

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

25th June 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 1st July 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) **Declarations of interest** (Councillors are asked to declare an interest regarding items on the agenda this evening)
- 3) **Minutes:** To approve the minutes of the last meeting of the Council on Monday 4th February 2019
- 4) **Public Participation**
- 5) **District and County Councillors' reports** for information only.
- 6) **Record of Councillor's meetings**
 - 6.1 Cllr Way attended the Emergency Plan Meeting (WODC/OCC) on Thursday 13th June
- 7) **Committee reports**
 - 7.2 Cllr Goble - Neighbourhood Plan Steering Committee: Neighbourhood Plan/
 - 7.3 Cllr Campion/ Squire/ Goble – Brize Meadows detailed planning sub-committee:
 - 7.4 Cllr Goble – Highways Committee: Traffic and speed progress in Brize Norton/ OCC Highways
- 8) **Discussion and Decisions**
 - 8.1 Cllr Way – To discuss the formation of a working group for the Elder Bank Extension.
 - 8.2 Cllr Way – To adopt new policies
 - 8.3 Cllr Glazier– To discuss the handyman hours
 - 8.4 Cllr Way – To discuss the BNPC response to the broken headstone in the churchyard
- 9) **Progress Reports**
 - 9.1 Cllr Campion – Church car park
 - 9.2 Cllr Glazier – WWII letters
 - 9.3 Cllr Squire – Renewal of contract with BNS&SC
- 10) **Planning** – review of planning applications and progress on outstanding applications (on attached appendix).
- 11) **Finance**
 - 11.1 To consider payments to be made (on attached appendix)
 - 11.2 To examine the bank accounts (income and expenditures) during June
- 12) **Other correspondence to note** (clerk to alert councillors to any specific concerns)
- 13) **Councillor's reports and items for future agenda including items for website**
- 14) **Date of next meeting** Monday 2nd September 2019 at The Pavilion at 7.30pm

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

--	--	--

PENDING PLANNING DECISIONS

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 5th 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: 12th October 2018 Awaiting Decision

DECIDED 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: 9th May 2019 Decision: Approve 17th June 2019
19/00792/FUL	Mr Higgs, The Old Vicarage, Carterton Road, Brize Norton	Erection of dwelling with vehicular access via Carterton Road Registered: 5th April 2019 Application Withdrawn 12th June 2019
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 Decision: Approve 5th June 2019

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

101373	£170.00	Shillbrook Stationery	Newsletter June
101374	£40.00	ICO membership	
101375	£356.00	McCracken and Son	Grass cutting
101376	£210.00	Crescent Accountancy	Internal audit
101377	£85.00	TCG	LCA & VCA documents
101378	£90.15	WODC	Election administration costs
101379	£102.00	OALC	Chairmanship course
101380	£36.00	TCG	WW1 letters
101381	£43.00	SLCC	Membership renewal
101382	£394	Alison Riseley -clerk	June wages
101383	£129 (TBC)	Kyle Anderson - website	June wages
101384	£18.99	Karen Jefferies	Replacement pot deduct from next McCracken bill
101385	£57 (TBC)	Gary Jarvis - handyman	June wages
101386	£250	SLCC	Clerk's CiLCA qualification
	£1981.14	TOTAL	

PAYMENTS RECEIVED

03/6/19	2,662.44	HMRC	VAT rebate
14/6/19	118.80	WODC	Interests on investments
	£2,781.24	TOTAL	

AGENDA ITEM 11.2

GENERAL INCOME & EXPENDITURE

		£	
Balance	01/04/2019	9,853.70	
Less o/standing cheques		£	-
Add o/standing lodgements		£	-
		£	
		<u>9,853.70</u>	

		£	
Receipts		14,909.99	
		£	
Payments		10,506.82	
Plus Transfers			
		£	
Balance	18/06/2019	<u>14,256.87</u>	

		£	
Plus o/standing cheques		<u>8,227.05</u>	
		£	
Cash in Bank	18/06/2019	<u>22,483.92</u>	

Current Account	18/06/2019	£	22,365.12
-----------------	------------	---	-----------

118.80 interest paid on investment accts

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		14,256.87	
		£	
WODC Reserves		<u>29,700.00</u>	
TOTAL FUNDS		<u>43,956.87</u>	

AGENDA ITEM 13

Monthly Correspondence – 1 to 24th June 2019

OFFICIAL CORRESPONDENCE:

- a) Barclays statement
- b) PSE newsletter
- c) SLCC membership renewal

E-MAILS CIRCULATED IN MONTH

Civic Voice – 3/6
HMRC - 3/6, 6/6, 13/6, 14/6, 19/6, 21/6, 24/6, 25/4, 29/4, /4
Healthwatch Oxfordshire – 14/6, 24/5, /4, /4 (→ WW)
ICO newsletter – 6/6
LG Inform – 21/6
Oxfordshire Community and Voluntary Action – /4, /4, (→ WW)
Oxfordshire Clinical Commissioning Group – Talking Health - 20/5, 24/5, /4 (→ WW)
PCS – UK – 10/6, 17/6, /4
PSE – 3/6, 4/6, 6/6, 7/6, 7/6, 10/6, 11/6, 13/6, 18/6, 19/6, 20/6 (not circulated)
PSN – /4,
PULSE -
Police and Crime Commissioner – 11/6, 21/6, 18/4
Rural Services bulletin (not circulated) - 4/6, 11/6, 18/6, 20/5, 30/4
Rural services seminar-, Rural opportunities - /4, Rural Housing - /4, Rural Vulnerability /4 Rural Funding 2/5,
/4, Older People - /4, Seminar – /4, (not circulated),
SLCC Membership – 7/6, 17/6, 20/6, /4
Sport England – 7/6
The Office of the Police commissioner – /4,
Wychwood Forest Project - 19/5, /4

