

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

9th JANUARY 2012 AT 6.30 PM

2 R.M. Ryder

1 Present:

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

1.2 Apologies: Cllr Trevelyan; Cllr Gibbard; Cllr Ryder said he would be late.

2 Read and Confirm Minutes of Last Meeting

2.1 The minutes of the meeting held on 5th December 2011 were confirmed as a true record and signed in the absence of Cllr Ryder by the vice chairman, Cllr Durrant. Cllr Ryder then arrived and took the chair

3 Declaration of Interest & Gifts or Hospitality

3.1 None

4 Matters Arising from the Minutes

4.1 AFC Marlborough, a men's football club based currently in Woodstock at the Marlborough School – requested to use Begbroke playing field for matches – the clerk updated the committee to say that whilst the field was suitable but the goal posts needed moving, the changing facilities were inadequate. However, if better facilities were provided in the future, then it was likely to attract the team. It was acknowledged by the committee that the annexe was to all practical purposes a playgroup and that the showers were unlikely to be used again. The debate was then enlarged to discuss the village hall plans as well as items such electrical repairs to hall and future plans. The clerk showed the CAD plans produced to date as well as a 3D image of the hall. It was agreed that it was necessary to have these as they were vital to the future planning of facilities such as compliance with the Disability Discrimination Act.

4.2 BVHMC –equipment store. The clerk said delivery was planned for the end of January and installation in the 1st week of February.

4.3 Willow Way repairs – the clerk read out a response from Martin Turner, Asset Management Engineer from Oxfordshire County Council. He said the topographical survey has been completed and work is proceeding to identify the amount of work that is needed. This will be assessed by the County Council's relative need process from which the scheme's place on a programme can be ascertained. None of this guarantees that work will be carried out in the foreseeable future. The work is estimated to cost in the region of £20-30,000 without any drainage work. Thames water Surface Water sewers serve the site. These do not extend beneath the worst damage and additional surveying may be needed to assess whether there has been settlement beneath the sewers and/or highway drains which may have damaged the pipes or caused the falls to be lost.

4.4 Begbroke Lane surfacing – the clerk had checked with Cllr Gibbard who said that the work was currently being priced by OCC as stages of work rather than the whole scheme as one price.

4.5 Electrical repairs to the hall. The clerk had priced various aspects of the electrical quotation in terms of what was likely to be done. It was agreed that the category 1 work should be urgently carried out and the showers would be disconnected. A replacement distribution board for DB5 would be provided to rectify the water heaters being on the ring circuit and RCD protection being provided to DB3 and DB4. Other items agreed were an emergency light in the switch room, and to replace all the old batten holders with 2D light fittings. The replacement heaters would be left until next financial year as the weather would be improving.

*RM*¹
6-2-12

4.6 CAD Plans of village hall – see 4.1 and 11.5.5

4.7 Parish Precept 2012-13 – has been requested from and acknowledged by CDC.

5 A44 Pedestrian Crossing and Begbroke Science Park

5.1 OCC – Begbroke to Yarnton 40mph speed limit proposals were discussed the clerk is to respond on the points below.

- a) The speed reduction should commence from Langford Lane to additionally improve road safety through Begbroke especially as there is a pedestrian crossing here without any control save a central reservation and continue through to Loop Farm. There is industrial development along this stretch from Yarnton with buses and large vehicles pulling out and across the road for access and egress.
- b) If the reasoning is to safely accommodate the new road layouts at Yarnton, then why the 40mph shouldn't also be extended to also accommodate Langford lane which has a similar junction layout but a 50mph limit?
- c) Why has the authority spent money extending 50mph limits towards Woodstock and introducing a 50mph limit from Yarnton to Loop Farm instead of considering this whole stretch as one issue and wasting public funds doing so with increased signage? (OCC have a person whose job is to reduce signage and clutter on the highway)
- d) Vehicles heading north past the Begbroke roundabout will consider the increase in speed to 50mph to be a signal to accelerate not taking in to account our pedestrian crossing. Danger will increase here where it is difficult to cross as well as for car drivers trying to access the A44 from Spring Hill.
- e) The proposed 40mph limit is in the rural section of the road and not the built up areas.
- f) This proposal will cause confusion with drivers. From Woodstock – National speed limits – Begbroke 50mph – Begbroke roundabout south 40mph - Rutten Lane Roundabout south to Loop Farm. – 50mph
- g) A similar situation with vehicle accelerating to 50mph exists in Yarnton at Gravel Pitts Lane where people cross as well as other places.

6 Report from County/District Councillor

6.1 No report was provided for this meeting.

7 Council Representatives. (Two representatives if possible)

7.1 BVHMC (Carol Trevelyan) . As Carol was not in attendance, the committee had to discuss village hall projects and maintenance of the hall without her assistance. The clerk reported the recent break in to the hall and the damage caused. This was to the cellar door, the bar roller shutter and that the safe containing an excess of £200 was stolen. The clerk also said that it was likely to have been someone with a duplicate key because there was no evidence of forced entry. Apparently there were quite a few keys in circulation and hall hirers were able to retain a key after collection until completion of the hire. BVHMC had asked the clerk if the committee could pay the repairs (quotations in 11.5.1 and 2). Cllr Durrant pointed out that it was public money being spent and wondered if the parish council should take responsibility for the financial running of the hall and wouldn't the insurance pay? The clerk pointed out that there was an excess on the policy, it did not cover certain items and if a claim was made, then there would be premium increases for at least three years rather negating the claim. The clerk also reported that the ladies toilet window had been broken and he had arranged a replacement. The bill for this and the replacement front door lock were to be sent the BVHMC. Cllr Napier was concerned that the public liability insurance was not displayed and later when leaving, she noticed that the yellow fire instructions referred to the Post Office and the telephone box outside – neither of which now exist. It also appeared that the accident book was not the newer approved type which complied with data protection. It was decided to get a list of issues together that could be discussed at another meeting with the VHMC, Cllr Ryder and the clerk. It was suggested that an inspection regime of the hall for safety and other reasons should be regularly carried out. Examples given were fire fighting/protection systems, water systems and operation of emergency lights. It also appears there is no burglar alarm.

7.2 London Oxford Airport Consultative Meeting. (Jill Durrant) No meeting

7.3 NAG Group – (David Wintersgill. The latest report was mainly about speed checks and parking on pavements. He had been unable to attend the last meeting as it coincided with the parish council meeting. However, the dates had now been changed.

RNR
6-2-12

8 New Business

8.1 Thames Valley Police Front Counter Provision changes were discussed and the clerk is to respond to say that it will result in a poorer service.

8.2 Comment's on Cherwell's plans to bring forward a Strategic Tenancy Policy 2012 – no comments were offered by the committee.

9 Planning

9.1. Applications

9.1.1 None

9.2 Decisions:

9.2.1 11/01511/F Mr S Love 50 Fernhill Road – first floor rear extension and extension to single storey rear conservatory – permission.

9.2.2 11/01580/F Mr Mark Rowan-Hull Demolition of existing dwelling and outbuildings and erection of replacement dwelling. Foresters Lodge Spring Hill Road, Begbroke – refused. The committee commented that the notice was posted on a telegraph pole in brambles and was not easy to see. Also, it was a case in point that most residents would not see the notice as most would not go up Spring Hill. The clerk said that is why he displayed application on the notice board.

9.2.3 11/01649/F Oxford Motor Village – replacement wash/dry – Consent

9.2.4 11/01646/F Trusler Construction Ltd 49 B Fernhill Road – conservatory extension – consent.

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 Potential rural exception sites in Begbroke meeting 4th January with Tom McCullough; Cllr Gibbard; Bob Duxbury (CDC Development Control); Kate Winstanley (CDC Housing) and Jeffrey Wright. The clerk reported that 3 sites had been mentioned for about six residential properties – a) beyond Rowel Drive and adjacent to Begbroke Lane; b) adjacent to the end of Begbroke lane properties and Begbroke lane; c) Begbroke Crescent on the vacant land near to the playing field. Site c) was thought more suitable. The clerk had requested that a report of the meeting should be sent to him to respond to the parish council.

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

10.1 Card from Begbroke Science Park and official road opening in 2012

10.2 Letter of thanks from Begbroke Coffee Morning for Section 137 LGA Grant

10.3 Letter of thanks from Yarnton with Begbroke History Society for Section 137 LGA Grant

11 Financial Matters

11.1. Grant Information/ Grant Applications for discussion

11.1.1 Begbroke WI - grant request for £300 – agreed unanimously.

11.2 Balances and Liabilities

11.2.1 Balance (Money) £8,637.25 Bank Accounts: Current £3,474.02 Reserve: £17,029.53

11.2.2 Uncleared Cheques & Liabilities £11,866.20 - transfer of funds required: £10,000

11.2.3 Estimated additional expenditure until end of financial year £6,332

11.2.4 Estimated additional income (VAT reclaims) until end of financial year £2,034

11.2.5 Estimated outcome at end of financial year £4,339

11.3 Income

11.3.1 VAT repayment from HMR&C £1,133.10

11.4 Expenditure

11.4.1 Begbroke Playgroup – grant request for £500 towards running costs. CN: 333

11.4.2 CDC Parish Election Charges £39.00 CN: 332

11.4.3 Begbroke WI Grant £300 CN: 331

11.4.4 The Link – grant £300 CN: 330

RMR
6-2-12

11.4.5 XEL Projects – interim payment for storage building £8,061.00 plus vat £1,612.20 = £9,673.20
CN: 334

The above financial transactions were unanimously agreed by the committee.

Quotations/Tenders

11.5.1 Village Hall break in – repairs from Morgan Sindall £1,307 plus VAT - unanimously rejected by the committee as too expensive. Clerk to inform them of decision.

11.5.2. Village Hall break in – repairs from XEL Projects £835.00 plus VAT - unanimously agreed by the committee. Clerk to organise work.

11.5.3 Cherwell Property Improvements Ltd – blocking up fan holes in hall £192 plus vat. Clerk reported that this may increase as there were 4 holes not 3 as thought.

11.5.4 Electrical defect work – Wrist Electrical Quote 29/12/2011 £3,500 for various works. The clerk said that the cost was more than expected however he now agreed with John Webster in that the annexe is now a playgroup and the showers should be disconnected. He said that meant other works did not now need completing and the cost would reduce to about £2160 or less. The committee unanimously agreed that due to the delays, urgency of the work and that the contractor was suitable – to proceed with the work. Clerk is to implement.

11.5.5 John Salt quotation for CAD work of £1,270 was accepted. The clerk showed the hall plans that had been completed in the meantime. Some other charges for printing may be additional. However, it was considered that in order to pursue grants, then suitable drawings with the assets were necessary. The scope of the work is to include, the hall, design of new toilets and design of the front ramp to comply with the Disability Discrimination Act and detailed plans for planning and building regulation applications, a new design for a changing block with showers and toilets for sporting facilities including the detailed plans for planning and building regulation applications and a survey of the site with boundaries, hard standing, fences and playground equipment. The clerk is to arrange the work and have suitable meetings.

12 Health and Safety Matters

12.1 Weekly playground inspections for clerk – received from Cllr Trevelyan for December

13 Training

13.1 “Effective responses to planning applications” Cllr Durrant attended the course at Kidlington. Cllr Durrant said that as the computer had broken down the delegates had to work from paper copies of the slide presentation. As a result the talk given by Bob Duxbury, CDC’s Senior Planning Officer, was not as interesting as it could have been. She reported that there were some extreme cases of section 106 monies not staying in the originating district but passing to other local authorities. She had brought up the issue of tree preservation orders and there was no real answer to landowners selling land in the Green Belt. She also showed the CPRE booklet on “How to respond to planning applications” and wondered if the clerk could obtain some. He said he would investigate. It appears it could be downloaded.

13.2 Clerks Training register – Playground inspection training for Cllr Napier - carried out by Cllr Davies, Cllr Durrant “Effective responses to planning applications” added.

14 Freedom of information requests

14.1 No requests

15 Footpaths, Bridleways and Restricted Byway RUPP)

15.1 No Update on footpath amendments, anomalies and additions.

15.2 The annual parish walk is now 9.0am starting at the Royal Sun on Saturday 21st January.

16 Any Other Business

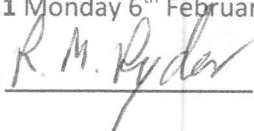
16.1 It was reported by Cllr Durrant that St Michaels lane is full of pot holes.

16.2 Cllr Durrant wanted to know why a mirror could not be fixed opposite St Michaels Lane when one had recently been installed at Hall Farm. Clerk to investigate.

17 Proposed Date of the Next Meeting:

17.1 Monday 6th February 6.30pm

Signed



Malcolm Ryder Chairman Begbroke Parish Council 6th February 2012

Begbroke Parish Council

Clerk to the Council: Jeffrey Wright

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Oxfordshire
OX5 1SD

e-mail : clerkbpc@btinternet.com

MINUTES

OF THE MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON MONDAY 6th February 2012 AT 6.30 PM

1 Present:

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

1.2 Apologies: Cllr Trevelyan; Cllr Gibbard;

2 Read and Confirm Minutes of Last Meeting

2.1 The minutes of the meeting held on 9th January were confirmed as a true record.

3 Declaration of Interest & Gifts or Hospitality

3.1 None

4 Matters Arising from the Minutes

4.1 BVHMC –equipment store update. The clerk reported that the base was constructed and we were now waiting for delivery arrangements to be made. It was anticipated to be on site by mid February.

4.2 Willow Way repairs – no further information received since a copy of a memo from the OCC asset technician. The committee thought this response unsatisfactory so the clerk is to write to Mr Howell at OCC for a proper response.

4.3 Begbroke Lane surfacing – the clerk had heard from Cllr Gibbard to say his application for money from the Localities Fund was progressing but he could not give any firm assurances at this stage.

4.4 Electrical repairs to hall. The clerk reported that all the defects had now been rectified. This included replacement distribution boards, replacement light fittings, installation of an emergency light in the electrical cupboard and correct labelling of equipment and identification of conductors. He also had correct certification for the work. He also reported that an emergency light was found above the false ceiling of the hall and the contractor would be returning to rectify this.

