

<b>BRIZE NORTON PARISH COUNCIL</b>		
Minutes of the Ordinary Meeting of the Parish Council on Monday 8th January 2018 at 7.30 pm at The Sports Pavilion, Brize Norton		
<u>273/18</u>	<u>PRESENT</u> Cllr Squire, Cllr Shillingford, Cllr Way, Les Goble, Cllr Campion, Cllr Guest, Cllr Taylor, Alison Riseley,	<u>ACTION</u>
<u>274/18</u>	<u>1 – APOLOGIES</u> Nicholas Field-Johnson, Cllr Alex Postan, Cllr Ball	
<u>275/18</u>	<u>2 -a - DECLARATION OF INTERESTS</u> TIMMS – Cllr Way 17/02058/FUL	
<u>276/18</u>	<u>2 -b - DECLARATION OF INTERESTS</u>	
<u>277/18</u>	<u>3 – MINUTES</u> The minutes of the meetings on Monday 4 <sup>th</sup> December were agreed and signed.	Clerk to scan and post to website
<u>278/18</u>	<p><u>4 – a - PUBLIC PARTICIPATION – NEIGHBOURHOD PLAN STEERING COMMITTEE</u> Update on Neighbourhood Plan Community Exhibition held on 9<sup>th</sup> December 2017. The steering committee would like to extend their thanks for all contributions at the exhibition. Around 20% of people who filled in results attended on the day and were very impressed with the layout and detail of the presentation and findings.</p> <p>The next steps are: Meeting with CFO on Wednesday (10/12/18) to ensure progress is appropriate. To present NP Friday (12/01/18) at Brize Norton village school to children.</p> <p>Following the meeting with CFO the next report will be:</p> <p>The Character Assessment of the Village. It will be based on the three base documents completed to date:</p> <ol style="list-style-type: none"> <li>1) Vision and Mission Statement</li> <li>2) Objectives and</li> <li>3) SWOT Analysis</li> </ol> <p>Along with the outcomes of community consultation and exhibition.</p> <p>The Parish Council approved the motion to progress with the Character Assessment of the Village and endorsed the above three documents.</p> <p>Both the Parish Council and Neighbourhood Plan websites are to be updated accordingly.</p>	Disc given to Kyle to put up on website.
<u>279/18</u>	<p><u>4 – b - PUBLIC PARTICIPATION</u> Any other public matters Warning signs – Mr Goble presented a letter regarding speeding in the village with a suggestion for safety improvements with signage and flashing lights as recently completed in Milton-under-Wychwood (Attached as Appendix D to these minutes).</p>	Mr Goble to send letter to Clerk to send to Cllr Field Johnson and Mr James Wright for



	It was noted that Highways at OCC would need to approve the proposed measures.	OCC agreement and costing
<u>280/18</u>	<u>5 - CHAIRMAN'S MEETINGS</u> None	
<u>281/18</u>	<u>6 - DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> The report received from <b>Cllr Nicolas Field-Johnson</b> is attached as Appendix E.	
<u>282/18</u>	<u>7 - a - POLICY AMENDMENTS</u> Cllr Squire asked the NP committee to ensure there is a clause in their policies to ensure they comply with BNPC data protection policies.  Cllr Shillingford to check with CFO Tom McCulloch and other sources to see if members of the Neighbourhood Plan Working Party should use separate e-mail addresses (rather than private e-mail addresses) for BN NP matters to ensure appropriate protection under the data protection regulations.	Cllr Squire to send to clerk to print and post on Website.  Cllr Way to enquire and send contact details of Tom McCulloch
<u>183/18</u>	<u>7 - b - S106 &amp; OPEN SPACES AGREEMENT UPDATE</u> No further developments to report	Cllr Squire to progress with Bloor Homes and Savills.
<u>184/18</u>	<u>7 - c - ROAD SIGN CLEANING &amp; SPEEDWATCH POSTERS</u> Cllr Guest will arrange the cleaning when the weather improves.  He will look into installing the signs and purchasing (6) additional posts in the imminent future.	Cllr guest to purchase posts and liaise with clerk to confirm location of posts and posters.
<u>185/18</u>	<u>7 - d - ROAD SURFACES IN BRIZE NORTON</u> Cllr Shillingford raised concern about the state of road. Fixing the odd hole is inadequate a comprehensive and appropriate maintenance programme needs to be implemented. The repair of the roundabout by BN Parish Church is a case in point. A full repair was done in the Spring of 2017, but the road markings were not installed for many weeks. After painting the marking lasted less than a week. Instead of repainting the lines appropriately another surface was applied to the roundabout and then repainted. The second surface is now breaking up and the roundabout needs repair and repainting less than 9 months after the initial repair. This is not appropriate.  A focused letter is to be drawn up regarding particularly bad incidents and spots in the village. <ol style="list-style-type: none"> <li>1) Manor road</li> <li>2) Chapel Hill</li> <li>3) Roundabout resurfaces</li> <li>4) Surface water outside Foxbury Farm</li> <li>5) Water on Minster Lovell Road</li> <li>6) Blocked drain top of Minster Road down (5 years ago)</li> <li>7) Edges of speed cushions</li> </ol>	Cllr Shillingford to take photos of issues and Cllr Squire and Clerk to prepare letter listing issues and concerns and send to Cllr Field-Johnson and Mr Wright for follow up with OCC

