

BLEWBURY PARISH COUNCIL

Minutes

Of the Annual Meeting of the Parish Council
held in the Vale Room on Wednesday 10th May 2017 at 7.30 p.m.

Councillors present: Mr C Lakeland (Chair), Mrs J Gibson (JG), Mr M Shayler (MS), Mrs L Inglis (LI), Mr M Penington (MP), Ms Miriam Jacobs (MJ), Mr David Lomas (DL), Mr Mark Blythe (MB), Mrs Charlotte Cameron (CC). **Also present:** Mrs Elaine de Ridder (clerk), Mr David Hollick (Lengthman), 1 member of the public.

Matters resolved:

1. Cllr Chris Lakeland was elected chair of the Parish Council and Cllr Lydia Inglis was elected vice-chair
2. It was resolved that notices should be put in the Bulletin and on the BVS Facebook page and that the clerk and the lengthman should get into contact with Rob Steele again for advice.
3. It was resolved that Biffa bin collections should be increased to weekly for the duration of the summer.
4. It was resolved that the lengthman should contact Jason Woodage for a formal quote for the work at the Play Space.
5. The annual accounts and governance statement were accepted
6. It was resolved to continue with less formal meetings and using initials in the minutes.
7. It was resolved to adopt the OALC dispute resolution policies.
8. It was resolved to approach Mr Allen in order to extend the allotment lease.
9. It was resolved to renew the motor insurance through Came and Company
10. All payments were approved.

Actions arising from the meeting	Target date
1. JG to put notice in Bulletin about BMX track	Bulletin deadline
2. MS to put notice on Facebook about BMX track	As soon as possible
3. Clerk & Lengthman to contact Rob Steele re BMX track	By next meeting
4. Clerk to increase Biffa bin collections to weekly	As soon as possible
5. Lengthman to contact Jason Woodage re the Play Space	By next meeting
6. Clerk to post audit notices on notice board and online	16 June 2017
7. Clerk & CL to customize OALC dispute resolution policies and circulate	By next meeting
8. Clerk to approach Mr Allen to extend the allotment lease.	As soon as possible
9. Clerk to renew motor insurance	As soon as possible

The meeting was preceded by a half an hour training and Q&A session re the Blewbury Neighbourhood Development Plan (BNDP) led by Nick Chancellor. The Parish Council thanked Mr Chancellor for his time and effort in preparing the session.

- 2017-05 1. To elect a chairman and vice chairman.** Chris Lakeland was elected chair and Lydia Inglis was elected vice-chair.
- 2017-05 2. To receive apologies for absence.** Apologies District Councillors Waite and Shelley and County Councillor Fox-Davies.
- 2017-05 3. To record declarations of interest.** No declarations were made.
- 2017-05 4. To approve the minutes of the Parish Council meeting held on 5th April 2017.** The minutes were accepted and signed as a true record.
- 2017-05 5. To receive the County Councillor's report.** The new County Councillor will try to attend the next meeting.
- 2017-05 6. To receive the District Councillor's report.** District Councillor Waite sent an electronic report prior to the meeting. See Annex A.
- 2017-05 7. To receive the Lengthman's report.** The report was circulated prior to the meeting. See Annex B. Further concern has been expressed about the unauthorised work at the BMX track.

Despite enquiries the Parish Council is still not sure who is responsible for the work. It was resolved that notices should be put in the Bulletin and on the BVS Facebook page and that the clerk and the lengthman should get into contact with Rob Steele again for advice. **Action: JG, Clerk, lengthman, MS.** It was resolved that Biffa bin collections should be increased to weekly for the duration of the summer. **Action: Clerk.** Resurfacing, levelling and replacement of safety matting at the Play Space were discussed. It was resolved that the lengthman should contact Jason Woodage for a formal quote for the work he can do. **Action: Lengthman**

2017-05 8. Open Forum.

Nothing discussed.

2017-05 9. Matters arising

9.1. To report back on actions arising at previous meeting. All actions were taken.

2017-05 10. Village hall redevelopment

10.1. To receive an update on the progress of the working party and fundraising. A meeting is scheduled with West Waddy and Ridge to see how savings could be made to ensure the future of the refurbishment project.

10.2. To receive a report from Macfarlanes LLP. The deadline for the response by Knowles has been extended.

2017-05 11. Recreation Ground

11.1. To receive an update from the PC representative on the BVCIC. Work has started on the plant room. Negotiations are ongoing as to a joint management structure for all the village facilities.

