

# Begbroke Parish Council

Clerk to the Council: Jeffrey Wright  
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## MINUTES

### OF THE MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON MONDAY 4th JULY 2011 AT 6.30 PM

**1 Present:** Cllr Malcolm Ryder (Chairman); Cllr Jill Durrant (Vice Chairman); Cllr Ellis Davies; Cllr Carol Trevelyan; Cllr David Wintersgill; Jeffrey Wright (Clerk) Malcolm Blackshaw (Begbroke Bowls Club)

**1.1** Apologies; Cllr Gibbard; Cllr Stevens.

**2 Read and Confirm Minutes of Last Meeting**

**2.1** The minutes of the ACM meeting held on 16<sup>th</sup> May 2011 were confirmed as a true record.

**3 Declaration of Interest & Gifts or Hospitality**

**3.1.** Free tickets to CLA Game fair offered to Councillors (declined) and £1 off entrance fee for residents. Clerk remarked that the Oxford Times was offering £2 off entrance fee

**3.2** Cllr Ryder declared a personal interest in item 9.2.3

**4 Matters Arising from the Minutes**

**4.1** Notice board – village hall booking secretary contact details are still not published on notice board contrary to the instruction on the hall sign.

**4.2** BVHMC - financial assistance to replace their garage. This was discussed together with a plan to have a joint use with the Begbroke Bowls Club. The clerk is to obtain some formal quotations.

**4.3** BVHMC – a request for a written plan of hall projects had not been received. The clerk had produced a table with items on such as electrical repairs, new garage, Intumescent strips which he had sent to members of the VHMC priority evaluation. This is necessary for the parish council to be able to budget the annual precept.

**4.4** Clerks contract of employment – this was discussed and agreed as satisfactory. The contract was then signed by The Chairman and the Clerk.

**4.5** Begbroke Lane surfacing – the clerk reported that Cllr Gibbard had asked him that if OCC could supply materials, could he get volunteers? He reported that he had put an article in the Link and had asked the question. The type of surface (crush stone) permission, supervision of volunteers, insurance and the method of moving materials were discussed. Cllr Durrant wondered if it may prove easier to pay a contractor.

**4.6** An additional Cycle rack at bus stop was installed 28 June 2011

**4.7** Seat in Begbroke Lane – nothing further to report. However, it was decided that if the residents wishing to commemorate a seat had not made contact by the next meeting, then the Parish Council would proceed themselves. Clerk to get an up to date price for a Kara seat similar to other installed in the village.

**4.8** Church wall grants – clerk has given John Roff details, application forms, photos and maps for The Cotswold's Conservation Board scheme which gives grants for wall repairs.

**4.9** Update of highway matters sent to Paul Wilson was read out. White gates had been painted, hedges trimmed, pot hole in service road filled and a bollard in Begbroke Lane up-righted. There had been no action on Willow Way, drainage or flooding at Spring Hill/St Michaels Lane. Clerk to request further information.

**4.10** CLA Game Fair Traffic Plan, Police Plan and OCC Plans documents were discussed. The clerk said he had published the plans in the Link and also posted information such as the traffic order and map on the notice board.

*RWR*  
5-9-11

## **5 A44 Pedestrian Crossing and Begbroke Science Park**

**5.1** Updates – none. However, it was reported that many motorists were being caught speeding by the police; 26 recently. Cllr Durrant said this provided important evidence in pursuit of a pedestrian crossing.

**5.2** Updates – none. However Cllr Durrant was interested to know when the A34 Dual Carriageway was constructed. No one knew so some investigation may take place.

## **6 Report from County/District Councillor**

### **6.1 July 2011 District & County Councillor's Report - Begbroke Parish Council**

#### **Oxfordshire County Council**

There have been changes to the County Council cabinet following the recent elections.

Ian Hudspeth returns to the back benches and responsibility for Growth & Infrastructure now rests with Councillor Lorraine Lindsey-Gale. Michael Waine is also stepping down and his portfolio for Education passes to Councillor Melinda Tilley.

#### **County Libraries**

Oxfordshire County Council has now launched a consultation on the future of its 43 libraries. It is now hoped that none will have to close but there will be reliance on volunteer working at some branches. Under the proposals, Kidlington would remain fully open and fully staffed whilst Woodstock would have a significant level of professional staff but need some assistance by volunteers.

#### **CLA Game Fair**

I have spoken further with Nick Brooks-Ward, Director of Operations for the Game Fair and he has given me assurance that there will be a police presence at Begbroke roundabout from the Friday morning to give local drivers assistance should it be necessary

#### **Waste Collection Round Changes**

There is to be a change in the waste collection day for 23,000 properties across the District. For Begbroke, collection day will change from Wednesday to Thursday, starting on 28 July. All affected properties will be notified by letter, and stickers will be placed on bins. The changes are for greater efficiency. Currently around 59,000 properties are served by 15 crews (ten crews for residual waste & recycling and 5 crews for mixed food & garden waste) and we are reaching maximum capacity. With housing growth running at around 600 properties per year, another vehicle and crew will be required within two years.

**Michael Gibbard 4 July 2011**

## **7 Council Representatives. (Two representatives if possible)**

**7.1** BVHMC (Carol Trevelyan) Nothing to report

**7.2** London Oxford Airport Consultative Meeting. (Jill Durrant.) Nothing to report.

**7.3** NAG Group – (David Wintersgill – he reported that the usual items being investigated were speeding and loitering by youths. The clerk asked if he could be added to the e mail circulation of the NAG Group minutes.

## **8 New Business**

**8.1** Bob Perkin requested to be a member of the parish council by co-option. Unfortunately he had to be called to work so his application could not be discussed. However, in the light of his house being up for sale and work responsibilities in the evenings, the clerk is to consult with him.

**8.2** Malcolm Blackshaw representing Begbroke Bowls Club requested the parish council to financially assist with sprinkler system repairs as funds were low at the bowls club. He said the water pump had to be replaced. - £1,284 plus vat £1,540.80. The councillors unanimously agreed the payment as the green was considered a valuable village asset.

**8.3** Bins at bus stop belonging to flats – now emptied, blue boxes removed and blue bins supplied by CDC who will also collect bins from the property rather than have the residents leave them on the grassed area. Residents advised on waste disposal. Clerk has thanked Paul Devine, Pete Rae and Sandra Whitehead from CDC.

**8.4.** CDC Website consultation – no comments were presented.

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5-9-11

**8.5** Oxfordshire Rural Housing Partnership Quarterly Parish Council progress report 1<sup>st</sup> June 2011 was presented by the clerk. No further comments made.

**8.6** Salt Spreader. The clerk showed a salt spreader costing about £1,500 that could be towed behind a vehicle. This was presented for future consideration given the problems in the village last winter.

Cllr Trevelyan said if it was purchased it probably not snow!

## **9 Planning**

### **9.1. Applications**

**9.1.1.** 11/00637/F Mr Jaswant Purewal Retrospective – single storey outbuilding

**9.1.2** 11/00908/F Oxford Taxis, Mr Jaswant Purewal Retrospective - change of use of land and retention of outbuilding for the purpose of a taxi business. Cllr Trevelyan is to approach neighbours for their views.

