

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs A Riseley, Glebe Farm House, Burford Road, Brize Norton OX18 3NX

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28th August 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 2nd September 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 1st July 2019 and the extra-ordinary meeting of the Council on Friday 9th August 2019
- 4) **Public Participation**
- 5) **District and County Councillors' reports** for information only.
- 6) **Record of Councillor's meetings**
 - 6.1 Elder Bank Hall committee meeting (16th July), Chairman's training (17th July), Carterton Town Council (16th August)
- 7) **Committee reports**
 - 7.1 Cllr Goble - Neighbourhood Plan Steering Committee: Neighbourhood Plan
 - 7.2 Cllr Campion/ Squire/ Goble – Brize Meadows detailed planning sub-committee:
 - 7.3 Cllr Goble – Highways Committee: Traffic and speed progress in Brize Norton/ OCC Highways
- 8) **Discussion and Decisions**
 - 8.1 Cllr Way – To discuss mis-understanding of allocation of match funding for the Humble Bumble Cafe.
 - 8.2 Cllr Way – To reallocate roles and responsibilities.
 - 8.3 Cllr Squire – To discuss the contract with BNS&SC
 - 8.4 Cllr Glazier – To locate deeds to the Elder Bank Hall.
 - 8.5 Cllr Woodward – To discuss finance and procedure for repairing the drains leading from the S&SC and installing a man hole in the carpark.
 - 8.6 Cllr Goble – To discuss and agree the content for the welcome pack to be distributed to new residents of Brize Norton village. To agree funding for the pack.
 - 8.7 Cllr Way – To discuss actions from the latest RoSPA report
 - 8.8 Cllr Way – To discuss appraisals for clerk and website co-ordinator
 - 8.9 Clerk – To authorise payment for new pads for the defibrillator
- 9) **Progress Reports**
 - 9.1 Cllr Campion – Church car park
 - 9.2 Cllr Glazier – WWII letters
 - 9.3 Cllr Way – working group for the Elder Bank Extension
- 10) **Planning** – review of planning applications and progress on outstanding applications 19/02121/RES, 19/02121/RES, 19/02185/RES (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 July and August
- 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 7th October 2019 at The Pavilion at 7.30pm

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

19/02121/RES	Mr Andrew Winstone Land East Of Monahan Way Carterton	Reserved matters application for phase 1C comprising of 33 dwellings with associated landscaping, highway, drainage and infrastructure. Registered: 22nd July 2019
19/02121/RES	Mr Andrew Winstone Land East Of Monahan Way Carterton	Reserved matters application for phase 1C comprising of 33 dwellings with associated landscaping, highway, drainage and infrastructure. Registered: 22nd July 2019
19/02185/RES	Mr Jon Bryan Land East Of Monahan Way Carterton	Reserved Matters application for the provision of the spine road throughout development including two links between principal access points and a pedestrian footway link, all connecting to Monahan Way. Registered: 15th July 2019

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
18/03047/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:

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 3034 to 31 December 3035 with restoration by 31 December 3036 in accordance with Plan No: B30/SSB/3/18. Updated Registered 5th June 2018 Decision Maker App WODC Raise No Object Decision Made: Thu 27 Jun 2019
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AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

101389	£73.64	Shillbrook Stationery	
101390	£120	RoSPA	Playground inspection
101391	£1,826.07	Glasdon UK	White gates
101392	£28.76	Kyle Anderson	CANCEL all in 101404
101393	£132.00	BNS&SC	PO reimbursement
101394	£13.68	AK TIMMS	Resources for handyman
101395	£258.40	Gary Jarvis - handyman	July wages
101396	£69.59	Kyle Anderson - website	July wages
101397	£357.33	Alison Riseley - clerk	July wages
101398	£52.00	Print Ready	Hi-vis and polo shirts
101399	£45.00	TCG Advertising and printing	NP VCA printing
101400	£596.00	McCracken and Son	Grass cutting (& spraying) - July
101401	£252.00	Gary Jarvis - handyman	August wages
101402	£14.00	Gary Jarvis - handyman	receipts
101403	£92.89	Kyle Anderson - website	August wages
101404	£83.91	Kyle Anderson	receipts
101405	£190.59	Alison Riseley - clerk	August wages
101406	£596.00 (TBC)	McCracken and Son	Grass cutting – August minus memorial pot
		£ TOTAL	

PAYMENTS RECEIVED

19/06/19	£132.00	Mr. Mwanze	PO rent
5/8/19	£1,200	OCC grant	Councillor fund for white gates
	£1,332.00	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		£	16,241.99	
Payments		£	16,214.52	
Plus Transfers				
Balance	16/07/2019	£	<u>9,881.17</u>	

Plus o/standing cheques		£	<u>3,234.13</u>	
Cash in Bank	16/07/2019	£	<u>13,115.30</u>	

Current Account	16/07/2019	£	13,115.30	0.00
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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		£	9,881.17	
WODC Reserves		£	<u>29,700.00</u>	
TOTAL FUNDS		£	<u>39,581.17</u>	

AGENDA ITEM 12

Monthly Correspondence – 1 to 27th August 2019

OFFICIAL CORRESPONDENCE:

- a) Barclays statement
- b) Barclays letter re: online banking
- c) Planning application

