

BRIZE NORTON PARISH COUNCIL

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

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2nd October 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 7th October 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 2nd September 2019
- 4) **Mr Tom Buxton (RAF) to introduce RAF liaison**
- 5) **Public Participation**
- 6) **District and County Councillors' reports** for information only.
- 7) **Record of Councillor's meetings**
 - 7.1 Cllr Way meeting Mr. Buxton (Thursday 12th September) & Carterton Town Council (Tuesday 17th September), Eynsham Garden Village Consultation (Friday 20th September)
- 8) **Committee reports**
 - 8.1 Cllr Goble - Neighbourhood Plan Steering Committee: Neighbourhood Plan
 - 8.2 Cllr Campion/ Squire/ Goble – Brize Meadows detailed planning sub-committee:
 - 8.3 Cllr Goble – Highways Committee: Traffic and speed progress in Brize Norton/ OCC Highways
- 9) **Discussion and Decisions**
 - 9.1 Cllr Glazier – Tree replacement on Rec
 - 9.2 Cllr Squire – To discuss the contract with BNS&SC
 - 9.3 Cllr Woodward – To discuss permission for bins and veranda supports for the BNS&SC
 - 9.4 Cllr Glazier – To decide to register the Elder Bank Hall deeds through solicitors.
 - 9.5 Cllr Woodward – To discuss remedial work on playgroup re: RoSPA report.
 - 9.6 Cllr Way – To discuss newsletter printing company
 - 9.7 Cllr Way – To discuss risk assessment for the bonfire event
- 10) **Progress Reports**
 - 10.1 Cllr Woodward – Drains
 - 10.2 Cllr Woodward – Bus Shelters
 - 10.3 Cllr Glazier – WWII letters
 - 10.4 Cllr Way – misunderstanding of allocation of funds for the Humble Bumble/ S&SC
 - 10.5 Cllr Goble – welcome pack
 - 10.6 Cllr Woodward/ Campion/ Glazier – working group for the Elder Bank Extension
- 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 September
 - 12.3 To address comments from the external audit
- 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 4th November 2019 at The Pavilion at 7.30pm

AGENDA ITEM 11

NEW PLANNING APPLICATIONS:

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PENDING PLANNING DECISIONS

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 Under Consideration
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 Under Consideration
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 Under Consideration
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:

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AGENDA ITEM 12.1

ORDERS FOR PAYMENT:

101408	£209.31	Shillbrook	Newsletter and stationery
101409	£319.00	handyman	September wages plus tax previously deducted
101410	£76.69	website	September wages
101411	£278.67	clerk	September wages
SO	£5.00	Christchurch	Bus shelter rent (½ yearly)
SO	£75	Christchurch	Allotment rent (½ yearly)
101412	£80	Primary school	Newsletter reprint
101413	£162	HMRC	tax
101414	£		
	£1,205.67	TOTAL	

PAYMENTS RECEIVED

11/9/19	£10,712.00	WODC	½ precept
	£1,332.00	TOTAL	

AGENDA ITEM 12.2

GENERAL INCOME & EXPENDITURE

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

Receipts		£	26,953.99
Payments		£	17,545.15
Plus Transfers			
Balance	18/09/2019	£	<u>19,262.54</u>

Plus o/standing cheques		£	<u>749.09</u>
Cash in Bank	18/09/2019	£	<u>20,011.63</u>

Current Account	18/09/2019	£	20,011.63	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		£	19,262.54
WODC Reserves		£	<u>29,700.00</u>
TOTAL FUNDS		£	<u>48,962.54</u>

AGENDA ITEM 13

Monthly Correspondence – 1 to 30th September 2019

OFFICIAL CORRESPONDENCE:

- a) Barclays statement
- b) SLCC ‘The Clerk’ magazine
- c) Shillbrook Stationery invoice
- d) Clerks Direct magazine

E-MAILS CIRCULATED IN MONTH

HMRC – 4/9, 13/9, 16/9, 20/9, 24/9, 26/9
Healthwatch Oxfordshire – 6/9, 13/9, 20/9 (→ WW)
ICO newsletter – 6/9, 10/9, 10/9
Oxfordshire Clinical Commissioning Group – Talking Health – 5/9, (→ WW)
PSE – 5/9, 11/9, 13/9, 25/9, (not circulated)
Rural Services bulletin - 10/9, 17/9 (not circulated)
Rural services seminar- Rural Funding 4/9, (not circulated),
SLCC Membership – 13/9, 30/9

