

**MINUTES OF MEETING OF BRILL PARISH
COUNCIL HELD ON TUESDAY 19TH JUNE 2018 AT BRILL
MEMORIAL HALL AT 8.00 PM**

**Present Cllr Newman, Cllr Cadle, Cllr Bugey, Cllr Turner, Cllr
Hamilton, Cllr Fisher, Cllr Edmonds and 2 members of the public.**

- 018/103 To receive and accept the apologies for absence – Cllr Macpherson (B.C.C.)**
- 018/104 Any Declarations of Interest – Cllr Turner Item 018/106 Cllr Cadle 018/106
Cllr Edmonds 018/111 and Cllr Hamilton 018/107.3**
- 018/105 To approve the minutes of the previous meeting - Approved**
- 018/106 Planning
18/01317/APP - BRILL19 Temple Street Brill Buckinghamshire HP18 9SU
Conversion of games room to ancillary accommodation (Retrospective)
No objections**

Full Application sent to Oakley Parish Council

Alleged unauthorised:

- 1) siting of a touring caravan**
 - 2) installation of a hard standing - 16/00340/CON3**
- Alleged unauthorised erection of 2 metre high fence adjoining the highway
Land Off Brill Road Oakley Buckinghamshire - 17/00200/CON3**
- 18/01731/APP - Retrospective application for
consent to cover part of site in granular hard
surfacing using asphalt scrapings.**
- 18/01732/APP - Retrospective application for
the erection of a 1.8 metre high lapboard
timber fence to north west front boundary.**
- 18/01735/APP - Retrospective application for
temporary permission for a period of five
years to site and use a single touring caravan
on the land limited to the period between and
inclusive of April and September each year
Land Off Brill Road Oakley
Buckinghamshire**

PC to issue comments by the- 21st June 2018

This will highlight the number of planning contraventions.

Clerk to circulate a summary for submission.

18/01038/ALB/APP MINOR AMENDED PLANS

The Old Plough 35 Windmill Street Brill Buckinghamshire HP18 9TG

Single storey rear extension.

Amendments/additional details have been submitted in relation to this application.

A summary of the revisions can be viewed one line

**We do not feel that it would be appropriate to undertake a further round of
consultation as the amendments are minor in nature**

018/106.1 Decisions Received – May - None

- 018/106.2 Enforcement Issues**
Land off Brill Road Oakley– See items 018/106 and 018/115
1 Godfrey Close Brill – Planning committee meeting confirmed - 12.07
Cllr Hamilton and possibly Cllr Fisher will attend and read a statement provided by Cllr Newman prior to the meeting. Action Cllrs Hamilton, Newman and Fisher Clerk to also finalise date and time and communicate the agenda for the meeting.
Land west of Thame Road – Enforcement have been asked to take action on the unauthorised use of the land **Action Clerk to chase**
- 018/107 Common Land**
- 018/107.1 Track across The Green – Cllrs debated stobbs at the opposite side of the track preventing vehicles turning in from Thame Road.**
They were unanimous that the stobbs in place prevented the cut through from The Green to Thame Road were sufficient and no further stobbs were required.
Action Clerk to advise
- 018/107.2 The Walks**
Cllr Bugey advised that the fence had not been repaired. Cllr Turner to chase.
The benches have been purchased by the Walks Committee who will organise the installation.
The water in the pond has depleted as a result of the neighbouring willows. This has been a feature of the area for some time and there are no plans to remove the willows
- 018/107.3 Hill House 16 South Hills – Senior planning Officer (B.C.C.) confirmed the deeds for 16 South Hills depicting land within the property’s boundary is not common land.**
- 018/108 Tennis Court/ Multi surface area – Cllr Bugey would like a price for printing information about the online survey. 200 – A5 fliers and 10 A- 4 posters.**
Action Clerk
- 018/109 Village Website – Cllr Hamilton will confirm the domain and Cllr Fisher and the Clerk will arrange to meet to create and populate the website.**
- 018/110 GPDR - (Data prepping) - Work continues on the following and will include the requirements for the website.**
- 1. Nominate a Cllr to manage the implementation of GPDR – Cllr Fisher**
 - 2. *Carry out a data audit - Clerk**
 - 3. Identify and document a lawful basis for processing data (includes erasing personal data and building in extra protection for children)**
 - 4. Check that the processes meet individuals new rights**
 - 5. Know how the deal with a subject access request (a request for information)**
 - 6. Review how to get consent to use personal data**
 - 7. Update policies and notices to confirm GPDR compliant**
 - PC specific emails w/e/f 7th May 2018
 - 8. Websites/Social media – Control access to a restricted area**
 - 9. Appoint a data protection officer – Not required**
 - 10. Include information in the PC’S risk assessment – Updated Clerk**
- 018/111 Playground – The Clerk contacted 3 companies to get prices for sand blasting and priming the metal work on some of the playground apparatus:**
Full Blast – Declined to quote

