence to WODC Planning Officer and Bloor Homes regarding the location of native hedges within Brize Meadow – awaiting update.
- 3) Bloor Homes Working Group have sent correspondence to Bloor Homes regarding our concerns about their plans for the regrading of the north field (between northern most houses and Burford Road)

GIGACLEAR

Gigaclear is making good progress installing cables in the village with the Closes and Cul de Sacs being completed first. The company is making a good job of installing the cables and is keeping their work areas contained and clean. It can be seen that they are making pedestrian safety a high priority and have ensured that footways are maintained at all times. It has been reported that the workforce is extremely polite to our Community when being spoken to.

As detailed in my previous email to Councillors, Gigaclear have a road closure permit in place to CLOSE Station Road from 11th January to 8th February (4 weeks!) but it remains to be confirmed as to the exact period they require closure.

Councillors may notice that works relating to Gigaclear have now stopped. Gigaclear has informed me that this is because in December, most counties across the country reduce the amount of roadworks happening due to the increased volume of traffic for Christmas shopping and other activities related to the festive season. This is generally any access roads for shops etc. but some work may continue on smaller roads. This shutdown normally occurs from approximately from the middle of December through to January, but Gigaclear have been advised this morning (30/11) by their delivery team that in Oxfordshire this embargo may begin on some roads as early as the 3rd December this year.

Following on from my email dated 19/11/2020, no questions have been raised by Councillors for me to forward to Gigaclear.

RAF BRIZE NORTON

No questions have been raised by Councillors to present to the LCWG Meeting on 8th Dec apart from Cllr Way who has asked if there will be any increase/decrease in the work force during the remainder of this Local Plan Period? I have requested information regarding the current workforce (as of today) and any increase/decrease in the workforce long

WAW
4/1/2021 11

term i.e. 2031 – 2050 Local Plan period. I have also sent a question to Cllr Glazier to ask about ‘succession documents’ relating to land/streams outside the wire for which the MOD are responsible for maintaining.

MARY ELLIS – BLUE PLAQUE AT THE MANOR, MANOR ROAD

The Blue Plaque Society have taken great pleasure in awarding a Blue Plaque to commemorate Mary Ellis, her inspirational achievements, and the time she spent living in our village at The Manor. Awaiting feedback from house owner – No update. LG 05/12/2020



WAW
A/1/2021²²

20's Plenty for Oxfordshire

Dear Councillors

Oxfordshire residents from over 30 villages, towns and local communities have united to campaign for 20mph mandatory speed limits where pedestrian and cyclists mix with vehicles.

- 7 out of 10 people in the UK agree with 20mph in residential streets: [UK Government National Travel Attitudes Study](#)
- Over 20 million people live in Local Authorities where 20mph is the norm for residential areas.
- This year 20mph default speed limit was endorsed by the United Nations and World Health Organisation and recognised on a global level as best practice.
- The UK government has signed the Stockholm Declaration recognising 20mph as the maximum speed limit where people and motor vehicles mix: http://www.20splenty.org/un_says_20splenty
- Speed limiting technology, standard on all new cars from 2022, will revolutionise speed limit compliance.

The Government and Oxfordshire County Council's Transport Strategy advocates walking or cycling both as a means of exercise and travel, but pedestrians and cyclists feel intimidated by HGV's and cars travelling too fast. Although there are 20mph speed limit zones in parts of Oxfordshire and Oxford City we want that extended to all towns and villages where vehicles mix with pedestrians and cyclists.

Please pledge your support for 20mph

We are asking you as a Parish Council to support, as policy, **20's Plenty for Oxfordshire**. Please persuade your District and County Councillors to support us and consider adding the campaign as an Agenda item at your next Traffic Advisory Committee meeting. Would you also consider generating a 20's Plenty Campaign for your Parish and help your residents enjoy the benefits of slower, safer roads?

http://www.20splenty.org/form_a_campaign

Please will you support the people of Oxfordshire and our campaign by emailing us at oxfordshire@20splentyforus.org.uk to pledge your support?

Thank you.

Jean Conway

Campaign Leader 20's Plenty for Oxfordshire

oxfordshire@20splentyforus.org.uk

T: +44 (0) 7774 987 125

WADSWORTH
4/1/20