4.5 CAD Plans of village hall. The clerk produced 4 drawings; a plan of the hall and annexe; a design for the front entrance and ramp and two options for converting half of the front store in to a disabled toilet facility. This was a less expensive option than altering the existing toilets. Clerk to copy drawings and give to BVHMC for response so that appropriate specifications and building regulation information could be produced.

4.6 Potential rural exception sites in Begbroke - meeting 4th January with Tom McCullough; Cllr Gibbard; Bob Duxbury (CDC Development Control); Kate Winstanley (CDC Housing) and Jeffrey Wright. The clerk read the report from the meeting and said that CDC was trying to establish ownership of the site off Begbroke Lane before proceeding.

4.7 Thames Valley Police acknowledged comments regarding front counter provision.

5 A44; Pedestrian Crossing and Begbroke Science Park

5.1. Work progressing on Science park junction. Cllr Wintersgill asked the clerk to check if the Gravel Pits lane crossing was to be proceeded with.

RWR
5-3-12¹

5.2 Clerk had submitted comments on proposed 40mph proposal on A44 for new Science Park junction. However, Cllr Durrant thought there was an incorrect interpretation in that she thought the committee had decided on a 50mph proposal to OCC. The chairman considered that because the clerk had submitted comments, they should stand.

6 Report from County/District Councillor

6.1 No report

7 Council Representatives. (Two representatives if possible)

7.1 BVHMC (Carol Trevelyan) As Cllr Trevelyan was not in attendance it was decided to discuss items such as village hall projects, grant applications, public liability insurance; fire instructions and UK regulation accident book at the next meeting.

7.2 London Oxford Airport Consultative Meeting. (Jill Durrant) Cllr Durrant reported that there would be a daily jet service to the Isle of Man and Jersey. She also reported that there would be two 3 storey office blocks erected at the airport; the complaints system was unreliable as the answering machine had failed; that aircraft movements were limited for the Olympics and that small aircraft would be parked on the tarmac; that the wind turbines at Fewcott were not wanted as it would channel the aircraft into a narrow corridor and thought to reduce safety and increase the risk of an accident. The minutes of the meeting were circulated to the committee.

7.3 NAG Group – (David Wintersgill. He reported that the sergeant had e mailed to say the meeting focus was too much directed towards speeding. However, many of the members have disagreed because they thought it entirely relevant to their communities.

7.4 Oxford Green Belt Network Newsletter February 2012. This was discussed briefly and the committee decided that the clerk should replicate salient points in the minutes. Items covered were: The National Planning Policy Framework which will replace all the present PPGs and PPSs, including PPG.2 on Green Belts. "Core Green Belt protection will remain in place. Four changes to the detail of current policy are proposed:

- (i) Development on previously-developed land is already permissible if the site is identified in the local plan as a major developed site - it is proposed to extend this policy to similar sites not already identified in a local plan;
- (ii) Park and Ride schemes are already permissible - it is proposed to extend this to a wider range of local transport;
- (iii) Community Right to Build schemes will be permissible if backed by the local community;
- (iv) The alteration or replacement of dwellings is already permissible - it is proposed to extend this to include all buildings.

In all cases the test to preserve openness and purposes of including land in the Green Belt will be maintained.

(v) Local planning authorities with Green Belts in their area should establish Green Belt boundaries in their Local Plans which set the framework for Green Belt and settlement policy. Once established, Green Belt boundaries should only be altered in exceptional circumstances.

(vi) The appropriateness of existing Green Belt boundaries should only be considered when a Local Plan is being prepared or reviewed. At that time, local authorities should consider the Green Belt boundaries having regard to their intended permanence in the long term, so that they should be capable of enduring beyond the plan period."

Other news

Much of what our Committee does is to scrutinize planning applications, responding to those which threaten the openness and amenities of the Green Belt. We write letters to local authorities and the Planning Inspectorate and, when we think it is the right thing to do we try and support local opinion expressed through parish councils. Below are some examples of what we have been doing over the last few months.

Sand and gravel extraction is big business in the Oxford area and makes a big impact on the landscape of the Green Belt. Opposition to the extension of gravel working in the Yarnton/Cassington area to take in land south of the A.40 and to the east of Eynsham. We commented on **waste sites** in the same document, stating that we were opposed to the establishment of yet another centre for processing demolition and excavation waste close to Oxford. We have also written to the County in connection with plans for an aggregate recycling plant at the old Shipton-on-Cherwell cement works

We acknowledge the obligation on local authorities to find **sites for travellers** who need to settle down for reasons of health or education, but that does not create a right to settle on any patch of land which they might happen to have bought, nor to use any land which would not equally be acceptable for use by non-travellers.

Another need is for **cemetery space** when existing burial grounds are full. This is an acceptable use of Green Belt land according to PPG.2, but it does not follow that ancillary buildings are necessarily to be allowed. We did not oppose the modest new burial ground at Gosford which hopefully will blend into the landscape,

8 New Business

8.1 Notice of temporary traffic order. 27th February – 6th March 2012. Yarnton, Sandy Lane. Prohibition of traffic due to carriageway repairs. The diversion plan was discussed briefly

8.2 Electoral review of Oxfordshire – final recommendations. (CR1042) Submissions can be viewed at www.lgbce.org.uk

8.3 Request from Mr Finbow regarding action on pavement parking. It was decided to put an item in The Link and also to inform the PCSO. However, the clerk said it was unavoidable in some circumstances to partially park on pavements due to the number of vehicles at properties and the need to allow sufficient road width.

9 Planning

9.1. Applications

9.1.1 None

9.2 Decisions:

9.2.1 None

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 None

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

10.1 Letter of thanks from Begbroke WI for £300 grant.

10.2 Posters were received from Thames Valley Police regarding the new 101 non emergency call number. Posters displayed on both notice boards and one given to BVHMC for display inside the village hall.

10.3 D&S Painting and Gardening Services. Introductory letter (CR1045)

10.4 Cherwell Spring Clean information (CR 1046). It was decided not to become involved but to put a note in The Link regarding waste blowing around in the recent storms.

10.5 Oxfordshire Parish Council contact details 2012 were confirmed by clerk.

RMR
5-3-12

10.6 (CR1041) CDC parish precept 2012/13. Tax base is £354 compared to £362 in 2011-12. The clerk reported that in future, the tax base will form part of a precept calculation with a budget. If increase exceeds 3.5% then a parish referendum may have to be held.

10.7 OALC Newsletter – clerk alluded to the topics within which are mainly concerned with current issues affecting local authorities. Copies circulated.

10.8 ORCC Community Halls Newsletter - clerk alluded to the topics within which are mainly concerned with village hall issues. Copies circulated.

10.9 ORCC - Help available for village hall capital projects - clerk alluded to the topics within which included organisations who could be approached for grants. Copies circulated.

10.10 CR1050 Letter of thanks for grant from Begbroke Playgroup. They were especially pleased with the new lighting. The children at the playgroup also produced a large thank you card which was appreciated by the committee.

10.11 CDC Localism Act 2011 – Standards. Clerk said that new rules on Code of Conduct and declarations were being implemented in the future. He would inform the committee when more information became available. However, a briefing from CDC had been circulated to councillors.

10.12 CR1052 Nicola Blackwood MP Parish Plan. Offered support to any parish plan that we might produce. However, as the clerk was unsure of what was necessary, he would put this item on a future agenda and inform the committee when more information became available – probably from CDC.

10.13 CR1051 Nicola Blackwood MP Woodland wrote regarding the Woodland Trust Jubilee Woods Project. The committee decided that Cllr Ryder would produce a village plan so that suitable tree planting sites could be marked on it for discussion. Several suggestions such as Dalton Lane, far corners of the playing field and land off Begbroke crescent were made. Clerk to find out more information.

11 Financial Matters

11.1. Grant Information/ Grant Applications for discussion

11.1.1 Ryder-Cheshire Volunteers (ENRYCH) (CR1047) it was unanimously decided by the committee not to make a grant due to limited funds now available.

11.2 Balances and Liabilities

11.2.1 Balance (Money) £6,927.42 Bank Accounts: Current £1,907.82 Reserve: £7,031.48

11.2.2 Uncleared Cheques & Liabilities £7824.28

- transfer of funds required: £6,500

11.3 Income

11.3.1 Bank Interest £1.95

11.3.2 VAT refund claim prepared for £2,589.60

11.4 Expenditure

11.4.1 Clerks Salary 1st Jan – 31st March £1,146.96 net CN: 335

11.4.2 Cherwell Property Improvements Ltd – blocking up fan holes in hall and lounge £252.00 inc. vat CN: 336

11.4.3 HMR&C PAYE/NI Liability for quarter ending March 31st 2012 £214.80 CN: 337

11.4.4 Clerks refundable expenses claim 13th Oct 2011- 23rd Jan 2012 £15.63 CN: 338

11.4.5 BVHMC Lounge Hire for parish council meetings £82.50 CN: 339

11.4.6 Electrical defect work to village hall – Wrist Electrical £2,088.00 CN: 340

11.4.7 XEL Projects - break in repairs to hall £1,002.00 CN: 343

11.4.8 XEL Projects - intumescent door strips to hall doors £348.00 CN: 341

11.4.9 XEL Projects – Storage garage – balance £2,174.40 CN: 342

The above financial transactions were unanimously agreed. However, it was decided to withhold Cheque No: 342 until the building was erected on site.

Quotations/Tenders

11.5.1 None

12 Health and Safety Matters

12.1 Weekly playground inspections. Cllr Davies said he would forward them to the clerk

12.2 It was decided not to proceed with a tree survey from Nicholson's as remedial work to existing trees had recently been completed.

13 Training

13.1 Supporting Communities with Planning workshop on Monday 12th March, 6pm for 6.30pm start, finish by 9.30pm at Exeter Hall, Kidlington OX5 1AB – no candidates.

13.2 Data Transparency Workshop Tuesday 15th May – no candidates.

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.

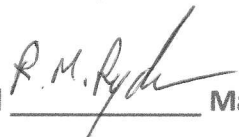
15.2 It was reported that this was very successful with around 12 people and 7 dogs attending. The committee thanked Cllr Davies and Cllr Ryder for organising the walk but hoped the next one would take place at a more clement time of the year.

16 Any Other Business

16.1 Cllr Ryder showed information on adult outside gym equipment. He suggested these might be appropriate at the far end of the field. The clerk is to obtain some budget costs.

17 Proposed Date of the Next Meeting:

17.1 Monday March 5th 6.30pm

Signed  **Malcolm Ryder Chairman Begbroke Parish Council 5th March 2012**

Begbroke Parish Council

Clerk to the Council: Jeffrey Wright

27 Willow Way
Begbroke
Kidlington
Oxfordshire
OX5 1SD

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MINUTES

OF THE MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON MONDAY 5th March 2012 AT 6.30 PM

1 Present:

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

1.2 Apologies: None

2 Read and Confirm Minutes of Last Meeting

2.1 The minutes of the meeting held on 6th February were confirmed as a true record. However the date was altered to 2012 because 2011 was shown.

3 Declaration of Interest & Gifts or Hospitality

3.1 None

4 Matters Arising from the Minutes

4.1 BVHMC –equipment store has now been erected. Keys have been given to John Webster. The clerk has contacted all parties as XEL need to now put a cement seal to the base (which they had not realised was necessary) and to dig a soak away and direct the down pipe into it. The plan is to complete this by Wednesday this week, for the cricket club to move its equipment by Monday and then the old store will be removed. Organisations are then to construct an internal partition. Clerk has sent the balance cheque to XEL Projects. Cllr Trevelyan thought the Herris fencing surrounding the existing store could be moved to protect where old fencing was damaged and to close off some gaps.

4.2 Willow Way repairs – clerk said he has been corresponding with various representatives of OCC including Mr Steve Howell; Mr Bob Adams ASM (OCC - Highways & Transport; Maurice Sheehan Area Steward and Andrew Burchett Highways Asset Technician. The clerk had received apologies on how this issue had been handled by OCC. The clerk had considered in his correspondence information on the OCC website on how they approached highway repairs and what initiated them such as highways inspections and obligations under Section 58 of the Highways Act. He was then invited to a meeting at Ron Groves House Kidlington on 27th February at 8.30am. The road history and issues were discussed at length. He was shown a 6 monthly village inspection record which did not show much detail as other reports would have needed to be looked at as well. Willow Way defects were not apparent. OCC said they would carry out further inspection of the drains and a HAMP report has been produced showing minor works. The description of problem refers to "deformation of entire highway structure due to ground settlement. Severe impairment of highway drainage as a result leading to risk of further settlement and considerable inconvenience and probable danger to residents. Water shown to lie 250mm deep at times"

A further e mail from Andrew Burchett said they would be willing to carry out these works but full scale road re-alignment would be 10-20 times as expensive. The drains were in a satisfactory condition. He asked to clerk to consider agreeing to getting these defects carried out. To a further question from the clerk he said that the dips in the road would not form part of the work due to cost, because it involved having to re-align pavements and private

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2-4-12¹

drives and future settlement of the road might occur. Clerk replied to say that any minor repairs would be welcome but the dips were a safety issue apart from the cosmetic issues and not doing these would not be acceptable. He also reminded OCC of Section 58 obligations under the highways act, said he would discuss with the parish council and residents and write a fuller response. The committee considered that if minor repairs were agreed then it was unlikely that further repairs would be done. The clerk is to write again to Steve Howell and say that the scheme should be fully priced so that OCC can allocate accurate funding for the work. Also, by not carrying out minor repairs it was allowing further damage to occur.

4.3 Begbroke Lane surfacing, Cllr Gibbard reported that he had been in discussion about this and possible actions that could take place. A funding of about £8-10k was being considered. He said that some levelling such as running a blade along the ground, filling dips and some hedgerow work could be a start. The desire was a crushed stone surface though. The clerk said he had asked Cllr Gibbard to ask Cllr Billington to support the scheme as it had economic and other benefits to Kidlington, especially as it was often used by those residents. However he said Kidlington were looking at other projects and he had not yet asked.

4.4 Pavement parking – a report was placed in The Link requesting more consideration.

4.5 CAD Plans of village hall. The clerk awaits BVHMC to consider the proposals for the front entrance and the disabled toilet. They had a meeting which was poorly attended so little was discussed. The clerk said he just wanted some input so John Salt who was producing the plans could finalise his work and hand the package over for future use if required. A similar situation exists for the proposed changing room. The clerk has contacted all interested parties and had a response from the bowls to have a meeting on 2nd April.