	<p>Cllr Ball and the Clerk have already reported several issues on <a href="http://www.fixmystreet.com">www.fixmystreet.com</a>. Other concerns about the degrading effect of excess water from Manor Bank have also been reported to Thames Water.</p> <p>Following pothole damage to his car Cllr Campion is Investigate the process for claiming from OCC for pothole induced damage t vehicles.</p> <p>Cllr Squire to call Thames Water with relation to increased tanker operation at the BN sewage pumping station flooding in Minster Lovell Road and the surcharge of manholes in the fields behind west of Chestnut Close.</p>	<p>Cllr Campion</p> <p>Cllr Squire to call Thames Water</p>
<u>286/18</u>	<p><u>7 – e – BATTLE’S OVER: CENTENARY CELEBRATIONS</u></p> <p>Cllr Shillingford None at present</p>	
<u>287/18</u>	<p><u>7 – f – TRAINING</u></p> <p>End of Year Accounts (Thursday 18<sup>th</sup> January 10am – 1pm, Warwick Hall, Burford), Effective Responses to Planning Applications (rescheduled) Wednesday 7<sup>th</sup> February 2018, 10am -1pm Wood Green WODC Offices), Town and Parish Council Elections (Thursday 8<sup>th</sup> February 2018, 6pm – 8:30pm, Woodgreen Offices).</p> <p>Cllr Shillingford to investigate SiLCA courses</p>	<p>Cllr Shillingford &amp; Clerk to explore courses and costing in January/ February</p>
<u>288/18</u>	<p><u>WEBSITE</u></p> <p>Following the action arising in the December meeting Cllr Shillingford talked the council through a draft process/ procedure for putting items up on the website. To ensure the website works efficiently and correctly clear communication is required between the parties involved. Councillors approved the direction of the draft process.</p> <p>Specific times when Kyle to make changes (Sunday pm and Wednesday pm) Only “flattened” PDF’s are to be published on the website.</p> <p>Procedures to be circulated for approval by Cllrs.</p>	<p>Cllr Shillingford to send procedures to Cllr’s for approval.</p> <p>Kyle to make updates on Wednesday. Then inform Cllr Way, Cllr Shillingford and Clerk to ensure correct information presented and highlight issues raised.</p>
<u>289/18</u>	<p><u>7 – g – PARISH COUNCIL FACEBOOK AND TWITTER PAGES</u></p> <p>The clerk has suggested that the Parish Council should have their own presence on Facebook and Twitter. Other members of the council can be admin to answer enquiries and monitor posts.</p> <p>Cllr Shillingford has already set up a BN village page with links to the BNPC.</p>	<p>Clerk to set up a Twitter account. Cllr Shillingford to add Clerk as admin on Facebook page.</p>
<u>290/18</u>	<p><u>7 – h – PRE SCHOOL</u></p> <p>The Clerk - fencing for the pre-school. The pre-school are under the impression that they were not to paint the fence despite the council agreeing to it during the council meeting in November. Further discussions to be mediated by Councillors on the Village Hall Sub-Committee.</p>	<p>Cllr Guest &amp; Cllr Taylor to attend Elderbank Hall (committee meeting) re: the pre-school fence</p>