### **9.2 Decisions:**

**9.2.1** 11/00069/F Access Road and all traffic movements junction at Begbroke Science Park – permission

**9.2.2** 11/00384/F Installation of two flue terminals at Begbroke Science Park – permission

**9.2.3** 11/00495/F Extensions to front and rear 25 Fernhill Road - permission

### **9.3 Conditions of Planning**

**9.3.1** 11/00768/F Isis Builders Variation of Condition 2 - formerly 16 Woodstock Road. Alter roof design of plot 1 and allow insertion of roof lights to front elevation.

**9.3.2** 11/00813/F Isis Builders Variation of Condition 2 and 9 of 10/00856/F - formerly 16 Woodstock Road. Block up existing accesses and have a shared access.

### **9.4. Appeals**

**9.4.1** None

### **9.5 Withdrawals**

**9.5.1.** 11/00637/F Planning Application Mr Jaswant Purewal retrospective - single storey outbuilding

### **9.6 Amendments**

**9.6.1** Kidlington Household Waste Recycling Centre Planning Application – revisions include a revised Transport Statement, amended Planning Statement, and an addendum to the Site Selection report. Comments sent regarding traffic movements

### **9.7 Planning Other**

**9.7.1** 09/00513/F Erection of general purpose agricultural Building Spring Hill and Application No. New 10/004170 Delegated Decision made on 16th. December 2010. Clerk said the PC not informed. However Cllr Durrant thought the original application had not been withdrawn. Susan Ganter has contacted Mike Gibbard for information. It was also noted that a footpath crosses the site and a diversion will be necessary before construction.

## **10 Correspondence (see register for full details of postal correspondence)**

**10.1** E mail from Mr Bott regarding removal of bush at side of service road and people crossing A44. Clerk said he had replied and updated him with correct information.

**10.2** Notices of alteration under regulation 36 RPR 2001(Register of Electors) the revised lists were read out.

## **11 Financial Matters**

### **11.1. Grant Information/ Grant Applications for discussion**

**11.1.1** St John Ambulance (CR952) Grant request. (£50 given last year) The committee unanimously agreed to give £75.00 this year.

### **11.2 Balances and Liabilities**

**11.2.1** Balance (Money) £13,904.76 Bank Accounts: Current £2,494.20 Reserve: £1,5311.28

**11.2.2** Uncleared Cheques & Liabilities - £4,120.72 - transfer of funds required: £2,600.00

### **11.3 Income**

**11.3.1** Cheque from Susan Ganter to commemorate a tree in the name of Florence Gladys Sperrin; 18th May 1911 – 31st December 2010 - £40. Clerk has replied with thanks and requested Mr John Roff to mark the village hall plan accordingly.

RMR  
5-9-11

**11.3.2** Grass cutting Grant OCC (CR948) £1,073.40

**11.4 Expenditure**

**11.4.1** BDO – External Audit £342.00 CN: 302

**11.4.2** Nigel Pricket – Grass cutting £835.20 CN: 303

**11.4.3** Clerks Net Salary for July £382.32 (£453.92 gross) CN: 304

**11.4.4** Nigel Pricket – Grass cutting £417.60 CN: 305

**11.4.5** XEL Projects Ltd – cycle rack £174.00 CN: 306

**11.4.6** HM Revenue and Customs £214.80 CN: 307

**11.4.7** Glennfarrow UK Ltd– Bowling Club Pump and labour to fit. £1,540 including vat. CN: 308

**11.5 Quotations**

**11.5.1** Tree maintenance Nicholson Nurseries £800 plus vat (completion of duty of care inspection) - Accepted unanimously by the committee. Clerk to place order

**11.6 Annual Audit Return**

**11.6.1** The Annual Return (financial), returned from BDO without any issues being raised, was approved and accepted unanimously by the committee.

**12 Health and Safety Matters**

**12.1** Weekly playground inspections – Cllr Trevelyan handed four reports to the clerk. Cllr Davies is to forward his by e mail. He is also to carry out Cllr Durrant's inspections for her.

**13 Training**

**13.1** OALC Training Programme July – October 2011 was presented to the meeting. No training requested.

**14 Freedom of information requests**

**14.1** No requests

**15 Footpaths, Bridleways and Restricted Byway RUPP)**

**15.1** Update on footpath amendments, anomalies and additions – Cllr Ryder is still to meet with Clerk.

**15.2** OCC Footpath Matters Newsletter. Definitive map is now online. Cllr Ryder said it was incorrect but difficult to remedy

**16 Any Other Business**

**16.1** The new OCC Highways staff structure was shown together with the new local representatives.

**16.2** It was reported that a blue van, parking in Begbroke Lane, is at times, preventing both the Heyfordian Bus from collecting passengers and the school bus from dropping children at the village hall. A similar problem could exist for emergency vehicles. The clerk is to check as he thought that certain highway widths have to be maintained on highways where bus routes exist. The clerk is to liaise with the PCSO

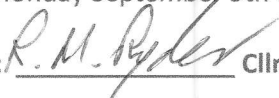
**16.3** Cllr Trevelyan said energy meters were available on loan from CDC. After discussion, she is to ask the WI to see if they are interested.

**16.4** Speeding in Spring Hill – it was decided to see if a 20MPH could be introduced. Clerk to investigate.

**16.5** Cllr Wintersgill said there were overgrown hedges in the village. The clerk said he had put an item in the Link reminding people to cut them as pedestrians experience difficulty.

**17 Proposed Date of the Next Meeting:**

**17.1** Monday September 5th 6.30pm

Signed:  Cllr Malcolm Ryder - Chairman of Begbroke Parish Council

**5<sup>th</sup> September 2011**

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## MINUTES

### OF THE MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON MONDAY 5th SEPTEMBER AT 6.30 PM

- 1 **Present:** Cllr Malcolm Ryder (Chairman); Cllr Jill Durrant (Vice Chairman); Cllr Ellis Davies; Cllr Carol Trevelyan; Cllr David Wintersgill; Jeffrey Wright (Clerk) Beverly Napier (as prospective co-opted member)
  - 1.1 **Apologies** Cllr Michael Gibbard (he intended to arrive at 7.15 pm but did not)
- 2 **Read and Confirm Minutes of Last Meeting.**
  - 2.1 The minutes of the meeting held on Monday 4<sup>th</sup> July were confirmed as a true record.
- 3 **Declaration of Interest & Gifts or Hospitality**
  - 3.1. None declared.
- 4 **Matters Arising from the Minutes**
  - 4.1 Notice board – village hall booking secretary contact details. None were published on notice board. It was also noted that the parish council were not indicated by a star in a similar manner to other users on the wall planner in the hall corridor.
  - 4.2 BVHMC – garage project update. Clerk said tenders had been received for the project and he would elaborate when the committee reached item 11.5.1
  - 4.3 BVHMC – a request for a written plan of hall projects was received from BVHMC and was discussed in detail. It appeared that electrical remedial work was an urgent priority as well as a new equipment store. However, the committee wondered if the cricket field mowing could be carried out by a contractor rather than spending £5k on a mower when few cricket games are played.
  - 4.4 Tree maintenance Nicholson Nurseries – all completed. Willow tree in Sandhill Road crowned as well as works along the A44. Clerk is arranging further quotes for routine spraying work.
  - 4.5 Begbroke Lane surfacing – progress. There is a fund of money available from OCC and Cllr Gibbard is making an application. Sustrans are interested in the scheme and the clerk is arranging a meeting to discuss.
  - 4.6 Seat in Begbroke Lane. Due to personal circumstances, the proposed benefactors are now unable to provide this. It was therefore decided that the clerk would ask if they would like to make some contribution towards the seat.
  - 4.7 Willow Way – reply from Paul Wilson to say remedial work will be complete by end of year. It will include the kerblines footway and carriageway. The Cllr's thought there was a problem with drainage in part of Willow Way. The clerk thought there had been problems with phase 1 but not the later properties.
  - 4.8 Bob Perkin had indicated to the clerk that he no longer wished to be co-opted to the committee. However Beverly Napier wished to co-opt which is why she was in attendance. The chairman asked if it could be dealt with later in the meeting, which it was. Her application was unanimously approved and she was duly co-opted to the committee. The