5 A44; Pedestrian Crossing and Begbroke Science Park

5.1. Temporary 40mph speed limit on A44 for new junction – Date of Order: 27 February 2012 - Coming into force: 2 March 2012 for temporary 40mph speed limit on the A44 between the Sandy Lane and Fernhill roundabouts to facilitate the final works for the Begbroke Science Park access road and to keep vehicle speeds to an acceptable level prior to a possible new permanent Traffic Regulation Order (which could impose a permanent 40mph limit on this stretch) coming into force. A discussion took place about inconsistencies on junction types and speed limits which will cause driver confusion. The clerk also remarked about the numerous new sign posts which were inconsistent with OCC's policy of highway clutter reduction.

6 Report from County/District Councillor

6.1 Cllr Gibbard reported that council tax will not increase, that the police are going to use Kidlington Fire station and close the existing station due to cut backs and efficiencies. He asked about Dial a Ride users but it was thought there were none in Begbroke. The committee said the 224 service was very good and hoped it would continue. Cllr Ryder asked about the Localism Act and declarations. Cllr Gibbard said although it was on the statute book, sections required clarification. OALC were providing information.

7 Council Representatives. (Two representatives if possible)

7.1 BVHMC (Carol Trevelyan) Village hall projects and grant applications. Items to be discussed with BVHMC – were: display of Public Liability insurance certificate; up to date fire instructions; regulation accident book, work carried out this year, compensation claim for break in; feedback on the drawing that the clerk had arranged of disabled facilities proposals and the front entrance design.

7.2 London Oxford Airport Consultative Meeting. (Jill Durrant) Cllr Durrant reported that there would be a daily jet service to the Isle of Man and Jersey. She also reported that there would be two 3 storey office blocks erected at the airport; the complaints system was unreliable as the answering machine had failed; that aircraft movements were limited for

the Olympics and that small aircraft would be parked on the tarmac; that the wind turbines at Fewcott were not wanted as it would channel the aircraft into a narrow corridor and thought to reduce safety and increase the risk of an accident. Clerk to publish complaint number in the Link as complaints do not appear to be recorded.

7.3 NAG Group – (David Wintersgill). Due to the loss of telephone and internet since March 2nd, Cllr Wintersgill had been unaware of meeting changes.

8 New Business

8.1 Application for compensation £1002 for hall break in has been made to police

8.2 Adult outdoor gym equipment. Clerk supplied brochures and price lists for future discussion. He also placed an item in the Link for feedback from residents. He is to look into obtaining further information for the committee by seeing if similar local facilities existed. Although he said there was little funding in the budget.

8.3 The audit briefing letter from BDO (CR1062) was discussed and the clerk was instructed to note and action the contents.

8.4 The Financial Management and Administration Risk Assessment was reviewed and minor changes made to quotations for work – value and urgent situation and procedures in the event of electricity failure in the hall.

8.5. The current Internal Auditor (Mr McCaughey) was reviewed for independence, competence, relationship with clerk and councillors, audit planning, audit scope planning and audit reporting. (Clerk has sent BDO Audit Briefing to him)

8.6. Fidelity Guarantee insurance to cover the amount of precept received, currently £50k was reviewed. This is nearly twice the precept so considered satisfactory.

8.7 Begbroke parish council standing orders was reviewed (Support of A44 Committee removed)

8.8. Freedom of information Act information was reviewed. Minor change to say that the website is currently not up to date due to clerks time constraints on changing information. The clerk later asked the chairman if he could refer back to this item. This concerned a recent newspaper item where government business was possibly conducted using private rather than official e mail addresses. He said that he normally e mailed Cllr Gibbard in this way, but it appeared to contravene the Freedom of Information Act in that private emails were not included and they could be deleted. Cllr Gibbard gave the clerk his CDC address and said he would e mail his OCC address in due course.

8.9 Review of Parish Assets. It was noted that the clerk had previously made a calculation error on the spreadsheet. This meant that assets of £89,822 were declared and the figure should have been £90,310. The value for this year (2012) is £90,484. The error was the non inclusion of £488 of assets. The only asset added this year was a cycle rack at £174

8.10 Review of councillors over the age of 75 for insurance purposes. Cllr Durrant and Cllr Trevelyan made declarations.

8.11 Clerks duties were reviewed for risk assessment. It again showed that there was no-one who could step in if there were any problems. The clerk was also involved in pursuing village hall projects which had taken considerable time.

8.12 OPFA Networking event 21st March Kennington. Cllr Ryder to attend with a view to investigating outside adult gym equipment

8.13 Grass cutting of village. The committee were happy with the cutting last year so the clerk was instructed to ask Mr Pricket to continue.

9 Planning

9.1. Applications

9.1.1 12/00183/F 22 Spring Hill 2 storey side extensions. Cllr Ryder to investigate.

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9.2 Decisions:

9.2.1 None

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 Planning Explained booklets for councillors was distributed.

9.7.2 Mirror at Hall Farm is on Highway Land and does not have permission from OCC. Peter Egawhary from OCC is now pursuing this by trying to establish who put it there as well as the wooden bollards. Clerk established it was highway by checking the plan at Ron Groves House.

9.7.3 Rumours of 157 houses near new Begbroke Science Park Road. Cllr Gibbard said this was a rumour. However, he said that local authorities have to have 5 year building supply plan. Cherwell have this but because developers have not built this has reduced to 3 years. Because of the new National Planning Framework, if councils show non compliance, developers can put in speculative planning applications. However, he said that they would have to rely on existing safeguards in place such as the green belt policy.

9.7.4 Cllr Trevelyan asked for some clarification from Cllr Gibbard on an issue regarding a planning appeal following refusal to the secretary of state. She wanted to know if telephone numbers, names and addresses had to given by complainants. He thought that providing such information, it would give credibility to any complaint.

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

10.1 Caroline Crellin (The Link) Thank you letter for £300 grant.

11 Financial Matters

11.1. Grant Information/ Grant Applications for discussion

11.1.1 Woodstock Youth Club – grant application. (CR1059). The committee fully supported this but the clerk is to enquire to see how many Begbroke youths attend and what sum of money they were anticipating.

11.2 Balances and Liabilities

11.2.1 Balance (Money) £3889.62 Bank Accounts: Current £5844.84 Reserve: £531.48

11.2.2 Uncleared Cheques & Liabilities £2,404.40 – No's 344; 342; 337

- transfer of funds required: £0.00

11.3 Income

11.3.1 Bank Interest £0.00

11.3.2 VAT refund £2,589.60

11.4 Expenditure

11.4.1 Oxford Green Belt Network membership £15 CN: 344

Quotations/Tenders

11.5.1 None

11.6 Bank Matters

11.6.1 NatWest customer information forms were completed by the signatories and the clerk.

11.6.2 The above financial transactions and matters were unanimously approved by the committee.

12 Health and Safety Matters

12.1 Weekly playground inspections – Cllr Ryder to provide to the clerk.

12.2 Other H&S Matters – Cllr Trevelyan asked for the litter picker to be passed on by the previous user. However, due to difficulties doing this, the clerk is to purchase another.

12.3 Annual play area inspection – it was unanimously agreed to continue with RoSPA Play safety.

13 Training

13.1 None

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.

15.2 E mail from Mr Henman – local farmer to OCC complaining about dog walkers being “out of control” and that OCC signs asking dog walkers to control their dogs, had been destroyed. . Clerk had not replied directly as he was copied in. However the committee agreed with his general comments that people should control dogs and keep to footpaths.

16 Any Other Business

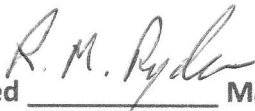
16.1 Cllr Durrant said the surface of St Michaels Lane was wearing away. The clerk said he had some forms which could be passed to the local member for him to request funds from the locality budget. Accordingly, two forms were passed over to Cllr Gibbard, one for the above repair and the other one to pursue a verge repair in Spring Hill.

16.2 Cllr Wintersgill requested the clerk to write on behalf the committee regarding the cable fault where the new houses were being built in Fernhill Road. The ground workers had damaged the cable when laying new briquettes and it was not anticipated to be repaired until Wednesday. This was not acceptable.

17 Proposed Date of the Next Meeting:

17.2 Monday 2nd April 6.30pm

17.2 Monday 14th May 6.30pm followed by Annual Parish Meeting

Signed  **Malcolm Ryder Chairman Begbroke Parish Council 2nd April 2012**

Begbroke Parish Council

Clerk to the Council: Jeffrey Wright

27 Willow Way
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MINUTES

OF THE MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON MONDAY 2nd April 2012 AT 6.30 PM

1 Present:

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

1.2 Apologies: Cllr Gibbard

2 Read and Confirm Minutes of Last Meeting

2.1 The minutes of the meeting held on 5th March were confirmed as a true record

3 Declaration of Interest & Gifts or Hospitality

3.1 Cllr Napier – prejudicial interest with application 12/00371/F.

4 Matters Arising from the Minutes

4.1 BVHMC –equipment store. The clerk updated the committee with progress. He said that instead of removing the old base, a ramp to the new store would be constructed instead. This was likely to be carried out this Wednesday.

4.2 Willow Way repairs – clerk had written to OCC as agreed at the last meeting. OCC are now to carry out a feasibility study during April to investigate the possibility of reshaping the affected areas of carriageway and footway. They will report back by 30th April. We will then be advised of its outcome and any possible inclusion in a future programme of work.

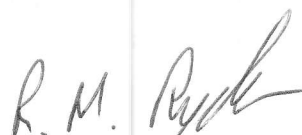
4.3 Begbroke Lane surfacing – no update to report.

4.4 CAD Plans of village hall and changing rooms. The committee were updated on a meeting that Cllr Ryder and the clerk had had with John Salt, the architect, John Webster – BVHMC and Malcolm Blackshaw from Begbroke Bowls Club. They reported on two schemes; the front entrance, disabled WC and ramp and the other scheme for a new changing/room sports pavilion. It was decided on the latter scheme that 4 changing rooms were necessary to allow for all activities such as cricket, football and bowls. It also allowed for the possibility that there may be home and away and male/female teams. There was opposition to canopies as there was a worry that youths may loiter underneath. However, the committee, whilst they understood the reasons, thought a design should incorporate this feature for aesthetic and practical reasons. The clerk is to instruct John Salt to produce alternative plans for consideration. They also said that the plans were being designed in accordance with Sport England Guidelines as conformance would assist grant aid. It was decided that the front entrance ramp should be lengthened, the disabled WC should form part of the existing store and the front canopy should be modified with a double apex roof for appearance. Another idea to turn the ladies toilet into a store and fit and addition WC in the store was not considered suitable. It was also decided to incorporate a door to the annexe from the hall to assist the toddler group with obtaining toys from the store instead of having to go to the front store. This would also free space from the old store.

4.5 Adult outdoor gym equipment – nothing further to report although the old shed base could be used to site equipment and possible a spectator seat for football.

4.6 OPFA Networking event 21st March Kennington – cancelled but a session was arranged at the offices where funding information was obtained by Cllr Ryder.

4.7 Mirror at Hall Farm is on Highway Land and does not have permission from OCC who are trying to find ownership and will remove it. However, they wish to pass on the cost of doing so.


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4.8 Letter of complaint to BT. It was unanimously agreed to send to the letter as it may help the residents with compensation claims. It was also agreed to send a copy to Cllr David Robinson at OCC who is the OCC cabinet member concerned with developing internet in Oxfordshire

5 A44; Pedestrian Crossing and Begbroke Science Park

5.1. The crossing at the science park appeared almost complete. The clerk is to find out the date for the official opening ceremony which he thought was to be in April.

6 Report from County/District Councillor

6.1 April 2012 District & County Councillor's Report -Begbroke Parish Council

National Planning Policy Framework (NPPF)

The new 'simplified' planning policy guidance has now been published. Although there are some ambiguities in the Framework, there does seem to be a reinforcement of policies that will be welcomed by our villages:

- 1) a strong retention of 'Brownfield first' for new development;
- 2) a stronger emphasis to Town centre first' policy;
- 3) a more explicit presumption against Green Belt development;
- 4) a relaxation of the requirement on Local Planning Authorities to provide Traveller sites;
- 5) Stronger controls to prevent 'garden grabbing'.

No doubt all these measures will be tested by developers and their lawyers over the next few months.

Cherwell Local Plan

The NPPF also allows a 12 month transition period for Local Authorities to get their new Local Plans in place. Cherwell are now well advanced with their new Local Plan (setting out development in the District over the next 15 years) intending to go to final consultation in June, and seeking adoption of the Plan by the end of the year. **Michael Gibbard 2 April 2012**

7 Council Representatives. (Two representatives if possible)

7.1 BVHMC (Carol Trevelyan) Cllr Trevelyan reported that the fire instruction, insurance and had been corrected. It was noted that the booking information notice on the hall notice board still had Bob Perkin as a contact. Cllr Durrant suggested that Cllr Davies be the parish council representative on BVHMC. After some discussion he agreed to do this. Cllr Trevelyan said she would act as the WI representative instead. Clerk to notify the secretary of BVHMC

7.2 London Oxford Airport Consultative Meeting. (Jill Durrant) No meeting.

7.3 NAG Group – (David Wintersgill). He did not attend a meeting due to communication problems with the organisers due to lack of telephone and internet.

8 New Business

8.1 The review of subsidised bus services was discussed especially the S3 Sunday service. It was noted the government reduction in Bus Service Operators Grant (BSOG) which reimburses some excise duty which could affect local bus services. The committee unanimously decided to continue to support subsidised bus services and the clerk is to report this to the authorities.

8.2 Begbroke parish council Play Area Report 2011 produced by the clerk for BVHMC was presented to Cllr Davies to hand over at the next meeting of BVHMC.

8.3 CDC Parish Council neighbourhood planning event Monday 16th April 6.30pm. No-one able to attend.

8.4 Community Governance Review and Polling District Review – Cherwell District. It was noted that this could lead to the abolition or merging of parish councils. It was decided that the clerk is to write and say the status quo should persist without any changes. He is also to say that the committee considers Begbroke should not be in the Abingdon Constituency as the representation is not local enough.

