

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 5th February 2018 at
7.30 pm at The Sports Pavilion, Brize Norton

<u>297/18</u>	<u>PRESENT</u> Cllr Squire, Cllr Shillingford, Cllr Way, Les Goble, Cllr Campion, Cllr Taylor, Cllr Ball, Nicholas Field-Johnson, Cllr Alex Postan, Alison Riseley,	<u>ACTION</u>
<u>298/18</u>	<u>1 – APOLOGIES</u> Cllr Guest	
<u>299/18</u>	<u>2 -a - DECLARATION OF INTERESTS</u> Cllr Way - TIMMS planning application – 17/02058/FUL Cllr Way - Mr & Mrs Fitzsimmons, The Willows 17/04186/HHD	
<u>300/18</u>	<u>2 -b - DECLARATION OF INTERESTS</u>	
<u>301/18</u>	<u>3 – MINUTES</u> The minutes of the meetings on Monday 8 th January were agreed and signed.	Clerk to scan and post to website
<u>302/18</u>	<u>CONTACT BETWEEN MEETINGS</u> The Clerk was given permission to contact councillors by text or phone if and when necessary, to arrange meetings or follow up action.	
<u>303/18</u>	<u>ROADS IN BRIZE NORTON</u> Cllr Shillingford expressed concern about the state of the roads in Brize Norton. Although repairs have been temporarily fixed through www.fixmystreet.co.uk the repairs only last briefly. Send a letter compiling issues of concern in one place to WODC regarding proper repairs to roads.	Cllr Shillingford to prepare a letter detailing issues of road to send to OCC. Copy to Cllr Field-Johnson & Paul Wilson at OCC.
<u>304/18</u>	<u>E-MAIL ADDRESSES FOR NEIGHBOURHOOD PLAN STEERING GROUP</u> After consideration it was felt that there was no need for NPSG to have their own e-mails.	
<u>305/18</u>	<u>4 – a - PUBLIC PARTICIPATION – NEIGHBOURHOD PLAN STEERING COMMITTEE</u> The next event is a meeting with WODC on 23 rd February for ideas on planning to inquire whether to submit areas of land for housing or if the 700 houses will fulfil our allocation. Cllr Squire to attend. On the 1 st March, members of the NP ^l will meet with the School to receive the children’s feedback. They have received very positive feedback from the school. Liaise with Cllr Squire regarding policies to be owned by NPSG. Mr Goble presented a letter from a developer addressed to the Chairman of a NP. It seems developers are now approaching the heads of Neighbourhood Plans directly with regard to land allocations and prospective housing within parishes.	Mr Goble will send information to clerk to circulate to council.

<p><u>06/18</u></p>	<p>FOOTPATHS Mr Goble brought to the council's attention that Footpath 143/7 is blocked at Astrop Farm (slurry pit) and Willow Farm (paddocks). Footpaths officers speak to owners.</p> <p>Footpath 143/4 is completely blocked by brambles. WODC to clear as Public Right of Way. Council footpaths officer to be contacted through the council website.</p>	<p>Cllr Squire to contact Mr Barnett at Astrop/ Grove Farm. Cllr Campion to contact Mrs Cowley at Willow Farm Clerk to find contact information. Clerk to contact WODC to ask them to clear the path.</p>
<p><u>307/18</u></p>	<p>WEBSITE Kyle to check banner and pictures. Link to terms of reference on web page. It is best to use Google Chrome or Firefox to open.</p>	<p>Kyle to check website with Cllr Way.</p>
<p><u>308/18</u></p>	<p>4 – b - PUBLIC PARTICIPATION Any other public matters:</p> <p>Mr Goble – School Warning signs. Quote from £1,800 for School signs. There may be possible funding from OCC, but it is not available yet?</p> <p>Possible match funding from WODC to replace lollipop lady.</p> <p>Council committed to spend of £900 from funds to match WODC funding to place an order with OCC for the works described in the e-mail dated 22nd January at 17.09. A decision on funding and placing the order will be agreed at the March Council Meeting.</p>	<p>Cllr Squire to call Martin Holland regarding funding for lights by school.</p> <p>Agenda item for March Meeting</p>
<p><u>309/18</u></p>	<p>5 - CHAIRMAN'S MEETINGS None</p>	
<p><u>310/18</u></p>	<p>6 - DISTRICT AND COUNTY COUNCILLORS' REPORTS The report received from Cllr Nicolas Field-Johnson is attached as Appendix E. Cllr Field-Johnson asked if the parish could provide a statement on road conditions in the parish each month to assist him in progressing repairs with OCC.</p> <p>Cllr Postan advised that the Inspector had reached agreement with the WODC on the emerging Local Plan, it is not finally approved as a final 6-week consultation (closing in April) has to be completed. The Plan should be in place by end of 2018, but it formally acknowledges that WODC have a 7-year housing supply, which should limit the submission of speculative large scale planning applications.</p> <p>Cllr Field-Johnson left the meeting at 8:26pm</p>	<p>Letter from clerk to Cllr F-J every month listing road issues in parish.</p>

