

Begbroke Parish Council

MINUTES OF A MEETING OF BEGBROKE PARISH COUNCIL HELD IN THE VILLAGE HALL ON TUESDAY 9TH DAY OF JANUARY 2007

1. Present: Dr. J Durrant, Cllr. J. Roff, Cllr. M Ryder, Cllr. M. Gibbard.

1.1 Apologies: Cllr. Carol Trevelyan.

2. Read and Confirm Minutes of Last Meeting.

2.1 The minutes of the meeting held on Tuesday 5th December 2006 were read and confirmed as a true record and signed by the Chairman, Dr. Jill Durrant.

3. Matters Arising from the Minutes.

3.1 The Parish Precept.

The parish precept was discussed and agreed upon. The precept would need to be increased by at least £6000 in the next financial year. **See also point 6.3.**

3.2 Dog Litter Bins.

The purchase of dog litter bins was deferred until funds become available. It was thought necessary, but the meeting decided that we could not ask the village to increase the precept again in this financial year.

3.3 Skate and Climb Mobile Facility.

It was suggested that the climbing frame be ordered to coincide with Jubilee Day, between 30th June to 1st July.

3.4 Playground.

It was noted that the long bolts along the fence of the playground area had not yet been cut off. It was decided that this needs to be checked so that further action can be taken.

3.5 Gap in playing field.

The gap along Begbroke Lane in to the playing field had become so large there was serious concern for small children running through it into the lane unaccompanied. It was reported that the Playing Field Committee had tried to fill the gap without success because of vandals. The Committee were actively seeking a solution and would welcome suggestions regarding this.

3.6 Road Issues.

Pedestrian crossing: Nothing to report.

Speed Limit: It was suggested that we look into the cost of having LED illuminated speed limit signs like the ones in Bladon. It may have to be the type that have a photocell to recharge its batteries.

3.7 Footpaths.

Malcolm Ryder reported that over Christmas there had been a serious sewerage leak from an inspection hatch on footpath 124/11. Human waste had flowed out over the path, but as far as we could tell, it had not entered Rowel Brook. It was discovered that the underground drainage belonged to Begbroke Science Park. Shawn Boice reported back, saying that the access chamber near the pumping stations on footpath 124/7 had collapsed and had been replaced. The inspection hatch on footpath 124/11 would be upgraded as soon as the surrounding ground had dried out.

3.8 Letter from Solid State Logic.

A letter was received from Solid State Logic containing a donation of £100 with a request that the council look into damage and the problems with flash flooding.

3.9 New Parish Clerk.

Ruth Preston was present and expressed an interest in the post of Parish Clerk.

3.10 New Parish Councillor.

Volunteers for this position attended a meeting as observers.

4. Report from County/District Councillor.

Mike Gibbard announced that Cherwell had rolled out a new telephone dial-in service that would allow them to handle a caller's query 80% of the time from the front office.

5. See Report.

6. Planning.

6.1 55 Begbroke Crescent.

The plans were being submitted for acceptance, to be formalised. The meeting decided to let the plans stand. (Plans withdrawn – letter received 3rd February 2007)

6.2 06/02324/F Lodge Building, Begbroke Manor, Spring Hill Road.

Existing lodge building to be demolished and rebuilt as a two bedroom house. The meeting felt that the lodge building on Spring Hill Road was out of scale with its surroundings that the road was too narrow at that point for such a building.

6.3 Bus Shelter.

£650 of Parish Precept money had been set aside for the repair of the bus shelter.

7. Correspondence.

(See appendix 1)

8. Financial Matters.

Balance as at 5th December 2006.

No information was available at this time. With the appointment of a new Parish Clerk, this information will be available for the next meeting.

Current Account: £

Savings Account: £

Transfer Required: None.

The following accounts are presented for payment:

9. Any Other Business.

9.1 Manhole in footpath on Fernhill Road.

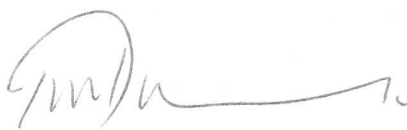
Mr Ryder reported that it had been turned around and now lies flush with the ground.

9.2 Bus Shelters.

Bus Shelters are in urgent need of repair and a quote for the work should be arranged.

10. Date of Next Meeting.

6th February 2007 at 7.30 p.m. Begbroke Village Hall.


(6.02.07)

7.

REF	DATE	FROM	SUBJECT	TYPE	£	ACTION	COMMENTS
9.1	4-Jan-07	Hilary Hastings	Thank you letter	General		None	received 2007
9.2	20-Dec-06	Streamline Office Services Ltd	Product GU56050 Safco Reveal	Invoice	£196.42		
9.3	21-Dec-06	Begbroke Coffee Morning	Grant Request of £500	Grant request			
9.4	1-Jan-07	OCC Environment & Economy	Home 2 School newsletter	Newsletter		Circulated	
9.5	29-Dec-06	Pam Simmonds	Application for locum clerk	Job Application		Read Out	
9.6	9-Dec-06	OCC Fire & Rescue	Fire Authority Integrated Risk Cons.	Consultation		Circulated	by 9th feb
9.7	30-Nov-06	Thames Valley Police	Parish Council PCSO briefings	Consultation		Read Out	
9.8						Noted	
9.9						Noted	
9.10	8-Dec-06	Oxford Rural Community Coun.	CC Review of Primary School provision	Consultation		Circulated	
9.11	12-Dec-06	CDC Leisure Services	Winter Youth Spotlight	Newsletter		Circulated	
9.12						Noted	
9.13		Glasdon	Price lists LA equipment	Catalogue		Circulated	
9.14	7-Dec-06	CDC Legal & Democratic Serv.	Monitoring the ethical Framework	Questionnaire		Circulated	
9.15	6-Dec-06	OCC Environment & Economy	Oxfordshire Stmt of Comm. Involvement	Statement			
9.16	14-Dec-06	ORCC News	Rural News letter issue 34	Newsletter			
9.17	29-Dec-06	DTI	Local Post Offices - Future	Statement		Circulated	
9.18	2-Jan-07	Oxford Green Belt Network	Green belt, South East plan	Consultation		Read Out	
9.19	3-Jan-07	OCC Environment & Economy	Our Choice - Their Future	Consultation		Circulated	
9.20	1-Jan-07	OPFA	Winter 2006-7 Newsletter	Newsletter			
9.21	30-Dec-06	John Hicks & Associates	Play Ground Risk Assessment	Safety			
9.22	1-Jan-07	CDC Planning & Dev Serv.	Scoping Report	Consultation			by 19th feb
9.23	27-Dec-06	OCC Strategy & Performance	Future of Primary School Provision.	Consultation			by 31st Jan
9.24	4-Jan-07	BBB FWAG Farm Advisory	Farmland Conservation Support	Membership req.			
9.25	8-Jan-07	CDC Treasurers Dept	Council Tax Base List	Statement			
9.26	8-Jan-07	CLERK	Clerks Expenses	Invoice	£87.59		
9.27	1-Jan-07	CDC Leisure Services	1000 years of Oxfordshire & Grants	Grants Available			by 1st March 2007
9.28	10-Jan-07	CDC Planning & Dev Serv.	Bicester & Cent. Oxfordshir Site Allocations	Consultation			by 9th February
9.29	11-Jan-07	OCC Office of the Leader	Bid to re-organise Oxfordshire Councils	Update			
9.30	12-Jan-07	CDC Legal & Democratic Serv.	Code of Conduct Training	Training			by 2nd February
9.31	21-Dec-07	Prof M Oldfield & Mrs S Oldfield	Planning 06/02491/LB & 06/02490/F	Plan.Comm.			
9.32	12-Jan-07	OCC	Community Safety Committee	Invitation			By 26th January
9.33	29-Jan-07	CDC Leader of The Council	Bid to re-organise Oxfordshire Councils	Update			
9.34	30-Jan-07	BVHMC	Diamond Jubilee Celeb. of Field & Hall	Event Ideas			ASAP
9.35	29-Jan-07	CDC Treasurers Dept	Council TaxBase - Precept receipt	Confirmation			
9.36	04-feb-07	CDC Planning & Dev Serv.	Planning withdrawal 5 Begbroke Cresc.	Planning			
9.37	04-feb-07	Susan Gantor	Planning – Spring Hill - Barn	Planning			

Begbroke Parish Council minutes 9th January 2007

Begbroke Parish Council

Chairman: Dr. Jill Durrant

Clerk to the Council: Jeffrey Wright

27 Willow Way
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Kidlington
Oxfordshire, OX5 1SD

e-mail at: clerkbpc@btinternet.com

MINUTES OF A MEETING OF BEGBROKE PARISH COUNCIL HELD IN THE VILLAGE HALL ON TUESDAY 6th FEBRUARY 2007.