9 Planning

9.1. Applications

9.1.1 12/00371/F 12 Woodstock Road East -conversion to 4x 1 bed units.

The committee considered the proposal and unanimously voted (apart from Cllr Napier) that:

- a. It was gross overdevelopment of the site
- b. Parking issues could arise as potentially there could be two occupants per flat
- c. Parking could impact on bus routes (S3 and 224)
- d. Privacy issues as there appear to be balconies overlooking 2A Begbroke Lane

- e. Whilst there is a bin store – potential exists for 12 bins to be placed on the pavement. A similar problem exists at the flats adjacent to the bus stop.
- f. No provision has been made for a retail unit (grocery & provisions) in accordance with sustainable development.

9.2 Decisions:

9.2.1 12/00183/F 22 Spring Hill 2 storey side extensions -refused. Disproportionate addition over and above size of original dwelling in green Belt contrary to PPG2; CO4 and SP5

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

9.8 APP/C3105/C/12/2170571 Mr M Bott 14 Woodstock Road East. Alleged breach of planning control – without planning permission, a wooden outbuilding has been constructed in the rear garden of the property. Enforcement action withdrawn.

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

10.1 Susan Ganter BVHMC. Thank you letter for village hall work was read out.

10.2 OCC Trading Standards leaflets regarding traders you can trust (CR1065) was discussed.

10.3 Ruth Davies – SD3 reliability and new Stagecoach Operations Manager Carole Stevens. There was problem with S3 not using the bus lane at Pear Tree and two buses arriving together in the morning – one from Charlbury and one from Chipping Norton.

10.4 The clerk reported that WI Website/Blog is now live.

11 Financial Matters

11.1. Grant Information/ Grant Applications for discussion

11.1.1 Woodstock Youth Club – grant application. (CR1059) The clerk said he had e mailed the website, had telephoned a Woodstock Councillor who had initially written requesting a grant, but still no response. It was decided not to pursue further at this stage especially as it appeared from Cllr Napier that it was not well attended by Begbroke Youth.

11.2 Balances and Liabilities

11.2.1 Balance (Money) £3890.14 Bank Accounts: Current £3,358.14 Reserve: £532.00

11.2.2 Uncleared Cheques – none, liabilities £2,984.94

- transfer of funds required: £0.00

11.3 Income

11.3.1 Bank Interest £0.52

11.4 Expenditure

11.4.1 OALC Subscription Invoice 2012 – 2013 £148.44 CN: 345

11.4.2 ORCC Membership Invoice 2012 – 2013 £30.00 CN: 346

11.4.3 Clerks Salary April – May – June £1,147.16 CN: 347

11.4.4 Dovey Accountancy Services Ltd: P14; P35 and P60 preparation; payroll and calculation of PAYE/NI for two quarters to 30 June 2012 £282.00 CN: 348

11.4.5 HMR&C Quarterly Liability to 19th July £214.60 CN: 349

11.4.6 Clerks refundable expenses claim to 23rd March 2012 £52.74 CN: 350

11.4.7 John Salt CAD Drawings – interim invoice £960 CN: 351

11.4.8 Mr Caughey – internal accounts audit £150 CN: 352

The above transactions were unanimously agreed by the committee

Quotations/Tenders

11.5.1 None

11.6 Bank Matters

11.6.1 Parish Accounts were unanimously agreed by the committee and signed by the chairman.

11.6.2 Parish council Accounting Statements for 2011-12 - agreed unanimously and signed by the chairman and clerk.

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11.6.3 Annual Governance Statement for 2011-12 - agreed unanimously and signed by the chairman and clerk.

12 Health and Safety Matters

12.1 Weekly playground inspections, Cllr Wintersgill handed them to the clerk for March

12.2 Other H&S Matters – none.

13 Training

13.1 None

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 Locking of gate at Begbroke Science Park. The clerk said that he and Cllr Ryder had photographic evidence of the original sign post in position and when it was removed. There did not appear to be any official footpath diversion – only a temporary alteration during the course of the work.

15.3 Footpath report sent to Dan Weeks was discussed. It was decided to send it again to Dan weeks as well as his manager.

16 Any Other Business

16.1 Parking at the junction of Rowel Drive/Foxglove and Willow way causing problems for the Heyfordian bus executing a turn was raised by Cllr Wintersgill. The clerk said he had reported the potential problems to PCSO Michael Earle who will monitor the situation.

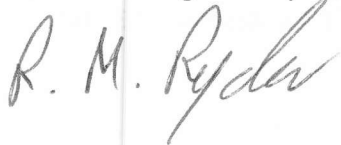
16.2 Cllr Ryder said that debris had been deposited in Rowel Brook at the Royal Sun. The Environment Agency had been assisting with this. They removed some items from the culvert but to a request to re-instate a sluice, they said that there was responsibility to people downstream in preserving their enjoyment of the stream and to those upstream, by possibly introducing a flooding risk. Consents would be necessary and the job would have to be done by Begbroke parish council. However it was not considered our responsibility as the stream runs through Punch Tavern property and under the A44 which is known as Begbroke Bridge, maintained by OCC. The clerk also reported that he had liaised with OCC on whose responsibility repairs and maintenance were , and they were trying to find out.

17 Proposed Date of the Next Meeting (s):

17.1 Annual Council Meeting Monday May 14th 6.30pm

17.2 Annual Parish Meeting Monday May 14th 7.0pm

Signed



Malcolm Ryder Chairman Begbroke parish council 14th May 2012

Begbroke Parish Council

Clerk to the Council: Jeffrey Wright

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MINUTES OF THE ANNUAL PARISH MEETING (AGM) OF BEGBROKE PARISH COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 16th MAY 2011 AT 7.0 PM

- 1 **Present:** Cllr. Malcolm Ryder (Chairman); Cllr Jill Durrant (Vice Chairman); Jeffrey Wright (Clerk); Cllr. David Wintersgill; Cllr Carol Trevelyan; Cllr Ellis Davies; Cllr Mike Gibbard (District and County Councillor); There were also 12 members of the public in attendance. The meeting was joined later by Nick Brooks-Ward Head of Operations -The CLA Game Fair
 - 1.1 **Apologies:** Cllr Trevor Stevens.
- 2 **Read and Confirm Minutes of Last Meeting.**
 - 2.1 The minutes of the meeting held on Monday 17th May 2010 were confirmed as a true record and signed by the Chairman, Cllr Malcolm Ryder.
- 3 **Declaration of Interests and Gifts and Hospitality**
 - 3.1 None declared
- 4 **Matters Arising from the Minutes**
 - 4.1 None.
- 5 **Chairman's Report. (Cllr Ryder)**
 - 5.1 The Chairman welcomed residents and Cllr Gibbard to the meeting. Firstly, he thanked all the people that have contributed to the village and its organisations during the past year. He said, without them, the village would be a poorer place. He thanked the Parish Council for their efforts in maintaining the village and also wished Bob Perkin well after his recent illness. Begbroke Village Hall Committee continued to keep the Village Hall operational with limited funds. He understood the hall was now almost fully booked and much of this success is because the hall is now a much nicer and more modern facility due to the many improvements. The committee planned to continue funding improvements. He thanked the Clerk for his work, especially for producing timely accounts at the end of the financial year and meeting people and contractors to obtain quotes and to progress work. Gordon Lloyd was thanked for his long service to the Link and wished his successor, Caroline Crellin, success in her efforts as the new editor and reported that the magazine seems to be progressing well with some interesting additions such as competitions. He thanked Terry Saxton for his excellent work on renovation and maintenance work on the bus shelters. However vandals still caused problems by spoiling the newly painted walls with graffiti. Various improvements have been made in the village such as better litter bins, seats and bike racks at the bus stops. It had been agreed to provide an additional bike stand at the south bound stop. The parish council were unhappy about the non publication of applications in the Oxford Times but understood the reasons why the decision had been taken. Without a shop in the village, he said we are looking to improve communication with nearby facilities such as Kidlington. One way would be the surfacing of Begbroke lane to enable year round pedestrian and cycle access and we are investigating sources of finance for this and discussing the project with Cllr Gibbard. The goal we installed has proved to very successful and suggestions for new ideas in the play area are very welcome. We continue to push for a crossing despite OCC pressing ahead with a crossing at Yarnton from section 106 monies from Begbroke Science Park which is in our parish. We did object to the road on the basis of it being in green belt land. We liaise with our OCC Area Steward Paul Wilson and have agreed a number of actions including painting of the gates at each end of the village. We regularly report defects to Oxfordshire Highways with whom we have a good relationship. The clerk has posted a table of recent discussions with them on the notice board.

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Footpaths continue to be monitored and problems reported to landowners and OCC. Pleased to see replanting of the hedge adjacent to FP No 8 as well as repairs to the gate and removal of vines strangling the old crab apple trees. Residents gave examples of being challenged on some of the paths. The chairman asked for specific facts because hearsay was insufficient to progress complaints and it was best to report incidents directly to the agents. A resident thought it was best to report directly to the landowners.

We objected to the Proposed Waste recycling centre Langford Lane this as it could cause an enormous increase in traffic through the village. We considered traffic would come via Begbroke rather than Kidlington with its slower moving traffic and eight sets of traffic lights. We also thought that Oxford should have its own facilities rather than drive here to deposit rubbish

The chairman reminded the meeting that CLA Game fair is to be held from 22nd – 24th July and a presentation would be given later by Mr Brooks –Ward of the Game fair. The Fly to the Past Air Show at London Oxford Airport is on Sunday 21st August.

The Chairman then asked the clerk to give his report which he read out and reproduced below.

6 Clerks Financial Report and Accounts 2010 -2011 for Begbroke Parish Council

1 Audit 2009-10

Last years audit was considered satisfactory by the external auditors, BDO. They observed that the fidelity guarantee cover should be reviewed in light of the bank balances at 31st March. However this issue had already been reviewed by the parish council and normally covers the maximum amount of money the council holds which is usually the precept. On this occasion the balance was £14,545.09 on the 31st March and went up to £23,069.85 when the 1st precept payment was received causing a temporary "problem". The fidelity guarantee cover is presently £21k but will be increased to £50K with our new insurers.

2 Accounts

The balance brought forward from last year was £6531 Income totalled £23,940 and the total expenditure was £15,927.

The residual balance carried over to 2010-11 was £14,545.09

The Parish Accounts and Annual Governance Statement were agreed by the parish council on Tuesday 5th April 2011 and recorded in the minutes as items 11.6.1. And 11.6.2

The accounts have also been approved as satisfactory by the internal auditor and are now being submitted for external audit to BDO Stoy Hayward.

The accounts are organised by the following pages:

- Statement of Responsibilities
- Annual Return (Bank reconciliation and External Audit reconciliation)
- Explanation of significant differences.
- Debtors and creditors
- Income and spending Summary
- Graph of Income & Spending & Account Transactions.
- Detail of income and spending.
- Grants
- Details of assets
- Budgeted spending proposals for 2010-11
- Financial Management & Administration. Risk assessment.
- Freedom of information Act – details of data held by clerk.

3 Statement of responsibilities

The Authority is required to secure that one of its officers has the responsibility for the administration of financial affairs. (Section 151 of the Local Government Act 1972) In this authority that Officer is the Parish Clerk.

4 Annual Return (Bank reconciliation and External Audit reconciliation)

All transactions were reconciled with outstanding liabilities to achieve a nil difference for the external audit. Boxes 1 – 11 are those that have to be completed. Differences between last years figures and this years >10% or £100, then an explanation has to be given to the external accountants. The differences are explained in the attachment.

5 Debtors and Creditors.

None

6 Income and Spending Summary

This shows all income and spending categorised into main headings for summary

7 Graph of income and spending

This shows the above in graphical form.

8 Grants

Total grants of £1,300 were awarded in 2010-11. There is a limit to the amount of grants that the parish council can give. This is based on the amount of electors and in Begbroke there are about 638 as at December 2010. The maximum allowed per elector is £6.15, so the maximum in grants we could have given is £3,923. It was noted that more requests from external bodies are being received as public funds are being reduced.

9 Section 137 grants of LGA 1972

£1,000 in total was given to Begbroke Coffee Morning, Begbroke Women's Institute, and Oxfordshire Association for the Blind, Yarnton with Begbroke History Society and St John Ambulance.

10 Section 142 grants of LGA 1972

£300 in total was given to The Link

11 Sections 19 of Misc Provisions Act 1976

No grants using this provision were awarded this year.

12 Section 214 (6) of LGA 1972

No grants using this provision were awarded this year.

13 Assets and insurance

The asset list has been updated to reflect any assets that were disposed of and those that were added. The auditors this year want assets to be stated at the original cost and the value not to be increased year by year. I have done this where I have the information. The current asset value is about £90k. Accordingly the insurance policy has been re-assessed. The changes were litter bin replacement/new installations at a higher value and cycle racks at both bus stops. I have also added trees along the A44 to the list at original cost. Two additional quotations for insurance were obtained and it was decided to switch to Zurich from AON saving around £600 per annum.

14 Budgeted spending proposals

This shows the budget for the next financial year. The precept is set at £23,631 and includes a sum of £5,500 for improvements to the village hall and its grounds.

15 Financial management & Administration

In accordance with The Audit Commission return 31st March 2007, an assessment of risks facing the Council (Financial management & Administration), with appropriate steps to manage those risks, has been completed.

16 Freedom of information Act

This shows details of data held by clerk on behalf of the council.

17 At the parish council meeting on March 7th 2011 some of the following items were reviewed.

- Parish remuneration. The Local Authorities (members allowances) (England) Regulations 2003 (as amended) – Parish Allowances Scheme.
- Review of Financial Management and Administration Risk Assessment.
- Review of Internal Auditor (Mr Caughey) for independence, competence, relationship with clerk and councillors, audit planning, audit scope and audit reporting.
- Review of Fidelity Guarantee insurance to cover the amount of precept received.
- Review of Begbroke parish council Standing orders.
- Review of Freedom of information Act information
- Review of Parish Assets
- Review of councillors over the age of 75 for insurance purposes with annual age statement
- Audit briefing letter from BDO

18 Income 2010-11

Income of £31,988.36 mainly comprised the precept of £22,943, a grass cutting grant of £1,073.40, a £4000 grant from Oxfordshire County Council for external windows and doors at the village hall, vat repayments of £3,965, and some very limited bank interest of £5.51.