2017-05 12. Planning & Housing

12.1. To receive the planning committee report. See Annex C for the planning report.

12.2. To approve responses to current applications:

P17/V1042/FUL Whiteshoot Farm *Improvement to existing pig rearing enterprise at Whiteshoot Farm by the proposed erection of a Weaner building.*

Blewbury Parish Council has no objection.

P17/V1043/FUL Whiteshoot Farm *Improvement to existing pig rearing enterprise at Whiteshoot Farm by the proposed erection of a Grower building*

Blewbury Parish Council has no objection.

P17/V1001/HH Linnets, South Street *Proposed loft conversion and extension. Proposed ground and first floor extensions. Proposed new detached garage.*

Blewbury Parish Council has no objection.

2017-05 13. Finance & Administration

13.1. **To note the clerk's formal resignation. To receive an update re applications for the vacancy.** The clerk confirmed her resignation and move to New Zealand. She has given notice for the end of June. An applicant has come forward who is interested in the job and was attending the meeting.

13.2. **Accounts and audit for 2016-2017. Proposal and acceptance of annual accounts. To note the start of the period for the exercise of public rights.** To receive a report from the internal auditor. The annual accounts and governance statement were accepted. The internal auditor's report has also been circulated and recommendations noted. It was resolved to continue with less formal meetings and using initials in the minutes. The dates of the period for the exercise of public rights are 16th June to 27th July. Notices will be displayed on the notice boards and online. **Action: Clerk**

13.3. To approve payments to be made under ancillary powers and within budgeted amounts

PAYEE	Description / Power to spend	Amount
E de Ridder	Clerk's salary and expenses	£912.66
D Hollick	Lengthman's salary and expenses	£430.70
NEST (pension contribution)	Clerk's pension	£54.53
BT Payment Services Ltd	Clubhouse line rental and WIFI	£27.00
Biffa Waste Services Ltd	Waste services	£36.10
Mr A Allen	Allotment lease	£300.00

CPRE	Membership	£36.00
Came and Company	Tractor insurance	£142.24
West Garden Machinery	Tractor and mower parts	£136.57
White Horse Horticulture	Grass cutting contract for Pound and Churchyard	£200.00
Vale of White Horse District Council	Brown bin for cemetery	£37.00
Post Office Ltd	For SSE – Scout Hut electricity	£32.52
D Hollick	Machinery spares	£455.52
Ashbrook Limited	Plant Room repairs	£180.00
TOTAL		£2,980.84

All payments were approved.

2017-05 14. Risk Management

- 14.1. 05/01/17 *To receive an update on annual inspection of play areas and repairs needed. To discuss recent changes to the BMX track. To receive a recommendation for the KAP refurbishment.* The report has not been received despite the clerk reminding Mr Clark. The lengthman was happy to carry out the KAP refurbishment. Play Space repairs discussed during Lengthman's report.
- 14.2. **To receive OALC dispute resolution advice and adopt policies accordingly.** The PC resolved to adopt the OALC dispute resolution policies. **Action Clerk & CL.**
- 14.3. **To start negotiations about the extension of the allotment lease if needed.** The BVGA indicated that they would like the lease of the allotments on Mr Allen's farm to be extended for another 5 years. The lease expires in April 2018. It was resolved to approach Mr Allen in order to extend the allotment lease. **Action: Clerk.**
- 14.4. **To agree the renewal of Parish Council motor insurance.** Resolved. **Action: Clerk.**

2017-05 15. To receive an update on any issues relating to the Environment. Nothing resolved.

2017-05 16. To receive an update on any issues relating to Footways, Footpaths, rights of way and open spaces. Complaints have been received about the path leading to Bohams Road but it is the responsibility of the land owner not the PC. The PC and lengthman has been thanked for installing the bin on Bessels Way. The PC thanked Mark Shayler for donating the concrete for the base.

2017-05 17. To receive an update on any issues relating to roads, road safety and public transport. Nothing discussed.

2017-05 18. Village Hall Management Committee. *To receive an update from the VHMC.* Nothing discussed.

2017-05 19. Correspondence

19.1. **Items for information that have been circulated**

- 19.1.1. OALC update. Councillors were reminded that it was important to read this update.
- 19.1.2. Police and Crime Commissioner launches Victims First website. Noted.

2017-05 20. Any other business. *Exceptionally to deal with business received too late for inclusion in agenda.* Nothing discussed.

2017-05 21. To set the date of the next meeting. The Annual Parish Meeting will be held on 17th May 2017. The next Parish Council meeting will be on 14th June 2017.