Blast away Ltd £2500 + VAT

JMP Blaster - £2250 + VAT

Cllr Turner had also demonstrated to the clerk, prior to the meeting, how to remove the rough paint work with an electric sander. He also stated that he could possibly source a contractor to carry out the work and to include final paint finish would cost approx. £800 +materials (2 men, 2 days)

Having presented all three options the Cllrs were unanimous in their decision to use a fully insured contractor with appropriate tooling to carry out the work.

Action Cllr Turner

Action Clerk to advise

- 018/112 * Standing orders – No further comments received, clerk to update accordingly and circulate final copy ahead of the meeting in July. Action Clerk**
- 018/113 * Risk Assessment – All items in red were addressed and will be updated for final review in July. Action Clerk**
- 018/114 * Noticeboard – All Cllrs agreed the required £400 spend, the design will be approved by all relevant parties. Action Clerk**
- 018/115 * To review the Correspondence Report**
- Residents summary - Oxfordshire and Cambridgeshire expressway
 - New Homes Bonus – Code of conduct – the new requirements will be adopted and included in the standing orders and risk assessment
 - Resident – Drones – The use of drones cannot be prohibited or policed. The Parish will display a polite notice in the new noticeboard asking for users to refrain from doing so on the common.
 - HLS – Receipt for application – Issues with signatory at Rural Payments Agency – Action Clerk
 - NHS – Pharmaceutical regulations – Brill Parish falls outside of the boundary. No further action required.
 - Oakley PC – Bicester Community bus – Brill Parish Council will offer financial support for 12 months. Notification of this will be placed in BW News with the key message ‘Use it or lose it’
 - Suggested response to Land off Brill Road Oakley planning app – Clerk to draft Brill PC’s response detailing the contraventions to planning as stipulated here.
 - Senior Mapping Officer – 16 South Hills – Item 018/107.3
 - Allan Jones – Queried property/allotment boundary – referred to AC Trust
- 018/116 * To review the report of Outstanding Parish Council Issues
Clerk to circulate dates for Cllr Walkabout**
- 018/117 * To review the report of Repairs, Defects and Queries
Clerk to report pothole on Muswell Hill**
- 018/118 Requests and Permissions – 1st Brill Scouts – Erect scaffold for roof repairs**
- 018/119 Report on meetings attended by Councillors
The minutes for the hall committee meeting were circulated prior to the meeting.
Cllr Edmonds will chase up the fire safety certificate and supporting requirements as a matter of urgency. Action Cllr Edmonds**

018/121 Receipts and Payments

Receipts – June

Santander

35.67 Interest

It was proposed by Cllr Turner and seconded by Cllr Hamilton that the following payments be approved. Carried unanimously

Payments - June

Bins	G Govier	20.00	Emptying Playing Field/Windmill
	G Govier	95.00	Clearing paths/play area
	BT	55.47	Telephone Charges
	E.O.N.	347.24	Street Lighting
	Lesley Shaw	583.00	Clerk salary
	Lesley Shaw	9.90	Plate hangers
	Brill Memorial Hall	174.33	Office rent
	Playdale	177.07	Swing seats
	Robert Timms	210.00	Labour and materials play area
	Bucks playing field association	20.00	Annual subscription
	Oxford Ironmongery	76.80	Clasp and padlock – Stobb
	Colin Bugey	14.39	Commander fuel
	Tim Patrick	19.80	Fuel
	Peter Davis	101.93	O/S Balance Walks bench
	<u>Late invoices received prior to the meeting</u>		
	Aspire Community Works	880.00	Grass cutting – April/May
	Robert Timms	110.00	Components/labour to fix playground roundabout

Meeting closed at 10pm