<sup>1</sup> RMR

clerk gave her the acceptance and declaration forms as well as a booklet on being a parish councillor. The committee briefly reviewed councillor's duties such as playground inspection, dealing with planning applications and attending a regular meeting. The committee thanked Bob for his service to the council and wished him well in the future.

**4.9** Update of highway matters sent to Paul Wilson was not discussed as most items were in hand or detailed elsewhere in the minutes.

**4.10** CLA Game Fair was reviewed. It was generally thought to be an improvement over the last event. However, Cllr Wintersgill pointed out that the south bound markings were not removed causing confusion to people wanted to do a u turn at Begbroke. This was because some turners were using either lane.

**4.11** Cllr Trevelyan updated the committee on energy meters. Basically as no one was really interested, it would not be proceeded with.

**4.12** Parking in Begbroke Lane preventing the bus from following its route. The clerk had spoken to Heyfordian and had had a reply from the OCC bus manager. Heyfordian were concerned not only about vehicles narrowing the width but also the trees that they said rubbed against the bus and could cause damage. The clerk indicated that the road, with a parked vehicle was really too narrow to be a viable bus route. He also said he had discussed with Heyfordian, how routes could be altered to collect passengers in Begbroke West but the timetables would have to be altered and re-printed.

**4.13** Speeding in Spring Hill – it had been decided to see if a 20mph limit could be introduced. Clerk had made enquiries from OCC but no more limits are being introduced until Oxford's new limits are reviewed.

## **5 A44 Pedestrian Crossing and Begbroke Science Park**

**5.1** No progress

**5.2** Nothing to update

## **6 Report from County/District Councillor**

**6.1** No report

## **7 Council Representatives. (Two representatives if possible)**

**7.1** BVHMC (Carol Trevelyan) The committee asked her to pass back comments to their AGM regarding notice board information, electrical repairs to the hall, and provision of gritting salt.

**7.2** London Oxford Airport Consultative Meeting. (Jill Durrant) The recent Air Show at the airport was discussed. Cllr Durrant said planes had flown very low near to the village especially near to Old Begbroke and were also very loud. The councillors commented on the various ticket prices which appeared to range from £10 in advance to £35 on the entrance gate. Cllr Durrant did not support a proposed 3 day event in 2012 and asked the committee to oppose this, although a vote was not taken. The clerk asked her if she intended to discuss at the next airport liaison meeting and she said she would.

**7.3** NAG Group – (David Wintersgill. He reported a decrease in vandalism and all the meeting minutes are now circulated to councillors.

## **8 New Business**

**8.1** The Chairman said he was unable to attend Christ Church Cathedral, Oxford, at 6.00pm on Tuesday 18 October for The annual St Frideswide Civic Service. The Vice Chairman was also unable to attend.

**8.2** Invitation to meeting of the Cherwell Countryside Forum to be held on the evening of Tuesday 6 September at Kirtlington Village Hall starting at 6.30 pm. Cllr Ryder said he was hoping to attend.

**8.3** Review of Cherwell Dial A Ride. The committee considered this but as they did not have data on usage or details of disabled people who might avail themselves of the service, they could not comment apart from saying that it would be a shame for it to cease for those that do use it.

**8.4.** Review of Polling Districts and Polling places. The clerk said he had forwarded this to BVHMC for comment regarding the use of the hall as a polling station and potential improvements. The clerk thought this may give potential for further grant application for disabled facilities.

The response was required fairly urgently.

**8.5** Snow Guide for Oxfordshire Communities – Salt bins and procedure. Clerk said that he had published item in the Link but we have no salt bins in the village. The committee discussed in detail the proposals and unanimously agreed that whilst salt bins were a good idea, who would volunteer do the gritting? The clerk said the highways were responsibility of OCC but they would not grit the village.

**8.6** Clerk reported that there was an ORCC Community Networking Event 3 October 6.30pm for 7.0pm. No one could attend.

## **9 Planning**

### **9.1. Applications**

**9.1.1** 11/00961/F Mr Mark Rowan-Hull. Demolition of existing dwelling and outbuildings and erection of replacement dwelling. Foresters Lodge Spring Hill Road, Begbroke (clerk wrote to Caroline Ford regarding non posting of notice on site) this was discussed at length. The clerk read out the agreed comments sent to planning.

**9.1.2** 11/00870/F Mr R Perkin – Proposed extension to existing dwelling to form 1 no 3 bed unit (existing) and 2 no 1 bed units. 12 Woodstock Road East. The clerk read out the agreed comments sent to planning.

**9.1.3** 11/01154/F Mr and Mrs Craig Carter, 3 Hall Farm Paddocks – Walkway access above detached garage. The clerk read out the agreed comments sent to planning.

### **9.2 Decisions:**

**9.2. 1** 11/00908/F Oxford Taxis, Mr Jaswant Purewal Retrospective - change of use of land and retention of outbuilding for the purpose of a taxi business. Refused. The councillors wondered how soon the premises would revert back to domestic use.

**9.2.2** 11/00870/F Mr R Perkin - proposed extension to existing dwelling to form 1 no 3 bed unit (existing) and 2 no 1 bed units – permission granted.

**9.2.3** Kidlington Household Waste Recycling Centre Planning Application – the reporting of this application to the County Council's Planning and Regulation Committee is deferred from the 18<sup>th</sup> July 2011 to the 12<sup>th</sup> September 2011. Further information added to application 16/08/2011

### **9.3 Conditions of Planning**

**9.3.1** 211/00813/F Isis Builders Variation of Condition 2 and 9 of 10/00856/F - formerly 16 Woodstock Road. Block up existing accesses and have a shared access. Permission granted subject to conditions.