Meeting closed 21h07

Annex A

**Blewbury Parish Council
Notes for Parish Councillors on Wednesday, 10th May 2017
from Cllr Janet Shelley & Cllr Reg Waite**

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Forthcoming Planning Committee Meetings scheduled as follows –

- Wednesday, 10 May 2017
- Wednesday, 31 May 2017
- Wednesday, 21 June 2017
- Wednesday, 2 August 2017

- Please note these dates are subject to change.

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The Vale is supporting the DROPS campaign:

Up and down the country waste collection crews witness thousands of incidents of reckless driving every month, which put them and other members of the public in danger.

These often include drivers mounting kerbs and driving on pavements in a rush to get to work, often when children are walking to school. Our waste contractor Biffa is running a campaign known as DROPS – Driving Recklessly on Pavements – to raise awareness of this issue.

The Biffa campaign includes planning routes to try and avoid making collections in busy areas at the worst times. They're also training drivers of waste collection vehicles to reduce any delays they might cause, but they're also using CCTV on vehicles to help catch offenders – Biffa are now working closely with the police to report dangerous drivers and have them prosecuted.

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Man fined for Fly-tip following Facebook waste booking

A man who accepted waste removal bookings on Facebook has been fined £500 after rubbish was found fly-tipped in Harwell.

Adrian Tarft, 37, of Wash Common, Newbury, pleaded guilty at Oxford Magistrates' Court on Tuesday 25 April to four charges in relation to breaching his duty of care under the Environmental Protection Act and one charge of transporting waste without being a registered waste carrier.

Magistrates heard how, on 21 March 2016, Environmental Health Officers from Vale of White Horse District Council received a call from a local farmer who had found rubbish, including a television, tyres and carpet, fly-tipped at the entrance to a field he owned along the A417 in Harwell.

Officers were able to trace the waste to an address in Reading where a resident confirmed that she had made the booking with Tarft who was trading as Ebony Landscapes. The resident had made the booking via Facebook after seeing an advert Tarft had placed on the social media site.

In an interview under caution Tarft admitted accepting the booking for £100 and removing the waste without being licensed to do so, but denied dumping the rubbish. He claimed that an associate had his van at the time the fly-tip took place but declined to identify the person allegedly responsible.

In court Magistrates fined Tarft £500 and ordered him to pay the council's £1,886 prosecution costs.

Paul Holland, Environmental Protection Manager at Vale of White Horse District Council, said: "By law anyone being paid to transport waste must be registered to do so and have a record of what the rubbish is and where they've taken it.

"If you book a waste collection you also have a legal responsibility for checking that it's taking place legally, so please double check any references, and ask to see documentation, before you hand any money over."

If you see a fly-tip on public land in the Vale of White Horse please report it to Reg or Janet or by calling 03000 610 610 or email admin.vale@biffa.co.uk

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New alerts app from Thames Valley Police:

Thames Valley Police has recently launched the "Thames Valley Alert" app which sends residents phone notifications about the latest policing alerts in their area.

The app can send targeted messages based on geographical location as well as messaging preferences, about specific information, warnings and advice relevant to that location. It also offers a number of other features, including quick location of the closest police station, and also provides the latest Thames Valley-wide news.

The app is free to download on iPhone and Android by visiting the Apple store or Google Play and searching 'Thames Valley Alert'.

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Landlords respond positively to housing team's forum:

The Housing Team received good positive feedback following their Landlords Forum which took place last month.

The event was part of our ongoing effort to attract more landlords to sign up to White Horse Lettings, our service dedicated to providing housing for families on low income.

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Extra garden waste week:

The Val's garden waste customers can leave an extra bin of garden waste out for collection on their normal collection day in the week beginning 15 May. The extra waste should be left out in an open box or bag.

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Annual compost giveaway:

Every year, we give away a lot of compost created from our garden waste service. This year, the giveaway takes place on the weekend of 13-14 May –

- Saturday, 13 May – 9am – 11am at the old South Oxfordshire District Council car park in Crowmarsh, and
- Sunday, 14 May – 9am – 11am at Rye Farm car park, Abingdon

The giveaway is on a first come, first served basis for residents who come along with their box, bag or container – and a shovel!

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Vale Statement of Community Involvement (SCI):

We have published the final version of the Statement of Community Involvement (SCI) adopted by Cabinet in December 2016. This document is available on our website and replaces the existing SCI previously adopted by the council in December 2009.

The SCI is a code of practice that shows how and when we will involve different groups, organisations and our communities when we produce our planning documents, including our Local Plan. It also sets out how we will involve people when we assess and decide on planning applications for development.