<u>11/18</u>	<u>7 – a - POLICIES</u> These have been completed satisfactorily, printed, signed and posted on the website.	
<u>312/18</u>	<u>7 – a – S106 & OPEN SPACES AGREEMENT UPDATE</u> “The Agreement for Brize Norton Parish Council to manage the public open space and other related facilities at land at West Brize Norton as amended on 28/11/2017 is acceptable to the Council and should be forwarded to Bloor Homes advising them that subject to the amendments proposed within the document BNPC is prepared to sign the Agreement at the same time as the S106 Agreement for the Development is signed, provided there are no material changes to the S106 Agreement.” Proposed and agreed. 150 year lease is also ready for signature and just need to agree on use of sports pitch.	Cllr Squire to progress with Bloor Homes and Savills. Cllr Squire to follow up with Savills
<u>313/18</u>	<u>7 – b – CLEARANCE OF KILKENNY LANE DITCH GRILLS</u> Village handyman to keep an eye on the grill and report concerns of blockages to Laurence King via the Clerk.	Village Handyman
<u>314/18</u>	<u>7 – c – GRANGE FARM BREACH OF TERMS</u> Three separate complaints, with photographic evidence, have been made to the council regarding the breach of terms at Grange Farm. The planning application 17/01993/S73 states that “The usual working hours of the existing barn is 9am-10pm during harvest and approximately office hours, 9am-5:30 pm for the rest of the year.” Despite Council’s objections the owners obtained approval for Condition 5 to be amended to allow for the working hours to commence at 7:30am rather than 9am as originally proposed. However lorries have been starting at 7:15 and in addition have damaged the kerb.	Mr Goble to pass the Landowner’s number to Cllr Squire. Cllr Squire to approach the Lanowner
<u>315/18</u>	<u>7 – d – PRE SCHOOL FENCE/ ELDERBANK HALL</u> Cllr Guest and Cllr Taylor to discuss with Diane Davies regarding the Elderbank Hall committee meeting. Cllrs request to reconvene the meeting and ensure it is quorate and actions properly recorded. Request minutes and provide finance report.	Cllr Guest and Cllr Taylor to communicate with Diane Davies.
<u>316/18</u>	<u>7 – e – BATTLE’S OVER: CENTENARY CELEBRATIONS</u> Keith Glazier to chair committee, including Carolyn Peach and Cllr Shillingford as a community committee. Request to provide funding for promotional materials. Approved funding of £50 towards publicity for calendar. Use parish newsletter to advertise events or to publicise events.	
<u>317/18</u>	<u>7 – f – TRAINING</u> Effective Responses to Planning Applications (rescheduled) Wednesday 7 th February 2018, 10am -1pm Wood Green WODC Offices), Town and Parish Council Elections (Thursday 8 th February 2018, 6pm – 8:30pm, Woodgreen Offices).	Cllr Shillingford & Clerk to explore courses

