

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs A Riseley, Glebe Farm House, Burford Road, Brize Norton OX18 3NX
Telephone: 01993 846648 E-mail: clerk@brizenortonparishcouncil.co.uk

26th April 2019

To the Members of Brize Norton Parish

The next meeting of the Brize Norton Parish Council is to be held at **7.30pm on Monday 13th May 2019** at The Pavilion, Station Road, Brize Norton. Members of the public and press are welcome to attend. Members of the public may make representations to the council under item 3d and 3e according to the Council's Standing Orders.

Alison Riseley - Clerk to Brize Norton Parish Council

Agenda

- 1) **Apologies:** to receive apologies
- 2) **Resignation and Re-election:**
Councillors will retire after the last elections and new councillors will be appointed to the Council
 - 2.1 To elect the Chairman
 - 2.2 To elect the Vice-chair
- 3) **Declarations of interest**
 - 3.1 Register of interests: Councillors are reminded of the need to update their register of interests.
 - 3.2 To declare any pecuniary and other interests in items on the agenda and their nature.

After a brief adjournment the council meeting will convene with

- 4) **Minutes:** To approve the minutes of the last meeting of the Council on 1st April 2019
- 5) **Public Participation**
- 6) **District and County Councillors' reports** for information only
- 7) **Record of Councillor's meetings.**
- 8) **Committee reports**
 - 8.1 Cllr Goble - Neighbourhood Plan Steering Group: Neighbourhood Plan update
 - 8.2 Cllr Campion/ Squire/ Goble – Brize Meadow update
 - 8.3 Cllr Goble – Highways: Traffic and speed progress in Brize Norton
- 9) **Discussion and Decisions**
 - 9.1 Cllr Way – To adopt Standing Orders
 - 9.2 Cllr Way – To adopt Financial Regulations
 - 9.3 Cllr Way – To review land and assets including building and office equipment
 - 9.4 Cllr Way – To approve the Council's Insurance Policy
 - 9.5 Cllr Way – To approve the Council's Discipline and Grievance Policy
 - 9.6 Cllr Way – To approve the Council's procedures for handling requests made under the FOI Act 2000
 - 9.7 Cllr Way – To adopt the Risk Management Schedule
 - 9.8 Cllr Way – To adopt the Council's Equal Opportunities Policy
 - 9.9 Cllr Way – To adopt the Council's Training and Development Policy
 - 9.10 Cllr Way – To adopt the Council's Homeworking Policy
 - 9.11 Cllr Way – To adopt the Council's Dignity at Work Policy
 - 9.12 Cllr Way – To agree the Council's meeting schedule up to the next Annual Council Meeting
 - 9.13 Cllr Way – To agree the agenda for the APM on Tuesday 22nd May
- 10) **Progress Reports**
 - 10.1 Handyman applications
- 11) **Planning** – review of planning applications and progress on outstanding applications (on attached appendix).

12) **Finance**

12.1 To consider payments to be made (on attached appendix)

12.2 To examine the bank accounts (income and expenditures) during April

12.3 To consider and sign the Annual Return (AGAR 3)

13) **Other correspondence to note** (clerk to alert councillors to any specific concerns)

14) **Councillor's reports and items for future agenda including items for website**

15) **Date of next meeting** Monday 3rd June 2019 at The Pavilion at 7.30pm

AGENDA ITEM 11

NEW PLANNING APPLICATIONS:

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PENDING PLANNING DECISIONS

19/00577/HHD	Mr D Bond Kielder, 48 Station Road, Brize Norton	Erection of a two-storey rear and first floor side extension. Construction of a detached garage. Registered: 18th April 2019 Respond by: 9 th May 2019 Under Consideration
19/00792/FUL	Mr Higgs, The Old Vicarage, Carterton Road, Brize Norton	Erection of dwelling with vehicular access via Carterton Road Registered: 5 th April 2019 Under consideration
19/00105/RES	Mr Andrew Winston Land East of Monahan Way Carterton	Reserved Matters application for Phase 1B comprising of 144 dwelling and associated landscaping, highway, drainage and infrastructure at Land East of Monahan Way, Carterton. Registered: 14th January 2019 Respond By 14th February 2019
17/02058/FUL	A K Timms 80-83 Station Road Brize Norton	Change of use of part of builder's merchants' yard (class use A1) to café (class use A3) AMENDED Registered 13th July 2017 Awaiting Decision
18/01737/CM	Burford Quarry Burford Road Brize Norton OX18 3WN	Section 73 application to continue the development permitted by 15/04043/P/CM (extension to factory building) without complying with condition 3 in order to change the end date of the development from 9 January 2034 to 31 December 2035 with restoration by 31 December 2036 in accordance with Plan No: B30/SSB/3/18. Updated Registered 6th June 2018 Awaiting Decision