1. **Present:** Dr. J Durrant (Chairman), Jeffrey Wright (Clerk), Cllr. John Roff, Cllr. Malcolm Ryder, Cllr. Ruth Davies, Cllr. David Wintersgill.

- 1.1 **Apologies:** Cllr. Carol Trevelyan.

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

The minutes of the meeting held on 9th January 2007 were confirmed as a true record and signed by the Chairman Dr Jill Durrant.

3. **Declaration of Interests**

See 4.7

4. **Matters Arising from the Minutes**

- 4.1 **Parish Precept**

The parish precept was discussed and the precept for 2007 to 2008 will be £20 142. The council tax base approved by Cherwell District Council for 2007/08 is £343 (2006/07 £337).

- 4.2 **Jubilee Day Skate and Climb Mobile Facility**

Clerk to write to Begbroke Village Hall Management Committee, (BVHMC).

- 4.3 **Playground weekly inspection.**

- 4.3.1 It was noted during the weekly inspection that numerous bolts were sticking from newly erected fence posts adjacent to Begbroke Crescent. These were considered to be a significant hazard and the Clerk is to write to the owner of 2 Begbroke Crescent regarding this.

- 4.3.2 There is a large hole in the hedge adjacent to Begbroke Lane and the playing area. Chairman is to write/discuss with various organisations, emergency and long term repair solutions.

- 4.3.3 The grass cuttings pile next to the bowls was cleaned up last Summer, the Clerk is to write to BVHMC to request similar action this year.

4.4 Road Issues

4.4.1 Council discussed problems with vehicles entering the No Entry exit from the service road between Begbroke Lane and Fernhill Road. The Clerk is to write to the Highways Authority to see what improvements they could make. Suggestions include road markings, cutting back shrubbery and improved visibility of the No Entry signs.

- 4.4.2 Attention was also brought to the junction of Rowel Drive, Willow Way and Foxglove. Near misses and accidents have occurred in this spot. Again the Clerk will bring this to the attention of the Highways Authority.

4.5 Footpaths.

- 4.5.1 Dalton Lane. The undergrowth has been cut back and is now satisfactory.
4.5.2 Footpath 4 village end to Bladon. A fence has been erected and this has narrowed the width of the pathway, causing difficulties.
4.5.3 Footpath 5 near the Church was discussed. Investigations continue.

4.6 New Parish Clerk.

The Chairman introduced Jeffrey Wright as the new Parish Clerk. Remuneration was agreed at £9.589 per hour.

4.7 New Parish Councillors.

Ruth Davies and David Wintersgill. BPC Standing Orders and Declarations of Interest forms were given to them for return at the next meeting.

4.8 Bus Shelter

Clerk to write to Peter Worth accepting quotation of £575 for repairs to the A44 South Bound bus shelter. Clerk to enquire for additional costs for cleaning and repainting interior.

5.0 Report from County/District Councillor.

Maurice Billington attended on behalf of Oxfordshire County Council (OCC), and reported as follows:-

- 5.1 Two bids are being considered for the upgrading of Kidlington Sports Centre.
5.2 Mr Billington is on the Recycling Working Group at Cherwell District Council looking into new methods of recycling food and garden waste. The Council discussed with him that bottle disposal was a problem and caused difficulty. This was especially challenging for older people as there are no bottle banks in the village. The situation is to be reviewed.
5.3 Mr Billington sends apologies in advance for the next Parish Council meeting.

barns for form two numbered dwellings. Erection of three numbered dwellings. Garages, parking, landscaping and noise refuges. Reinstatement of land to open land. Listed building. Pending consideration.

Decisions:

06/02336/F. 60 Fernhill Road, Begbroke, Oxfordshire, OX5 1RP. Single storey rear and side extensions. Application withdrawn.

06/02396/F. 5 Fernhill Road, Begbroke, Oxfordshire, OX5 1RP. Two story rear extension and raised roof to form improved accommodation (amended plans). Application withdrawn.

Conditions of Planning:

06/02324/F. Begbroke Manor, Spring Hill Road, Begbroke, Oxfordshire. Existing lodge building demolished and rebuilt as a two bedroom house. Pending consideration.

Council noted that this was not complete and that services are protruding from footpath. They also noted that floodlights from Manor house were on all night. Were they security lights or installed as part of the building project?

9 Correspondence.

Correspondence was read out and actioned as appropriate.

(also see appendix 1)

10 Comments from last months correspondence.

- 10.1 Clerk to write to Wicksteed Leisure regarding Play Ball inspection.
- 10.2 Clerk to write to Oxford Greenbelt Network confirming support.

11. Financial Matters

Balance as of 25 January 2007:

Current Account:	£495.62
Deposit Account (reserve):	£13 355.78

The following accounts are presented for payment:

None.

12. Any Other Business.

None.

13. Date of Next Meeting.

6th March 2007, 7.30 p.m. Begbroke Village Hall.


06.03.2007

9. Correspondence:

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9.1	4-Jan-07	Hilary Hastings	Thank you letter	General		None	received 2007
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9.34	30-Jan-07	BVHMC	Diamond Jubilee Celeb. of Field & Hall	Event Ideas			ASAP

10. Comments on last months Correspondence

- 10.1 9.14 O.C.C. - Monitoring the Ethical Framework. Comments.
10.2 9.18 Oxford Green Belt Network - letter dated 2nd Jan 2007.

Comments.

11. Financial Matters:

Balance as at 5th of December 2006

Current Account:£

Deposit Account £

Transfer required: none.

The following accounts are presented for payment:

12. Any Other Business:

13. Date of the Next Meeting:

6th February 2007 at 7:30pm



Begbroke Parish Council

Chairman: Dr.Jill Durrant
Clerk to the Council: Jeffrey Wright

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MINUTES OF A MEETING OF BEGBROKE PARISH COUNCIL HELD IN THE VILLAGE HALL ON TUESDAY 6th MARCH 2007.

1. Present: Dr. J Durrant (Chairman), Jeffrey Wright (Clerk), Cllr. John Roff, Cllr. Malcolm Ryder, Cllr. Ruth Davies, Cllr. David Wintersgill.

1.1 Apologies: Cllr. Carol Trevelyan.

2. Read and Confirm Minutes of Last Meeting.

2.1 The minutes of the meeting held on 6th February 2007 were confirmed as a true record and signed by the Chairman Dr Jill Durrant.

3. Declaration of Interests

3.1 None declared.

4. Matters Arising from the Minutes

4.1 Jubilee day and Skate and Climb Mobile facility. The Climbing facility was available for the morning of 30th June at a cost of £300. The Clerk was requested to investigate other availability on 1st July from WODC

4.2 Playground weekly inspection report. The inspection form has been reviewed to provide a more consistent inspection across all of the equipment. (**See 7.12**) The clerk has a monitoring record to whom inspections are submitted and recorded. The last annual independent inspection of playground was 10th July 2006. Malcolm Ryder to review for 2007.

The gap in the hedge between play area and Begbroke lane has become worse because people continue to use this as a short cut. A discussion on the impact of this on the safety of users against possible closure, took place. It was decided that the Clerk obtain a budget cost for 1150mm high pedestrian railing to be placed against hedge up to the metal gate.

4.3 Road Issues. Clerk has discussed with Paul Wilson from OCC, drivers entering the no-entry exit before the roundabout. Paul will investigate improvements. These may be better orientation/placement of the no-entry signs and a road marking.