	Cllr Shillingford to investigate SiLCA courses. Wait until May to discuss further.	and costing in January/ February
<u>318/18</u>	<u>7 – g – QUARTERLY RECONCILIATION OF ACCOUNTS</u> Cllr Campion has examined the accounts and has signed the checklist approving the Parish Council Accounts.	
<u>319/18</u>	<u>CASTLE WATER BILL</u> Following demands for payment and unsuccessful correspondence with Castle Water regarding new billing policies the Clerk is to research the opportunities for moving to an alternate water supply company.	Clerk to ‘shop around’ for other providers
<u>320/18</u>	<u>7 – h – DATES FOR THE DIARY</u> AGM - Tuesday 22 nd May 3 rd May Elections Clerk to feed back at next meeting on nomination forms and process.	Clerk to contact Diane Davies to book the Elderbank Hall.
<u>321/18</u>	<u>7 – h – BARCLAYS BANK AUTHORISATION</u> Drafted letter approved and signed.	Clerk to send to Barclays
<u>322/18</u>	<u>8 – PLANNING</u> 2 new applications (see attached Appendix A). Response to 17/04186/HHD The parish council are seeking clarification regarding the link to the neighbouring cottage. Please have a section/ description to demonstrate the relationship Clerk to communicate between The Willows and Willow Cottage? What is the construction of the wall?	
<u>323/18</u>	<u>9 – FINANCE</u> Consider payments to be made (see attached Appendix B).	
<u>324/18</u>	<u>10 – CORRESPONDENCE</u> Consider other correspondence during this month (see attached Appendix C).	
<u>325/18</u>	<u>COUNCILLORS REPORTS</u> A) Cllr Way requested a donation of £50 to WI to cover refreshments at the Neighbourhood Plan Community Event. Approved. B) BNS&SC propose to change their electricity supplier and obtain a “smart meter”. C) Cottsway houses S106 Agreement has omitted the standard clause regarding the preference to support people with a village connection. Clerk to write to Chris Hargraves WODC to arrange for the oversight to be rectified. D) If Vodafone temporary works at the end of Minster Road are still there at the end of next month the Clerk should write to Vodafone to asking for an update and a completion date.	<u>ACTION</u> Clerk to prepare a cheque for the next meeting Note Clerk to draft a letter to WODC/Cottsway Homes Clerk
<u>326/18</u>	<u>ITEMS FOR FUTURE AGENDA</u> No additional items identified.	

There being no further business the chairman declared the meeting closed at 9.40 pm.

Date of next ordinary meeting **Monday 5th March 2018** in **The Pavillion** at **7.30 p**

APPENDIX A - PLANNING APPLICATIONS 322/18:

17/00699/OUT APP/D3125/W/17/ 3184787	C/O Agent west1@pins.gsi.gov.uk In writing (please send 5 copies): 3P Kite Wing Temple Quay House 2 The Square Bristol BS1 6PN	Outline application (all matters reserved except access) for up to 115 residential dwellings (C3 Use Class), up to 100 sqm charity office space (B1 Use Class), extension to Country Park and associated landscape enhancements. 22nd February 2018
17/04186/HHD	Mr & Mrs Fitzsimmons The Willows 74 Station Road, Brize Norton	Conversion of garage and single front extension to enlarge existing kitchen. Close existing and creation of new vehicular access in revised position (including alterations to front boundary walling). Extended to 15th February as drawings 991-4, 991-5 and 991-7 (Proposed Ground Floor Layout or Block Plan) are missing.

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). Awaiting Decision
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) Under Consideration – modified application on 8/10/17. Revised flood risk on 6/11/17.
17/02058/FUL	A Timms 80-82 Station Road Brize Norton	Change of use of part of builder's merchants yard to café Under Consideration

PLANNING DECISIONS:

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APPENDIX B - ORDERS FOR PAYMENT 323/18:

101222	67.81	Shillbrook Stationers	NP & stationery materials
101223	1534.80	Trafalgar cleaning Equipment	New 'Billy Goat' Mower
101224	348.00	TCG Advertising & Design Ltd	Neighbourhood Plan printing
101225	235.63	Kyle Anderson	January village maintenance/website
101226	431.00	Alison Riseley	January clerk services
101227	38.22	Alison Riseley	McCalls - stamps
101228	25.16	Kyle Anderson	Website contract renewal
101229	735.44	OCC	Grass cutting
	2698.62	Total	

