

Begbroke Parish Council

Clerk to the Council: Jeffrey Wright

27 Willow Way
Begbroke
Kidlington
Oxfordshire
OX5 1SD

e-mail : clerkbpc@btinternet.com

MINUTES

OF THE MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON MONDAY 7TH JANUARY 2013 AT 6.30 PM

1 Present:

1.1 Cllr Malcolm Ryder(Chairman); Cllr Jill Durrant (Vice Chairman); Cllr Beverly Napier; Cllr Carol Trevelyan; Cllr Ellis Davies; Jeffrey Wright – Clerk; Cllr Gibbard (around 8.0pm); Mr Wells a resident from Hall Farm Paddocks attended to discuss items 4.3 and 4.4 and left at the commencement of financial matters

1.2 Apologies: Cllr David Wintersgill; Cllr Trevor Stevens. Cllr Gibbard said he would probably arrive late due to commitments at CDC. He was absent for most of the meeting.

2 Read and Confirm Minutes of Last Meeting

2.1 The minutes of the meeting held on December 3rd 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 said he had written to OCC asking what they intended to do now.

4.2 Tree planting – Cllr Ryder said he had planted over 420 whips (small trees) with the valuable assistance of Mr Bryan Knott. The trees were a fruiting variety (not an orchard) and comprised of Elder, Blackthorn, Wild Rose, Beech and similar varieties. The purpose was to encourage people and wild life to use the Lanes more and also to act as a wild life corridor, from the site of special scientific interest at the eastern end of Begbroke Lane, through Dolton Lane, Begbroke Wood and Bladon Heath.

4.3 Flooding in St Michaels Lane and Spring Hill on 21st November 2012. Mr Wells produced photographs showing the problems of flooding at Village End and Hall Farm development entrances and from where he considered the water was coming to cause the problems. He said that a pipe under the road from the junction of Spring Hill and the track to village end had silted up and became blocked. This had now been cleared. The volume of water coming from fields managed by Blenheim Estates could, he considered, be controlled by a catchment pit if one was dug in the field near to the entrance gate to Village End. He said he had contacted Mr Orsi at Blenheim but had not had any success with persuading him to take any action; in fact they said they were permitted to discharge the water. Cllr Durrant said this was the first time in 300 years that her house had flooded and it had now occurred again. Mr Wells said the catchment pit on Hall Farm development had an automatic sluice that controlled the discharge of water to the ditch. In discussion, it was also mentioned about the water building up at the bricked up stile near Orchard House and flooding of the grave yard. The clerk said he had been in communication with Gordon Kelman, Senior Drainage engineer at OCC about the problems. He had also sent him information, from the landlady at the Royal Sun that the Merton Pumping station had not been working properly. It transpired that a pump had failed which had probably contributed to the problem of sewage and surface water in the same system. Cllr Ryder produced many photographs of water pushing up through the drains in Spring Hill. The clerk said water was still discharging at a considerable rate in to the Oxford canal. It was decided that the clerk should write on behalf of the parish council to Blenheim Estates to ask if they could dig a pit. Cllr Ryder also said he would take this up with an organisation currently looking in to flooding issues.

PMR
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4.4 The mirror at Hall Farm. Prior to the meeting, the clerk had forwarded all correspondence and e mails to Mr Craig Carter for the attention of Mr Wells. The mirror has been removed following the last letter from the parish council to OCC. This included a photograph demonstrating the glare from the mirror. Mr Wells said he had been responsible for installing the mirror and said it was a pity no-one from the parish council had knocked on his door to discuss the matter. However, the clerk said that the parish council had not known who was responsible but had alluded to who it may have been to OCC highways Dept. But in any case, it was the responsibility of OCC to pursue. The rules on highway mirrors were very strict and no planning permission had been obtained. Mr Wells said that the mirror would now be installed on private property instead. OCC had given him permission to install the wooden posts which were to remain. He also said that he cuts the grass on this piece of ground.