<u>291/18</u>	<u>7 – i – NEWSLETTER</u> Information regarding speed watch (NP to be included in the newsletter.  Note to go into newsletter regarding becoming a councillor and Parish Council election dates. Clerk to prepare information after Town and Parish Council Elections course.  Cllr Squire to write note in newsletter about speeding.	Clerk to download nomination forms for councillors from WODC
<u>292/18</u>	<u>7 – j - LAUREN JACOBS APPLICATION FOR COTTSWAY HOMES</u> Council awaits the outcome of Lauren Jacob's application for one of the new affordable houses in Fosse Way.	
<u>293/18</u>	<u>8 – PLANNING</u> No further planning application have been received, and only one has been accepted this month (see attached Appendix A).	
<u>294/18</u>	<u>9 – FINANCE</u> Consider payments to be made (see attached Appendix B).	
<u>295/18</u>	<u>10 – CORRESPONDENCE</u> Consider other correspondence during this month (see attached Appendix C).	
<u>296/18</u>	<u>COUNCILLORS REPORTS</u> A) Clerk to ask Carolyn Peach for WODC password so that she can obtain electronic updates on planning matters. B) Clerk to ask Carolyn Peach and Cllr Campion to ask Tim Gush how heating works in Pavillion C) Kyle to send Password for Outlook to Clerk so that Clerk can set up BNPC account on her mobile phone. D) The Clerk was instructed to use monies from the "WODC S106" account to pay for the leaf collector acquired last month. Cllr Guest require the VAT number for the Invoice. E) Clerk to ask Gordon regarding leaves from RAF for composting on the allotments F) The dog waste bins in Chestnut Close and the Burford Road triangle have fallen off their posts. Clerk to contact WODC/UBICO. G) Clerk to drop note to John Holtom thanking him for planting the replacement trees. H) It was noted that ferreting around the recreation ground is happening discretely.	<u>ACTION</u>  Dave Austin WODC/ UBICO e-mail regarding dog waste bins.
<u>297/18</u>	<u>ITEMS FOR FUTURE AGENDA</u> <u>No additional items identified.</u>	

There being no further business the chairman declared the meeting closed at **9.15 pm**.

Date of next ordinary meeting **Monday 8th January 2018** in **The Pavillion** at **7.30 pm**.

**APPENDIX A - PLANNING APPLICATIONS 293/18:**

No new applications		
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**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). <b>Awaiting Decision</b>
17/01394/FUL	Lagan Homes (agent West Waddy LLP) Land south Upper Haddon Station Road Brize Norton	Erection of 41-44 residential dwellings to include up to 35% affordable homes, new access and associated works (Amended Plans) <b>Under Consideration – modified application on 8/10/17. Revised flood risk on 6/11/17.</b>
17/02058/FUL	A Timms 80-82 Station Road Brize Norton	Change of use of part of builder's merchants yard to café <b>Under Consideration</b>

**PLANNING DECISIONS:**

17/03664/FUL	Mr Gary Lee RAF Brize Norton Carterton Road Brize Norton	Erection of rear extension to Gymnasium to create new changing room facilities. <b>Decision: Approve</b> <b>Thursday 28<sup>th</sup> December 2017</b>
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**APPENDIX B - ORDERS FOR PAYMENT 294/18:**

101217	48.00	OALC	End of Year Accounts course
101218	86.94	Les Goble	NP
101219	303.33	Kyle Anderson	December village maintenance/website
101220	252	Alison Riseley	December clerk services
101221	30	Alison Riseley	General Data Protection Regulation Documents
	<b>416.94</b>	<b>Total</b>	

**PAYMENTS RECEIVED**

	41.85	BN S & SC	Sports Pavillion
	390.78	AGGROW	
		<b>Total</b>	

<b>BANK BALANCE</b>	£
Current a/c balance at 18 November 2017	13,095.99
Total order for payments in December	<b>720.27</b>
Total receipts in December	390.78
Bank balance at 18th December 2017 (after payments)	11,943.63
WODC investment	31,700.00
Total funds at 31 December 2017	43,643.63

## **APPENDIX C - OFFICIAL CORRESPONDENCE 295/18**

- a) Electoral Role register
- b) SLCC
- c) Cardio cabinet – defibrillator
- d) Lynda Scott (AGGROW)
- e) NHS 'Give Blood' notices
- f) O.G. Stonemasonry Christmas Card
- g) PSE newsletter
- h) Electoral Role services update