Other issues that the clerk will raise with Paul Wilson will be: a) the chicane markings up to the roundabout which prevent better positioning of right turners heading towards Woodstock. b) The effect these chevrons have had on drivers trying to turn on to carriageway because traffic is now concentrated in one lane causing long delays to exit and c) the non-adherence to the speed limit.

4.4 Footpaths. There has been no improvement to the protruding services from the footpath near the Chopping Partnership development. Clerk to write to OCC. The floodlighting continues to be a problem as it shines directly toward houses. It was considered a wall light rather than floodlight more appropriate. Chairman to speak to Tracey Morrissey.

4.5 Footpath running adjacent to graveyard through Orchard House was discussed. Malcolm Ryder to continue liaison with Footpaths Officer at OCC. (also see 12.1)

5.0 Report from County/District Councillor.

5.1 Mr Billington sent apologies.

5.2 Cllr. Mike Gibbard sent apologies as he could not attend. However he reported on behalf of Oxfordshire County Council (OCC), as follows:-

Worton Farm in -Vessel Composting Site

"On 6 February, I attended a presentation at Worton Farm, Cassington by a company that is considering the setting up of an in-vessel composting operation to treat green waste and kitchen waste. The particular concerns locally are both odour and the possibility of vermin. However from what I saw, the controls to prevent these nuisances are extensive and well thought out. On 23 February I travelled, with others, to Edmonton in north London to view an existing in-vessel site which is surrounded by 30,000 houses, and appeared to operate without any disruption to the neighbourhood. Agrivert, the company involved, is considering applying for outline planning permission at Worton before long.

I will be happy to give more details to Members of your Council when we next meet"

Cherwell Council Tax

"The amount of money you pay to Cherwell District Council has increased by only 6 pence per week (to £2.27 per week for a Band D property). Councillors are delighted to have kept the increase below inflation by prioritising and reallocating resources.

The only down side is that Cherwell has to bill you for all the Council Tax in the County, and when you add in Thames Valley Police (£2.68 per week), Parish Precepts (£1.30 per week) and Oxfordshire County Council (£20.18 per week), the rate has soared to £26.43 per week or around £1300 per year".

Customer Service Centre

"The new Customer Service Centre at Bodicote House is going from strength to strength, and is now handling several hundred telephone calls a day relating to Environmental Services, Amenity Services, and more recently, Revenues and Benefits".

6.0 Council Representatives (two representatives if possible)

6.1 A44 Nothing to discuss. Committee not met.

6.2 BVHMC.

6.2.1 John Roff reported from meeting with BVHMC. The Treasurer reported income of £2,403.75 and expenditure of £400.00

6.2.2 The long bolts in the fence behind 2 Begbroke Crescent have now been cut off but found on the ground.

6.2.3 The gap in the hedge and possible solutions were discussed by BVHMC

6.2.4 No further problems from school bus since writing to school. However a barrier to car park is to be installed shortly and possibly some soil removal by mini digger.

6.2.5 The grant information given to BVHMC by Chairman had been followed up at CDC and it appears likely that a grant of up to £10 000 may be available for an insulated ceiling to the village hall. This was thought to be excellent news.

6.3 Oxford Airport Consultative Meeting

Nothing to discuss. Committee not met.

7.0 New Business

7.1 Kieran Murphy, Group Engineer Electrical Services OCC Environment & Economy was invited to the meeting to outline proposals on reduction of street lighting between Yarnton and Begbroke. OCC have recently replaced the old 180w SOX lanterns on the section of the A44 through Yarnton using cut off 150w High Pressure Sodium electronic gear lanterns to reduce energy consumption. Bracket lengths have been reduced to improve appearance and reduce mechanical load.

Other benefits which he outlined are reduction of spill light, reduction of light pollution with more light directed on the ground for improved lighting levels and energy efficiency.

During 2007/08, OCC would like to extend the lantern replacement scheme on the A44 through Begbroke. Part of the discussion included seeking the views of the Parish Council regarding a particular section of the A44 between Yarnton Roundabout and Begbroke Roundabout that is running through open countryside, and to see whether or not there is scope to make some changes to the lighting arrangements on this section of road in order to reduce the environmental impact and save energy. This would mean lights being turned off during the night using Part Night Photocells. This normally meant around midnight in winter months and around 01.00hrs in summer due to the vagaries of the cells. The energy savings could be in the region of £3000.00 PA. Kieran produced plans and photographs to demonstrate the scheme and said he had taken into account the recreational and other needs of residents using this road. People jog, ride bicycles, exercise dogs and walk between Yarnton and Begbroke.

The council thought the proposals reasonable and had no objections in principal subject to future review especially with any access changes to Oxford Science Park at Yarnton. Councillors mentioned about provision of road crossings, traffic volumes and speed through the village. Kieran suggested writing to Geoff Burrell about this as he could only answer lighting questions. The Chairman thanked him for his presentation.

7.2 Diamond Jubilee Celebrations of the Field & Village hall. Parish Council discussed various ideas for event and thought perhaps a car boot or table top sale may be appropriate.

7.3 A new NatWest Bank mandate for Councillors demonstrating authorised signatories was completed. However Carol Trevelyan not available to sign at present. Clerk to delay submission until Carol's return. Clerk submitting the change of Clerks address form to bank to receive statements.

7.4 The Good Councillors Guide Booklet was shown. Electronic copies are available on line from following websites: www.nalc.gov.uk & www.slcc.co.uk

7.5 Elections – a guide for Parish Councils was briefly discussed.

7.6 CDC Carbon Savers Day 17th March 2007. Clerk to display poster.

7.7 CDC Village Traffic Calming – Portable Speed Indicator Signage Demonstration 6.0pm 13th March the Garth Bicester. No representatives to be sent.

7.8 Monitoring the Ethical Framework audit return. Clerk to set up a register of any gifts & hospitality to comply with regulations.

7.9 BPC Standing Orders – no reference to two signatories on cheques. Council agreed alteration and clerk to amend and distribute.

7.10 Begbroke Parish Council Contractors – Clerk to compile list of firms and individuals and request Insurance details such as Public Liability, H&S information and membership of appropriate organisations such as NICEIC, Corgi, etc.

7.11 Begbroke Coffee Morning – A grant request of £500 was received to help fund a regular coach outing. The parish decided that as grant provision had already been decided, that the Clerk writes to BCM requesting they ask again next financial year.

7.12 Revised Play equipment Weekly inspection report - agreed.

7.13 Improving Street Lighting in Begbroke Lane, opposite Play Area. The Clerk met Kieran Murphy from OCC before the parish meeting to discuss the possibility of an additional pole bracket light. This would improve the road lighting and cast some light towards the play area. The Councillors also thought that lighting in other areas of the village could be improved. Clerk to write to Kieran requesting an "on site meeting" to discuss.

7.14 Residents access to playing field from Begbroke Crescent. A gate from No 2 Begbroke Crescent on to the playing field was noticed. Clerk to write to resident asking them to close off and cease access/egress. Clerk to obtain quotes for Private land signage.

7.15 Complaint from residents regarding bonfire in 5 Fernhill Road. From the description of the fire, (acrid smoke, red glow in sky and burning ash falling on a car), Parish Clerk is to log a complaint with Cherwell District Council.

8.0 Planning

Applications:

8.1 07/00290/F 14/02/2007 5 Fernhill Road Begbroke Oxfordshire OX5 1RP Two storey rear extension and raised roof to form improved accommodation. Council raised objections to this. On the following grounds: "The proposed height of the new roof is not shown on the plans submitted, only a misleading artist impression was included with the words "Notes: DO NOT SCALE." this is the only indication of scale of the new development. This will be contrary to Policy C28 and C30 of the adopted Cherwell Local Plan 1996 and policy G2 of the Oxfordshire Structure Plan 2016

Ensure facilities are provided for people, including those with disabilities, to access and move around the building and the rear garden we would therefore like to see the relationship of the house/ new extension to other structures on that plot. The owner of the property has undertaken to burning large amounts of industrial rubbish so we need to be certain that emergency services have adequate access to the rear garden.

The Location Plan 1:2500 is misleading as it is 24 years out of date and does not show the house No. 8 Begbroke Lane which the new development will overlooks.