4.5 A44 Grass cutting complaint/footpaths adjacent to A44 letter to OCC. A reply was received outlining reasons for delay but even so the grass was not cut until November 5th. OCC explained that they use one opening notice and daily whereabouts under NRSWA to cover the work on the highway. However, the clerk thought that as the A44 was a high speed road, more notice of works should be given. In respect of the footpaths, OCC said they had become disused for some time (although this is because they are not maintained) and so the cycle path is now shared use. Consequently they said new signage at the science park is correct and other signage will be replaced in due course. Clerk is write again as they did not answer why the ring roads in Oxford have footpaths next to cycle paths on the bypasses maintained.

4.6 Report detailing status of highway enquiries from Begbroke parish council. The clerk said the issues were historically too complex to write about and would just cause valuable time to be spent by OCC and himself. However, he had had an explanatory response on how the system operated. He should now get a reference when reporting defects.

4.7 Transport Needs Survey in The Link – very poor response. 258 households subscribed to the Link this year and there were 32 responses. The clerk read out some comments but said he would publish the full report in the Link.

4.8 Begbroke Crescent taxi business –Cllr Gibbard said it was monitored over time for compliance. However mini buses were still seen on the premises and nine at the other site at Yarnton.

4.9 “Clean it up” dog waste notices are to be placed by CDC. The clerk had sent them a suggested location plan.

4.10 Yellow Lines no reply received. Clerk to pursue.

4.11 Litter bin emptying instruction given to Mr Knott – now enacted monthly.

4.12 Begbroke Lane – thank you Letter sent to Cllr Hudspeth and receipt confirmed by him.

4.13 Bramble Maintenance instruction confirmed to Applewood G S Ltd

5 A44 Pedestrian Crossing and Begbroke Science Park

5.1 Sale of Priory – implications for a pedestrian crossing was discussed. Apparently it is to become a special school but detail is sketchy at present. However, there may be possibility of section 106 monies which could be used for a crossing. It was suggested that perhaps the children may use the village play area.

6 Reports from County and District Councillors

6.1 Cllr Gibbard briefly discussed the council reduction fund but agreed that it appeared complicated. He also discussed Begbroke and Yarnton taxi business and agreed with Cllr Durrant about the qty of parked vehicles at Yarnton. The clerk said that they obscured vision when approaching a 50mph section of Yarnton Lane. The committee also talked about the recent sad fatality at Sandy Lane rail crossing. Cllr Gibbard said over 4000 vehicles/day use this road. Whilst full barriers would prevent zigzagging, they would not solve the problem of anyone stalling on the crossing and trying to escape. An investigation is in place to try and discover the cause. The clerk read out a copy of the thank you letter to OCC which thanked Cllr Gibbard for his support and Dan Weeks and his team for implementing the work.

7 Council Representatives. (Two representatives if possible)

7.1 BVHMC Report (Ellis Davies) No report. However, the clerk outlined some of the possible projects and repairs needed in the hall suggested by John Webster. These included heaters curtains, decoration, refurbishment of the toilets and floor sanding.

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7.2 London Oxford Airport Consultative Meeting. (Jill Durrant) No meeting as it had to be re-organised.

7.3 NAG Group – (David Wintersgill) No report as he is currently in Australia.

7.4 The clerk informed the meeting of the Annual General Meeting of the Oxford Green Belt Network will take place in the Terrace Room at Islip Village Hall on Tuesday 15th January 2013 at 7.45pm

8 New Business

8.1 S.33 of the Localism Act 2011 - requests from councillors to allow participation in discussion or vote on a matter in which he/she has a Disclosable pecuniary interest. Section 31(4) of the Localism Act 2011 – to participate in any vote, or further vote, taken on the matter at the meeting for the purposes of agreeing the parish precept for 2013-14 and for 4 years thereafter or until expiry of term of office. Forms received from councillors had been signed by the clerk to give dispensations. Cllr Wintersgill's will have to be signed later due to his absence.