- 1/9 Gary Jarvis – receipts and saltbins
- 2/9 Communication OCC – Shared Lives
- 2/9 AK TIMMS - invoice
- 2/9 Tony Shillingford – camping on the sports field
- 3/9 Lorraine Horne – October News: The Oxfordshire Museum
- 3/9 Andrew Winston – Traffic mitigation in Brize Norton
- 3/9 Paul Dunford – Well that didn’t last long
- 3/9 Stephanie Ward – Brize Norton allotment
- 3/9 Head teacher – BNPS - newsletter
- 4/9 OALC – job Advert – Brightwell-cum-Sotwell
- 4/9 Gary Jarvis – salt bins
- 4/9 Mohammed Rahman – Distribution Section 14(2) temporary traffic regulation
- 5/9 OALC – Roles and responsibilities course
- 5/9 Sharon McDonagh – allotment plot
- 5/9 Sue Calcutt – Parish Newsletter
- 6/9 Communications WODC - PRESS RELEASE: Go Ahead with deal that means more affordable homes for Oxfordshire
- 6/9 Admin – minutes for the website
- 7/9 Robert Courts MP – Community Newsletter
- 8/9 Shillbrook – A4 paper
- 8/9 Ed Coleridge – Carterton Cycling Infrastructure
- 9/9 OALC – Job Advert Tackley PC
- 9/9 Oxfordshire Playing Fields – looking for a new community development Officer
- 9/9 Keeley Williams (WODC) remittance advice (precept)
- 9/9 Oxon SA – new name for Moore-Stephens
- 10/9 Janet Albury-Simpson – newsletter for September
- 10/9 ICO – contact information & confirmation of Change
- 10/9 Carolyn Peach - BNPC
- 11/9 Stephanie Ward - Allotments
- 11/9 Sarah Walker - allotments

11/9 Andy Ball – Invoice from Print Ready
11/9 Terry Hinchly – Salt Bins
11/9 Carnegie UK Trust – News from Carnegie UK Trust
11/9 Jennifer Crowshaw – Broken Stiles
11/9 Sue Calcott – Parish newsletter
11/9 Carolyn Peach – flier to Brize Meadow residents
12/9 Shillbrook Stationers – A4 paper
12/9 Ron Spurs – Town Council Agenda
12/9 Benita Wallace – Bus stop at junction Burford Road/ Monahan Way
12/9 Barbie Thorne – Poppy Wreaths
13/9 Oxfordshire Playing Fields Association - AGM
14/9 Janey Albury-Simpson – Defibrillator Pads
15/9 Barbie Thorne – Poppy Wreaths
16/9 Tim Gush – Lease of Sports Pavillion
16/9 Christopher Tancock – Defibrillator Pads
16/9 Keith Stenning – Consultation - traffic sensing
17/9 CiLCA Survey
17/9 Christopher Tancock – Defibrillator Pads
17/9 Karen Jefferies – reimbursement for the memorial pot
18/9 Janet Albury-Simpson – Pint of Life training
18/9 Diane Davies – representatives from the Parish Council
18/9 Carolyn Peach – BNPC (R)
18/9 Matt Batten – defibrillator pads (R)
18/9 Fred Bellenger – allotment interest
18/9 Barbie Thorne – poppy crosses (R)
18/9 Sue Carter – Print Design - quote for newsletters
19/9 Jeremy Briars - Elder Bank Hall
19/9 Julie Edwards – Ting Tang Lane (FWD LG)
19/9 Tim Gush – Pavillion
19/9 Selina Aston – Aston James stationery supplier
19/9 Andrew Smith (WODC) – PRESS RELEASE: Key roles created in battle against climate change (FWD ALL)
19/9 Matt Batten – defibrillator pads (FWD ALL)
20/9 Carolyn Peach – Annual Return ye 31.3.19
20/9 Tristan Ambrose – Fineprint quote for newsletters
20/9 Stuart Cope – Flying Press quote for newsletters
20/9 Local authority Publishing - quote for newsletters
20/9 Martin Adams – Blueprint Publishing quote for newsletters
20/9 Andrew Smith (WODC) – PRESS RELEASE: Residents urged to back recycling week
20/9 Andrew Smith (WODC) – PRESS RELEASE: Top marks for West Oxfordshire Leisure Centres
20/9 Kyle Anderson – Spam
20/9 Kyle Anderson - website
20/9 Sharon McDonagh - allotment
21/9 Oxford Enquiries – maintenance of bus shelters
22/9 Carolline Patrick – allotment plots
22/9 Dick Tracey – defibrillator pads
22/9 Bev Champion – Christmas Craft Fair/ market
23/9 Trevor Bayliss – maintenance of bus shelters
23/9 Martin Adams – Blue Print imaging - quote
23/9 Michael Moore – Thomas Fattorini – velvet backings
23/9 Broadband – rural gigabit venture
24/9 TTRO Requests – temporary road closure

24/9 Amy Barnes – West Oxfordshire Water Day 2019
24/9 Tim Gush – Bonfire Night 7th Nov
25/9 Liz Folley – SLCC Branch meeting 26/9/19
25/9 Cllr Yvonne Constance – Connecting Oxford
25/9 Fred Bellenger – allotment meeting on 7.10.19
25/9 A Ball - allotment
25/9 Bev Champion – Pavillion election Funding
26/9 Tony Shillingford – allotment meeting on 7.10.19
26/9 Tony Shillingford – Bonfire Night 7th Nov
27/9 Andrew Smith (WODC/PUBLICA GROUP) – PRESS RELEASE: New Café opens for World Biggest Coffee Morning
28/9 Gary Jarvis - timesheet
28/9 Tony Shillingford – Allotment waiting list
29/9 Bev Champion – Christmas craft fair
29/9 P Dunford – grass cutting
29/9 Tony Shillingford – allotment meeting
30/9 Kyle Anderson Admin – Timesheet
30/9 Bev Champion – Christmas craft fair
30/9 Georgia Gould-Bishon (Payman) – Month 4 payroll