The Parish Council feel the development will overlook neighbouring properties bearing in mind the amount of dormer windows proposed.

The Parish Council feel that the recently built large building in the back garden should be included on the plan due to its size and effect of the overall development of the site.

The proposed development by reason of the proposed bedroom window in the North and West elevation of the rear extension will detrimentally harm the degree of amenities enjoyed by the occupiers of 8 Begbroke Lane and 7 Fernhill Road by reasons of overlooking resulting in loss of privacy. This will be contrary to Policy C30 of the adopted Cherwell Local Plan.

The Parish Council feel that diagram 151605:20 does not show the brick chimney in the front elevation nor the height of the new roof and therefore one can not assess the street scene of this part of Fernhill Road and again no indication of existing buildings.

The Parish Council feel there are grounds for objection under D6 of the Non-Statutory Local Plan, being incompatible with the layout, scale and density of existing dwellings in the vicinity. There is also strong suspicion locally that this development is for commercial use because of the equipment being used in the garage, the frequency of the Lorries using this site and the industrial waste being disposed of"

8.2 07/00285/F 13/02/2007 12 Willow Way Begbroke Oxfordshire OX5 1SD Two storey side extension – Council raised no objections but resident commented about party garage roof provision. The twin garage has a

single common corrugated asbestos roof. As the plan is to remove the east section of the garage, the corrugated asbestos roof would have to be cut or totally replaced and then supported by a single skin wall. Would this then be of suitable construction to be an outside wall? This would also then be the only roof support on the East side for the up and over door.

Decisions:

8.3 06/02324/F Lodge Building Begbroke Manor, Spring Hill Rd - **Withdrawn**

Conditions of Planning:

8.4 Certificate of Lawfulness of Existing Use:

8.406/02433/CLUP 58, Begbroke Crescent (Loft Conversion)

9.0 Correspondence.

9.1 The most important correspondence was either read out or dealt with on the agenda. There was a significant volume, much of it information and consultation. Given to Councillors to read.

9.2 (See appendix 1 sent & appendix 2 received)

10.0 Comments from last months correspondence.

10.1 None

11.1 Financial Matters

11.1 Balance as of 6th March 2007:

Current Account:	£703.21
Deposit Account (reserve):	£12,656.78
(accounting for payments below)	

11.2 The following accounts are presented for payment:

Oxfordshire Playing Fields Association – Membership £30.00 (C/N:70) ✓
The Link – previous Cheque (C/N:67) unpaid £250¹. Replacement for £250.00 (C/N:71) ✓
Bryan Knott – repairs to Bus shelter £45.00 (C/N:72) ✓
Clerks Salary (01/02/2007 – 28/02/2007) £373.71 (C/N:73) ✓
Clerks Expenses (01/02/2007 – 28/02/2007) £58.56 (C/N:74) ✓

Note¹: NatWest charged £35.00 for each unpaid cheque presentation. Clerk to write to bank requesting repayment as sufficient funds held by bank in Parish accounts.

Note²: Audit Commission have appointed Stoy Hayward as Auditors to BPC

12.0 Any Other Business.

12.1 There are new residents at Orchard House but there still appears to be difficulties with footpath access. Chairman to seek advice and draft letter to new owners.

12.2 Clerk will be on holiday from Saturday March 10th to Saturday March 24th inclusive.

13.0 Date of Next Meeting.

13.1 3rd April 2007, 7.30 p.m. Begbroke Village Hall.



REF	DATE	FROM	SUBJECT	TYPE	£	ACTION
10.36	28-Feb-07	Enjoy England	Celebrate St Georges Day	Event		Correspondence
10.37	19-Feb-07	South East England Regional Ass.	Partial Review of South east plan	response form		Correspondence
10.38	27-Feb-07	Co-Operative Futures	Trading advise for Social good	Information		Correspondence
10.39	28-Feb-07	CDC Corporate Services	Annual Parish Manual Updates - delay	Information		Correspondence
10.40	1-Mar-07	OCC Oxfordshire highways	Highway matters Begbroke	Meeting		Agenda Item
10.41	2-Mar-07	CDC Legal & Democratic Serv.	Cherwell DC calender of meetings 2007/08	Information		Correspondence
10.42	5-Feb-07	South East England Regional Hsing	Regional housing Strategy review 2007	Information		Correspondence
10.43	3-Feb-07	Oxford Inspires 2007	Events in Oxordshire celebrating 1000 years	Information		Correspondence
10.44	1-Mar-07	BEGBROKE BOWLS CLUB	Grass Cuttings - Bowls club have brown bins	Response		Correspondence
10.45	5-Mar-07	CDC Leisure Services	Recreation Strategy for Cherwell 2007	Workshop		Correspondence
10.46	26-Feb-07	CDC Planning & Dev Serv.	PC Framework Consultaion meetings	Consultation		Agenda Item
10.47	14-Mar-07	CDC Corporate Services	Local Government Elections	Election		Agenda Item
10.48	6-Mar-07	CDC Planning & Dev Serv.	Village Categorisation/hierarchy	response form		Agenda Item
10.49	7-Mar-07	OCC Environment & Economy - Nthn. Area	A44 junction, traffic speed, water sign broken	Reply		Agenda Item
10.50	7-Mar-07	OCC Oxfordshire highways	A44 Begbroke Street Lighting modifications	Information		Agenda Item
10.51	8-Mar-07	Dept for Constitutional Affairs	Memorial Safety	H&S		Agenda Item
10.52	12-Mar-07	CDC Leisure Services	Youth Spotlight 2007 edition	Newsletter		Agenda Item
10.53	13-Mar-07	Thames Valley Police	Community Policing Awards	Competition		Agenda Item
10.54	14-Mar-07	CDC Legal & Democratic Serv.	Standards Committee 22/03/2007	Agenda		Agenda Item
10.55	16-Mar-07	CDC Planning & Dev Serv.	Planning 07/00443/F	Planning		Agenda Item
10.56	20-Mar-07	Susan Ganter	A44 Speed Limit enforcement	A44		Agenda Item
10.57	20-Mar-07	CDC Planning & Dev Serv.	Rob Lowther Bonfires 5 Fernhill Road	H&S		Agenda Item
10.58	23-Mar-07	OAOFLC	Annual Subscription request	Invoice		Agenda Item
10.59	23-Mar-07	OPFA	Membership receipt	Membership		Agenda Item
10.60	25-Mar-07	RyderWorth Services	Invoice for bus shelter southbound £575	invoice		Agenda Item
10.61	21-Mar-07	Bluestone	quote for painting & bench repairs	Quotation		Correspondence
10.62	22-Mar-07	Audit Commission	Auditor Confirmation	Information		Correspondence
10.63	28-Mar-07	CDC Leisure Services	Batsford Estate Visit	Visit		Correspondence
10.64	23-Mar-07	BDO	Audit Information - Local Council Briefing	audit information		Correspondence
10.65	28-Mar-07	Ruth Davis	Register of members interest form	Register		Record
10.66						
10.67						