### **E-MAILS CIRCULATED IN MONTH**

- Civic voice – 12/12,
- CPRE – 6/12
- HMRC 2/12, 4/12, 6/12, 7/12, 13/12, 14/12, 20/12,
- ICO newsletter – 8/12
- Oxfordshire Community and Voluntary Action – 19/12, (→ WW)
- Oxfordshire Clinical Commissioning Group – Talking Health 1/12, 5/12, 6/12, 7/12, 15/12(→ WW)
- PCS – UK – 4/12, 5/12, 14/12
- PSE – 1/11, 4/12, 5/12, 6/12, 6/12,7/12, 7/12, 7/12,7/12, 11/12, 15/12, 18/12, 22/12 (not circulated)
- PST – 15/12, 21/12 (not circulated)
- PSN – 6/12, 8/12, 19/12, (not circulated)
- PULSE –
- Rural Services weekly update (not circulated) - 4/12, 11/12, 18/12, 27/12,
- Rural services seminar-, Rural fuel - 20/12, (not circulated),
- Wychwood Forest Project 4/12,
- 1/12 Les Goble – Neighbourhood Plan
- 1/12 Active Places - sport England newsletter
- 1/12 Sara Long WODC – festive liners giveaway
- 1/12 OALC – November update
- 3/12 Les Goble – Community Survey results
- 3/12 Pip Squire – Lagan Homes response (↔)
- 4/12 Payman wage slips
- 4/12 Robert Courts newsletter (→ all)
- 4/12 Laurence Taylor – apologies
- 4/12 Lauren Jacobs – housing application
- 4/12 Local council Public Advisory Service 2018 brochure
- 4/12 Carys Davies, WODC – Press release football pitch in Charlbury
- 4/12 Jeremy Briars – Lease of Land Agreement
- 5/12 OALC – Planning Training reminder 13<sup>th</sup> December
- 5/12 Les Goble – Speeding and Lagan Homes
- 5/12 Carys Davies, WODC Press release new Street names in Witney (→ all)
- 6/12 Hampshire County Council -Supplier Self Service – update for Suppliers (→ all)
- 6/12 Ben Champion – Chapel Cottage Planning Permission
- 8/12 Carolyn Peach – newsletters as historical records (→ les Goble WW)



- 8/12 Garry Griffin – newsletters as historical records(→ Les Goble WW)
- 8/12 Ffyona McEwan – housing application
- 9/12 Cllr Squire – AGGROW Cheque
- 11/12 Sara Long – Press Release: Lowlands Planning sub-committee cancelled
- 11/12 Sara Long – Snow and Winter
- 11/12 David Moore – Land North of Swinbrook Park – Public Exhibition (→ KA webiste)
- 12/12 Sara Long – bin collections
- 12/12 OALC – End of Year Accounts course
- 12/12 OALC – course cancelled/ postponed
- 13/12 Les Goble – NP event recap
- 13/12 Sara Long – Latest information about bin collections (→ KA website)
- 13/12 the Office of the Police and Crime Commissioners (→ all)
- 13/12 Matthew Barber – Policing in the Thames Valley (→ all)
- 13/12 Lauren Jacobs – housing application (→ all)
- 14/12 [dceo@lcpas.co.uk](mailto:dceo@lcpas.co.uk) LCPAS e-documents (→ all)
- 14/12 The Oxford Museum Woodstock - newsletter
- 14/12 London Oxford Airport – consultation notification (→ all)
- 15/12 Oxfordshire County Council – December newsletter (→ all)
- 15/12 OALC December Update
- 15/12 RAF Brize Norton – change of airspace proposal (→ all)
- 15/12 Andrew Smith WODC – Flexible funding for local businesses
- 16/12 Les Goble - disc
- 17/12 Carolyn Peach - Precept
- 18/12 Robert Courts Weekly Newsletter
- 18/12 Sara Long WODC – News release – affordable homes
- 19/12 RAF Brize Norton Consultation Update
- 19/12 Sara Long WODC Budget Strategy Consultation
- 20/12 Erin Davies – Fossway/ Cottsway houses (→ Lauren Jacobs)
- 20/12 Stakeholders – Corporate services – Emergency Planning update for Christmas
- 21/12 Jayne Andrew – Zurich International - a guide to Winter Health and Safety
- 21/12 Mark Paterson – Grange Farm OCC Highway Contract/ first breach of terms (→ all)
- 21/12 Stakeholders – Corporate services – Emergency Planning update for Christmas - correction
- 22/12 Heinrich Candy – Survey on increase in council tax (→ all)
- 24/12 Fred Bellinger – Water Bill
- 24/12 Diane Davies – Water Bill
- 24/12 Lauren Jacobs (↔)
- 24/12 OALC bookings
- 30/12 Robert Courts MP newsletter