E-MAILS CIRCULATED IN MONTH

HMRC – 5/8, 8/8, 12/8, 14/8,
Healthwatch Oxfordshire – 9/8, 23/8, (→ WW)
ICO newsletter – 1/8
LG Inform – 23/8

Oxfordshire Clinical Commissioning Group – Talking Health – 2/8, 16/8, (→ WW)
PCS – UK – 10/8, 17/8,
PSE – 2/8, 7/8, 7/8, 8/8, 9/8, 10/8, 11/8, 13/8, 14/8, 21/8, 23/8, 27/8 (not circulated)
Police and Crime Commissioner – 19/8, 20/8,
Rural Services bulletin (not circulated) - 6/8, 28/8
Rural services seminar- Rural Funding 7/8, (not circulated),
SLCC Membership – 2/8, 7/8, 12/8, 16/8, 27/8
Sport England – 7/8

1/8 McCracken - Invoice
2/8 Citizens Advice West Oxon
2/8 AK Timms - invoice
2/8 Lucy & Mark Artus – grass verge (FWD WW)
3/8 Carol Faulkner - Buses
3/8 Robert Courts – Community newsletter
3/8 Nicholas Field-Johnson – August report (all)
4/8 Tania Cole – FW: SNN201988 – New development – Land East of Monahan Way (reply)
6/8 The Pensions Regulator – your legal duties: workplace
6/8 Active Places -Sport England
7/8 Jeremy Briars – Lease on Sports Pavillion (FWD PS, WW and Tim Gush)
7/8 IONOS – encrypted message
7/8 Holly Keer – Temporary notice board
7/8 Louise Bevin, (Westminster Website) – reducing employeeism briefing
7/8 Loraine Horne (Oxfordshire museum) – September news
7/8 Planning Oxfordshire - 19/02121/RES (closing date 22nd August) (FWD all)
7/8 NHS – £1.8bn spending pledge (WW)
8/8 Zurich insurance – Making Risk Management Simple
8/8 Loraine Horne (Oxfordshire museum) – September news
8/8 Barbie Thorne – newsletter Brownies
7/8 Barbie Thorne – newsletter for September
11/8 Carolyn Peach – re: November Bonfire
11/8 Fred Bellenger – Magazine Entry
11/8 Tony Shillingford – November Bonfire
11/8 Kyle Anderson – Website Invoice
11/8 Carolyn Peach – Joy’s articles for the newsletter
11/8 Holly Keer – Temporary notice board
13/8 Joanne Mills – Allotment interest
13/8 Louise Bevin (Westminster Insight) – Mental Health in the Work Place Conference
14/8 Jon Launchbury (Bloor homes) – Traffic mitigation in Brize Norton
14/8 Carolyn Peach – Church report for newsletter
15/8 Brigitte Anderson (Westminster insight) – Customer insight conference
15/8 Tim Gush - newsletter
15/8 Tony Shillingford - newsletter
15/8 Andrew Smith (WODC) – PRESS RELEASE: Dedicated recycling team spread the word
15/8 Carolyn Peach – newsletter report
16/8 Jack Whelan (OCC road Agreements -Senior engineer) – traffic mitigation in Brize Norton
16/8 Tim Gush – Pavillion Cafe
12/8 Andrew Smith (WODC) – PRESS RELEASE: Garden village Consultation launched (FWD all)
16/8 OALC – Northants ALC training manger job alert
16/8 Keith Butler – Cotswold Gardens Village Area Action Plan (FWD all)
16/8 Oxford Council Permit Scheme – formal Consultation
20/8 Robert Graham – TTRO request

20/8 Filipa McGuinness – Introducing Oxfordshire Environment Board
20/8 Charlotte Smith – Unlocking the private rented sector
21/8 IONOS – protected message
21/8 Shillbrook Stationery – next issue
21/8 Kyle Anderson – website invoice, receipt notification
22/8 Tony Shillingford - Newsletter
22/8 Keith Butler – Town & Parish Forum (FWD all)
22/8 Georgia Gould-Bishon (Payman) – Month 4 payroll
22/5 David Smith – BNPC accounts
22/8 Tony Shillingford - Newsletter
22/5 OALC – planning and Environment Officer Vacancy
22/5 Lauren Jacobs - newsletter
22/8 Carol Faulkner - buses
22/8 Kyle Anderson - invoices for website
22/8 Kyle Anderson – Mailbox upgrade (FWD all)
22/8 Gary Jarvis – timesheet July
23/8 Andrew Smith (WODC) – PRESS RELEASE: Young Citizens back mental health awareness campaign
24/8 Tony Shillingford – Bonfire Date confirmation
24/8 Dr Phil Holmes – newsletter for September
27/8 Robert Courts – community newsletter
27/8 George Gould Bishton (Payman) – review of Month 4 payroll
27/8 Kyle Anderson – invoices for website
27/8 Carolyn Peach – joys article for newsletter
27/8 Nigel Wallis – Bampton Archery donation for Village Bash (FWD WW)
28/8 Tim Gush – Lease of Sports Pavillion
28/8 Jenny Phillpot - allotments
28/8 Gary Jarvis – winter salt Bins
28/8 George Gould Bishton (Payman) – Month 5 payroll
29/8
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