DATE	TO	SUBJECT	TYPE	£	COMMENTS
11-Feb-07	2 BEGBROKE CRESC	NEW FENCE - PROTRUDING BOLTS	H&S		No action
8-Feb-07	PETER WORTH	BUS SHELTER REPAIR ACCEPTANCE	ORDER	£575.00	No reply
12-Feb-07	OCC PAUL WILSON	HIGHWAY MATTERS	CONSULTATION		Reply received
12-Feb-07	Oxfordshire Playing Fields Ass.	MEMBERSHIP RENEWAL	MEMBERSHIP	£30.00	To be sent
12-Feb-07	BVHMC SUSAN GANTER	GRASS CUTTINGS BOWLS CLUB	H&S		Reply received
12-Feb-07	Oxford Green Belt Network	GREEN BELT SUPPORT	GENERAL		
12-Feb-07	Cllr. Maureen Hastings	BPC MINUTES 6TH FEB 2007	MINUTES		
12-Feb-07	Cllr Michael Gibbard	BPC MINUTES 6TH FEB 2007	MINUTES		
12-Feb-07	Cllr Maurice Billington	BPC MINUTES 6TH FEB 2007	MINUTES		
15-Feb-07	BVHMC SUSAN GANTER	Jubilee Day Climbing frame	REQUEST		Reply received
16-Feb-07	Wicksteed Leisure	Play Ball & Playground inspection request	H&S		
1-Feb-07	The Link	Parish Council Subscription & app info	PAYMENT	£250.00	returned cheque
22-Feb-07	CDC Planning and Development	07/00285/F Blackstock	PLANNING		
22-Feb-07	J woodmore Begbroke Bowls club	GRASS CUTTINGS BOWLS CLUB	GENERAL		
22-Feb-07	David burns cricket club	GRASS CUTTINGS BOWLS CLUB	GENERAL		
24-Feb-07	Wicksteed Leisure	Play Ball & Playground inspection request cancel.	H&S		Cancelled order
7-Mar-07	CDC Planning and Development	07/00290/F FISHER	PLANNING		
7-Mar-07	PETER WORTH	BUS SHELTER UPDATE	ORDER UPDATE		
7-Mar-07	BK & JS PUREWAL	GATE INTO PLAYING FIELD	REQUEST		No reply
7-Mar-07	CDC ENVIRONMENTAL SERVICES	5 FERNHILL ROAD - BONFIRE COMPLAINT	COMPLAINT		
9-Mar-07	OCC Kieran Murphy	Street lighting in Begbroke	REQUEST		OCC will pay for 1
27-Mar-07	BEGBROKE COFFEE MORNING	GRANT REQUEST FROM SUSAN GANTER	GRANT REQ.		Declined this year
28-Mar-07	VAT Central Unit	CHANGE OF CLERK INFORMATION	INFORMATION		VAT refunds
2-Apr-07	Hilary Hastings	Clerks Expenses	PAYMENT		

Begbroke Parish Council

Chairman: Dr.Jill Durrant

Clerk to the Council: Jeffrey Wright

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MINUTES OF A MEETING OF BEGBROKE PARISH COUNCIL HELD IN THE VILLAGE HALL ON TUESDAY 8TH MAY 2007.

1 Present: Dr. J Durrant (Chairman), Jeffrey Wright (Clerk), Cllr. Malcolm Ryder, Cllr. Ruth Davies, Cllr. David Wintersgill; Cllr. John Roff, Cllr. Lester Millin, Cllr. Mike Gibbard

1.1 Apologies: None

2 Read and Confirm Minutes of Last Meeting.

2.1 The minutes of the meeting held on 30th April 2007 were confirmed as a true record and signed by the Chairman Dr Jill Durrant. Mr Roff said it was the Church and not BVHMC in ~~minute 12.3.~~

3. Declaration of Interests & Gifts and Hospitality

3.1 None declared

4. Matters Arising from the Minutes

4.2 Police invited to attend the AGM but they have declined, as they wanted a separate meeting with Clerk. The Clerk is to write to Inspector Tom Brooks.

4.3 Oxfordshire Association of Local Councils –various course information such as: Introduction for Councillors and Clerks, Getting to grips with finance, Effective responses to Planning Applications, Clerks Training Bursary. Council decided that interested Councillors should apply for these courses and the Clerk will apply for the Bursary.

4.4 Bottle Bank - Clerk has written to BVHMC to request from CDC.

4.5 Pile of old branches near play area. Clerk has placed order with SL Forestry to remove.

4.6 Grass Cutting - Clerk has written to Mr Pricket because he does not hold the appropriate certificates PA1 & PA6 for application of pesticides and the mandatory £5m insurance requirement from OCC. Clerk has also written to OCC about this and also requested them to carry out the weed killing by Priory Corner.

4.7 Ploszajski Lynch consulting appointed by CDC to carry out a playing field survey (CR21) Clerk has returned form. However Cllr Roff said it was not a full size pitch.

4.8 Oxfordshire Playing Field Association Road shows 2007 and Newsletter – Two Councillors to attend.

4.9 Dog Waste – position on dog bins. Council proposed two bins positioned by bus stops. Clerk has new quotation from CDC. £210 each and £210 annual charge to empty. Councillors unanimously deferred decision on proposed two bins to obtain more information on need.

4.10 Wild flowers – Proposal to populate footpaths with plants such as Primroses and Cowslips was unanimously agreed. Clerk has obtained some seeds such as Cowslip, Primrose and Poppy. Cllr Ryder will plant on West of village, Clerk in the East.

4.11 Play area proposals – a design is in progress. Wickstead have been contacted for proposals and budgets.

4.12 Gap in Hedge – Clerk has obtained a quote for 11 linear metres of 1.8m high flat top railings with round posts in green. Another quote from Cartwright's Landscapes was discussed and accepted. The Council considered that the need was urgent to prevent an incident due to someone, especially a child, walking directly into traffic in Begbroke Lane.

4.13 Broken Bench – concrete mountings and wooden rails are broken. Requires replacement. Approx cost £600. Clerk has obtained a replacement quote from Bluestone PLC. However, as the damage was thought to be vandalism, the Clerk has a claim form from insurers but the date the vandalism was reported to police is necessary.

4.14 Play Area bins are emptied on the green bin round.

4.15 Clerk has not yet contacted Land Registry. However Cllr. Roff is to make local enquiries.

4.16 Clerk investigating other options such as a new notice board. £250 approx. The Council decided that they should remove the old board from the Post Office, which is on private land, and replace the one at the village hall with a new board. Clerk to source.

5. Report from County/District Councillor.

5.1 Cllr. Gibbard reported on the District Councillor numbers both before and (after) the recent election. It is now Conservative 42 (39) Labour 4 (6) and Liberal 4 (5). He will report later on Committees and their structure.

6. Council Representatives. (Two representatives if possible)

6.1 A44 (Jill Durrant) A44 group has written to Keith Mitchell and David Robertson at OCC about increased traffic going to local business parks. They also want a downgrading of the A44 with alternative signing on A40 and A429 to re-route lorries.

6.2 BVHMC (John Roff)

6.3 Oxford Airport Consultative Meeting. (John Roff & Jill Durrant) Meeting on 30th May 2007

7. New Business

7.1 Return of all election documentation. Clerk reminded all Councillors that documentation had to be returned to CDC by 30th May 2007

7.2 Information for New Councillors – Clerk had issued necessary forms to Cllr. Millin

7.3 Footpaths – discuss progress with related issues Cllr Ryder reported that he was pursuing and obtaining information.

Clerks Bursary Award – Authorised by Chairman. This pays for some Clerk's training.

7.5 The Clerk keeps Parish files (correspondence register, letters H&S information etc. on a USB Data stick. The Councillors agreed to obtain another so these files were available elsewhere. This is part of the risk assessment process.

8 Planning

Applications

8.1 Planning Application No: 07/00780/F Mr & Mrs Ryan

Proposal: Single storey rear extension & front porch

Location: 6 Begbroke Crescent Begbroke Oxfordshire

8.1.1 Planning Application No: 07/00847/F Mr and Mrs Griffiths

Proposal: Loft Conv. With 2 dormers to front and 2 no Velux windows to rear

Location: 2 Wolsey Court Woodstock Oxfordshire

8.2 Decisions: None

8.3 Conditions of Planning: None

9. Correspondence

9.1 (See Appendix 1 sent & Appendix 2 rec.) Clerk will issue at meeting with up to date information)

10. Comments on last months Correspondence

None

11. Financial Matters:

11.1 Balance as of 25/04/07: Current A/C £1,322.24 Reserve A/C £20,773.96.

11.1.1 Uncleared Cheques: £631.82 Est. Liabilities below £1956.30. Est provision for Clerks Salary/expenses in May - £420 Estimated Total liabilities £3000. **Transfer required £2000 Income**

11.2 Precept (1st Half) received from CDC £10,046.00

11.2.1 Hilary Hastings – Cheque to BPC. Refund of incorrect payment on CN 69 £196.42

11.2.2 VAT Refund £850.01

Outgoings

11.3 Agree payment of new premium on policy AC/5271102 of £1,297.01 CN 86

11.3.1 Agreement for Hire of Wall for Diamond Jubilee £325 inc vat CN 84

11.3.2 Booking form for Local Government & Local Councillors – An Introduction for Councillors & Clerks. (? places @ £47 inc. Vat) Agreed.