### **9.4. Appeals**

**9.4.1** None

### **9.5 Withdrawals**

**9.5.1.** 11/00961/F Mr Mark Rowan-Hull. Demolition of existing dwelling and outbuildings and erection of replacement dwelling. Foresters Lodge Spring Hill Road, Begbroke

### **9.6 Amendments**

**9.6.1** None

### **9.7 Planning Other**

**9.7.1** None

## **10 Correspondence (see register for full details of postal correspondence)**

**10.1** Letter of thanks to PC from Norma Preedy on behalf of Begbroke Bowls Club, for funding water pump repairs.

**10.2** Annual Electric Blanket Testing Campaign October 2011 – see notice board

RMR

**10.3** Notice of alteration under regulation 36 RPR 2001- 4 alterations

**10.4** Letter from a person moving to Fernhill Road asking for improvements to the lighting. Clerk said he had responded to her to say we had attempted to make a start on this but had had objections from residents.

## **11 Financial Matters**

### **11.1. Grant Information/ Grant Applications for discussion**

**11.1.1** Berks Bucks and Oxon Farming & Wildlife Advisory Group. (CR987)

**11.1.2** Oxfordshire Association for the Blind Future Vision Project (CR995)

The above grant applications were unanimously rejected as one was as a result of funding cuts and the other, whilst commendable, was a very large scale project. The committee regularly gave a small grant to OAFB.

### **11.2 Balances and Liabilities**

**11.2.1** Balance (Money) £10,752.05 Bank Accounts: Current £1,347.68 Reserve: £12,712.62

**11.2.2** Uncleared Cheques & Liabilities £3,308.25 - transfer of funds required: £3000

### **11.3 Income**

**11.3.1** Cheque from Malcolm Ryder to commemorate a tree - £160 (liaise with John Roff)

### **11.4 Expenditure**

**11.4.1** St John Ambulance (CR952) Section 137 LGA Grant. £75.00 CN: 309

**11.4.2** Clerks Net Salary for August and September £764.64 (£907.84 gross) CN: 310

**11.4.3** Applewood Garden Services Hedge cutting litter collection and tidying behind cricket garage, £497.50 CN: 311

**11.4.4** Clerks refundable Expenses - £182.31 CN: 312

**11.4.5** Nigel Pricket – Grass Cutting £417.60 CN: 305 CN: 313

**11.5.6** Nicholson Nurseries Ltd – Tree Cutting £1035.00 CN: 314

**11.5.7** Playsafety Ltd – Annual Play Area inspection £86.40 CN: 315

**11.5.8** OPFA Annual Membership - £35.00 CN: 316

The above transactions were unanimously approved by the committee.

### **11.5 Quotations/Tenders**

**11.5.1** Schedule for new equipment store. Yarnton Leisure Buildings (CR983) £10,024.17; XEL Projects Equipment Store Tender (CR984) £9,873.00 (Two other tenders were offered but not returned) The committee considered the tenders a great deal of expenditure for two organisations; Begbroke Bowls Club whose existence depends on continued support or getting new members and the Cricket Club who have few matches. The committee decided unanimously to delay a decision until later, possibly November to see the committee's financial position. Another reason was because of BVHMC's poor financial position; the parish council may be asked to pay for other urgent works in the meantime.

**11.5.2** XEL Projects (CR983) Kara Seat – supply only £776 plus Vat. Not to proceed with until item 4.6 above, is resolved.

**11.5.3** Nicholson Nurseries – specimen tree prices. Quercus robur (Oak) – 3.5-4m £215 plus delivery of £38.50. 2-2.25m tree £64.90 plus delivery £38.50. Cllr Ryder to meet with John Roff to discuss positions and what could be planted.

## **12 Health and Safety Matters**

**12.1** Weekly playground inspections –Cllr Davies forward his by e mail. No others received.

**12.2** Clerk presented the annual play area inspection report. He said had been asking RoSPA Play Safety for the July annual inspection. He had complained because every year the report was not presented on time and this was important to identify any remedial action. The committee were pleased to see the opening comment in the report that said that "considerable resources and work have been put into the playground which has resulted in a much higher standard of provision". However, the overall assessment was Medium Risk and

by undertaking some remedial actions, this could be reduced to Low Risk. The clerk is to arrange for quotations for remedial work but delay any painting until the spring.

### **13 Training**

**13.1** Roles and Responsibilities of Working On Your Local Council - An introduction for new councillors and clerks Tuesday, 8 November 2011 Stratfield Brake Pavilion, Kidlington, OX5 1UP 6.30 – 9.30pm (Sandwiches & refreshments available from 6.00pm) The expenditure of £48 was unanimously agreed to enable Beverly Napier to attend. The clerk is to arrange a place for her.

### **14 Freedom of information requests**

**14.1** No requests

### **15 Footpaths, Bridleways and Restricted Byway RUPP)**

**15.1** Update on footpath amendments, anomalies and additions – Cllr Ryder is to meet with Clerk.

**15.2** Residents complaints about the alleged behaviour of the tenant farmer on University Land. The clerk said that if there were complaints, the nature circumstances and dates should be put in writing to him or the land agents (Savills) but preferably the agents. People who did not walk on signed footpaths were in the wrong.

**15.3** Cllr Davies requested a date for the Annual Parish Walk. This was decided to be Saturday 15<sup>th</sup> October at 9.00am. It was suggested to combine this with breakfast at the Royal Sun – possibly afterwards with an early start.

### **16 Any Other Business**

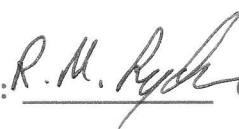
**16.1** Cllr Trevelyan asked about work on Rowel Brook. The clerk explained that riparian rights exist and this means that landowners either side have a responsibility to maintain to the centre of the stream. The parish council had no responsibility for maintenance. Recently the environment agency had done clearance and inspections and as a result, had sent leaflets to householders. The clerk said he had published the necessary information on the website.

**16.2** Cllr Trevelyan said that the wheelie bins had re-appeared by the flats. The clerk said he would e mail the appropriate person in CDC who dealt with the issue previously.

**16.3** The clerk reported that he continued to digitise the parish council minutes and was liaising with Norma Auberton Potter on village history

### **17 Proposed Date of the Next Meeting:**

**17.1** Monday November 7<sup>th</sup> 6.30pm (clerk on holiday 27<sup>th</sup> September – 12<sup>th</sup> October)

Signed:  Cllr Malcolm Ryder - Chairman of Begbroke Parish Council

**Date: 07 /11/2011**

# Begbroke Parish Council

Clerk to the Council: Jeffrey Wright

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## MINUTES

### OF THE MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON MONDAY 7th NOVEMBER 2011 AT 6.30 PM

- 1 **Present:** Cllr Malcolm Ryder (Chairman); Cllr Jill Durrant (Vice Chairman); Cllr Ellis Davies; Cllr David Wintersgill; Cllr Beverly Napier; Jeffrey Wright (Clerk) Cllr Mike Gibbard (from 7.35 approximately)

#### Apologies

- 1.2 Cllr Trevelyan

2 **Read and Confirm Minutes of Last Meeting**

2.1 The minutes of the meeting held on 5<sup>th</sup> September 2011 were unanimously confirmed as a true record

3 **Declaration of Interest & Gifts or Hospitality**

3.1. None declared.

4 **Matters Arising from the Minutes**

4.1 Notice board – village hall booking secretary contact details. The clerk reported that this information was not published. To a suggestion that we should post the details, he replied that perhaps the booking secretary might not want this and it was up to BVHMC.