For any questions about SCI please contact planning.policy@whitehorsedc.gov.uk

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Vale Community Infrastructure Levy Examination Hearing:

The Community Infrastructure Levy (CIL) Examination Hearing went well and was completed on Wednesday, 19 April. We expect to hear the result from the Inspector around June.

Further information is available on the CIL Examination page on our website.

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Grant schemes open:

A reminder that the first round of New Homes Bonus and Capital grants are open for applications closes on 15 May.

For more details visit the website Festivals, New Homes Bonus, Capital Gains.

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JS & RWW 10 May 2017

Annex B
LENGTHMAN'S REPORT
APRIL 2017

Footpaths

All in good order some hedges growing over a bit on Moreton Path.

Cemetery

All OK except for rabbit digging!

TFF & Car Park

No issues

Play Areas

TFF area still has exposed matting issue but otherwise is all OK.

KAP area is in good order but needs a paint up.

BMX track. I have been in touch with Rob Steele (our skate park & BMX expert) who will come and have a look at the 'earthworks' when he is next in the area and let us know the safety aspects.

There seems to have been more activity but I have not been able to 'catch' anybody. The track has been covered in part by pieces of carpet and large clods of earth thrown all over the grassy areas. It looks an absolute 'tip' and I am not sure if it is at all safe for use!!

We need to find out who is using it ASAP.

Recreation Ground

No issues. Cricket club has now set out its playing area.

Buildings

No issues

Equipment

All hand equipment has been overhauled and in good condition.

Tractor has a couple of mounting brackets to be replaced. These are on order from Farol.

Annex C

Planning report for Parish Council – June 2017

Planning Applications

All Blewbury planning applications, decisions and Parish Council responses, including items under consideration, can be found in the 'Parish' section of the Blewbury website

(<http://blewbury.co.uk/parish/planning/>), which is updated once a week. Links are also provided to the main Vale Planning site, where full details can be obtained.

Responses from the Parish Council:

P17/V0334/FUL Land at Pound Furlong London Road

Development of a new 2 Bedroom Chalet Bungalow with dormer features.

The Council has received a planning application amendment (no. 1), including further information on turning and visibility. Parish Council objects, as previously.

P17/V1042/FUL Whiteshoot Farm

Improvement to existing pig rearing enterprise at Whiteshoot Farm by the proposed erection of a weaner building.

Parish Council has no objections.

P17/V1043/FUL Whiteshoot Farm

Improvement to existing pig rearing enterprise at Whiteshoot Farm by the proposed erection of a Grower building.

Parish Council has no objections.

P17/V1001/HH Linnets, South Street

Proposed loft conversion and extension. Proposed ground and first floor extensions. Proposed new detached garage.

Parish Council has no objections.

P17/V0883/FUL King William House London Road

Erection of a 3 bed detached dwelling with integral garage on land adjacent to King William House.

Parish Council objects. The use of close board fencing to form boundaries, especially those along highways, is contrary to policy P9 of the adopted Blewbury Neighbourhood Development Plan. (P9 Natural Environment - where possible, boundaries should be native or wildlife-enhancing hedgerows. Fencing and walls should reflect traditional rural styles; high fences or walls restricting views are discouraged.) Council is aware that the existing boundary hedge is overgrown. The preferred solution would be for a natural boundary which could be achieved by reducing the size of the existing hedge, or by replanting a new hedge at an appropriate height.

Council is also aware that previous planning decisions are material. An unopposed application for a two bedroom dwelling was granted in the past; in terms of mass within the plot, a two-bed dwelling remains Council's preference for this site.

Decisions from the District Council:

P17/V0677/HH The Gables, Bessels Lea

Single storey rear extension

Granted.

P17/V0552/FUL Blewburton Barns Hagbourne Road Aston Upthorpe

Proposed extension to north of existing workshop

Granted.

P17/V0602/HH 11 Westbrook Green

Two storey side and first floor extension, and internal alterations.

Granted.

P17/V0629/HH Mandalay, Westbrook Street

Extensions and alterations to existing dwelling to provide additional living accommodation and first floor bedrooms.

Granted.

P17/V0512/FUL Land adjacent to nos 4 & 5 Westbrook Green 4 Westbrook Green Erection of three bedroom detached dwelling

Refused.

P16/V2290/FUL Blewbury Methodist Church, Chapel Lane

Full planning application for the change of use from place of worship (class D1) to one bedroom residential dwelling (class C3), including demolition and rebuilding of rear extension. The provision of a single parking space and associated works.

Granted.

Enquiries regarding planning in the parish may be sent to blewburypc@gmail.com