11.3.3 Hilary Hastings expenses. £87.59(08/11/06 - 08/01/07 CN No: 82.

11.4 Grant Requests

11.4.1 Begbroke Coffee Morning – Grant request for £500 (CR39) Council unanimously agreed to give a £100 donation. They considered that with other expenditure, especially with H& S issues they should limit this but will consider again later in the year.

11.4.2 Victim support – Fund raising request (CR38) Clerk to check previous grant and if Council can award under Section 137 of Local Government Act.

11.5 Other

11.5.1 Personal Accident Insurance on main policy. Clerk requested anyone over 75 are not covered and anyone over that age must obtain for insurers a Doctors letter with DOB and statement stating they are fit to carry out the duties of a Councillor. Cllr Roff to obtain.

11.5.2 Councillors to sign new NatWest Bank Mandates.

11.5.3 Clerk had arranged new Auditor John Dovey FCCA. However, due to a conflict of interest he is not able to do this. Clerk to contact existing auditor.

12. Health and Safety Matters

12.1 Jubilee Day Climbing wall – a volunteer will be required to help with issue of forms. Discussed but no decision taken. Clerk to write to BVHMC.

13. Any Other Business

13.1 New Council Rotas & Standing Orders. Clerk will add e-mail addresses & issue.

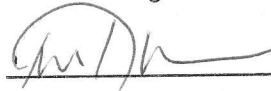
13.2 Clerk mentioned that CDC would be adopting The Local Authorities (Model Code of Conduct) Order 2007 by July 1st. The Parish Council will require a resolution at the July meeting to similarly adopt these measures.

13.3. Cllr. Gibbard confirmed that Yarnton Nurseries were in Yarnton Parish.

14 Dates of the Next Meetings:

14.1 Annual General Meeting - Monday 21st May 2007 at 6:30pm

14.2 Parish Meeting – Monday 2nd July 2007 6.30pm (No meeting in June)

Signed:  Chairman. Dr Jill Durrant - 21st May 2007

Begbroke Parish Council

Chairman: Dr.Jill Durrant

Clerk to the Council: Jeffrey Wright

27 Willow Way
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MINUTES OF A MEETING OF BEGBROKE PARISH COUNCIL HELD IN THE VILLAGE HALL ON TUESDAY 3rd APRIL 2007.

Present: Dr. J Durrant (Chairman), Jeffrey Wright (Clerk), Cllr. Malcolm Ryder, Cllr. Ruth Davies, Cllr. David Wintersgill; Cllr. Mike Gibbard

1.1 Apologies: Cllr. Carol Trevelyan; Cllr. John Roff.

Read and Confirm Minutes of Last Meeting.

2.1 The minutes of the meeting held on 6th March 2007 were confirmed as a true record and signed by the Chairman Dr Jill Durrant.

3. Declaration of Interests

3.1 None declared on specific issues. However completed forms were received from Cllr. David Wintersgill & Cllr. Ruth Davies. Clerk to submit to Cherwell District Council for registration.

4. Matters Arising from the Minutes

4.1 Jubilee day and Skate and Climb Mobile facility. Clerk reported the Mobile Climbing facility has been booked from WODC for 2pm on 1st July. They cannot send the official booking form until ratified by their legal dept.

4.2 Playground – The Chairman and Clerk will meet to measure play area and consider measures to fence it in for safety reasons. The gap in the hedge between play area and Begbroke Lane has become worse because people continue to use this as a short cut.

4.3 Road Issues. Clerk has had no further response from OCC's Paul Wilson regarding previous issues including drivers entering the no-entry exit before the roundabout, chicane markings, difficulty entering the A44 and adherence to speed limit. Cllr. Mike Gibbard said he had attended a presentation regarding speed activated signs and there was a strict criteria for their provision. This was basically a) a casualty record and b) 40% of drivers must exceed 45 mph i.e. a significant number must be speeding. However the County Council could do speed checks. A discussion on speed enforcement took place and Cllr. Gibbard is in discussion with the Highway Authorities about this. He also said he had replied to Susan Ganter's letter to the Oxford Times about speed enforcement. The Parish Council fully endorsed her views but thought the only permanent solution was traffic lights and a pedestrian crossing. The Chairman said how difficult it was to exit St Michaels Lane between 4.30pm and 6.0pm due to the volume and speed of traffic. She also mentioned that she understood the Sisters at the Priory, have been instructed not to cross the road because of the A44 traffic.

4.4 Footpaths. There has been no improvement to the protruding services from the footpath near the Chopping Partnership development. Clerk has sent photographs of those and the Water Hydrant indicator near Post Office, to Paul Wilson for the attention of the Highways inspectors. Only confirmation of receipt but no response to date.

4.5 OCC has agreed to provide an additional street light on pole nearest to play area in Begbroke lane. Clerk to organise installation.

4.6 New standing orders issued regarding 2 signatures on cheques. Two councillors will also countersign invoices to signify agreement of them.

4.7 Register of contractor's details is ongoing. Insurance certificates must be provided as they also detail exclusions.

4.8 Clerk has written to Begbroke Coffee Morning requesting them to re-submit grant request this financial year.

4.9 Clerk had no reply from the residents of 2 Begbroke Crescent regarding their access gate to the play area. He is to consult with CDC's legal Dept. regarding wording of a letter to residents who are or may attempt access from their properties.

4.10 Private Land Signage – Clerk is also seeking advice from CDC about this.

4.11 5 Fernhill Road - Bonfires. Clerk to forward the response from CDC to Cllr. Gibbard

Report from County/District Councillor.

5.1 Cllr. Mike Gibbard elaborated on the Worton Farm in -Vessel Composting Site especially the process where the garden and kitchen waste is mixed and carried by JCB to polythene tunnels. Air is circulated through the rotated materials for 5 weeks and compost is produced. He said the smelliest part of the process was the dustcarts. The Chairman expressed concerns about a southerly wind bringing smells to the village but Mike said that an Agrivert site in Edmonton with 30 000 houses experiences no problems. He did not think a concern with Lorries through villages was a major problem as the site had direct access to the A40.

5.2 He also reported on a recent consultation document from OCC which identifies sites throughout Oxfordshire where re-cycling activities could take place. Some local sites mentioned were, The Airport, Begbroke Science Park and Oxford Industrial park. The document will be discussed later in the year.

5.3 Cllr. Gibbard mentioned that Begbroke Parish No 2 included Campsfield Farm and and Wolsey Court. Interestingly they are in the Parish of Begbroke but in the Parliamentary Constituency of Oxford West and Abingdon in the relevant dated Electoral roll of 15th October 2006. Begbroke No 1 is in Witney Constituency.

Council Representatives (two representatives if possible)

6.1 **A44** Nothing to report.

6.2 **BVHMC.** No report as Cllr. John Roff absent.

6.3 **Oxford Airport Consultative Meeting.** Nothing to report

7.0 New Business

7.1 CDC Planning & Development Services – Invitation to Parish Council to attend meetings planned for 15th May and 3rd July 2007. Chairman to attend 15th May

7.2 Local Government Elections, Thursday 3rd May 2007. All councillors have submitted nominations except Cllr. Carol Trevelyan due to absence. It appears that as the deadline for nominations will have passed, the clerk will have to advertise a vacancy.

7.3 CDC review of village categorisation/hierarchy- questionnaire. A discussion on the Council's response to this questionnaire took place such as services provided by nearby villages, what was unavailable in Begbroke, and what people from other villages used in Begbroke. These were things such as vehicle licensing, Sunday papers, schools, buses, allotments, playing field and Village Hall. Clerk to send response form to CDC.

7.4 Memorial Safety in Burial Grounds. Clerk to check with John Roff, Church Warden who is responsible for the Churchyard.