4.2 BVHMC –equipment store update. The clerk had had a revised quote from XEL Projects and asked the chairman if it could be discussed later in the meeting which was agreed.

4.3 Willow Way repairs. The clerk reported that he had asked Paul Wilson, Area Steward OCC, several times for a start date. He had also e mailed Cllr Gibbard. It now transpired that Paul Wilson is now the OCC Winter manager who would ask who was now responsible. No answer to date.

4.4 Begbroke Lane surfacing. Clerk met with Richard Fairhurst from Sustrans, walked the route and discussed the project with him. Sustrans had not liaised with Cllr Gibbard as requested. The clerk said he hoped Cllr Gibbard could provide some information as he was due to arrive later

4.5 Seat in Begbroke Lane. The clerk reviewed the situation to date; it was at the suggestion of a resident that the council originally considered a seat. This was so there was a place to rest whilst walking around the village. The committee thought that perhaps someone would like to sponsor the seat. A resident then came forward with the intention of getting a seat made with the parish council installing it. This plan had failed as the carpenter making the seat became ill and construction was now unlikely to happen. It was therefore unanimously agreed that the committee should not provide specific commemorative seats thus not setting a precedent. It was decided to see what contribution, if any, would be made from the potential benefactors. If nothing was forthcoming, then unfortunately, it was unlikely the seat would be provided.

4.6 Salt Bins –e mailed correspondence between other parishes who had considered similar problems of how to implement salt distribution and storage was discussed. Generally,

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villages with community minded farmers who had tractors or 4x4's, were more able to provide a winter service. However the clerk is to write to OCC to ask if the village junctions with the A44 could be gritted in the winter.

**4.7 Review of Polling Districts and Polling places** – clerk responded to CDC by saying many improvements had been carried out at the hall, some with CDC grants but DDA were required such as toilets and improved ramp.

## **5 A44 Pedestrian Crossing and Begbroke Science Park**

**5.1** No updates

## **6 Report from County/District Councillor (Cllr Mike Gibbard)**

**6.1.1** The planning application for the new waste centre in Langford Lane will not be called in by the Communities and Local Government Secretary for a public inquiry despite the support of Nicola Blackwood MP. Cllr Gibbard explained that OCC were the planning authority and CDC was consultees in this matter.

**6.1.2** The traveller's site in Yarnton (which is actually in Gosford and Water Eaton) has been given temporary planning permission. He said there were 43 pitches in Cherwell.

**6.1.3** The new Nursing Home in Yarnton will be operational next week. There will also be an "Extra Care "Home opening later in Cassington Road.

**6.1.4** The CDC financial investment in Iceland will be returned to them shortly.

**6.1.5** There was a brief discussion about the planning application regarding Foresters Lodge. The clerk said this was exactly the type of application that people would not see as it was in a remote part of the village with little passing traffic.

**6.16** Cllr Gibbard asked if someone from the parish council could survey to see if there were any likely sites for affordable housing. The clerk said he was willing to do this.

## **7 Council Representatives. (Two representatives if possible)**

**7.1** BVHMC (Carol Trevelyan) Not in attendance so could not report to the committee. However, it was asked, following a periodic electrical inspection to the hall, if the electrical repairs, some of which were category 1, had been carried out. The clerk did not think they had, but he had liaised with a BVHMC member and tried to assist by suggesting a suitable contractor but had heard nothing more. It was therefore decided not to give further funding to the hall until the defects had been remedied. The clerk is to contact the VHMC again and see if this can be resolved.

**7.2** London Oxford Airport Consultative Meeting. Cllr Durrant reported that at the last meeting, she had opposed a planned 3 day air show in 2012.

**7.3** NAG Group – Cllr Wintersgill reported that future speeding operations were planned for the A44, that parking enforcement had taken place in Rutten Lane Yarnton with £30 tickets issued and there had been no complaints from BVHMC in the last period to September. There had also been an increase of drug activity in Kidlington Village. The Kidlington pedestrianisation was planned for January 2012. Cllr Wintersgill was unable to attend the current meeting as it coincided with this meeting.

## **8 New Business**

**8.1** Name of Chairman and other details were updated for CDC. Cllr Ryder confirmed they were correct.

**8.2** CDC Parish Liaison Meeting on 09 November. Clerk to circulate information.

## **9 Planning**

### **9.1. Applications**

**9.1.1** 11/01084/F Mr and Mrs Golder 38 Fernhill Road Begbroke. Ground floor extension and dormers to front and rear. OX5 1RP No objections

**9.1.2** 11/01404/F Mr Peter Usmar 2A Woodstock Road Begbroke. Single storey rear extension to include garden room. Modifications to window demolition of existing garage and timber sound proofing screen to existing wall. It was unanimously decided to object to

this application. The walls and fence appear to be 2.0m high. It was noted that the garage and mature trees had been removed and that work continued on the fence and wall despite a visit by CDC enforcement team. Clerk to send objection regarding wall and fence height and building continuing despite visit by CDC enforcement team. It was noted the house is now up for sale.

**9.1.3** 11/01511/F Mr S Love – first floor rear extension and extension to single storey rear conservatory. No objections

**9.1.4** 11/01580/F Mr Mark Rowan-Hull Demolition of existing dwelling and outbuildings and erection of replacement dwelling. Foresters Lodge Spring Hill Road, Begbroke The clerk read out the applicants QC's further opinion which appears to use the governments draft NPPF which means that sustainability must be considered when it relates to the benefits to such designations as the Green Belt or open countryside that are introduced. Cllr Durrant suggested the clerk submit information to the Green Belt Network for their opinion on the application. It was unanimously decided to object to this application on those previously submitted as well as a request for a tree assessment and that the property may be visible from the A44.

## **9.2 Decisions:**

**9.2.1** 11/01154/F Mr and Mrs Craig Carter, 3 Hall Farm Paddocks – Walkway access above detached garage. Consent

**9.2.2** Kidlington Household Waste Recycling Centre Planning Application – consent. The committee unanimously formally agreed the letter to the National Planning Casework Unit for a public enquiry. (CS191) Note: Begbroke and Kidlington have also written to Secretary of State's office to object. Note: Local MP Nicola Blackwood supports cross-party appeal against Kidlington recycling centre. However, in the light of Cllr Gibbard's report, an enquiry had been rejected.

**9.2.3** 11/01084/F 38 Fernhill Road Begbroke - approval

## **9.3 Conditions of Planning**

**9.3.1** None

## **9.4. Appeals**

**9.4.1** None

## **9.5 Withdrawals**

**9.5.1.** None

## **9.6 Amendments**

**9.6.1** None

## **9.7 Planning Other**

**9.7.1** Comments on Planning Applications – current advice are that these are intended for parish council comments only. Residents can submit their own comments to avoid confusion. Should parish council continue to consult residents of affected properties was the question discussed? It was unanimously agreed to continue to consult residents but the clerk to indicate the source of the comment on the planning return.