19 Expenditure

This year the Parish Council spent £38,162.30 which is detailed accordingly in the transactions. The committee have concentrated on accruing funds from the precept for village hall improvements including the Begbroke Play Group facilities. Main expenditure included replacement and additional litter bins of better quality in the play area, one of the bus stops and Begbroke Lane, the clerks invoices and expenses, council insurance, grass cutting, parish council insurance, provision of cycle racks at the bus stops, hedge cutting, play area inspections, and membership of organisations including Oxfordshire Playing Field association, ORCC, OALC, Association of Local Clerks and the Green Belt Network.

20 Staff Costs

These were £5,554.33. This is the last year that a clerk can be self employed. The parish council have to now run a PAYE scheme under the HMRC rules, from April 2011. Due to the additional hours expected to be spent doing this for one employee; it has been decided to employ an accountant, Mr Dovey FCCA to register the parish council as an employer and run the payroll and reports. The annual additional cost is expected to be £380 plus vat.

R. M. Ryder
14-5-12

21 Begbroke Village hall and Begbroke Play Group

The committee work with Begbroke Village Hall Management Committee to plan for improvements and to accrue funds. Grant applications are submitted to the relevant local authority. Improvements carried out during the year were complete completion of external door and window replacement to the hall, thermal insulation in the roof, re-laying of slabs on the door exits, installation of a water heater with thermostatic controls to prevent scalding and a junior toilet for the playgroup, replacement soffits and fascias to the annexe, replacement of all interior doors with free ones from the old Spiceball Centre courtesy of CDC and construction of a replacement seat facing the bowling green. The parish council have funded these improvements to the value of £22,348.36 inc. VAT. The parish council appreciate the £4000 grant from OCC which assisted the door and window replacement. I wrote to Cllr Heathcoat to thank OCC with comments from BVHMC to say how valuable these grants are.

22 Future projects

Village Hall - Railings at the side of the hall to improve playgroup security and to extend the playing area are being evaluated. The railings would also prevent people trying to keep out of sight at the side of the hall. The plan also is considering a new entrance ramp to a side door through the play area. Village – feasibility of surfacing of the RUPP to Kidlington in a similar way to St Mary's fields Kidlington is being considered as this would give more opportunity to access other facilities on a year round basis and also link with the National Cycle Network. Project ideas from residents are welcomed.

23 Bankers

We continue to use NatWest Woodstock Branch.

24 Website

Information is posted on the parish council website including a copy of these accounts. This has been reconstructed and information is now being posted again. Local organisations are welcome to have their own sections on the site and have the ability to manage the information.

25 Remuneration

The councillors decided not to accept any remuneration under The Local Authorities (Members' Allowances) (England) Regulations 2003 (As Amended) - Parish Allowances Scheme. However, expenses such as mileage to carry out duties will be reclaimed.

26 The Link

The magazine has continued to be financially supported by the committee in the form of grants.

Jeffrey Wright Clerk to Begbroke Parish Council - 5th April 2011

7 Reports from District and County Councillors

May 2011 District and County Councillor's Report Begbroke Parish Council Annual Parish Meeting

Council Tax

Cherwell has kept its promise not to increase council tax despite having to find savings of over £3million and yet maintain front line services. One saving has been to appoint a new Chief Executive to be shared with neighbouring South Northants District Council. Eventually many of the senior officer roles will be shared between the two authorities giving an eventual saving of over £1million.

Oxfordshire County Council has also to make savings, £11million in the first year, but again has pledged not to increase council tax. Decisions still have to be finalised on what level of cuts might be made on schools, highways, libraries, museums and day centres.

Planning

Cherwell's new local plan has been delayed as we study the implications of the government's Localism Bill. However it seems that the target of 13,400 new homes in Cherwell by 2026 imposed by the South East Plan can now be relaxed. A lesser figure of 12,500 is now more realistic and can be accommodated largely in Banbury, Bicester and RAF Upper Heyford, thereby reducing the pressure on rural villages.

Oxfordshire County Council is pursuing its intention to provide a waste recycling centre in Langford Lane, Kidlington as a replacement for Redbridge. The impact of this, particularly from increased traffic through our villages is still being evaluated.

Cherwell District Council has recently given planning permission for a new access to Begbroke Science Park which will see the construction of a full signalised junction on the A44 midway between Yarnton and Begbroke.

Local Development

Sanctuary Care is making good progress with their new 60 bed Nursing Home behind William Fletcher School in Yarnton. With completion later this year, the home will provide employment for up to 80 local people.

General

Responsibility for concessionary fares transferred from District Councils to the County Council on 1st April and there will now be a common policy for the whole of Oxfordshire. An immediate benefit locally is that the starting time is now 9.00am (rather than 9.30am).

Oxford Airport continues to grow spasmodically, and will even be hosting a major air show in August. I continue to have regular meetings with the Airport Manager to report instances of low flying and deviation from flight paths (where applicable)

On a personal note I was recently re-elected to serve another four year term on Cherwell District Council, and I thank all residents who felt able to support me. As before, I will continue to work with fellow District Councillor Trevor Stevens and County Councillor Maurice Billington in the best interests of Begbroke and its residents.

Michael Gibbard May 2011

During the councillor's report, a discussion about Sandy Lane Yarnton took place. A question was raised about pot holes. Cllr Gibbard said the repair would be only the reported defect and not those adjacent. The Highways inspector may carry out assessments and in the case of Sandy Lane; it is planned for it to be completely repaired. The clerk was concerned about durability with large Lorries from Yarnton Nurseries using the road. He wondered if they would contribute financially but that was not the policy of the county council. The clerk suggested that perhaps a weight limit should be enforced to save council tax payers further expense. The entrance to Sandy Lane was also mentioned as it narrows. Cllr Gibbard considered this to be a good road safety measure as it slowed the traffic down. A resident said how much better it was with footways along the lane and Cllr Gibbard said this was paid for from Section 106 monies arising from development.

Cllr Gibbard answered questions related to the non publication of planning applications in the newspapers. He said they had no legal obligation to do so. CDC would continue to publish major applications and a notice would be posted on or near a property that was the subject of an application. However, the clerk pointed out as an example of non publication, that the application for chimneys at Begbroke Science Park would not generally be known as residents would not usually pass the posted notice in this instance.

Cllr Gibbard also answered question about helicopters overflying the village and flight paths during the forthcoming air show in August and he was regularly involved in discussions about this with London Oxford Airport Authorities. He said radar was to be installed at the airport and also said that some airspace over Wolvercote was jealously protected by Brize Norton. Liz Lobbins asked him if the new hangers were related to the forthcoming Olympic Games in 2012. Cllr Durrant said they were for engineering works.

A discussion also took place regarding the forthcoming CLA Game fair and removal of northbound chevrons at Yarnton and Begbroke roundabouts. There was concern about increasing traffic speeds. One resident mentioned speed enforcement and said that the police had also operated from the Turnpike at times. A resident also mentioned that due to the curve of the A44 in places, the cameras could not be operated correctly so some areas were not monitored for speed. Cllr Wintersgill suggested that perhaps we should have speed cameras on both north and south lanes of the A44

8 Question Time.

8.1 Q) A resident asked about the swimming pass available through Kidlington parish council for Kidlington and Gosford Pool. **A)** The clerk said it was subsidised financially by Kidlington Parish council for its residents which it was why it was not available to us. However, he said he would look into this.

There were no further questions.

9 Presentation by Nick Brooks-Ward Head of Operations -The CLA Game Fair

9.1 The chairman welcomed Mr Brooks-Ward to the meeting. The clerk initially outlined some concerns the parish council had regarding the event including;

- Residents crossing with chevrons removed. Traffic will speed up and cause difficulties especially with the elderly as people will have to cross 4 carriage way lanes instead of 3 - even temporarily.
- On the northbound approach, two vehicles will not be able to pass around the roundabout – certainly not two larger vehicles.
- How soon after the event will the chevrons be re-installed?
- How are our residents expected to have access and egress to the village? We have no shop and so all provisions have to be obtained elsewhere mainly by car.
- Our village gains virtually nothing from this event apart from difficulties.
- What provisions have been made for the S3 bus?

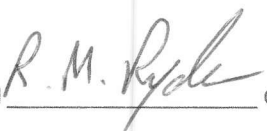
Mr Nick Brooks-Ward said that his organisation had spent a long time planning the event and had liaised with many different bodies to arrive at a transport plan which incorporated many minor changes to realise an overall effect on traffic movement. There would be reactive illuminated 30mph signs on A44 as well as flashing information notices. The road chevrons would be covered with removable tape to enhance the traffic speed getting to the event and would be removed immediately after the event. Cllr Wintersgill said that he had spoken to HGV drivers who did not think that two vehicles could pass on the Northbound Begbroke Roundabout. Mr Brooks-Ward said that this had been agreed with the traffic authorities. He also said he had to get traffic away as quickly as possible and that the licence called for a safe system. Similar measures were being taken at Rutten lane Roundabout. The southbound chevrons at Begbroke or Yarnton would not be covered over. Signs would be placed in Langford Lane. Right turns towards Woodstock would not be permitted. Residents should use this route, by turning left and entering the village from the north. Additional signage at Langford Lane for people using Sat-Navs will prevent them getting stuck in a car park.

He reported that in 2008 there was no police presence, unlike this year where police will be provided from the national resource. Cllr Durrant was concerned that they would have no local knowledge and should have maps. She gave an example where police from Aylesbury had been unable to give direction advice on a previous occasion. It was requested by Cllr Gibbard that at least one PCSO should be in the village to assist. The clerk should write to Thames Valley Police and request one in any case. Mr Brooks-Ward said that last time there was grid lock at the entrance gate. They have now obtained planning permission to widen the gate in the historic wall to improve access. Cllr Ryder was concerned about operation of sign boards delaying traffic as happened recently in Bladon, where the lady operating the boards caused unnecessary delay. Apparently at the last event, The Deputy Chief Constable had wondered where all the traffic had come from. He was apparently not aware, as Thames Valley Police has a rule, that they would not be involved in major events, of the Game Fair Traffic

Mr Nick Brooks-Ward said detailed discussions had taken place with Stagecoach regarding the S3 bus service. Additional buses would be implemented. A resident asked if these would be positioned at Chipping Norton and this was confirmed to be the case. With respect to Water Eaton parks and ride, the left turn restriction was being lifted for the event and the lights will be controlled. Additional parking was being set up at Long Hanborough with the construction of a bridge over the River Glyme and the caravan park at Bladon was being moved temporarily, again to give additional parking. Susan Ganter said it was also the Art in Action weekend and could cause additional problems. He reported that The Highways Agency are using this exercise as a test for the 2012 Olympic games and since 2008 have had a combined traffic centre. They had access to an "eye in the sky" helicopter as well as a drone stationed over Pear Tree Roundabout. They will have signs back to the A420 and had access to about 112 motorway and OCC cameras. The Game Fair had also paid for Swinford Toll Bridge for 3 days to avoid traffic slowing to pay tolls and had worked with BBC Oxford regarding the event.

10 AOB

9.1 As there was no other business the Chairman thanked everyone for attending and closed the meeting.

Signed  Cllr Malcolm Ryder (Chairman)

Date: May 14th 2012

Whilst not presented at the meeting, the following summary e mailed later by Mr Brooks-Ward is reproduced below for information.

The CLA Game Fair

Executive Summary

The following are the main points from the Traffic Plan as it currently stands:-

1. The plan has been prepared taking into account the recommendations made in the W.O.D.C report issued in 2009 as a result of 2008.
2. There are continued on-going discussions with all the relevant agencies to ensure up to the minute assessments.
3. We have acquired 2 additional car parks (A4095 Oxford Airport and Roundhill (A4095) at Long Hanborough).
4. Oxford County Council Highways Department have agreed to remove the road narrowing hatching on 2 roundabouts west bound on A44 between Pear tree Roundabout and Bladon to enable the road to remain 2 lanes and thus speed up the traffic.
5. The provision of the Thames Valley Police motorcyclists and a patrol car along with personnel within the Event Control.
6. The provision of a rail and ride scheme between Oxford Railway station and Blenheim with input from S.W. Trains and Stagecoach. Also between Long Hanborough Railway Station and the Event.
7. Stagecoach will provide additional local buses (S8 route) to ensure local users are not inconvenienced by additional traffic using the roads.
8. Stagecoach will provide internal busses between the Caravan Site (near Ditchley) to the show site and also a service to and from Woodstock to the Caravan site in the evening. Additionally coaches will convey those who park in the new Airport Car Park to eagle Lodge.
9. Signed local diversion routes to enable vehicles to travel between Woodstock and Oxford and Bladon and Oxford avoiding severe delays.
10. Successful negotiation means that The Game Fair will pay for free usage of Swinford Toll Bridge during the 3 days of the show.
11. A helicopter with a video down link to our Event Control will allow real time observations of traffic flows. This will be complimented by the use of movable cameras fitted on the Variable Messaging Boards which provide pictures via Broadband to the Event Control. Finally we will employ a number of experienced motorcycle spotters who can monitor traffic flows and incident impacting upon the road network.
12. AA Signing will be in place earlier than in previous years with advanced signing to warn of traffic delays (stressing it is only the morning at the request of Woodstock Town Council) in place well in advance of the event.
13. Permanently manned portable temporary traffic lights positioned strategically to ensure traffic flows are maintained as far as is possible. Additionally the local authorities will man permanent lights which will have impact upon our traffic flows.
14. On going meetings and presentations to local Parish Councils
15. Investigation into the use of Facebook / Twitter as a means of passing out relevant up to the minute traffic plans.
16. Circulation of 1.2 million leaflets with map showing traffic routes to the event.

Further investigation into the use of post code for sat nav systems

Begbroke Parish Council

Clerk to the Council: Jeffrey Wright

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MINUTES

OF THE ANNUAL MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON MONDAY 14th MAY 2012 AT 6.30 PM

1 Present:

1.1 Cllr Malcolm Ryder (Chairman); Cllr Trevelyan; Cllr Ellis Davies; Cllr David Wintersgill; Cllr Beverly Napier; Cllr Mike Gibbard; Jeffrey Wright (Clerk); 6 residents of Begbroke.