(←) = Reply

(↔) = ongoing discussion or linked communication

(→) = forwarded to relevant contact

## **APPENDIX D – 279/18**

### **LES GOBLE LETTER SCHOOL WARNING SIGNS**

As we know, the Community has great concerns about traffic volumes (which have increased by 25% over the last five years) and traffic speeding through the village of Brize Norton

*(90% of people concerned about traffic volumes in Station Road – Community Survey September 2017)*

*(86% of vehicles are exceeding the speed limit when they enter the village from the south – David Tucker Associates Transport Statement 03/05/2017).*

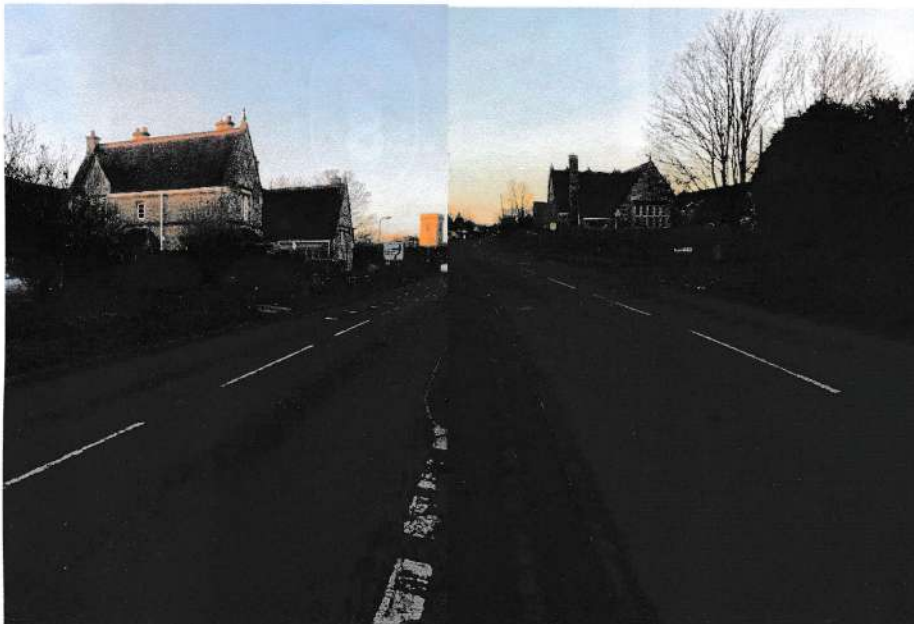
These concerns and the relevant data were given to BNPC, WODC and OCC, in the hope we could obtain 'speed warning' signs to alert vehicles as they enter the village (especially Station Road and Burford Road).

Turning to the primary school, we have a situation where we have no lollypop person to 'protect' parents and children crossing Station Road to gain access to the school. With no lollypop person present, we therefore have no operational flashing 'school' warning signs. Also, we do not have a pedestrian crossing at this location.

Our Community Survey informs us that 70% of people consider there are locations in the village where crossing the road is dangerous of which 66% have identified the school as a specific location.

Unless parents arrive by car and use Elder Bank Hall parking or live in Moat Close, they must use the pavement on the east side of Station Road and cross to the west side to gain access to the school.

The following images clearly indicate a lack of access pavements on the west side of Station Road.



School looking North

School looking South

Although 66% of the Community would like some form of 'pedestrian crossing' to gain access to the school, unfortunately, this would be a long-term aspiration.

However, there is a 'short-term' cost effective solution.

There is an automated 'school warning' sign commercially available complete with an integrated programmer which allows the flashing lights to show at pre-set times which eliminates the need for a manual input.

The cost of this unit is approximately £1,000,00. And can be seen in the images below.



Automated Sign plus Speed Reduction

Manufactured by Simmons Signs

By installing these signs, we would be raising awareness of the school's proximity as well as reducing vehicle speeds to a level appropriate to a school crossing location.