## **10 Correspondence (see register for full details of postal correspondence)**

**10.1** CDC signed Register of interest forms returned to Cllr Napier.

**10.2** Special Newsletter from Oxford Green Belt Network – parts of which were read out by the clerk. This was critical of the government's NPPF and why they thought the Green Belt and Villages might suffer. A major worry is that villages currently "washed over" by the Green Belt (i.e. which are in every respect part of the Green Belt), will be taken out of the Green Belt altogether. This is because the NPPF states that a village whose character does not contribute to the openness of the Green Belt should be excluded from it. At present a number of villages, or the principal parts of them, are excluded from the Green Belt. In

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technical terms they are “inset villages”, i.e. are inset in the Green Belt rather than being washed over. These villages are Kidlington, Yarnton and Begbroke in Cherwell District; Another part of the NPPF, not in the Green Belt section but with implications for the Green Belt, relates to the so-called “sequential test”. This requires developers who want to build new shops etc to consider a city centre location first, and then edge of centre and suburbs, before finally considering out-of-town. The test is intended to remain for shops but has been dropped for offices. The consequence of this is that it will be much easier to build office or business parks on the fringes of towns, with obvious implications for those places like Oxford which have a Green Belt that is intended to prevent just this kind of sprawl. We shall see more empty office blocks in the centre and huge pressure to build where there is easier access from the ring road. And villages will not be immune.

Abolition of targets for building housing on Brownfield sites (currently 60% but often exceeded) makes it more likely that developers will look for sites on Green Belt land, especially where they have bought land speculatively or have options to buy.

**10.3** Letter from Helen Newman regarding Tenant Farmer on University Land - footpath issues and clerks response. This was mainly to direct her to OCC website which has much information on footpaths and other public rights of way, together with the responsibilities of all parties and can answer many of the questions posed.

**10.4** Letter from UNITY Trust Bank regarding on line banking. Transactions can be authorised on line and procedures to add other signatories is easier than traditional banking. However it was thought that until better safeguards, including spam control was implemented, we would stick to current methods.

**10.5** Affordable housing report from Tom McCulloch was received and acknowledged.

**10.6** WI would like to put programme of events on notice board. Clerk has agreed to do this and there were no objections from the committee.

**10.7** Letter from CPRE regarding planning reforms and parishes at risk. Parts of this were read out by the clerk.

**10.8** Queens Diamond Jubilee Beacons – a guide to taking part was handed to the chairman.

**10.9** Mrs Amner (by telephone) contacted clerk to request University of Oxford to carry out their riparian duties to bank and stream of Rowel Brook. Clerk has contacted University and Land Agents on her behalf. A reply was received from George Chichester at Strutt and Parker who is to investigate.

**10.10** Temporary Road Traffic Order – S14 Road Traffic Regulation Act 1984 Temporary Road Closure – Yarnton A44 - Rutten Lane roundabout. New start date for Yarnton - A44 - Rutten Lane / Sandy Lane Roundabout works. Planned closure of the A44 Roundabout at Yarnton will be Thursday 17 November to Saturday 19 November 2011 between the hours of 8pm and 6am. These works are planned to continue immediately after the completion of the resurfacing works due to start on Monday 14 November 2011 for 3 days on the A44 (A4260 to Cassington Road).

## **11 Financial Matters**

### **11.1. Grant Information/ Grant Applications for discussion.**

**11.1.1** Begbroke Coffee Morning – grant request for £250. £300 similar to last year was unanimously agreed

**11.1.2** Yarnton with Begbroke History Society grant request for £250 similar to last year was unanimously agreed

**11.1.3** Oxfordshire Repatriation Memorial Bell – Financial assistance appeal (CR1014) The clerk wondered if it was legally possible to give a grant and the committee requested he check with OALC.

### **11.2 Balances and Liabilities**

**11.2.1** Balance (Money) £20,083.65 Bank Accounts: Current £1,074.43 Reserve: £21,529.53

**11.2.2** Uncleared Cheques & Liabilities £2,520.31 - transfer of funds required: £2,500

### **11.3 Income**

**11.3.1** CDC Precept – 2nd payment £11,815.50

**11.3.2** Natwest interest £1.41

### **11.4 Expenditure**

**11.4.1** Clerks Net Salary for Oct; Nov; and Dec; £1,146.96 (£1,361.76 gross) CN: 321

**11.4.2** Clerks refundable expenses - £20.35 CN: 322

**11.4.3** Councillor Roles and Responsibilities Course for Cllr Napier. £48.00 CN: 317

**11.4.4** John Dovey FCCA – Professional fees Payroll to Dec 2011 £192.00 CN: 319

**11.4.5** Applewood Garden Services – weed killing between cricket fence and houses.

**11.4.6** PAYE/NI Liability HM Revenue and Customs £214.80 CN: 318

**11.4.7** Nigel Pricket – Grass Cutting £835.20 CN: 320

The above transactions were unanimously agreed.

### **11.5 Quotations/Tenders**

**11.5.1** XEL Projects Equipment Store - a revised tender was received which improved on their previous offer with an alternative building. However, the committee unanimously requested the clerk to go back to the firms that tendered and ask them all to see if they wished to submit new prices in the interests of fairness. The clerk said he would and report back at the next meeting.

**11.5.2** Play area remedial work Safe and Sound Playgrounds £6,340 ex vat. This was rejected as far too expensive. The clerk said he had spoken to the inspector, Mr Davies and the additional area required at the swings was minimal. He also said that part of the reason for the bar at the slide was to stop children bringing bikes and other items to the top of the slide and then going down it. Clerk to reject quotation.

**11.5.3** Signs Express 2 aluminium “No hanging” composite signs to play area goals - £42.00 plus vat – on hold as Safe and Sound should have installed one when goal was erected. Clerk to ask them to do this.

**11.5.4** Applewood Garden Services – play area remedial work –Report pages 4 and 14, pages 8 and 9 (painting) and repairing hole in front of goal. Total: £349.00 – quote unanimously accepted.

**11.5.5** XEL Projects - remove all old intumescent brush seals to all internal doors and router out grooves and replace with new seals and leave doors in good working order £450. Clerk explained this could be less depending on the amount of work required. This was the higher figure. Quote unanimously accepted.

**11.5.6** Playgroup – lighting and heating improvements required. CCTV is not working. Clerk was requested to add this to the list of items required at the hall.

## **12 Health and Safety Matters**

**12.1** Weekly playground inspections –July and October received by clerk from Cllr Davies and September from Cllr Wintersgill.

**12.2** Inspection issues were discussed. It was unanimously agreed that the clerk request Applewood to add loose post, and bolts on Bowls Club Sign to the order agreed earlier. The bins were emptied regularly by the playgroup chairman, but Cllr Davies said it was the teenage one that needed more attention.

**12.3** Play area report – Clerks discussion with Roger Davis – RoSPA Inspector. This was discussed as well as during previous items.

## **13 Training**

**13.1** “Effective responses to planning applications”, Tue 6 Dec. 9.30 am – 1.0pm Stratfield Brake Kidlington – candidate to attend is Cllr Durrant. Expenditure of £36 was unanimously agreed and clerk to make arrangements.