7.5 CDC Youth Spotlight information – Clerk to display poster on youth activities.

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COUNCIL\folders\MINUTES\Begbroke_Parish_Council_minutes_3rd_april-2007.doc

7.6 Parish Notice Board – by Post Office. Causes vehicular access problems to private property and re-siting has been requested. Suitability of board as notices is hidden by the wooden frame and lack of space. Clerk to obtain quote to re-site next to telephone box. A new board was thought to be too expensive at around £600 plus installation.

7.7 Community Policing Awards – nominations. Clerk to write to Police inviting them to attend a parish meeting and also to say that due to a very low profile police presence, we would not know who to vote for. There was thought to be difficulty communicating with and obtaining responses from the Police.

7.8 CDC Standards Committee Agenda – was discussed briefly. Parishes have to conform. Clerk suggested that the agenda should reflect these standards and would make audit better and in line with standards.

7.9 Letter from Susan Ganter regarding what effective action could be implemented to ensure drivers observe speed limit. This was discussed with Cllr. Gibbard (see 4.4)

7.10 Oxfordshire Association of Local Councils – invitation to join for 2007. Various course information provided such as Introduction for Councillors and Clerks, Getting to grips with finance, Effective responses to Planning Applications, Clerks Training Bursary and Oxfordshire Villages of the Year Competition. Information to be circulated to Councillors who are keen to participate in training.

7.11 CDC Legal & Democratic services – questionnaire monitoring the ethical framework. Clerk to complete and return.

7.12 Play Ball – apply to CDC (Vicky Zielinski 01295 221721) for Grant to replace with new equipment. Discuss options. Councillors to look into replacement equipment such as a basket ball net on pole.

7.13 St. George's Day, 23rd April 2007 – Parish Council registered its support.

7.14 Oxfordshire – proposals for 3 Unitary Authorities. This proposal has been abandoned so no discussion.

8.0 Planning

Applications:

8.1 07/00443/F The Chopping Partnership – Demolition of existing Lodge House and erection of new two-bedroom cottage.

Decisions:

8.2 None to report

Conditions of Planning:

8.3 Nothing to report

9.0 Correspondence.

9.1 The most important correspondence was either read out or dealt with on the agenda. Clerk giving to Councillors to read.

9.2 (See appendix 1 sent & appendix 2 received)

10. 0 Comments from last months correspondence.

10.1 None

11.1 Financial Matters

11.1 Balance as of 31st March 2007: £12,009.83 (accounting for payments below)

11.2 Parish Accounts, all transactions - year to date: Attached

The following accounts are presented for payment:

- a) Clerks Salary (01/03/2007 – 31/03/2007) £335.62 Cheque No: 75
- b) Clerks Expenses (01/03/2007 – 31/03/2007) £31.75 Cheque No: 76
- c) Streamline Office Services (leaflet racking) - £196.42 Cheque No: 77
- d) Oxfordshire Association of Local Councils invoice No: 007/2007 £136.32 (inc Vat) Cheque No: 78
- e) RyderWorth Services (Richard J Worth) Invoice No: #000142 £575.00 Cheque No: 79
- f) Bank interest charge of £1.16 (overdrawn current account)

12.0 Any Other Business.

12.1 Health & Safety was agreed to be added as a regular agenda item.

12.2 Reporting of any Gifts or Hospitality as an agenda item. Statistics are monitored by CDC. This will normally be a nil response but is subject to audit.

12.3 Training Courses for Clerks. These are available for Oxfordshire Association of Local Councils. Clerk to apply for Bursary.

12.4 Cllr. Ruth Davies, whilst carrying out playground inspection, noticed that Cherwell DC is not emptying the yellow bins regularly. Clerk to write to them.

12.5 Loose dogs – Chairman said that these kinds of problems should be reported to the Dog Warden as they were responsible for dealing with these issues.

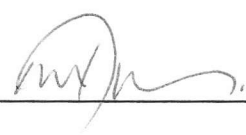
12.6 Parish agreed to repair bench in play area and accept quote from Bluestone PLC for £80.00 plus vat.

12.7 Council agreed to change the week night of Parish meetings to Monday with an earlier start of 6.30pm. Clerk to amend standing orders.

13.0 Date of Next Meeting.

13.1 Monday 30th April 2007 at 6.30pm. (7th May is a bank holiday)

14.0 Signature

14.1 Minutes signed as a true record: Chairman  Date: 30.04.07

Begbroke Parish Council

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Clerk to the Council: Jeffrey Wright

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e-mail at: clerkbpc@btinternet.com

MINUTES OF AN ANNUAL MEETING OF BEGBROKE PARISH COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 30th APRIL 2007.

1 Present: Dr. J Durrant (Chairman), Jeffrey Wright (Clerk), Cllr. Malcolm Ryder, Cllr. Ruth Davies, Cllr. David Wintersgill; Cllr. John Roff, Cllr. Mike Gibbard

1.1 Apologies: Cllr. Carol Trevelyan;

2 Read and Confirm Minutes of Last Meeting.

2.1 The minutes of the meeting held on 3rd April 2007 were confirmed as a true record and signed by the Chairman Dr Jill Durrant. A mistake relating to a speed being recorded as 45mph instead of 55 mph was corrected.

3. Declaration of Interests & Gifts and Hospitality

3.1 None declared. However registered forms and acceptance of office forms were received back from CDC for Cllr. David Wintersgill & Cllr. Ruth Davies.

4 Matters Arising from the Minutes

4.1 CDC Planning & Development Services – Invitation to Parish Council to attend meetings planned for 15th May and 3rd July 2007. Council voted to send Malcolm Ryder to May meeting

4.2 Local Government Elections, Thursday 3rd May 2007. Results of election were discussed. Existing councillors, apart from Carol Trevelyan, were elected un-opposed, together with a new member, Lester Millin. The Council hopes that he will become an active member of the Parish Council representing the interests of all the Parishioners. The Council decided to discuss the Chairman and vice Chairman roles. Cllr. Durrant said she would like to continue as Chairman for a second year. Cllr Roff proposed her and Cllr Wintersgill seconded. A unanimous vote in her favour was taken. Cllr Davies proposed Cllr Ryder for Vice Chairman. Cllr Roff seconded. A unanimous vote in his favour was taken.

4.3 Memorial Safety in Burial Grounds – Clerk has verbal reply from John Roff, Churchwarden, that the Church are responsible for the burial ground until it is full. However the Council requested this is put in writing.

4.4 Parish Notice Board – by Post Office. A verbal quote for £300 to alter and resite was received. Clerk to again look at other options such as a new board.

4.5 Community Policing Awards – Clerk is to write to Police inviting them to attend the AGM where there will be a public question time.

4.6 CDC Standards Committee Agenda - Gifts and Hospitality now added to standard agenda.

4.7 Oxfordshire Association of Local Councils – invitation to join for 2007. Various course information such as: Introduction for Councillors and Clerks, Getting to grips with finance, Effective responses to Planning Applications, Clerks Training Bursary and Oxfordshire Villages of the Year Competition. Council decided that Councillors should apply for these courses and the Clerk will apply for the Bursary.

4.8 CDC Legal & Democratic services – questionnaire monitoring the ethical framework has been returned.

4.9 Health & Safety now added as a regular agenda item.

4.10 CDC review of village categorisation/hierarchy- questionnaire. Clerk has returned form. This records services and facilities available or not in nearby villages and our own. Clerk also suggested a circular bus route via the Boulevard in Langford Lane. Instead of Buses returning to Oxford via Kidlington from the Boulevard, why not continue down Langford Lane and continue to Oxford? A reverse service could also be instigated and would improve the bus services both here and Yarnton.

4.11 Update from Paul Wilson on road matters – at present the barriers around the Thames Water excavation in Spring Hill have been erected. Nothing further regarding the no entry from the A44 to service road. Mike Gibbard to pursue.

4.12 Private land signage. Clerk has advice from OALC regarding access rights. This was discussed. Clerk is to obtain details of land from land registry.