8.2. CDC Community Governance Review – no comments apart from including Begbroke in the Electoral Ward.

8.3 A44 service road - re-planting by TWU. E mail sent to Ralph Bosley; network Supervisor OCC for his persistence in getting this done. This Episode goes back to February 2011

9 Planning

9.1. Applications

9.1.1 12/01625/F Mr Paul McMackin – conversion of 4 garages into a 2 bedroom flat. 1-3 Fernhill Court, 1 Woodstock Road East, Begbroke. Re-submission of 12/00585/F.

9.1.2 12/01700/F Mr Barrett – Conservatory to rear. 8 Wolsey Court, Kidlington Woodstock. No comments.

9.2 Decisions:

9.2.1 None

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. Previous comments will be submitted automatically.

9.5 Withdrawals

9.5.1. None

9.6 Amendments

9.6.1 None

9.7 Planning Other

9.7.1 Planning rota – January Carol & Jill

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

10.1 The clerk reported nothing of significance apart from items in matters arising above.

11 Financial Matters

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

11.1.1 Financial assistance for St Michaels Churchyard Maintenance. It was unanimously agreed that the committee could help with provision of a new gate. The clerk is to investigate costs before discussing formally with the Church.

11.2 Balances and Liabilities

11.2.1 Balance (Money) £14,933.96 Bank Accounts: Current £1,915.41 Reserve: £16,293.01

11.2.2 Uncleared Cheques & Liabilities £– No's 374; 376; 379; 380; 381; 382; 383; 384; 385
– transfer of funds required: £2,000

11.3 Income

11.3.1 Grant from OCC for Transport Needs Survey £50

11.4 Expenditure

11.4.1 Begbroke Coffee Morning - £300 CN: 379

11.4.2 Yarnton with Begbroke History Society - £250 CN: 380

11.4.3 Begbroke WI - £300 request CN: 381

11.4.4 Grant for the Link - £350 CN: 382

11.4.5 Applewood Garden Services Ltd invoice No: 2264 – hedge cutting £ 237.50 CN: 383

11.4.6 Bryan Knott Tree planting £320.00 CN: 384

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11.4.7 Jeffrey Wright - Clerks Salary Jan Feb Mar 2013 £ 1,178.96 CN: 385

The above financial transactions were unanimously approved.

Quotations/Tenders

11.5.1 None

11.6 Bank Matters

11.6.1 None

11.7 Other Financial Matters

11.7.1 The Precept for 2013-14 was discussed. The clerk produced a budget showing anticipated income and outgoings to the end of the financial year. He also showed the effect of increases in line with both CPI and RPI. It was decided, especially in the light of possible restrictions to 2% increase next year, to agree an increase of 3% on this year's precept and request a figure of £25,501.77 from CDC. This was proposed by Cllr Davies and seconded by Cllr Durrant. The vote was unanimous.

12 Health and Safety Matters

12.1 Weekly playground inspections: None given to clerk at meeting.

12.2 Reports - the clerk said he had instructed Baylee Construction to fit a replacement bolt to the play area railings, to remove the eye bolts on the climbing frame and to secure the village hall notice board with a bolt to its frame.

12.3 Cllr Davies suggested, now that a regular emptying service has been established, providing another black litter bin at the far end of the playing field. This was unanimously agreed by the committee. The clerk is to obtain quotes and report back with implementation next financial year.

13 Training

13.1 None taken or requested.

14 Freedom of information requests

14.1 No requests

15 Footpaths, Bridleways and Restricted Byway (RUPP)

15.1 Update on footpath amendments, anomalies and additions. None.

15.2 Footpath problems - footpath 5 needed reinstating as crops were planted over route and it could not be seen. Tenant farmer has agreed to do this but has not been carried out yet.

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

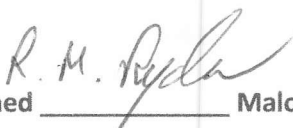
16 Any Other Business

16.1 Cllr Durrant said she had noticed that children were pressing the Science Park pedestrian crossing buttons numerous times causing disruption to the traffic.