18/03047/S73	Mr W Benbow Grange Farm Burford Road Brize Norton	Non-compliance with condition 3 of planning permission 17/00154/FUL to allow revised plans (Retrospective) Registered: 13th October 3018 Awaiting Decision
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DECIDED PLANNING DECISIONS:

19/00529/HHD	Dr Greene The Priory Manor Road Brize Norton	Erection of conservatory to front elevation. Registered: 22nd February 3019 Decision: Approve 17th April 2019
17/01394/FUL	Lagan Homes (agent West Waddy LLP) Land South Upper Haddon Station Road Brize Norton	Erection of 41 residential dwellings to include up to 35% affordable homes, new access and associated works (AMENDED PLANS) Registered 38th April 3017 Under consideration Decision: Finally disposed of
18/03487/FUL	Mr & Mrs A Shipway Kilkenny Farm Kilkenny Lane Brize Norton	Conversion of stone barn into annex. Registered: 13th December 3018 Under Consideration Decision: Approve 6th Feb 2019

AGENDA ITEM 12.1

ORDERS FOR PAYMENT:

101362	£70.00	TCG Advertising	Village Bash leaflets
101363	£5727,30	Portus & Whitton	Landscape Character Assessment
101364	£356.00	McCracken	Grass Cutting April
101365	£65.20	AK TIMMS	Soil etc for trees and dog sign
101366	£523.65	Alison Riseley	April Wage
101367	£121.40	Terry Hinchly	April Wage
101370	£		
	£6,863.75	TOTAL	

PAYMENTS RECEIVED

19/3/19	£272.61	BNS&SC	Water reimbursement
25/3/19	£315.13	Elder Bank Hall	Water reimbursement
10/4/19	£10,712.00	WODC grants	
	£11,299.74	TOTAL	

AGENDA ITEM 12.2

GENERAL INCOME & EXPENDITURE

		£	
Balance	01/04/2019	9,994.02	
Less o/standing cheques		£	-
Add o/standing lodgements		£	-
		£	
		<u>9,994.02</u>	

Receipts		£10,712.00	
		£	
Payments		9,143.52	
Plus Transfers			
Balance	18/04/2019	<u>£11,562.50</u>	

		£	
Plus o/standing cheques		<u>6,863.75</u>	
Cash in Bank	18/04/2019	<u>£18,426.25</u>	

Current Account	18/04/2019	£18,285.93	140.32
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RESERVES INCOME AND EXPENDITURE

Balance 1/4/2018		£29,700.00	
Plus Receipts			
Less Transfers			
Current Reserves		<u>£29,700.00</u>	

AVAILABLE FUNDS

General Funds		£11,562.50	
WODC Reserves		<u>£29,700.00</u>	
TOTAL FUNDS		<u>£41,262.50</u>	

AGENDA ITEM 13

Monthly Correspondence – 1 to 30 April 2019

OFFICIAL CORRESPONDENCE:

- a) Barclays statement
- b) Handyman application forms
- c) allotment contracts and cheques

E-MAILS CIRCULATED IN MONTH

HMRC - 4/4, 5/4, 8/4, 11/4, 12/4, 15/4, 23/4, 25/4, 29/4, /4
Healthwatch Oxfordshire – 12/4, 26/4, /4, /4 (→ WW)
ICO newsletter – 4/4
LG Inform – /4
Oxfordshire Community and Voluntary Action – /4, /4, (→ WW)
Oxfordshire Clinical Commissioning Group – Talking Health - 15/4, /4, /4 (→ WW)
PCS – UK – 2/4, 16/4, /4
PSE – 1/4, 2/4, 12/4, 12/4, 12/4, 15/4, 23/4, 26/4, 29/4, 30/4, (not circulated)
PSN – /4,
PULSE -
Police and Crime Commissioner – 6/4, 15/4, 18/4
Rural Services bulletin (not circulated) - 2/4, 9/4, 16/4, 24/4, 30/4
Rural services seminar-, Rural opportunities - /4, Rural Housing - /4, Rural Vulnerability /4 Rural Funding 3/4,
/4, Older People - /4, Seminar – /4, (not circulated),
SLCC Membership – 5/4, /4, /4, /4
The Office of the Police commissioner – /4
Twitter – /4,
Wychwood Forest Project - /4, /4