PAYMENTS RECEIVED

	132	M Nwanze	P.O.
	828	OCC	Grass cutting ref #3110308069
	57.68	Elderbank Hall	Water bill
	158.52	Elderbank Hall	Water bill
	2000	WODC	loan repayment

BANK BALANCE	£
Current a/c balance at 19 December 2017	11,943.63
Total order for payments in January	2698.62
Total receipts in January	3176.20
Bank balance at 18th January 2018 (after payments)	12,448.27
WODC investment	29,700.00
Total funds at 31 January 2018	42,148.27

APPENDIX C - OFFICIAL CORRESPONDENCE 324/18

- a) Oxfordshire County Council Section 101 Legal Agreement
- b) Oxfordshire County Council cheque for grass cutting fees.
- c) HMRC – Carolyn Peach P45 Part 1 Form
- d) Barclays bank statement
- e) cheque from Elderbank Hall for the water bill (Nov)
- f) cheque from Elderbank Hall for the water bill (Aug)
- g) Castle Water bill

E-MAILS CIRCULATED IN MONTH

Civic voice – 24/1,

CPRE –

HMRC 29/1,

ICO newsletter – 11/1

Oxfordshire Community and Voluntary Action – 4/1, 17/1, 18/1 (→ WW)

Oxfordshire Clinical Commissioning Group – Talking Health 26/1, 29/1 (→ WW)

PCS – UK –8/1, 11/1, 23/1

PSE – 2/1, 5/1, 5/1, 8/1, 10/1, 12/1, 12/1, 15/1, 16/1, 18/1, 19/1, 23/1, 25/1, 26/1, 26/1, 29/1, 30/1 (not circulated)

PST – 12/1, 19/1 (not circulated)

PSN – 23/1, /1, 1/1, (not circulated)

PULSE – 11/1, 25/1

Rural Services weekly update (not circulated) - 2/1, 10/1, 15/1, 29/1,

Rural services seminar-, Rural broadband - 3/1, Rural Poverty 17/1, Rural Housing 24/1 Rural Vulnerability 31/1 (not circulated),

Wychwood Forest Project 3/1,

1/1 Fred Bellenger – Memorial Trees

1/1 Les Goble – Designation of a Track in Brize Norton (→ all)

2/1 Fred Bellenger – Keith Glazier

2/1 Westminster Briefing

2/1 Claire Shepherd – Allotment Availability (↔)

3/1 Susan Linnett –charity supporting adults with a physical disability (→ all for website?)

3/1 Carys Davies – Proposal to create more parking spaces

3/1 Carys Davies – Christmas tree recycling (→ all)

4/1 Pat Bliss – Emergency Plans (→ all)

4/1 OALC – Planning Training

4/1 Community first Oxon – ‘The Usual Suspects’ workshop

4/1 Miranda Clark – Response to Lagan Homes Planning Objection

4/1 Cllr Field-Johnson – OCC news report (→ all)

5/1 Kyle Anderson – Time sheet Dec

5/1 Payman - wages

5/1 Andrew Smith – Long Hanborough railway station (→ all)