1/6 Kyle Anderson - Timesheet
1/6 Terry Hinchly - Handyman
1/6 Nicholas Field-Johnson – NPC meeting on Monday 3rd June
1/6 Jefferies - invoice
1/6 Alex Postan – BNPC meeting on Monday 3rd June
2/6 Rex Pritchard (Gary Jarvis) - BNPC
2/6 Gary Jarvis – BNPC handover
3/6 Cats Abbey – Gary Jarvis
3/6 George Gould-Bishton – payroll 2 revised
3/6 Rebecca Bacon – BNPC
3/6 A. K. Timms - invoice
3/6 David Smith – model 2019
2/6 Jeremy Briars – Lease of land between Christchurch College and BNPC
2/6 **Dr. Phil Holmes – St. Britius' Churchyard**
4/6 CILCA – unit marked
4/6 **Paul Claridge – Proposed Traffic Calming**
4/6 McCracken – Invoice 8988
4/6 McCracken – Broken Pot
4/6 WO Planning Policy Consultation
5/6 Katie Parr – sewer repair on the Recreation ground
5/6 Keith Stenning – Traffic sensitive Streets

5/6 OALC - Traffic sensitive Streets
6/6 Lorraine Horne The Oxfordshire Museum
6/6 Charlotte Cadman – BNPC Air Ambulance clothing bins
7/6 OALC – General Meeting
7/6 Nadia Brown – Clean Slate
7/5 Lorraine Horne – The Oxfordshire Museum
7/5 Tim Gush - fwd
7/5 WODC – PRESS RELEASE: Wheelchair team tops sports awards
7/5 Terry Hinchly – P60
7/5 Nicholas Field-Johnson – issues with speeding traffic
7/6 Burford Pre-school - Gary Jarvis
8/6 David Rayner - Scope
8/6 Karen Jefferies- memorial pot
9/6 Zurich Insurance – renewal documents
10/6 Christian Mauz – Consultation
10/6 CFO AGM
10/6 Mark Artus – preparing for 9th July
10/5 Nicholas Field-Johnson – preparing for 9th July
10/5 Mark Artus – Grass verge
11/6 Gary Jarvis – Payroll enrolment form
11/6 Andrew Winstone – Post Meeting Supplemental Comments
11/6 Kyle Anderson - Website
12/6 Tim Gush – Village Green Bash – Bloor Raffle
11/6 Amy Watson (Wheaton PC) – Grant application policy
12/6 Adam Kepple-Green (Knutsford PC) - Grant application policy
12/6 Phil Whitfield – Traffic Sensitive Data
12/6 Clare Doody – BN Show Homes
12/6 Gary Jarvis – Payroll enrolment form
12/6 Dick Tracey – Defibrillator training
12/6 McCracken – Damaged headstone
12/6 Tom Wattlesworth – parish newsletter
13/6 Sue Hunt – CFO AGM attendance
13/6 Debbie (Colden Common PC) – grant awarding policy
15/6 Robert Courts MP - Newsletter
15/6 OALC Events booking
17/6 Keith Butler – Parish Council Elections 2018 invoice
17/6 Diane Davies – Emergency Plan
17/6 Tim Gush – Emergency Plan
17/6 Chris Woodward – Councillor for Brize Norton
17/6 Christian Mauz – Consultation – Carterton Road
17/6 Nicholas Field-Johnson – FYI Consultation – Carterton Road
17/6 Katie Parr – RE:0012 38MSJN Access required OX18 3QA
17/5 Nicola Brooks (Publica/WODC) – remittance advice 1906171
18/6 Katie Parr – Foul sewer line works
18/5 J Briars – Elder Bank Hall lease/ contract/ arrangements
18/5 Nicholas Field-Johnson - Consultation
19/6 Liz Folley – SLCC Branch meeting
19/6 Peter Vaughan Stn Cdr RAF BZN – Attendance at Brize Norton AGA
19/6 Brian Milton – 20190613 Flood prevention working group Meeting minutes
19/6 Andrew Smith (WODC) – PRESS RELEASE: refurbished leisure centre opens its doors
20/6 SLCC membership renewal
20/6 Jeremy Briars – Elder Bank Hall Station Road

20/6 Phil Martin – damaged Grass Verge
20/6 Nicholas Field-Johnson – consultation
20/6 Alex Postan – damage grass verge
20/6 Janet Albury Simpson – ‘Pint of Life’ CPR and Defibrillator training
20/6 Kyle Anderson – website development
20/6 Kyle Anderson – timesheet
21/6 Sean Rooney – Invitation to Drayton Highways Depot Open Day
21/6 Andrew Smith (WODC) – PRESS RELEASE: Council Champions appointed
23/6 Eddie Hedges – Cows on the allotments
24/6 Rob Smith (SLCC) – Election of Directors 2019
24/6 Rea Lewis – Proposed Planning Training for Parishes
24/6 Wg Cmd Peter Vaughan – out of office reply
24/6 SLCC membership renewal
25/6 Gary Jarvis – timesheet
25/6 Kyle Anderson – website
25/6 Christian Mauz – Consultation
25/6 CiLCA – invoice for payment
25/6 Jack Whelan – Consultation
25/6 Nicholas Field-Johnson – Consultation
25/6 Nicholas Field-Johnson – meeting with OCC
25/6 Phil Martin – Damage Grass Verge

(↔) = ongoing discussion or linked communication

(→) = forwarded to relevant contact

(←) = replied