- 1/4 Carolyn Peach – letters of explanation
- 1/4 Debbie Merriman - invoices
- 1/4 Rebecca Bacon – potential meeting
- 1/4 Nicholas Field-Johnson – BNPC Summons April 1st
- 1/4 Denise Sadler - allotment
- 1/4 Fred Bellenger – David’s allotment
- 1/4 McCracken & sons - Accounts
- 1/4 Carolyn Peach – month 12 wage to the clerk
- 2/4 Scott Lawrence – Meetings and contracts
- 2/4 Sgt Steve Spencer – UK armed forces Parachuting
- 2/4 Jackie – Bellenger – AKTimms invoices
- 2/4 Government Gateway – confirm your e-mail address
- 3/4 Recreation @ bampton – UK armed forces parachuting
- 3/4 Christine Knight – BNPC allotment contract
- 3/4 Amy Robinson- Brize Norton allotments
- 3/4 Pat Bliss – BNPC (emergency Plan)
- 3/4 Dean Powles – re: populus quote
- 3/4 Cllr Nick Field-Johnson – road direction signs
- 3/4 Nasreen Ullah – serious litter problems
- 3/4 Sota Gallery – gates
- 3/4 Tim Gush – UK Armed forces Parachuting

3/4 Fred Bellenger – Allotments
3/4 Keith Butler – Councillor resignation
4/4 Terry Hinchly – To Do List
4/4 Robert Courts MP – Community newsletter
4/4 Lorraine Horne – The Oxford Museum
5/4 OALC training – Risk management
5/4 Planning @westoxon – planning application 19/00792/FUL
5/4 Nasreen Ullah – litter Education
6/4 Fred Bellenger - allotments
7/4 Amy Robinson – Brize Norton Allotments
8/4 Sian Edwards – litter education
8/4 Nicola Brooks – WODC/ Publica Group – remittance advice
8/4 Lisa Choi – annual monitoring report
9/4 Stephen Hookham – Annual Parish Meeting
9/4 Nasreen Ullah – Reporting of Overflowing bins
9/4 Dean Powles – Populus Quote
9/4 Kyles Anderson – Drone Poster
10/4 McCracken & Son Ltd – Grass Cutting Contract
10/4 McCracken & Son Ltd – First Grass Cut
10/4 Andrew Smith WODC – PRESS RELEASE: Rallying Call for teams to take part in club games
11/4 Terry Hinchly - timesheet
11/4 Cathy Pilling - Defibrillator
14/4 Lindsey Stevenson – Burford Surgery
15/4 Calum Ennis – Local Authority Parking
15/4 Terry Hinchly – Maintenance Person
15/4 Kyle Anderson – Mail Boxes
16/4 Janine Sparrowhawk - CiLCA
16/4 Keith Masters – Shilton Park RA
16/4 Jenny Philpott – allotments in Brize Norton
17/4 Keith Butler – Brize Norton PC
17/4 Planning @westoxon – planning application 19/00577/HHD
17/4 Rex Pritchard – village handyman
17/4 Fred Bellenger – abandoned tree
17/4 OALC – please nominate a councillor
18/4 Daren Riseley – Who owns the Counrty?
18/4 Alastair Eykyn – wasps nest on Kilkenny Lane
20/4 Diane Davies – Elder Bank Hall
21/4 Philip Dolphin – Brize Norton Parish Council Village Maintenance Position
22/4 Terry Hinchly – Populus Tree
22/4 Andy Ball – Sports and Social Club
23/4 Terry Hinchly – populus tree
23/4 Brize Norton Pre-school – tennis courts
23/4 Tim Gush – Sport & Social club
23/4 Oxfordshire Fire and Rescue – media publications
24/4 OALC – training - allotments
25/4 Tim Gush – Sports & Social club
25/4 Sue Calcutt – Parish Meeting
25/4 Communications WODC – PRESS RELEASE: Get ready for the European Election on 23rd May
25/4 Gordon Grant - Allotments
25/4 Oxfordshire Playing Fields – OPFA newsletter Spring 2019
25/4 Andrew Smith WODC – PRESS RELEASE: New Artificial pitch for leisure centre
26/4 Robert Courts MP – Community news

26/4 LG Inform – newsletter example project using the API
26/4 OALC – OALC April update for member Councils
26/4 SLCC Membership – news bulletin
27/4 Mrs Tina Claridge – lights on Chapel Hill
29/4 Oxon SA – AGAR Part 2 – technical issue
29/4 Communications OCC – recycling waste centres
29/4 Terry Hinchly – jobs left to do
30/4 Shillbrook Stationery - printing
30/4 SLCC - Conference
30/4 Active Places – Sport England
30/4 Peter Faulkner – Bloor Homes Flyer
30/4 Dave Rayner - Scope
30/4 Carnegie UK Trust
30/4 Pete Dunford – BN village handyman
30/4 Terry Hinchly - timesheet

(↔) = ongoing discussion or linked communication

(→) = forwarded to relevant contact

(←) = replied