5. Report from County/District Councillor.

5.1 No report submitted this month.

6. Council Representatives. (Two representatives if possible)

6.1 A44 (Jill Durrant) Nothing to report

6.2 BVHMC (John Roff) The BVHMC is currently applying for grants worth a total of £9000 from CDC & OCC for improvements to hall. The Parish Council requested that budgeted proposals for proposed work at the hall should be submitted before the increase precept grant is released to them. The Council needs to know that value is being achieved for the ratepayers. The chairman also asked the Clerk to write to the VHMC because they would like a better understanding about the relationships between them - especially in the context of issues such as responsibilities for ownerships of land, property, insurance, fences etc. It was felt important to clarify especially as the Council helps to provide financial support to the village hall.

6.3 Oxford Airport Consultative Meeting. (John Roff & Jill Durrant) Nothing to report

7. New Business

7.1 Consider adult multi-gym equipment in play area. Positive for health and introduce more adults to this area. To be assessed at AGM

7.2 Consider re-siting large swings and roundabout within proposed fencing. Remove broken ball pole and replace with basket ball pole outside the area near to other bench. Move roundabout nearer the swings. To be assessed at AGM

7.3. Village benches –The Council wondered if anyone would like to subscribe to a memorial bench seat to someone. Contact Clerk if there is an interest. Tree replacements were recently planted as memorials.

7.4 Bottle Bank provision by CDC at Village Hall. A suitable site has been located and the Clerk is to write to BVHMC to request they write to CDC for installation.

7.5 Pile of old branches near play area. Quote from Beverly Napier at S.L Forestry, 2a Begbroke Lane £45 plus VAT. Council unanimously voted to accept quotation. Clerk to write.

7.6 The Local Authorities (Model Code of Conduct) Order 2007 (SI No 1159) (CR 24) was discussed. Many of its proposals have been actioned.

7.7 Grass Cutting. Quote from Mr N.R Prickett for £1,759.94 Clerk wrote to him requesting information. The Council discussed but it is now too late to get alternative quotes considering the rate of grass growth and preparing documents. Council unanimously voted to accept Mr Prickett's quote this year and will assess in the coming months. Clerk to write to Yarnton Parish Council to liaise with the cutting areas. Clerk to write to OCC Highways as Mr Prickett does not hold the appropriate certificates PA1 & PA6 for application of pesticides and also to Mr Prickett regarding insurance. OCC have also written to BPC regarding this year's Grant of £0.18/square metre covering a minimum of 5 cuts in the season. (CR17) This grant leaves a deficit in the overall cost of grass cutting.

7.8 CDC's Homelessness Strategy 2007 – Crisis to Prevention. Discussed briefly.

7.9 CDC – Senior Groups Newsletter (CR.25) Discussed briefly.

7.10 Oxfordshire & Buckinghamshire Mental Health NHS Partnership Trust – Foundation Trust membership. Clerk has forms available to people wishing to join. (CR23).

7.11 Ploszajski Lynch Consulting appointed by CDC to carry out a playing field survey (CR21) Clerk to return form.

7.12 Oxfordshire Playing Field Association Road shows 2007 and Newsletter – Two Councillors to attend.

7.13 Dog Waste – position on dog bins. Council proposed two bins positioned by bus stops. Clerk to write to CDC for new quotation.

7.14 Risk assessment on Financial Management & Administration. This is now an audit requirement that this is carried out as well as obtaining a competent independent person's objective view on the effectiveness of internal audit. Clerk has produced a document which is included in the Annual Report & Accounts.

7.15 Wild flowers – Proposal to populate footpaths with plants such as Primroses and Cowslips was unanimously agreed. Clerk will obtain some seeds such as Cowslip, Primrose and Poppy. Would anyone like to volunteer to plant on walks around the Parish?

7.16 Bus stops – Glasdon hanging planters. Unanimously decided against on maintenance grounds.

8. Planning

Applications:

8.1 07/00443/F The Chopping Partnership Lodge building. Spring Hill. The Parish Council commented about the building relationship to the street scene and the matching in of roof tiles to other properties.

8.2 07/00655/F 60 Fernhill Road. The Parish Council submitted comments relating to the length and height of the solid wall next to No 58, Preference that the top 300mm of glass to be of glass and same construction as conservatory and there should be a pitched roof.

Decisions:

8.3 07/00290/F 5 Fernhill Road - Granted subject to conditions (CR22)

8.4 07/00285/F 12 Willow Way – Granted.

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Conditions of Planning:

8.5 None to report

9. Correspondence

9.1 (See Appendix 1 sent & Appendix 2 rec.). Note: Clerk will issue at meeting to include up to date information)

10. Comments on last months Correspondence

None

11. Financial Matters:

11.1 Balance as of 31st April 2007: £13,330.31 less liabilities of £1,275.11 = £12,055.20

11.2 Parish Accounts for 2006 – 2007 - A copy of accounts was issued to each councillor. These showed all the balances, graphs on income and spending, reconciliations, all financial transactions, explanations, budgets & Section 127 grants These were discussed and unanimously agreed together with Section 1 – Statement of Accounts. & of The Annual Return to BDO Stoy Hayward.

11.2.1 The new Financial Administration and Risk assessment produced by Clerk was discussed, reviewed annually in accordance with procedures together with Section 2, Annual Governance Statement of The Annual Return to BDO Stoy Hayward and was unanimously voted and agreed upon.

11.3 Clerks Salary (01/04/2007 – 30/04/2007) £450.68 Cheque No: 80

11.4 Clerks Expenses £73.55 (01/04/2007 – 30/04/2007) Cheque No: 81

11.5 Hilary Hastings – correct expenses payment. £87.59 (08/11/2006 – 08/01/2007 Cheque No: 82. (Not signed as refund not yet received. See 11.6

11.6 Hilary Hastings – Cheque to BPC. Refund of incorrect payment £196.42. Not received. Clerk to write to her again requesting the refund.

11.7 External Audit by BDO. 17th August 2007. The audit form completed and signed ready for internal audit.

11.8 Internal Auditor. Proposed change to John Dovey FCCA Chartered Certified Accountant & Registered Auditor. Cost approx £200 plus VAT. Thought appropriate especially with new audit demands. Council voted unanimously to change.

11.9 Clerk wrote to Natwest regarding charges, and name change on documents. NatWest replied but will not discuss with Clerk until a new bank mandate is presented. This will now have to wait until the new Council sits on 8th May. (CR27)

11.10 Clerk has contacted insurers because schedule still included roller tumbler. Waste bins added. New quote awaited. Clerk to progress

11.11 Council agreed Membership to ORCC 2007 –2008 £20 Cheque No: 83

12. Health and Safety Matters

12.1 Play Area – Provide improvements to child security with fencing around play equipment. Chairman & Clerk have measured up & quote has been obtain for supply only of 66.17 linear meters 1.2m high bow top rail with round posts and 2m wide gate to RoSPA specification for £3000 aprox. There would be an additional installation charge. This is to be assessed at AGM with other playground proposals.

12.2 Gap in Hedge – Clerk has obtained a supply only quote for 11 linear metres of 1.8m high flat top railings with round posts in green. There will be an addition installation charge, but due to the safety implications on the gap, the council voted by a majority to proceed.

12.3 CDC The smoke –free (Premises and Enforcement) Regs. 2006 (CR.18) were discussed. The Church is aware of this according to Cllr. Roff

12.4 Broken Bench – concrete mountings and wooden rails are broken. Requires replacement. Approx cost £600. Clerk has obtained a replacement quote from Bluestone PLC. However, as the damage was thought to be vandalism, the clerk is to contact insurers.

12.5 Clerk has reported to CDC that the play area bins were not being emptied. Ref: 033700. However they now seem to be emptied fortnightly. Clerk to check frequency with CDC.

13. Any Other Business

13.1 The parking area opposite the garage seems to be permanently occupied by vehicles from the car Sales Operation. Clerk to write to Oxfordshire Highways.

13.2 The council unanimously decided to write to Maureen Hastings as she is retiring. They wish to thank her for her contributions to the community with past service on Parish, District and County Councils.

13.3 The Chairman has been invited, on behalf of the Parish Council, to attend the Opening of The Begbroke Centre for Innovation and Enterprise. (Begbroke Science Park)

14. Date of the Next Meetings:

Parish Meeting - Tuesday 8th May – 6.30pm

Signed:



Chairman. Dr Jill Durrant Date: 8th May 2007