

## **BRIZE NORTON PARISH COUNCIL**

Clerk to the Council: Mrs A Riseley, Glebe Farm House, Burford Road, Brize Norton OX18 3NX  
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28<sup>th</sup> May 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 3<sup>rd</sup> June 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**
  - 4.1 **Tim Gush** To update the councillors on the Pavilion and Playing Field project
  - 4.2 **Bev Campion** To update the councillors on the 'Humble Bumble Café'
- 5) **District and County Councillors' reports** for information only.
- 6) **Record of Councillor's meetings**
- 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 review the website manager contract.
  - 8.2 Cllr Way – To adopt new and revised policies
  - 8.3 Cllr Campion – To discuss supporting the church with additional car parking
  - 8.4 Cllr Squire – To discuss the timing of submitting planning applications for the Elder Bank Hall Extension (\$106 money)
  - 8.5 Cllr Way – To discuss possible cancellation of the August meeting due to holidays
- 9) **Progress Reports**
  - 10.1 Cllr Goble – Repair of old sign post on Chapel Hill
  - 10.2 Cllr Glazier – WWII letters
  - 10.3 Cllr Squire – Renewal of contract with BNS&SC
- 10) **Planning** – review of planning applications and progress on outstanding applications (on attached appendix).
- 11) **Finance**
  - 12.1 To consider payments to be made (on attached appendix)
  - 12.2 To examine the bank accounts (income and expenditures) during February
  - 12.3 Sign the AGAR 3
- 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 APCM** Monday 14<sup>th</sup> May 2019 at The Pavilion at 7.30pm

## AGENDA ITEM 10

### 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. <b>Registered:</b> 18th April 2019 <b>Respond by:</b> 9 <sup>th</sup> May 2019 <b>Under Consideration</b>
19/00792/FUL	Mr Higgs, The Old Vicarage, Carterton Road, Brize Norton	Erection of dwelling with vehicular access via Carterton Road <b>Registered:</b> 5 <sup>th</sup> April 2019 <b>Under consideration</b>
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. <b>Registered: 14<sup>th</sup> January 2019</b> <b>Respond By 14<sup>th</sup> February 2019</b>
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 <b>Registered 13<sup>th</sup> July 2017</b> <b>Awaiting Decision</b>
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 2014 to 31 December 2015 with restoration by 31 December 2016 in accordance with Plan No: B30/SSB/3/18. Updated <b>Registered 6th June 2018</b> <b>Awaiting Decision</b>
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) <b>Registered: 13<sup>th</sup> October 2018</b> <b>Awaiting Decision</b>

### DECIDED PLANNING DECISIONS:

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## **AGENDA ITEM 11.1**

### **ORDERS FOR PAYMENT:**

101362	£433.21	Alison Riseley May wages	
101363	£105.09	Kyle Anderson May wages	
101364			
101365			
101366			
101367			
101370	£		
	<b>£538.30</b>	<b>TOTAL</b>	

### **PAYMENTS RECEIVED**

23/4/19	£106.50	Allotment rent (cash)	
23/4/19	£428.25	Allotment rent (cheques)	
10/4/19	£828.00	WODC Grass cutting grant	
	<b>£1,362.75</b>	<b>TOTAL</b>	

## **AGENDA ITEM 11.2**

### **GENERAL INCOME & EXPENDITURE**

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

		£	
Receipts		12,128.75	
		£	
Payments		9,143.52	
Plus Transfers		<u>£</u>	
Balance	17/05/2019	<u>12,838.93</u>	

		£	
Plus o/standing cheques		<u>6,863.75</u>	
		£	
Cash in Bank	17/05/2019	<u>19,702.68</u>	

Current		£	
Account	17/05/2019	19,702.68	0.00

### **RESERVES INCOME AND EXPENDITURE**

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

### **AVAILABLE FUNDS**

		£	
General Funds		12,838.93	
		£	
WODC Reserves		<u>29,700.00</u>	
<b>TOTAL</b>		£	
<b>FUNDS</b>		<u>42,538.93</u>	

## AGENDA ITEM 13

### Monthly Correspondence – 1 to 31 May 2019

#### OFFICIAL CORRESPONDENCE:

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

#### E-MAILS CIRCULATED IN MONTH

HMRC - 2/5, 7/5, 9/5, 16/5, 19/5, 15/4, 23/4, 25/4, 29/4, /4  
Healthwatch Oxfordshire – 10/5, 24/5, /4, /4 (→ WW)  
ICO newsletter – 2/5  
LG Inform – 24/5  
Oxfordshire Community and Voluntary Action – /4, /4, (→ WW)  
Oxfordshire Clinical Commissioning Group – Talking Health - 20/5, 24/5, /4 (→ WW)  
PCS – UK – 8/5, 13/5, /4  
PSE – 9/5, 10/5, 13/5, 13/5, 14/5, 20/5, 22/5, 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) - 2/5, 8/5, 14/5, 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 – 5/5, 10/5, 24/5, /4  
The Office of the Police commissioner – /4  
Twitter – /4,  
Wychwood Forest Project - 19/5, /4