16.2 Cllr Ryder said he had reported a number of potholes in Begbroke.

17 Date of the Next Meeting

17.1 Monday February 4th 2013



Signed _____ Malcolm Ryder Chairman, Begbroke Parish Council 4th February 2013

Begbroke Parish Council

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OX5 1SD

e-mail : clerkbpc@btinternet.com

MINUTES

OF THE MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON MONDAY 4TH FEBRUARY 2013 AT 6.30 PM

1 Present:

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

Apologies:

1.2 Cllr Carol Trevelyan; Cllr Mike Gibbard; Cllr Trevor Stevens. Cllr Durrant said she would not be able to attend the March meeting.

2 Read and Confirm Minutes of Last Meeting

2.1 The minutes of the meeting held on January 7th 2013 were confirmed as a true record.

3 Declaration of Disclosable Pecuniary Interests, Gifts or Hospitality

3.1 Cllr Durrant said she had an interest in item 4.3 as her property had been affected

4 Matters Arising from the Minutes

4.1 Willow Way repairs – further to another letter to OCC they have re-surveyed the road and agreed to carry out some repair work in the new financial year (after April)

4.2 Precept of £25,501.77 for 2013-14 was advised to CDC by the clerk.

4.3 Flooding in St Michael's lane and Spring Hill on 21st November 2012 – clerk has written to Mr Orsi at Blenheim Estates but due to illness Mr Orsi had not replied. The clerk reported that Gordon Kelman, the Senior Drainage Engineer from OCC had advised of two drainage schemes in Spring Hill later this year but no detail was given. Reverend Nathan Jarvis has also been consulted and is due to have a meeting with an architect and DAC representative (the equivalent of the church's planning department) and will be discussing the flooding with them. The meeting will be in two weeks time, and will advise the committee of any thoughts/solutions. The committee decided to await the outcome before proceeding.

4.4 Clean it up" dog waste notices are to be now placed by CDC dog warden.

4.5 Community Governance Review – Clerk has replied suggesting that Begbroke be included in CDC Electoral district of Yarnton, Gosford and Water Eaton. Cllr Wintersgill said he had mentioned the issue to Cllr Billington in Kidlington.

4.6 St Michaels Churchyard Maintenance, Church Gate. It was decided that the clerk should consult with the vicar.

4.7 Yellow Lines information request again sent to OCC – no response again as well as other issues the clerk has raised with Highways. He said he has logged his enquiries on a spreadsheet. Clerk to pursue.

4.8 S.33 of the Localism Act 2011 - Section 31(4) of the Localism Act 2011 – receipt of form from Cllr Wintersgill.

5 A44 Pedestrian Crossing and Begbroke Science Park

5.1 Sale of Priory – No updates. However, it had been suggested by the owner of Orchard House that a drainage scheme to Rowell Brook to the north of the premises would reduce flooding in to St Michael's Lane. This was considered a sensible suggestion.

6 Reports from County and District Councillors

6.1 No reports.

7 Council Representatives. (Two representatives if possible)

RMK
4-3-13

7.1 BVHMC Report (Ellis Davies) He reported that various fund raising events such as a Saturday evening social from 5pm – 8pm would take place. There would be an evening meal in April similar to the October Harvest Supper held at the hall. He said that their committee had decided the proposed door would not be installed from the hall to the annexe. The clerk was concerned that exclusive use was being given to the playgroup of the annexe and this may be in breach of Charity Commission rules. It was reported that the playgroup had said that they were the main hirers/financial contributors of the hall. However, the clerk said it depended on what it cost to provide the energy and facilities to them compared to the income. Without separate metering it was impossible to know. Malcolm Blackshaw, a member of the bowls club asked that thanks be conveyed to the parish council for their assistance to BVHMC. Ellis reported that due to the field being waterlogged, the Yarnton Blues had not been able to play for several months. It was considered that drainage should be looked at especially as revenue was being lost. Dog fouling was becoming a problem on the playing field and he asked the clerk to write a piece in The Link. The clerk said the committee could also mention it in their report. He also reported on the projects being considered in the hall. The clerk said he had mentioned some of these in the last minutes. The outcome of the WREN grant application for hall improvements was awaited. The clerk reported that there was a forthcoming event at Yarnton village hall on Village hall Electronic Booking Software. He gave Ellis a print out and had also circulated the ORCC newsletter with the information.