1.2 Apologies: Cllr Trevor Stevens

2 Read and Confirm Minutes of Last Meeting

2.1 The minutes of the meeting held on 2nd April were confirmed as a true record

3 Declaration of Interest & Gifts or Hospitality

3.1 None

4 Elections & Resignations

4.1 Election of Chairman and Vice Chairman to the parish council

4.1.1 Chairman: Cllr Malcolm Ryder. Proposer: Cllr Jill Durrant; Seconded: Cllr Beverly Napier – Cllr Ryder was unanimously elected Chairman.

4.1.2 Vice Chairman: Cllr Jill Durrant. Proposer: Cllr Malcolm Ryder Seconded: Cllr Ellis Davies. As Cllr Durrant was not in attendance, the vote was delayed to see if she would appear but later decided to leave this matter until the next meeting.

4.1.3 Resignations – none

5 Matters Arising from the Minutes

5.1 Willow Way repairs feasibility study. The clerk reported that OCC should have completed this by 30th April by OCC. The clerk had heard nothing further to date.

5.2 Begbroke lane surfacing update. Cllr Gibbard said that he is pursuing funding and was hoping to try and get the whole lane done.

5.3 Village Hall plans - the clerk reported that these would be discussed in the Annual Parish Meeting immediately afterwards. John Salt, the architect was in attendance to answer questions.

5.4 Spring Hill mirror and posts – these were still in position and the clerk is awaiting OCC to find out who installed them.

6 A44 Pedestrian Crossing and Begbroke Science Park

6.1 It was reported that the Begbroke Science Park crossing was now functional and a new Toucan crossing was being installed in Yarnton at Gravel Pits Lane.

7 Report from County/District Councillor

7.1 Cllr Gibbard said he would reserve his report for the Annual parish meeting immediately afterwards.

8 Council Representatives. (Two representatives if possible)

8.1 BVHMC (Ellis Davies) Cllr Davies reported that he had attended a meeting and the arrangements were satisfactory. The clerk said that any conflict of interest issues could easily be resolved by procedure.

8.2 London Oxford Airport Consultative Meeting. (Jill Durrant.) Not in attendance so unable to report.

8.3 NAG Group – (David Wintersgill) NAG Meeting was this evening so he was unable to attend.

9 New Business

9.1 Affordable Housing update. Clerk reported that CDC is now trying to find out ownership of the land adjacent to Begbroke Crescent.

9.2 Invitation - Cherwell Parish Liaison Meeting - 13 June – clerk requested that if anyone wished to attend to advise him accordingly.

9.3 Draft Conservation and Urban Design Strategy - consultation open and if there were any comments then advise him accordingly and he would submit them

9.4 Invitation - Local Strategic Partnership Annual Conference - 18 June. Clerk requested that if anyone wished to attend, to advise him accordingly.

10 Planning

10.1. Applications

10.1.1. 12/00430/F Miss W Pitts 4 Begbroke Lane Ground Floor Extensions. No objections or comments.

10.2 Decisions:

10.2.1 None

10.3 Conditions of Planning

10.3.1 None

10.4. Appeals

10.4.1 None

10.5 Withdrawals

10.5.1. None

10.6 Amendments

10.6.1 None

10.7 Planning Other

10.7.1 None

11 Correspondence (see register for full details of postal correspondence)

11.1 Acknowledgment from Cllr Robertson regarding complaint to BT. Clerk reported that he had had no response to his complaint and would follow up on it. Cllr Wintersgill said that a new connection box had been installed in Woodstock Road East near Fernhill Road junction. He said that the copper cables in Begbroke would then connect to fibre optics and provide improved speed and reliability.

11.2 Begbroke Science Park - Invitation to evening reception May 23rd 2012 6.30pm was discussed and it was decided that questions relevant to the new crossing could be asked, directed to Professor Dobson.

12 Financial Matters

12.1. Grant Information/ Grant Applications for discussion

12.1.1 St John Ambulance – grant application was approved unanimously and £75 to be awarded under section 137 LGA

12.1.2 Woodstock Youth Club – grant application – no one from Begbroke attends so no grant was approved however it would be reconsidered if Begbroke youths attended in the future.

12.1.3 Air Ambulance – request for donation. This was not approved by the committee especially as Begbroke WI is holding a fundraising evening later in the year.

12.2 Balances and Liabilities

12.2.1 Balance (Money) £11,470.59 Bank Accounts: Current £587.80 Reserve: £12,911.50 (25/04/12)

12.2.2 Uncleared Cheques & Liabilities - £2,028.71 - transfer of funds required: £2,500.00

12.3 Income

12.3.1 Precept - 1st payment £12,379.50

12.4 Expenditure

12.4.1 Zurich Municipal - parish council insurance £1,354.98 CN: 353

12.4.2 NR Pricket Invoice 23 - Grass cutting £430.13 CN: 354

12.4.3 Jeffrey Wright – reimbursed expenses for AGM printing costs. £29.00 CN: 355

The above financial transactions were unanimously approved.

12.5 Quotations

12.5.1 Applewood Garden Services – cutting Hedge: by play area twice/year £305.00

12.5.2 Applewood Garden Services – cutting Hedge: by bowling green when necessary £85.00

The above quotations were unanimously approved.

13 Health and Safety Matters

13.1 Weekly playground inspections – report for clerk was sent by e mail from Cllr Napier. She was concerned about a post that may be dangerous if someone fell upon it, some toadstools and some bolts sticking out of a fence post. Clerk said he would look into these things.

14 Training

14.1 No courses requested or offered that this time.

15 Freedom of information requests

15.1 No requests

16 Footpaths, Bridleways and Restricted Byway RUPP)

16.1 Update on footpath amendments, anomalies and additions – Cllr Ryder – nothing to report.

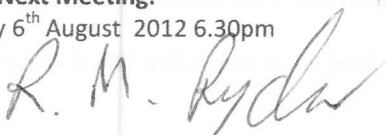
17 Any Other Business

17.1 None

18 Date of the Next Meeting:

18.1 Monday 6th August 2012 6.30pm

Signed



Malcolm Ryder Chairman Begbroke parish council 2nd July 2012

Begbroke Parish Council

Clerk to the Council: Jeffrey Wright

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e-mail : clerkbpc@btinternet.com

MINUTES

OF THE MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON MONDAY 6th AUGUST 2012 AT 6.30 PM

1 Present:

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

1.2 Apologies: Cllr Trevor Stephens; Cllr Jill Durrant – said she would be a little late.

2 Read and Confirm Minutes of Last Meeting

2.1 The minutes of the meeting held on 2nd July were confirmed as a true record.

3 Declaration of Disclosable Pecuniary Interests, Gifts or Hospitality

3.1 None – but see item 9.1.1

4 Matters Arising from the Minutes

4.1 Willow Way repairs – the clerk said he was considering his reply to OCC to include observations on work taking place in Yarnton and around the county. There did not seem to be a lack of County funds – just how they wished to spend it.

4.2 Begbroke Lane surfacing – Cllr Gibbard announced that an order had been placed by OCC to surface and finish with a scalplings surface. The committee thought this excellent news. The cost is likely to be around £35k which is similar to the clerk's initial budget price of £40k

4.3 CAD Plans of village hall – The clerk said that they had been delayed due to some planning checks. Cllr Gibbard had also been consulted regarding permitted Development.

4.4 Mirror at Hall Farm and the wooden posts on highway were still in situation. The clerk had written to the highways inspector again about removal. He said the rules on erecting mirrors were very stringent and permission was only given by the Dept of Transport on recommendation by OCC. The clerk showed the committee a copy of OCC mirror application information.

4.5 Bottle Bank – installed by CDC opposite car sales. This was completed without any consultation with the parish council. Apparently CDC did not realise that our village is split by the A44. Similar bins in Yarnton were moved following complaints. The appearance of the bins gave some concern as did safety in parking to deposit glass and distance to carry bottles. The clerk is to put a note in the Link to seek comment. If they are not sufficiently used then it is likely they will be removed. A discussion also took place on the various recycling methods of different councils and replacement waste vehicles which could accommodate multi-tasking and possibility of smaller localised recycling bins.

4.6 Complaint to BT regarding cable damage and compensation – no reply to two letters. Clerk wrote to BT Chief Executive, Ian Livingston and had a quick response. However, the clerk has had 3 follow up telephone calls. BT apparently cannot find records of the incident and implied they had been archived. Further responses are awaited.

4.7 Real Time Information – at Bus Stop. The sign post has been installed with electrical service. It just remains for the sign to be fitted.

4.8 Village hall break in - responses from TVP (CR1092 & CR1093). The clerk read the replies out. It appeared that due to police backlog delays the forensic evidence was delayed and because it did not provide proof, it did not matter. Consequently the clerk drafted a reply which the committee unanimously approved. The letter was to say that whilst the forensic evidence did not subsequently show any evidence linking the defendant to the burglary at the village hall, it is apparent that if it had shown a link, then due to the backlog in forensic examination the case would still have failed. This

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was unacceptable and the committee wanted to know what was to be done in the future to prevent such outcomes.

4.9 Begbroke Parish Council Code of Conduct and Register of Interests for Councillors sent to CDC.

5.0 Signs in village from Teak Garden Furniture sales, circuses and such like – reported to OCC.

However, it was agreed that this is difficult to control and often dangerous to remove old signs.

5 A44; Pedestrian Crossing and Begbroke Science Park

5.1 Traffic flow Data supplied by OCC regarding vehicle numbers at Science Park

5.2 Toucan crossing button push data is being obtained from OCC

5.3 Footpaths along A44 adjacent to cycle path – was being investigated by OCC. Highways suggested obtaining funds from the locality fund, however Cllr Gibbard said the footpaths had been abandoned about 15 years ago. The clerk thought it was because the grass cutting contract only cut 1m either side of the cycle way and the back edge every three years.

6 Reports from County and District Councillors

6.1 No formal report presented – but supplementary information to be given during the meeting.

7 Council Representatives. (Two representatives if possible)

7.1 BVHMC (Ellis Davies) The clerk reported to Cllr Davies that he had spoken to Mr Pricket to cease cutting the field. Cllr Davies reported there was harvest supper on 22nd September at the hall.

7.2 London Oxford Airport Consultative Meeting. (Jill Durrant) There would be 25 night training flights.

7.3 NAG Group – (David Wintersgill. No report

8 New Business

8.1 OCC Depot open day's information on 15th and 22nd September was given to the committee.

8.2 OCC Grass cutting – comments were given regarding when it was carried out, the quality of the cut, safety at junctions and narrowing of cycle path. The clerk is to draft a complaint to OCC Highways.

8.3 Have reported Woodstock Road West sign to CDC as having fallen over.

8.4 The clerk and Cllr Wintersgill reported back to the committee on the recent meeting with Cliff Monger from OCC Highways on Monday 30th July. Various problems were pointed out such as speed signs covered, overgrown hedges in the village, roundabout vegetation, pot holes and the A44 footpaths. He subsequently e mailed various colleagues with his findings.

9 Planning

9.1. Applications

9.1.1 12/00909/F Mr and Mrs Rose 8 Foxglove Road Begbroke - 1 No dwelling. The committee considered that an additional property would be overdevelopment of the plot. It would intrude on neighbours to the front and rear and perhaps form a precedent with similar neighbouring properties who may also wish to develop in a similar fashion. The open plan aspect of the site had previously been lost when previous owners had retrospective permission for the fence that now stands. It appears that two previous applications for dwellings were refused. There was also an error in the submission documents regarding parish council approval which was an error for which Mr Rose apologised. Cllr Wintersgill abstained from the vote, which unanimously approved the objection. Clerk is to send comments to CDC.

9.2 Decisions:

9.2.1 12/00585/F Mr Paul McMackin - 1-3 Fernhill Court conversion of 4 garages to 1 new two bedroom flat. No information had been received for the meeting.

9.3 Conditions of Planning

9.3.1 None

9.4. Appeals

9.4.1 None

9.5 Withdrawals A

9.5.1. None

9.6 Amendments

9.6.1 None

9.7 Planning Other

9.7.1 Clerk said planning officers only remove notices as and when they pass them.

9.7.2 Planning rota –August 1st Beverly; 2nd Carol; September Ellis & Beverly

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9.7.3 Cllr Durrant asked again about non publication of notices in newspaper because people are not receiving information. Bicester and Banbury had applications published in those areas. Cllr Gibbard said it was to save money. They only published the statutory ones. CDC is to reinstate the neighbour information letters.

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

10.1 St John Ambulance – letter of thanks for grant.

10.2 Thames valley police - Community Policing Awards – no suggestions for a candidate.

10.3 CDC Electric Blanket testing Banbury 9 October; Bicester 23 October.

10.4 ORCC Bulletin – The clerk said that County Councillors had been given a £10k community Budget. Cllr Gibbard said it was similar to “pump priming” in that it was to kick start more major schemes and there were restrictions on what it could be spent on.

10.5 ORCC update on Affordable Housing reported that they are seeking ownership of land adjacent to Begbroke Crescent.

11 Financial Matters

11.1. Grant Information/ Grant Applications for discussion

11.1.1 None

11.2 Balances and Liabilities

11.2.1 Balance (Money) £9,106.07 Bank Accounts: Current £2,415.61 Reserve: £8,912.48

11.2.2 Uncleared Cheques & Liabilities £2,222.02 – No's 360; 361; 362 - transfer of funds: £1000

11.3 Income

11.3.1 Nil

11.4 Expenditure

11.4.1 HMR&C £93.40 CN: 360

11.4.2 Clerks Salary – July, August, September. £1,268.36 CN: 361

11.4.3 NR Pricket – grass cutting £860.26 CN: 362

11.4.4 Wybone Ltd – waste bin. £319.48. CN's 363; 364

Quotations/Tenders

11.5.1 Slabs and bin alterations at bus stop XEL Projects £413.44 plus vat plus bin.

11.5.2 Wybone Barnsley Bin supply only with ashtray £319.48 MK1

Apart from item 11.5.1 all the above financial transactions were unanimously approved.