5/1 Active Places – Sport England

6/1 Cllr Field-Johnson – Road Damage Report

- 8/1 Nathan Briant (Newsquest) – adding to mailing list (→ all)
- 8/1 Nemesis Fireworks - (→ TS)
- 8/1 Minerals and Waste Local Plan - (→ all)
- 8/1 Cllr Postan - summons
- 9/1 Les Goble – School Warning signs (→ OCC) (↔)
- 9/1 The Oxfordshire Museum
- 9/1 dceo invoice for GDPR Document Pack
- 10/1 Julie Edwards – Water bill cheque for the Elderbank Hall
- 10/1 Carys Davies – new building control App
- 10/1 Rachel Burns – Oxfordshire Waste Consultation (→ all)
- 10/1 Andrew Smith – Football Pitch funding
- 10/1 Mrs Haig Burford School – football Pitch Funding
- 11/1 Carolyn Peach – High Sheriff Award Nominations
- 11/1 Lauren Jacobs – housing application
- 11/1 Erin Davies – Lauren Jacobs housing application
- 11/1 Town & Parish council – Transparency Deadline
- 11/1 Andrew smith WODC – councillors baking balloon & lantern ban
- 11/1 Julie Edwards – Elderbank Hall water bill
- 11/1 James Wright – School Warning signs (↔)
- 11/1 OALC – End of Year Accounts
- 11/1 Ella Pickard – High Sheriff's Award
- 12/1 OALC – Transparency Fund
- 12/1 Becky Nolan - allotments
- 12/1 Alan Cockbill – School Warning Signs
- 12/1 Nicholas Field-Johnson - School Warning Signs
- 12/1 Local council Public Advisory Service – Data Protection Advice and Service
- 15/1 Events at SLCC
- 15/1 Jane Fray WODC planning - 17/04186/HHD
- 15/1 Fix My Street - updates
- 16/1 Robert Courts MP - newsletter (→ all) (→ KA)
- 17/1 Carys Davies - Garden Waste licences (→ all) (→ KA)
- 17/1 Andrew Davies – West Oxfordshire Sports Awards (→ all) (→ KA)
- 18/1 Robert Courts – GWR (→ all)
- 18/1 Louise Croot – Garden Waste Licences (→ all) (→ KA)
- 18/1 A40 Buslane project (→ all)
- 18/1 Lauren Jacobs – The Fossway – Brize Norton
- 19/1 Erin Davies - The Fossway – Brize Norton
- 19/1 HMRC – business support email***
- 19/1 Alan Cockbill – School warning signs quote.
- 19/1 Twitter
- 20/1 Nicky Mellings WDSC – WO Sports Awards
- 21/1 Ella Pickard – High Sherriff's Award
- 22/1 OALC Extra documents from End of Year Accounts course
- 22/1 Wendy Way - Terms of Reference (↔)
- 22/1 Alex Postan – Contacting Cllr Cuthbertson

- 23/1 David Cuthbertson – Shilton Parish Council
- 24/1 Ann Tyldesley – Shilton Parish Council
- 24/1 Keith Butler – Town and Parish Elections
- 24/1 Diane Davies – Elderbank Hall
- 24/1 OALC - CiLCA courses
- 24/1 OCC – Oxfordshire matters newsletter
- 24/1 Oxfordshire Playing Fields newsletter
- 24/1 WODC – Rollout
- 25/1 Diane Davies Annual Assembly
- 25/1 Liz Huggins – Planning Appeal (→ all)
- 26/1 Jesse Bosgraaf Outdoor fitness
- 26/1 Robert Courts MP – newsletter (→all)
- 27/1 Lynn Jacobs – Fosse Way – New Builds (→all)
- 28/1 Kyle Anderson – Website contract Renewal
- 29/1 OALC January Update
- 29/1 OALC Training
- 29/1 Matthew Barber – Policing in the Thames Valley(→AB)
- 29/1 Lauren Jacobs –
- 29/1 Mark Paterson – Grange Barn (↔)
- 29/1 Payman – salary payslips
- 29/1 Les Goble - Toe2
- 29/1 Pip Squire – Verena Hunt - Kilkenny Lane ditch (↔)
- 30/1 WeiWei Hu WODC – transfer of loan
- 30/1 Big Things - (→ all, NP and BN Primary School)
- 31/1 Laurence King – Kilkenny Lane ditch

(←) = Reply

(↔) = ongoing discussion or linked communication

(→) = forwarded to relevant contact

APPENDIX D - REPORT TO BRIZE NORTON PARISH COUNCIL - FEBRUARY 2018
FROM CLLR NICHOLAS FIELD-JOHNSON 310/18

GENERAL OCC REPORT

COUNCILLOR PRIORITY FUND KEY PART OF BUDGET PROPOSALS

A key proposal for the upcoming Oxfordshire County Council Budget is to have a Councillor Priorities Fund – all County Councillors will have a £15k fund each to support parish council Highways needs and community group projects. In addition, the county council is choosing to prioritise children's social care with £1.9m extra being put in to this service. Overall this means £8.5m is being added to the budget for children's social care in 2018/19. This follows the central government announcement in late December that it would allow councils to raise council tax by an additional 1% primarily to address financial pressures in children's social care. Earlier in December the council had proposed a 1.99% Council Tax, with an additional 3% precept for adult social care bringing the total proposed rise to 4.99% the same as last year. The additional 1% that has now been allowed would take the total rise for 2018/19 to 5.99%, with a proposed 2.99 % rise in 2019/20. Other calls on funding include the local government national pay settlement where a total of £2.9m extra is required over 2018/19 (£1.4m) and 2019/20 (£1.5m) for staff pay across all of its services, including employees such as librarians, care workers for vulnerable children and adults, highways staff, trading standards, the Registration Service etc. OCC is able to fund this from reserves over these two years. The Budget proposals go to Full Council on February 13th.