**13.2** Councillor Roles and Responsibilities Course for Cllr Napier 8<sup>th</sup> November.

**13.3** Getting to grips with finance Tue 31 Jan 2012, Civic Hall Didcot OX11 7JN – No candidates.

**13.4** Playground inspection training for Cllr Napier to be given by Cllr Davies.

**14 Freedom of information requests**

**14.1** No requests

**15 Footpaths, Bridleways and Restricted Byway RUPP)**

**15.1** Update on footpath amendments, anomalies and additions – none.

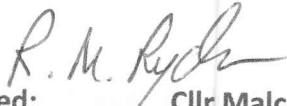
**15.2** Cllr Davies said the annual footpath walk is to be re-scheduled – date to be advised.

**16 Any Other Business**

**16.1** None.

**17 Proposed Date of the Next Meeting:**

**17.1** Monday December 5<sup>th</sup> 6.30pm - agreed

  
Signed: \_\_\_\_\_ Cllr Malcolm Ryder - Chairman of Begbroke Parish Council

**5<sup>th</sup> December 2011**

# Begbroke Parish Council

Clerk to the Council: Jeffrey Wright

27 Willow Way  
Begbroke  
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<http://www.cherwell.gov.uk/begbrokepc/>

## MINUTES

### OF THE MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON MONDAY 5th DECEMBER 2011 AT 6.30 PM

#### 1 Present:

1.1 Cllr Malcolm Ryder (Chairman); Cllr Jill Durrant (Vice Chairman); Cllr Ellis Davies; Cllr David Wintersgill; Cllr Carol Trevelyan; Cllr Beverly Napier; Cllr Mike Gibbard; Jeffrey Wright (Clerk)

#### Apologies

1.2 None

#### 2 Read and Confirm Minutes of Last Meeting

2.1 The minutes of the meeting held on 7<sup>th</sup> November 2011 were unanimously confirmed as a true record

#### 3 Declaration of Interest & Gifts or Hospitality

3.1. None declared.

#### 4 Matters Arising from the Minutes

4.1 Notice board – village hall booking secretary contact details are now posted

4.2 BVHMC – equipment store update – clerk said he had re-tendered and had one firm decline and another re-quote. It was agreed to discuss later in the meeting.

4.3 Willow Way repairs. The clerk said he had written to the Assistant Engineer at OCC who apologised for the lack of response and had arranged a site visit by the Asset Technician. The survey has now been completed and the clerk is awaiting an update.

4.4 Begbroke Lane surfacing – Cllr Gibbard reported no further progress on funding.

4.5 Seat in Begbroke Lane – clerk reported that he had spoken to the residents who had been considering providing this and explained the resolution from the last parish council meeting which was not to set a precedent on providing seats.

4.6 Electrical repairs to hall – clerk had met Wrist Electrical on site earlier today together with John Webster. The electrical periodic inspection was discussed and the clerk now awaits a quotation.

#### 5 A44 Pedestrian Crossing and Begbroke Science Park

5.1 The new access road to Begbroke Science Park was reported to be well advanced. Cllr Trevelyan asked about carriageway access and she was informed that it would be a traffic light junction with a further pedestrian crossing at Gravel Pitts Lane, Yarnton. Cllr Gibbard thought it would help road safety in both villages. The clerk said that the S3 bus could access the site.

#### 6 Report from County/District Councillor

##### 6.1 Begbroke Parish Council District & County Councillors Report December 2011

##### Localism Bill

The Bill became an Act on 15 November. It will now take 2 months to receive royal assent. Within the Act are powers to revoke the Regional Spatial Strategy, subject to procedural requirements and consultation. Revocation is expected 'at some point' in 2012. Importantly that will then mean that Cherwell District Council can set its own housing target for the next fifteen years, rather than the artificially high figure of 13,400 demanded by the Government's South East Plan.

##### National Planning Policy Framework (NPPF)

In parallel with the Localism Bill, the new Planning Policy Framework will come into force by 31 March 2012. It has been the cause of much concern as the draft version appears to give a free rein to developers to build almost anywhere they like. However, there will be

some changes to the draft version currently under consultation, and Minister Greg Clark assures us that there will be 'transitional arrangements' to allow Districts to get their Local Plans (LDF) in place. (54% of Local Authorities do not have a current Local Plan)

#### **Cherwell Local Plan**

Cherwell District Council is on course to submit a proposed Core Strategy (which determines where future development will be) to the Government Inspector in July and if approved, it will form the basis of the new Local Plan to 2026

#### **Libraries**

You will probably have seen that the County Council now proposes to keep all 43 libraries open. 22 core libraries (including Kidlington and Summertown) will remain fully staffed by council library employees whilst others (including Woodstock) will be manned by a mixture of employees and volunteers. Whilst this is a welcome reprieve for many libraries facing closure, it does mean that the County Council will now be searching elsewhere for a way to make savings of £714,000

**Michael Gibbard - 4 December 2011**

### **7 Council Representatives. (Two representatives if possible)**

**7.1** BVHMC Cllr Trevelyan reported that the Harvest Supper had made an excellent profit of £474. She also reported that it was planned there would be bowls all day on the Queens Diamond Jubilee. Clerk showed a spreadsheet listing village hall projects agreed with the VHMC at a meeting on Saturday morning (3<sup>rd</sup> December) at the village hall. In attendance were John Webster, Bob Perkin, Susan Ganter (who made notes), Caroline Waugh, Malcolm Blackshaw, Jeffrey Wright and Cllr Ryder. The attendees also looked at playgroup and shower/changing facilities. Cllr Ryder and the clerk later inspected the playing field for football suitability.

**7.2** London Oxford Airport Consultative Meeting. (Cllr Durrant) No Meeting

**7.3** NAG Group –Cllr Wintersgill reported that the meeting dates had changed so he had been unable to attend as they co-incided with the parish council meeting.

### **8 New Business**

**8.1** Rural Housing Partnership – 4th January was the date decided for the clerk and others to walk and discuss potential rural exception sites with ORCC and CDC representatives. Clerk to liaise with Tom McCullough. The visits will not entail proposing sites but merely to show planners around village.

**8.2** The report made by the Parish Remuneration Panel making recommendations regarding the levels of parish remuneration for 2012/2013 was read out by the clerk. He said the statutory notice had been posted on notice board. The councillors unanimously decided not to accept remuneration in accordance with standing orders. However, mileage and similar claims whilst dealing with council business would be paid.

**8.3** Clerk said he has requested a copy of Begbroke No 1 KA1 register of electors.

**8.4** Date was agreed for Annual Council meeting and Annual Parish meeting to be 14<sup>th</sup> May 2012.

**8.5** High Sheriff's Awards 2012 nominations letter was read out. Clerk to also publish in the link.

**8.6** Councillors planning/Play Area inspection Rotas for 2012-13 were agreed.

### **9 Planning**

#### **9.1. Applications**

**9.1.1** 11/01649/F Oxford Motor Village, 3 Woodstock Road – replacement wash/dry facility.

Residents had been consulted and comments received relating to concerns about toxic waste in the drains, water spray and noise. However there was no real objection.