11.6 Bank Matters

11.6.1 Note from NatWest regarding possible problems due to recent technical difficulties.

12 Health and Safety Matters

12.1 Weekly playground inspections: August- Malcolm. September – David

12.2 Cllr Trevelyan handed an inspection to clerk for 04/08/2012. She remarked how much litter there had been in the hall car park – 3 bags of it.

13 Training

13.1 Playground inspection training - Saturday 22nd Sept. at Middle Barton– no volunteers.

14 Freedom of information requests

14.1 No requests

15 Footpaths, Bridleways and Restricted Byway RUPP)

15.1 No updates on footpath amendments, anomalies and additions.

15.2 No current footpath problems in Begbroke

16 Any Other Business

16.1 Cllr Trevelyan said it appeared the taxi service still appeared to be operating in Begbroke crescent despite planning refusal. They had two enormous vehicles. Cllr Gibbard to investigate.

16.2 Cllr Trevelyan remarked about the parked van in Yarnton which appeared to be advertising hot tubs. Cllr Gibbard said nothing could be done as it was legally on the road.

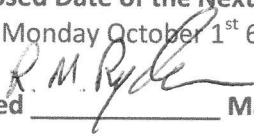
16.3 Village hedges appeared to be giving some problems. The clerk is to put a note in the Link.

16.4 Cllr Davies reminded the meeting that a date for the annual Parish Walk needs to be set.

16.5 Cllr Ryder said he had attended a course on Community led planning.

17 Proposed Date of the Next Meeting:

17.1 Monday October 1st 6.30pm

Signed  Malcolm Ryder Chairman, Begbroke Parish Council 1st October 2012

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 1ST OCTOBER 2012 AT 6.30 PM

1 Present:

1.1 Cllr Malcolm Ryder (Chairman); Cllr Jill Durrant (Vice Chairman); Cllr Carol Trevelyan; Cllr David Wintersgill; Jeffrey Wright (Clerk);

1.2 Apologies: Cllr Trevor Stephens; Cllr Beverly Napier; Cllr Michael Gibbard; Cllr Ellis Davies

2 Read and Confirm Minutes of Last Meeting

2.1 The minutes of the meeting held on August 6th 2012 were confirmed as a true record.

3 Declaration of Disclosable Pecuniary Interests, Gifts or Hospitality

3.1 None

4 Matters Arising from the Minutes

4.1 Willow Way repairs. Clerk said he had replied to OCC on 8th September requesting option 1 to be carried out. He had pointed out to OCC that there appeared to be no lack of funds – just how they allocated them. He gave an example of OCC proposing to spend £1.5 million in Banbury to divert traffic down Upper Winsor Street as well as examples of road work in Yarnton. He suggested that the committee may submit a Freedom of Information request to discover which Class3 and unclassified road schemes had been carried out in the last few years by OCC. In the same letter, he also complained about the electronic system of fault reporting which generated electronic replies and no reference numbers. He also asked for an up to date report of completed outstanding queries. No reply by meeting date.

4.2 Begbroke Lane surfacing – commenced 17th September and was nearly complete. Numerous favourable comments have been received regarding both the cutting back of the foliage in the lane to the correct width, the type of surface being applied and the way the workmen have carried out their tasks. The clerk had sent a complementary e mail to Dan weeks but the committee asked the clerk to draft a formal thank you letter to OCC. Dog fouling was perceived to be a continuing problem so the clerk is to investigate some signage acceptable to OCC. It was pointed out to the meeting that there was a dog waste bin near the canal and a litter bin at the Begbroke end of the lane.

4.3 CAD Plans of village hall – Clerk said he had submitted tenders to four builders the details of which were in 11.5.6-8 below. A decision on acceptance needed to be made. A planning application had also been submitted to CDC by John Salt (9.1.2 below). The clerk had discussed with all of the above with John Webster, who was now in the process of grant application to WREN. He has also spoken to the VAT authorities and has confirmed that VAT is not payable on the toilet and ramp parts of the project. This now makes the total for all 4 projects £16,349 including £500 of non recoverable VAT. He has asked Wren for £13,349 which covers the disability VAT free projects only and has indicated that the rest of the funding of £3,000 would be made up of Begbroke Village Hall £1,000 and Begbroke Parish Council £2,000 as well as being our Third Party Funding provider. The clerk had written a draft letter to John Webster from the parish council, assuring BVHMC that the committee would support the scheme financially. The committee unanimously agreed the letter to agreeing a financial contribution and provide third party funding at a ratio of £11 to £100 of land fill tax money (equivalent to a factor of 9.09%)

4.4 Mirror at Hall Farm – nothing to update. Mirror and posts still in situation. Clerk to make further enquiries.

4.5 A44 Grass cutting complaint letter to OCC – a reply was received from which was not really satisfactory as it did not address all of the points. The clerk had written a response – and it was unanimously agreed to send it.

4.6 Complaint to BT regarding cable damage and compensation – reply was received, which did not give all address all the questions but thought it was the best the committee were likely to get. Compensation claims had to be brought by an individual and was not allowed to be brought by a group such as the parish council.

4.7 Real Time Information – at Bus Stop – the new sign is under test in the workshop. Due to new contractor, system errors are being experienced. Clerk said he will continue to pursue. He said he had written to say he was disappointed that the sign was not up and running to coincide with the new Gold S3 buses.

4.8 Village hall break in. Further response from TVP (CR1110) which said the internal procedures with forensics regarding information on court dates are being implemented. The committee were satisfied with this reply.

4.9 Woodstock Road West sign – still not re-erected. Clerk said the grass was so long he could no longer see it. The committee agreed to look again in the winter when it may be more visible.

5 A44; Pedestrian Crossing and Begbroke Science Park

5.1 Toucan crossing button push data obtained from OCC shows that the average crossing rate is about 46/day ranging from 24 to 71 crossings.

6 Reports from County and District Councillors

6.1 No report

7 Council Representatives. (Two representatives if possible)

7.1 BVHMC (Ellis Davies) No report as absent. However the clerk had attended the Begbroke Village Hall Management Committee AGM. They thanked the parish council for all the assistance given them. The clerk also reported the halls financial results and said they had a closing balance of £2,333.21 for Y/E May 2012

7.1.1 E mail received from Mr Dave Riseley who was interested in starting up a men's Oxfordshire senior league, football team. Clerk wrote to say that the facilities would not be adequate. Cllr Ryder made the valid point that the design of future sporting facilities met with Sport England criteria and was not just limited to one sporting group.

7.2 London Oxford Airport Consultative Meeting. (Jill Durrant) Cllr Durrant was unable to attend but extracts from the minutes were read out. She said most noise complaints came from Thrupp. The MANX 2 operation to Jersey and the Isle of Man was popular and there were some noise complaints from Evenlode Crescent at Campsfield. Cllr Gibbard reported prior to the meeting via e mail that the Training School (not the whole airport) has been sold to a Canadian training provider, reputedly the largest in the world. It is not known yet if we will see any changes in operation of the school. There is also work going on to put in extra taxi ways which has led to rumours that the runways are being extended. He has had confirmation that there is no intention to lengthen any runways.

7.3 NAG Group – (David Wintersgill) Cllr Wintersgill reported that he had joined the recent drug sniffer dog patrol of pubs in Begbroke, Yarnton, Kidlington, Merton and Bletchington. Many pubs had few customers. One person was detected with drugs and one landlord was reported for being under the influence of alcohol as well as comments regarding his behaviour.

He also reported that Michael Earle who was our PCSO is now a Police Constable. Michael Roberts is the new PCSO No: C6921

8 New Business

8.1 Flooding in Spring Hill – not dealt with yet. This is where sandbags have been placed on the road adjacent to the southern ditch opposite the new development. Clerk to pursue.

8.2 Cherwell Local Plan August 2012 was briefly discussed. The clerk showed possible expansion in Langford lane which included the old rugby pitch.

8.3 It was noted that the Audit Commission have appointed BDO LLP as external auditor for next 5 years.

8.4 Review of subsidised bus services in the Banbury and Bicester area - apart from suggesting an off peak S3 could link with the S4, there were no other comments.

8.5 Review of subsidised bus services in the Charlbury and Chipping Norton Area. This shows that the S3 Sunday service is still being discussed

8.6 Notice of temporary traffic order 17th Nov and 22nd Dec. Sandy Lane, prohibition of through traffic was noted.

8.7 Cherwell Countryside Forum 17th October Banbury. No attendees were proposed from Begbroke.

8.8 CDC Allocation scheme was noted – Localism Act Changes to people who are permitted to apply for social housing. It was decided not to comment to CDC.

8.9 Oxfordshire Playing Fields AGM and networking event 17th October – no respondents.

9 Planning

9.1. Applications

9.1.1 12/01135/OUT Yarnton Nurseries – alterations to existing nursery and garden centre and development of 43 dwellings including access. The committee agreed that the clerk should send the following comments:

- 1) The proposed development is in green belt
- 2) The proposed development is substandard. There is hardly any garden or play space for the proposed dwellings. Whilst parking appears adequate, we consider it will not suffice for future family increases and visitor parking. The District Council insisted on the University providing a new road to take the traffic to and from the Science Park. This road onto Sandy Lane is expected to accept traffic to and from the Nurseries for both goods and customers AND traffic from 43 new dwellings (88 cars minimum). It will be mayhem. At the present time residents who live opposite the nurseries in Sandy Lane complain of deliveries to the Nurseries at 5.30am.

- 3) Legal advice has been taken by a resident on the fact that the District Council appears to be refusing any representation from the general public. However, we understand that we can still make comments on this application under the screening option. We have not, under the 20111 regulations been consulted by the applicants in our role a public body. This application has implications for Begbroke in terms of green belt expansion and road traffic expansion as two examples.
- 4) With a proposed limited green belt review by CDC in Langford Lane Kidlington – it appears that Begbroke could be squeezed by possible green belt reduction to the north and south – the start being the new road to Begbroke Science Park.
- 5) Whilst Flood risk from fluvial, overland flow, sewer / drain overflow and groundwater sources is considered to be low. However, topography of the proposed site is such that water flowing across the ground surface of the development from any source, will discharge towards rural land to the north of the site in the direction of Rowel Brook. As a precaution, floor levels within the development site will be set at least 150mm above surrounding finished ground levels. Development could impact the high risk area (houses in Fernhill Road to the north of and adjacent to Rowel Brook. This could be a “tipping point”. Flooding in recent years has not entered any of the houses in Fernhill Road, only gardens, garages and outbuildings but it is a very close call.

9.1.2 12/01221/F Begbroke Village Hall management Committee - Improved disabled access and accessible toilet facilities to existing hall. The committee had no objections – especially as it had commissioned the scheme.

9.2 Decisions:

9.2.1 12/00585/F Mr Paul McMackin - 1-3 Fernhill Court. Conversion of 4 garages to 1 new two bedroom flat. Refused – parking issues, manoeuvring and noise and disturbance to flat occupants.

9.2.2 12/00909/F Mr and Mrs Rose 8 Foxglove Road Begbroke - 1 No dwelling. Refused – cramped over development.

9.3 Conditions of Planning

9.3.1 12/01084/F Mr Jaswant Purewal - resubmission of 11/00908/F retrospective application for new single storey garden room - permission subject to conditions. Purposes incidental to enjoyment of dwelling house; use solely as ancillary accommodation to existing dwelling house. Not to be used for any trade, industry, business or other use whatsoever. Shall not be sold, leased or used as an independent dwelling house. The committee thought that as commercial vehicles were being washed on the site the taxi business may still be operative from the premises. Clerk to make an enquiry at CDC planning

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 None

9.7.2 Planning rota –October 1st David; 2nd Ellis. November 1st Malcolm 2nd David

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

10.1 The clerk reported that most correspondence was e mail apart from related issues discussed in the meeting.

11 Financial Matters

11.1. Grant Information/ Grant Applications for discussion

11.1.1 None

11.2 Balances and Liabilities

11.2.1 Balance (Money) £20,576.95 Bank Accounts: Current £967.51: £20,291.98

11.2.2 Uncleared Cheques & Liabilities £599.74 – No's 360; 365; 366; 367; 368; 369
- transfer of funds required: £1000.00

11.3 Income

11.3.1 Precept – 2nd payment £ 12,379.50

11.4 Expenditure

11.4.1 Wyborne Ltd – balance cheque for litter bin. £49.25 CN: 364

11.4.2 Playsafety Ltd – Play Area Annual Inspection Inv: 002790 £82.80 CN: 365

11.4.3 NR Pricket Grass cutting £374.51 CN: 366

11.4.4 John Salt - purchase of plans for planning application Inv 0003 £69.60 CN: 367

11.4.5 OPFA Annual Subscription £35.00 CN: 368

11.4.4 Clerks refundable expenses Ink, paper £ 26.93 CN: 369

The above financial transactions were unanimously approved by the committee.

Quotations/Tenders

11.5.1 Slabs and bin alterations at bus stop XEL Projects £413.44 plus vat plus bin. Declined as it was more expensive than Baylee Construction.

11.5.2 Slabs and bin alterations at bus stop Baylee Construction £270.00 plus vat plus bin. Unanimously accepted

11.5.3 Moss Clearance £42 and painting rocker £135 Applewood Garden services. Unanimously accepted.

11.5.4 Safe and Sound - Remove eye bolts in climbing frame, alter seat heights and replace seats £350. Declined but inspections are to monitor for defects.

11.5.5 Wickstead – replace seats (no chains) £216.00 plus carriage plus VAT. Declined but inspections are to monitor for defects.

11.5.6 XEL Projects – village hall DDA Improvements

11.5.7 Baylee construction village hall DDA Improvements

11.5.8 BHL Builders village hall DDA Improvements.

It was unanimously decided to accept the tender from XEL Projects. This was because they priced each section, returned a fully completed tender with required information and were least expensive overall. Clerk is to write and inform each tenderers of the decision.

11.5.9 Letter from P.F.S Landscapes asking to tender for grass cutting. (CR111). The clerk said there were at least two years left on the existing contract before re-tendering.