**FUNDING**

These signs were installed in Milton Under Wychwood as they had the same issues as Brize Norton.

It was a joint initiative with the school and the two local Parish Councils (Shipton and Milton) and bought about by their OCC representative Liz Leffman.

She brought it to OCC's attention that they have been budgeting for a lollipop person for over 2 years without having to pay anything (No Takers for the job) and persuaded them to use that funding as the school should not be left with no controls at all.

Could I suggest that our OCC representative Nicholas Field-Johnson, investigates if Brize Norton has a similar fund for a lollypop person that could be used to contribute towards these signs?

The idea of installing these signs has been mentioned to the Headmistress (Anna Fairhurst) and she considers that it is a really good idea. She went on to say that " *It sounds like something our School Association may well be interested in fund raising for. Even if there's no OCC money, I wouldn't be surprised if we could raise enough with a concerted effort.*"

As we are only talking about £2k, could the Parish Council not contribute towards them? (or fully fund if OCC have no budget)

This would show the Community that the data being provided to the Neighbourhood Plan Steering Group is being listened to and that their Parish Council is reacting in a positive manner to the Community.

"A perfect short-term fix"

Les Goble 08/01/2017

## **APPENDIX E – 281/18 REPORT TO BRIZE NORTON PARISH COUNCIL - JANUARY 2018**



## **FROM CLLR NICHOLAS FIELD-JOHNSON**

### **GENERAL OCC REPORT**

#### **COUNCIL PROPOSES FUTURE BUDGET FROM A RESILIENT POSITION**

OCC is planning to set a new budget having made difficult choices in previous years to manage a combination of squeezed budgets and the fact that more people need council services. Since 2010 the council has managed reductions in finances available at the same time as rises in demand for services – especially in children’s social care and adult social care. At the same time the council has in recent years been involving communities ever more in services for their locality – ranging from support for older people and those with learning disabilities to library volunteers. The net result is that the council’s finances are in a resilient position looking ahead to the 2018/19 financial year and planning for years up to 2022. The council has used its agreed vision for the future – supporting thriving people, a thriving economy and thriving communities – as the basis on which proposals have been made for the 2018/19 financial year and the plan for the three financial years which follow. Although proposed budget changes are not as extensive as in many previous years since 2010, like any organisation the council still has rising financial pressures that need to be matched by new savings so that a balanced budget can be proposed. At the time of writing, plans are based on a Council Tax rise of 4.99% (1.99% referendum limit plus 3% social care precept). However, in December, Central Government announced councils could add an additional 1%, should they so choose. This is currently under consideration. The Budget has to be approved by Cabinet, then Full Council on February 13th. The Budget consultation can be found here:

[https://consultations.oxfordshire.gov.uk/consult.ti/Budget\\_1819/consultationHome](https://consultations.oxfordshire.gov.uk/consult.ti/Budget_1819/consultationHome)

#### **CRIMINALS TARGET PUBS AND CLUBS TO PEDDLE ILLEGAL TOBACCO**

Trading Standards are warning licensees and pub-goers to be on-the-look-out for criminals selling smuggled and counterfeit cigarettes and hand-rolling tobacco. The call for vigilance follows recent research revealing that nearly half (43%) of illegal tobacco customers use pubs and clubs as their main source of supply. Cheap illegal tobacco is attractive to some smokers because it is often sold at half the price of the legal equivalent but its availability helps children to start smoking, brings communities into contact with organised criminals and undermines legitimate local businesses. In October HMRC released figures showing illegal tobacco made up 15% of all cigarettes and 28% of hand-rolling tobacco smoked in the UK. Taxpayers lost around £2.5 billion from the illicit trade in 2016-17. This money, for example, could be used to fund over 50,000 new NHS nurses for a year. Anyone with information relating to illegal tobacco being bought or sold, can report this to Trading Standards by anonymously via the Illegal Tobacco Hotline, 24 hours a day, 7 days a week on 0300 999 6 999 or online at <http://www.stop-illegal-tobacco.co.uk/>

#### **SNOW GUIDE**

December saw substantial snowfall across the county. OCC has produced a useful guide for snow clearance and a copy is attached to this report (please see our ‘Noticeboard’ on the BNPC website [www.brizenortonparishcouncil.co.uk](http://www.brizenortonparishcouncil.co.uk) )