**9.1.2** 11/01646/F Trusler Construction Ltd, 49B Fernhill Road - Conservatory Extension. No objections.

#### **9.2 Decisions:**

**9.2. 1** 11/01084/F Mr and Mrs Golder 38 Fernhill Road Begbroke. Ground floor extension and dormers to front and rear - consent

**9.2.2** 11/01404/F Mr Peter Usmar 2A Woodstock Road Begbroke. Single storey rear extension to include garden room. Modifications to window demolition of existing garage and timber sound proofing screen to existing wall - consent

**9.2.3** Kidlington Household Waste Recycling Centre Planning Application – Secretary of State's has decided not to hold a public enquiry.

### **9.3 Conditions of Planning**

#### **9.3.1 None**

### **9.4. Appeals**

#### **9.4.1 None**

### **9.5 Withdrawals**

#### **9.5.1. None**

### **9.6 Amendments**

#### **9.6.1 None**

### **9.7 Planning Other**

**9.7.1** Cllr Trevelyan asked the committee about the taxi business in Begbroke Crescent. Planning permission had been refused but business appeared to carry on as normal. Cllr Gibbard to investigate.

## **10 Correspondence (see register for full details of postal correspondence)**

**10.1** Oxford Green Belt Network response to planning application 11/01580/F Mr Mark Rowan-Hull Demolition of existing dwelling and outbuildings and erection of replacement dwelling. Foresters Lodge Spring Hill Road, Begbroke

**10.2** AFC Marlborough, a men's football club based currently in Woodstock at the Marlborough School – request to use Begbroke playing field. Clerk has discussed this with BVHMC at the Saturday meeting and with Mr Bruce. The clerk said he is meeting Mr Bruce together with John Webster (tomorrow), Tuesday evening at 4.0pm to discuss.

## **11 Financial Matters**

### **11.1. Grant Information/ Grant Applications for discussion**

**11.1.1** Begbroke Playgroup – grant request for £500 towards running costs. Unanimously agreed

**11.1.2** The Link – grant request for £300. Unanimously agreed

**11.1.3** Oxfordshire Repatriation Memorial Bell – Financial assistance appeal (CR1014) Clerk explained that Section 137 of LGA is intended for local groups that cannot get funding any other way, but money could be given to charities. Cllr Gibbard thought the charity was nearly sufficiently funded. It was decided unanimously not to allocate parish funds.

### **11.2 Balances and Liabilities**

**11.2.1** Balance (Money) £18,316.45 Bank Accounts: Current £1,232.92 Reserve: £18,316.45

**11.2.2** Uncleared Cheques & Liabilities £1,946 - transfer of funds required: £2,000.00

### **11.3 Income**

#### **11.3.1 None**

### **11.4 Expenditure**

**11.4.1** Nigel Pricket – Grass Cutting – final cut £289.20 CN: 325

**11.4.2** Yarnton with Begbroke History Society Grant £250 CN: 326

**11.4.3** Begbroke Coffee Morning Grant £300 CN: 327

**11.4.4** Applewood Garden Services – play area work (please note that clerk instructed him to do additional repairs highlighted in annual/routine inspections/hedge cutting and to paint the junior swing £795 CN: 329

**11.4.5** Society of Local Clerks Annual Subscription £97.00 CN: 328

The above transactions were unanimously agreed by the committee.

### **11.5 Quotations/Tenders**

**11.5.1** Equipment Store - revised tender for Equipment Store. Clerk said he had re-tendered the project. One firm decided not to submit a new price saying it would be more expensive if they did but XEL projects re-submitted a price of £9,873.00 (ex vat). It was unanimously decided to proceed with the project and the clerk is to make necessary arrangements with stakeholders.

### **11.6. Parish Precept 2012-13**

**11.6.1** The clerk prepared a budget of £24,759 for 2012-13. This represented an increase of £1,128 including an allowance of £6,000 towards village hall projects. The committee discussed the budget proposal and it was accepted unanimously. It was decided to request this as a precept from CDC

## **12 Health and Safety Matters**

**12.1** Weekly playground inspections for 13<sup>th</sup> 20<sup>th</sup> and 27<sup>th</sup> November were received from Cllr Napier by the clerk

**12.2** Backboard on goal has been replaced free of charge by Safe and Sound with an up to date one having a suitable warning regarding hanging on the ring.

**12.3** Play area defects – clerk reported that most of the defects reported on the weekly/annual inspections had been rectified. He thought the only ones outstanding which were not significant, were a slide bar access to slide on page 8 of 21; Swings – 1 bay 2 cradle page 10 of 21 non compliance of surfacing (slightly under sized); and page 12 of 21 rotating platform – re-glue and fill caps and joints as necessary. Clerk to investigate costs.

### **13 Training**

**13.1** "Effective responses to planning applications" Tue 6 Dec. 9.30 am – 1.0pm Stratfield Brake Kidlington -Cllr Durrant

**13.2** Councillor Roles and Responsibilities Course, Cllr Napier 8<sup>th</sup> November. This was found to be interesting but almost too much information to immediately absorb. The venue was excellent with good facilities. Clerk is to obtain a Code of Conduct booklet for her.

**13.3** Playground inspection training for Cllr Napier - carried out by Cllr Davies

**13.4** Clerks Training register – this was satisfactory but clerk is to add the training in 3.3

### **14 Freedom of information requests**

**14.1** No requests

### **15 Footpaths, Bridleways and Restricted Byway RUPP)**

**15.1** Update on footpath amendments, anomalies and additions.

### **16 Any Other Business**

**16.1** The committee were impressed with the improvements to the garage and the clerk is to write and compliment the proprietors

**16.2** The committee unanimously decided against providing a Christmas tree at the hall this year.

**16.3** Cllr Durrant suggested that the two newest members of the parish council consider joining the committee of BVHMC.

**16.4** The lack of hall plans and ability to plan any expansion properly was discussed at the meeting with BVHMC. The committee therefore unanimously decided that the clerk meet with a technician to arrange for suitable Computer Aided Design (CAD) plans of the hall to be made. The clerk was authorised to spend a reasonable sum on this. However he will check with the committee if necessary.

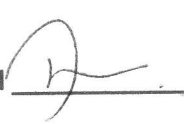
**16.5** The clerk said posters were being left on poles in the village such as those for coffee morning and lost animals. He is to put a note in the next edition of the Link.

**16.6** Cllr Ryder notified the committee that Peter Worth will light a beacon for the Queens Diamond Jubilee. It was thought too difficult to arrange this on Spring Hill.

**16.7** Cllr Wintersgill said he had spoken to Heyfordian about the 1<sup>st</sup> bus of the 224 service, leaving several minutes too early and leaving residents behind.

### **17 Proposed Date of the Next Meeting:**

**17.1** Monday January 9<sup>th</sup> 2012 @ 6.30pm

Signed  *Malcolm Ryder* Cllr Malcolm Ryder Chairman of Begbroke Parish Council  
*Durrant*

Date: 9<sup>th</sup> January 2012