GROWTH DEAL

As detailed in the December report, the Oxfordshire Growth Board* has reached an outline Housing and Growth Agreement (Growth Deal) with Government. This will see an additional £215m of investment over the next five years to build infrastructure, support the delivery of new homes and boost economic productivity across the county. This breaks down as: £30m pa for five years for infrastructure; £60m for affordable homes across the county; and £5m to develop a Joint Statutory Spatial Plan (JSSP). The Board wants the five-year deal to be the first stage in a sustained partnership with Government to secure the ongoing investment needed to deliver properly planned growth and economic development over the coming years. This will support councils to achieve the ambition of 100,000 new homes across the county over the period 2011-2031, as identified through the 2014 countywide Strategic Housing Market Assessment and Local Plans. During the period of development all planning authorities will have their five-year land supply requirement reduced to a three-year land supply with that condition in place for the first three years of the new JSSP. The Growth Deal is coming to the stage that it will soon go through the six councils' democratic processes to be agreed.

*The Oxfordshire Growth Board comprises the six councils: Cherwell District Council, Oxford City Council, Oxfordshire County Council, South Oxfordshire District Council, Vale of White Horse District Council and West Oxfordshire District Council, together with the county's Local Enterprise Partnership (OxLEP).

CARILLION: OCC AGREES EXIT DEAL AFTER COMPANY COLLAPSE

OCC has formally terminated its contract with Carillion LGS Limited effective from 1 February 2018, following the collapse of the parent company. This brings forward the already agreed end of the contract set for the

end of June 2018. OCC made a net payment of £10.65m to Carillion to cover work already completed as part of the final settlement to end the contract with the company. Carillion provided services on behalf of OCC including school meals and cleaning; maintenance of council buildings; property services, and building work such as school extensions. Carillion staff in OCC's maintained schools who contracted their services via OCC will be transferred to OCC under staff transfer arrangements known as 'TUPE', and services will continue as normal. Services previously provided by Carillion to the county council will continue through a mix of bringing staff in-house (e.g. school meals, cleaning); continuing with suppliers (mainly catering), and working with existing sub-contractors (mainly construction and property services). Like every other Carillion customer, OCC is now working out the most cost-effective way to complete work left unfinished by Carillion. OCC will now take over direct responsibility for commissioning future construction work and service delivery. County council officers are reviewing the uncompleted works under the Carillion contract and talking to sub-contractors about the best way forward. Carillion sub-contractors and suppliers will be financially exposed to the collapse in Oxfordshire, as is happening across the country. OCC is establishing a process to assess, on a case-by-case basis, the impact on companies in the Carillion supply chain involved in providing county council services such as building maintenance.

NEW FUNDING BOOSTS SUPPORT FOR ASYLUM-SEEKING CHILDREN

Extra funding to support unaccompanied asylum-seeking children (UASCs) living in Oxfordshire has been received by the county council. A government grant worth £335,000 has been awarded to help strengthen the support services available to UASCs over the next two years. It is part of a wider [national funding announcement of £29million](#). OCC has the same responsibilities for looking after UASCs arriving in the county as it does for all other children and young people in care. Young asylum-seekers are among the most vulnerable groups in society – often with no connections or family in the UK, little spoken English and having made long and traumatic journeys. The new money is not for covering the cost of care placements themselves, but for additional support to help UASCs adjust to living in the county, and integrate with local communities. The council currently looks after 52 UASCs. These young people have predominantly travelled from Afghanistan, Albania and Eritrea.

SPECIFIC REPORT FOR BRIZE NORTON PARISH COUNCIL