7.2 London Oxford Airport Consultative Meeting. (Jill Durrant) No meeting. However it was reported that flights to Edinburgh and Amsterdam were now being made.

7.3 NAG Group – (David Wintersgill) David reported on the thefts of catalytic converters and a special security liquid which enabled stolen items to be identified. He also reported that number plate theft was becoming very common. People used these to steal fuel by driving off a garage forecourt making tracing the culprit difficult.

8 New Business

8.1 Consideration of the report of the Parish Remuneration Panel. It was decided not to accept remuneration but to claim reasonable allowable travel expenses in accordance with the published rates.

8.2 Review of current Internal Auditor (Mr McCaughey) for independence, competence, relationship with clerk and councillors, audit planning, audit scope planning and audit reporting. It was agreed to continue to use his services.

8.3. Reviewed Fidelity Guarantee insurance to cover the amount of precept received currently £50k, as it is twice the precept it was considered adequate.

8.4 Reviewed Begbroke parish Council Standing orders. They were amended to include Localism Act requirements on dispensations for councillors when deciding the parish precept.

8.5. Reviewed Freedom of information Act information. They were amended to include Localism Act requirements on dispensations for councillors when deciding the parish precept.

8.6 Review of Parish Assets. Clerk reported one litter bin removed and one new bin added.

8.7 Review of councillors over the age of 75 for insurance purposes. Cllr Durrant recorded a declaration. Cllr Trevelyan had reported this last year.

8.8 Reviewed Begbroke code of conduct – still satisfactory.

8.9 Review of Financial Management Risk Assessment. They were amended to include Localism Act requirements on dispensations for councillors when deciding the parish precept.

8.10 Clerks duties – no change.

8.11. The date of Annual parish meeting was agreed for May 13th and no parish meeting in June. The clerk is to arrange the hall.

8.12 Full report of the Transport Needs Survey was discussed. The clerk had circulated this by e mail. He reported that the response rate had been only 10.1% which was sixty individual responses. Future subsidised public transport was being reviewed and the committee should be aware of this. Volunteer car services were also being promoted. He read out some of the comments made by respondents. Some found it too far to walk to the S3 bus stop and others had listed where they accessed services and facilities.

8.13 Purchase of Primrose, Cowslip plug plants and Snowdrop bulbs in the green, for Begbroke Lane (about £100), a wildflower seed and the purchase of four replacement trees for the A44 and Begbroke Lane (£250 approx) was unanimously agreed.

8.15 The clerk reported that the Councillors Register of Interest forms are now visible on line.

9 Planning

9.1. Applications

9.1.1 13/00054/F Mr & Mrs Rowan-Hull Demolition of existing dwelling and outbuildings and erection of new dwelling. Foresters Lodge Spring Hill Begbroke. This was discussed by the committee. The clerk said he had also contacted the Green belt network to provide advice. It was generally agreed to oppose the application because it was primarily in green belt and that additional development may be proposed in the future. It was decided to send similar comments to the previously refused application but also add two items; a) that with the current flooding problems, the development may impact on the existing systems; b) that the legal passage of Cllr Ryder along Dalton Lane was blocked with a Land Rover (11th Dec 2012 around 14.30pm). He walked around it but was called by the driver but did not respond. The vehicle and driver appeared to have come from Foresters Lodge. There is a history of "Private" signs being placed along Dalton Lane when entering from Spring Hill.

9.2 Decisions:

9.2.1 12/01625/F Mr Paul McMackin – conversion of 4 garages into a 2 bedroom flat. 1-3 Fernhill Court, 1 Woodstock Road East, Begbroke. Re-submission of 12/00585/F – Refused

9.2.2 12/01700/F 8 Wolsey Court – Conservatory. Consent

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. No further information.