- 1/5 Phil & Jean Butcher – Open Gardens (newsletter)
- 1/5 Debbie Merriman – (AK TIMMS) - invoice
- 1/5 Kompan Playgrounds
- 1/5 McCracken & Son Ltd – Invoice April
- 1/5 Lucy & Mark – Grange Farm OCC
- 2/5 Steve Spencer – UK armed forces Parachuting
- 2/5 **Keith Butler – Review of Polling Districts**
- 2/5 Keith Butler – Declarations of Acceptance
- 2/5 Jackie Bellenger – (AK TIMMS) invoice
- 2/5 OALC – Chipping Norton Town Council
- 2/5 Andrew Smith (WODC) – PRESS RELEASE: Search for Sporting Stars launched
- 2/5 McCracken & Son Ltd –contract (amended)
- 2/5 George Gould Bishton – Month 1
- 2/5 Andrew Winstone - leafleting
- 3/5 Rail Technology Magazine
- 3/5 OALC – OALC training - allotments
- 3/5 Nicholas Field-Johnson – Annual Parish Meeting
- 3/5 George Gould Bishton - Payroll
- 3/5 Tim Gush – liability insurance
- 4/5 Diane Davies - Newsletter

5/5 David Davies – Allotment 1D  
5/5 Carolyn Peach – grass cutting in the village  
6/5 Fred Bellenger – UK Armed Forces parachuting on the rec  
7/5 Carolyn Peach – Joy Douglas’s articles for the newsletter  
7/5 Tim Gush – public liability insurance  
7/5 Lorraine Horne – The Oxfordshire Museum  
7/5 Georgina Throssell, (RAF) – Annual Parish meeting  
7/5 Tony Shillingford – a couple of things  
8/5 Tim Gush – Monday’s Parish Meeting  
8/5 Sport England – Help keep Active  
8/5 David Smith (Crescent Accounting) – BNPC Accounts FINAL  
8/5 Rex Pritchard – Village Handyman  
9/5 Pat Bliss – Emergency Planning Meeting  
9/5 Cathy Street (Bampton PC) – Allotment Rents  
10/5 Robert Courts MP - Newsletter  
10/5 SLCC – Bulletin  
10/5 Communications (WODC) – Funding Available for community groups  
10/5 David Smith (Crescent Accounting) – FINAL ACCOUNTS  
10/5 Tony Shillingford – 46<sup>th</sup> BN Horticultural Show  
11/5 Janet Albury-Simpson – WI newsletter  
11/5 Kyle Anderson – parish computer  
11/5 Tony Shillingford – AGM  
11/5 Kyle Anderson – timesheet  
11/5 Nicholas Field-Johnson – agenda for meeting  
14/5 Andrew Winstone – request for meeting  
15/5 Laurence King – Request for meeting  
15/5 Brize Norton Preschool – entry for newsletter  
15/5 CFO – Spring update  
15/5 Tm Gush - newsletter  
15/5 Karen Jefferies – Cemetery  
15/5 Andrew Smith (WODC) – PRESS RELEASE: New WODC cabinet unveiled  
15/5 Carolyn Peach – newsletter article  
15/5 Carolyn Peach – Scarecrow rules  
15/5 Carolyn Peach – newsletter article  
16/5 Keith Butler - BNPC  
16/5 Pat Bliss (OCC) – reminder Parish Emergency Plan  
16/5 Andrew Winstone – Request for meeting  
17/5 Tim Gush - newsletter  
17/5 Headteacher BNPS - newsletter  
17/5 Green Scheme – eco-friendly play equipment  
17/5 Brize Norton Pre-School – newsletter tennis court  
17/5 Carolyn Peach – Newsletter article Village Bash  
18/5 Tim Gush – use of the Social Club  
18/5 Keith Butler – Brize Norton PC  
18/5 Terry Hinchly - payment  
18/5 Shillbrook – lanyards  
19/5 Alex Postan – PC report  
19/5 Stephen Hookham –BNAPM  
19/5 Headteacher – Speech notes ad newsletter  
19/5 David Smith – Fixed Asset Register  
19/5 Lauren Jacobs – newsletter article  
20/5 Georgina Throssell – RAF BN BNAPM

20/5 David Davies – allotment 1D  
20/5 Tony Shillingford – PA system  
21/4 David smith - Model  
22/4 ICO - registration  
22/4 Matthew Binns (LGA) – Fly-tipping incidents increase by 40%  
22/5 Pat Bliss – Reminder of meeting for Emergency Plan  
22/5 Kyle Anderson – Policies for Website  
22/5 Lauren Jacobs – newsletter article  
23/4 Nicholas Field-Johnson – Agenda for APM in BNPC  
23/4 Tim Gush – BN Village fete  
23/4 Stephen Hookham – BN Annual Parish Meeting  
23/4 Tony Shillingford – good meeting  
24/4 Carolyn Peach – Eric Douglas  
25/4 McCracken and Sons – Damage in the Cemetery  
24/4 Andrew Smith WODC -PRESS RELEASE: Historic Oak Tree Saved  
24/5 Andrew Winstone – FW: Request for Meeting  
24/5 Kyle Anderson – Timesheet  
24.5 Kyle Anderson – Timesheet for May  
24/5 Kyle Anderson - Homeworking Policy  
24/5 Kyle Anderson - Contract  
25/4 Paul Dunford – Interview PNPC  
25/4 Robert Courts MP – Community Newsletter  
25/4 Rex Pritchard – Interview BNPC  
26/4 SLCC – Unit assessment  
28/4 George Gould-Bishton (PAYMAN) – month 2 payroll  
29/4  
29/4  
29/4  
30/4  
30/4  
30/4  
30/4  
30/4  
30/4  
30/4  
30/4  
30/4

(↔) = ongoing discussion or linked communication

(→) = forwarded to relevant contact

(←) = replied