11.6 Bank Matters

11.6.1 Note from NatWest regarding possible problems due to recent technical difficulties.

12 Health and Safety Matters

12.1 Weekly playground inspections: October – Ellis. November - Beverly

12.2 The RoSPA Play Area Safety Inspection report 17th July 2012 was considered. It was agreed that most actions were minor and that existing equipment could not be modified to meet current standards. Some minor repairs ordered – see 11.5.3

12.3 The committee were unsure who emptied the play area litter bins. The clerk is to enquire.

13 Training

13.1 None

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 Footpath problems - none

15.3 Annual footpath walk – the date was still to be agreed

16 Any Other Business

16.1 Cllr Durrant suggested that the new vicar, The Reverend Nathan Jarvis, was invited to a future parish council meeting. This was unanimously agreed so the clerk is to write to him at the Yarnnton vicarage.

16.2 Cllr Ryder has obtained a grant for 42 trees which he suggested planting in Begbroke and Dalton Lanes. They were fruiting types such as damson, rose hip and sloe which were good for wildlife. He would be looking for volunteers as well as employing a tree planter so there was a financial implication. He said he would get back to the clerk with further information.

17 Proposed Date of the Next Meeting:

17.1 As the clerk is away in October and there is currently no urgent business, it was decided to meet on Monday December 3rd at 6.30pm

Signed   Malcolm Ryder Chairman, Begbroke Parish Council 3rd December 2012




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 3RD
DECEMBER 2012 AT 6.30 PM

1 Present:

1.1 Cllr Jill Durrant (Vice Chairman); Cllr David Wintersgill; Cllr Beverly Napier; Cllr Carol Trevelyan; Cllr Ellis Davies; Jeffrey Wright – Clerk. In the absence of Cllr Ryder Cllr Durrant took the Chair.

Apologies:

1.2 Cllr Gibbard (attendance was dependant on another meeting in Banbury)

2 Read and Confirm Minutes of Last Meeting

2.1 The minutes of the meeting held on October 1st 2012 were confirmed as a true record.

3 Declaration of Disclosable Pecuniary Interests, Gifts or Hospitality

3.1 None

4 Matters Arising from the Minutes

4.1 Willow Way repairs – The clerk reported that OCC had said they were unable to allocate sufficient finance to reconstruct the road. They said that the financial situation had changed in the last few years. It was decided to write again and enquire what proposals OCC now have.

4.2 Begbroke Lane surfacing – completed. The committee were pleased that this scheme had been well received and had made a significant difference to many Begbroke and Kidlington residents. A compliments letter to OCC which thanked Cllr Gibbard for his support and Dan Weeks, Countryside Officer, for the work of his team in carrying out the work, was agreed (CS 218)

4.3 WREN Grant Application for Village hall – revised letter was sent to John Webster which now detailed an amount the parish council had set aside for the improvement works. The clerk also said that he had now received drawings from John Salt with CDC building control approval. He had scanned and e mailed documents as well as delivering them to John Webster. The clerk understood that there was opposition from a BVHMC member to the proposed door. He said that he had circulated his thoughts to the parish council on this matter.

4.4 Mirror at Hall Farm is still in position. The clerk said he continued to correspond with Mr Egawary from OCC but he had stopped responding. The Clerk had made suggestions for removal such as prior notification of removal and the asset cost would be more than the cost of removal. The clerk had photographed the mirror with sunlight being directed towards drivers. It was agreed to write to Mark Kemp Acting Head of Highways at OCC and ask why OCC were not applying their own rules.

4.5 A44 Grass cutting complaint/footpaths adjacent to A44 letter to OCC – a holding reply was received (CR1119)

4.6 Real Time Information – at Bus Stop. Now installed but due to new contract with suppliers, system errors are being experienced.

4.7 Flooding in Spring Hill – OCC had replied to say that the flooding was due to a blocked culvert running through a property in Spring Hill. They are to write to the owners.

4.8 Begbroke Crescent taxi business– The clerk had not written to CDC yet because Cllr Gibbard had previously been asked to investigate how the planning conditions were being enforced. It was agreed the clerk should write to him in the first instance.

4.9 Slabs and bin alterations at bus stop by Baylee Construction has been completed. An ashtray has been included with the bin and cigarette debris has reduced.

5 A44; Pedestrian Crossing and Begbroke Science Park

5.1 No information to report.

6 Reports from County and District Councillors

6.1 No report

7 Council Representatives. (Two representatives if possible)

7.1 BVHMC (Ellis Davies) Clerk reported that the information on the notice board still referred to Bob Perkin. Ellis agreed to pass this to the committee.

RWR
7-1-2013

7.2 London Oxford Airport Consultative Meeting. (Jill Durrant) No meeting to report on.

7.3 NAG Group – (David Wintersgill) He reported on drug searches in pubs and enforcement priorities in Kidlington which include anti-social behaviour, drugs, burglary and metal theft. Number plate theft had declined.

8 New Business

8.1 Tree planting plans – see quote below. The clerk reported that he had written to Dan Weeks but had not had a reply. The clerk said he had arranged Brian Knott to do the planting. See quote below for approval.

8.2 Flooding in St Michael's lane and Spring Hill on 21st November 2012. The clerk reported that the Old Rectory had suffered flooding on two occasions during the week. Oxfordshire Fire and Rescue were called to assist with the pumping out water. As a consequence the clerk had written to Mr Gordon Kelman Senior Engineer Drainage) at Oxfordshire County Council and brought to his attention the current problems and the historical ones with Spring Hill. Apparently the new Merton pumping station was not working. Some of the problems were thought to be exacerbated by the reduction of ditch maintenance by the farming community which meant the surface water "run off" was far greater. The drainage could not cope and manhole covers were lifted by water pressure. The clerk showed photographs of the floods including Orchard House and the Church Graveyard.

8.3 Bus Survey in The Link – additional costs for printing £48 were agreed. Clerk said he had had about 20 services returned. Cllr Davies said the survey would have been better in the January Link which went to each household but understood that the clerk had a December deadline to return them. The clerk will apply to OCC for a grant to refund the costs.

8.4 Report detailing status of highway enquiries from Begbroke parish council following complaint was discussed. The clerk showed that defects were marked as complete when they were not. He explained that a new system was being introduced that should improve on information provided. It was agreed that the clerk should ask why this had been the case.

8.5 Village parking this was causing problems at junctions and recently a vehicle was hit by a fire engine attending an incident in Willow way.

8.6 "Clean it Up" dog waste notices – it was unanimously decided to purchase several at a cost of about £2 each and post around the village. The clerk also reported that he had written to the clerk of Kidlington parish council to say that many people from Kidlington used the lane and requested she put some information in local periodicals. He had not had a reply so he is to write again.

8.7 The Reverend Jarvis Nathan Jarvis -Vicar, Yarnton and Begbroke - met the parish council. This item was discussed at the start of the meeting as he had to attend another meeting. He outlined his plans for the church - both for getting a larger congregation and becoming part of the community. He said the church was much warmer following the rewiring and new heating. The clerk said the parish council had assisted with directing the church towards suitable contractors for this work as well as the gutter replacements and north wall rendering repairs. Cllr Durrant said the parish council had also assisted the previous church warden as to whom to approach with grant applications. Reverend Jarvis said he was familiar with these processes. Cllr Durrant also said the parish council had given the Churchwarden the name of a voluntary organisation that would be rebuilding the dry stone wall to the southern aspect of the churchyard in the spring. Reverend Jarvis said that they planned to open the church regularly and according to ecclesiastical insurance, burglary was less likely. CCTV was briefly discussed. Cllr Durrant was concerned about the valuable chairs in the church. The resident of Orchard House was willing to be a volunteer to open the church and Cllr Durrant said she was also willing to do this. The vicar agreed to this. Special events such as a Service of Wholeness and Healing on 14th April and a Summer Fair with cream teas in the churchyard on 22nd June were being planned. Special signage was being investigated to attract visitors. He said one of the main problems was lack of a toilet and running water. He would like to be able to utilise toilets at the priory and was looking for a long term solution. A recent congregation had been about 18 people but Cllr Durrant said this was usual and had always been similar. The committee unanimously agreed that the church would have their support. Neil Brodey wrote, (CR1131) also updating the committee on developments and that he would appreciate any financial help with the Church.

9 Planning

9.1. Applications

9.1.1 None

9.2 Decisions:

9.2.1 12/01221/F Begbroke Village Hall Management Committee - Improved disabled access and accessible toilet facilities to existing hall. Consent given.

9.3 Conditions of Planning

9.3.1 None

9.4. Appeals

9.4.1 Appeal to Secretary of State APP/C3105/A/12/2187572 Mr and Mrs Rose 8 Foxglove Road Begbroke, 1 Dwelling. The clerk said the committee need not do anything as previous comments would be submitted automatically.

RMK
7-1-2013

9.5 Withdrawals

9.5.1. None

9.6 Amendments

9.6.1 None

9.7 Planning Other

9.7.1 Planning rota was discussed. December Cllr Durrant and Cllr Ryder.

9.7.2 Affordable Housing - the clerk updated the committee to say that the owner of the land off Begbroke crescent was known but not reported to us. Greensquare Group Housing Association is to approach the owners for opinion on sale of land for residential development.

9.7.3 Builders having fires at Old Post office site. CDC Nuisance Investigation visited the site on 07.11.2012 and made site manager aware of the complaint. Suitable advice has been given about the disposal of commercial waste. Cllr Napier said she had also made several telephone complaints about this but replies had been rather dismissive. The clerk said the developer's attention was brought to the requirements of the Control of Pollution Act 1974, The Environmental Protection act 1990 and the Clean Air Act 1993.

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

10.1 School admission timetables (CR1122) had been posted on the notice board and Begbroke Play Group Chairman made aware of this.

10.2 Christmas opening hours at the Household Waste Recycling Centres in Oxfordshire were shown.

10.3 WRVS request for volunteer drivers following demise of Dial A Ride. It was considered that as drivers would have to deal with people who could have difficulties, the idea was discounted.

10.4 Oxfordshire Playing Field Magazine – clerk has asked for it in electronic version in future.

10.5 Letter received from resident regarding the glass recycling banks at the village entrance. This was as a result of the clerk asking for comments in The Link. It was considered she spoke for many people in saying that although they were unsightly she could not suggest another location.

10.6 The clerk reported that the 50 bus service to Stratford - Oxford had some changes.

11 Financial Matters

11.1. Grant Information/ Grant Applications for discussion (CR1119)

11.1.1 Begbroke Coffee Morning - £250 request. It was agreed to award £300(CR1120)

11.1.2 Yarnton with Begbroke History Society - £250 request. It was agreed to award £250

11.1.3 Begbroke WI - £300 request. It was agreed to award £300

11.1.4 Grant for the Link - £350 request to include additional cost for bus survey. £350 agreed.

11.2 Balances and Liabilities

11.2.1 Balance (Money) £17,920.42 Bank Accounts: Current £TBA Reserve: £TBA - clerk had not received statements at time of meeting.

11.2.2 Uncleared Cheques & Liabilities £2,556 – No's 370; 371; 372; 373; 374;375; 376; 377; 378
- transfer of funds required: £3,000

11.3 Income

11.3.1 None

11.4 Expenditure

11.4.1 John Dovey – HMR&C Liability £183.00 CN: 370

11.4.2 John Dovey – Professional fees Inv: 2012/09/18 0 £192.00 CN: 371

11.4.3 Jeffrey Wright – Clerks Salary Oct, Nov, and Dec £1,178.76 CN: 372

11.4.4 NR Pricket – grass cutting Inv No: 68 £314.40 CN: 373

11.4.5 Applewood Garden Services Ltd– Bramble maintenance £28.00 CN: 374

11.4.6 NR Pricket – grass cutting Inv No: 74 £314.40 CN: 375

11.4.7 Applewood Garden services Ltd Moss Clearance and painting Springy Inv 2203 £177.00 CN: 376

11.4.8 Baylee construction Bus Stop work – slabs and bin Inv 01214 £270.00 CN: 377

11.4.9 The Society of Local Council Clerks – subscription £100 CN: 378

The above financial transactions were unanimously agreed. It was also agreed to continue the bramble maintenance.

Quotations/Tenders

11.5.1 Litter Bin emptying play area – Applewood Garden Services £16/visit – quoted but declined

11.5.2 Litter Bin emptying play area–Brian Knott £12/session - quote accepted

11.5.3 Tree Planting – Brian Knott £120/day – estimate 2 days - quote accepted.

11.6 Bank Matters

11.6.1 None

11.7 Other Financial Matters

11.7.1 From April 2013 PAYE will have to be inputted in real time mode for HMR&C – Clerk has discussed compliance with Dovey Accountancy Services Ltd. (CR1124)

11.7.2 BDO (Auditors) new website address was given.

RMR
7-1-2013

11.7.3 Precepts. The clerk said he was awaiting information regarding the Locality Act. It appeared that any excessive precept rise could give rise to a referendum by electors if sufficient numbers complained. Cllr Davis said we would then have to cover the cost of this.

12 Health and Safety Matters

12.1 Weekly playground inspections: Rota was agreed and Cllr Davies is to cover for Cllr Durrant.

12.2 September reports received from Cllr Davies and November from Cllr Napier.

13 Training

13.1

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 Footpath problems – clerk showed pictures of footpath No 5 which was not being marked properly by the tenant farmer. Caroline Crellin has written to Blenheim Estates about this. The clerk also showed a photograph of the bricked up stile on the same footpath. It was acting as a dam with a build up of water to Wellington boot height. He had brought previously this to the attention of the footpath Officer Dan Weeks who then thought it was not restricting the rights of users to the path. The clerk had written again as he considered the water was restricting use but he had not yet had a further reply from Mr Weeks.

15.3 Annual footpath walk – a proposed date was still not agreed.

16 Any Other Business

16.1 Cllr Trevelyan was concerned that parking may present a problem outside the old Post Office with the S3. Whilst 4 allocated spaces had been provided on the site, the committee thought this could be easily exceeded with visitors and other family members. The clerk is to investigate if yellow lines could be installed leading in to Begbroke Lane as well as in front of the car sales where parked vehicles cause problems with the bus and other vehicles alike.

17 Date of the Next Meeting:

17.1 Monday January 7th 2013

Signed _____



Malcolm Ryder Chairman, Begbroke Parish Council 7th January 2013