9.5 Withdrawals

9.5.1. None

9.6 Amendments

9.6.1 None

9.7 Planning Other

9.7.1 Planning rota – February - Beverly & Malcolm

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

10.1 Letter of thanks from Begbroke Coffee Morning for grant (CR1141)

10.2 Letter of thanks from Yarnton and Begbroke History Society for grant (CR1142)

10.3 Letter sent to Malcolm Ryder regarding Carterton Lions trip to Leiden

10.4 Letter of thanks from Begbroke WI for grant (CR1148)

10.5 Update from Affordable Housing to say they have found out who owns the land at Begbroke Crescent, but have not managed to locate them. The last recorded address was in Bladon.

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) £15,473.08 Bank Accounts: (25/01/2013) Current £2,000.76 Reserve: £14,294.92

11.2.2 Uncleared Cheques & Liabilities £– No's 386; 387 - transfer of funds required: £0.00

11.3 Income

11.3.1 Grant from OCC for Transport Needs Survey £50

11.3.2 VAT Refund from HMR&C £709.81

11.4 Expenditure

11.4.1 BVHMC - Hire of hall for parish council Jan 2012 – Mar 2013 Inv PC2013/1 £150 CN: 386

11.4.2 Jeffrey Wright – Clerks refundable expenses £20.69 CN: 386

Quotations/Tenders

11.5.1 Litter Bin – Wybone £276.28 and £319.48 with ash tray. Unanimously approved to proceed.

11.5.2 Litter bin installation Baylee Construction. – swap bus stop at Priory with an ashtray type and fit old bin in playing field £210.00. Unanimously approved to proceed.

11.6 Bank Matters

11.6.1 None

11.7 Other Financial Matters

RMR 3
4-3-13

11.7.1 Precept for 2013-14 – additional information from CDC was discussed but it was decided to leave the precept request unchanged.

The above financial transactions were unanimously approved.

12 Health and Safety Matters

12.1 Weekly playground inspections: February - Malcolm

12.2 Reports for clerks register – Cllr Davies said he would e mail them to clerk.

13 Training

13.1 None required

14 Freedom of information requests

14.1 Kidlington Parish Council - Household waste Recycling centre. Costs of £250k - £300k spent by OCC on a failed project.

15 Footpaths, Bridleways and Restricted Byway (RUPP)

15.1 Update on footpath amendments, anomalies and additions. None

15.2 Footpath problems

15.2.1 Both Cllr Durrant and the Clerk reported that on Wednesday 9th January, in the afternoon, Cllr Jill Durrant (in a private capacity) met with Gordon Kelman, The Senior Drainage Engineer for OCC, a representative from Thames Water and the parish clerk to discuss the recent flooding to the Old Rectory. During the discussion, the clerk led the participants to the stile on footpath 5 that had been bricked up by the owners of Orchard House and appeared to be diverting some water towards the graveyard. They also went to observe possible sources of surface water such as the reported catch pit and sluice gate at Hall Farm Development. During the discussion, Lucy Miles from Orchard House appeared and said the party were on her property without permission. This was challenged as it is a public right of way. The clerk said he had a historic image that showed it as such. Several matters regarding flooding were discussed. The clerk said the bricked up stile was preventing proper enjoyment of the footpath as it caused raised floodwater which was Wellington boot height. The clerk told Lucy that he had walked alongside the property with the fire brigade during the floods to see if any problems were apparent but no-one was at home.

15.2.2 See 9.1.1 b) above

15.3 Annual footpath walk – a proposed date is still to be agreed as the paths were too wet due to the excessive rain and recent snow.

16 Any Other Business

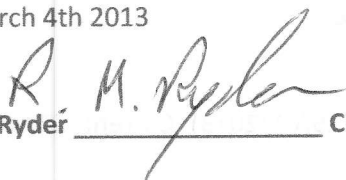
16.1 Cllr Davies mentioned the gates behind properties in Begbroke Crescent leading to the field. As the playing field is private property there is no legal access. The clerk said BVHMC should write to the owners stating the position. The clerk had written some years ago regarding a similar problem.

16.2 Cllr Wintersgill said pavement parking was still causing problems.

17 Date of the Next Meeting:

17.1 Monday March 4th 2013

Signed Cllr Malcolm Ryder



Chairman Begbroke parish council 4th March 2013