

## **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](mailto:clerk@brizenortonparishcouncil.co.uk)

29<sup>th</sup> 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 4th November 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 November 2019
- 4) **Public Participation**
- 5) **District and County Councillors' reports** for information only.
- 6) **Record of Councillor's meetings**
  - 6.1 Cllr Glazier and Cllr Goble met with the LCWG meeting at RAF BN (Wednesday 20<sup>th</sup> November)
  - 6.2 Brize Meadow Street Naming Ceremony (Sunday 10<sup>th</sup> November)
- 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 Woodward – To discuss drain repair
  - 8.2 Cllr Goble – to discuss Mary Ellis's name within Brize Meadow
  - 8.3 Cllrs – To discuss names for the High Sheriffs award
- 9) **Progress Reports**
  - 9.1 Cllr Woodward – Bus Shelters
  - 9.2 Cllr Goble – Gigaclear update
  - 9.3 Cllr Squire – contract with BNS&SC
  - 9.4 Cllr Squire – buildings development plan
  - 9.5 Cllr Way – To inform council re: e-mail received from Elder Bank Hall.
  - 9.6 Cllr Glazier & Cllr Goble – clerk & website administrator appraisals
  - 9.7 Cllr Glazier – maintenance update
- 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 November
  - 11.3 To discuss draft budget for FY 2020/21
- 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 6th January 2020 at The Pavilion at 7.30pm

### **AGENDA ITEM 10**

#### **NEW PLANNING APPLICATIONS:**

--	--	--

**PENDING PLANNING DECISIONS**

19/02605/HHD	Mr D. Bond Keilder 28 Station Road, Brize Norton	Drop kerb <b>Registered: 4<sup>th</sup> October 2019</b> <b>Under Consideration</b>
19/02587/LBC	Mr Nick Henry Middle Barn, 24 Carterton Road Brize Norton	Replacement of existing front door/windows. Planning (Listed Building and Conservation Areas) Act <b>Registered: 25<sup>th</sup> October 2019</b> <b>Under Consideration</b>

**DECIDED 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. <b>Registered: 22<sup>nd</sup> July 2019</b> <b>Decision: Approve Tues 5<sup>th</sup> November 2019</b>
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. <b>Registered: 15<sup>th</sup> July 2019</b> <b>Decision: Approve Tues 5<sup>th</sup> November 2019</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: 12<sup>th</sup> October 2018</b> <b>Decision: Approve Tues 5<sup>th</sup> November 2019</b>

**AGENDA ITEM 11.1**

**ORDERS FOR PAYMENT:**

101427	<del>£60.00</del>	<del>Barbie Thorne</del>	<del>Royal British Legion Wreath donation - CANCEL</del>
101428	£50.88	Clerk	Printer ink
101429	£358.00	McCrackens	Grass cutting in October
101430	£182.70	Payman	Payroll processing October -March
101431	£49.29	Les Goble	4 wreaths for Brize Meadow
101432	£70.00	TCG	NP VCA Brochure
101433	£323	handyman	November wages
101434	£308.64	Clerk	November wages
101435	£70.64	Website	October (£53.39) & November wages
101430	£60.00	Royal British Legion	Royal British Legion Wreath donation
101432	£35.96	website	1&1IONOS
	<b>£1509.11</b>	<b>TOTAL</b>	

PAYMENTS RECEIVED

	£		
	<b>£0</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>9,853.70</u>	

		£	
Receipts		26,953.99	
		£	
Payments		23,495.89	
Plus Transfers			
		£	
Balance	18/11/2019	<u>13,311.80</u>	

		£	
Plus o/standing cheques		<u>2,695.81</u>	
		£	
Cash in Bank	18/11/2019	<u>16,007.61</u>	

Current Account	18/11/2019	£	16,007.61	0.00
-----------------	------------	---	-----------	------

**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		13,311.80	
		£	
WODC Reserves		<u>29,700.00</u>	
<b>TOTAL FUNDS</b>		<u>£</u>	<u>43,011.80</u>

**AGENDA ITEM 12**

**MONTHLY CORRESPONDENCE – 1 TO 30<sup>TH</sup> NOVEMBER 2019**

**OFFICIAL CORRESPONDENCE:**

- a) Barclays statement
- b) Barclays letter re: account changes
- c) Affinity for Business (direct debit)

**E-MAILS CIRCULATED IN MONTH**

HMRC – 7/11, 13/11, 25/11  
Healthwatch 1/11, 15/11,

ICO – 7/11

Oxfordshire Clinical Commissioning Group – Talking Health – 8/11, 25/11, 25/11 (→ WW)

Police & Crime Commissioner 6/11, 15/11, (not circulated)

Rural Services Network bulletin - 6/11, 7/11, 12/11, 18/11, 26/11 (not circulated)

SLCC Membership – 1/11, 8/11

Wychwood Project – 11/11

1/11 A. K. Timms- invoice  
1/11 Dr. Phil Holmes – history of BN  
1/11 Debbie Merriman – invoice from Timms  
1/11 Holly Keer – Brize Norton- Brize Meadow  
1/11 Active Places – newsletter November 2019  
1/11 Anthea Evans -Parish Council matter  
2/11 Tony Shillingford – Draft allotment minutes  
2/11 Tony Shillingford – allotment plots  
2/11 Fred Bellenger – newsletter reports  
3/11 Nicholas Field-Johnson – Monday meeting  
4/11 Active Places – Time to Take a Look  
4/11 Tim Gush – November Newsletter  
5/11 J Briars – Voluntary First Registration  
5/11 Andrew Smith (WODC) – Council set to Launch Empty Property Strategy  
6/11 OALC – Dissolved Parliament  
6/11 Robert Courts MP – Community newsletter  
6/11 Communications (WODC) – Key Role Created to Tackle Climate Change  
6/11 Betty Parry – Invitation to Brize Meadow Road Naming Ceremony  
6/11 Active Places Data – Sport England  
6/11 McCracken& Son - Invoice  
7/11 Chris Brown - Invitation to Brize Meadow Road Naming Ceremony  
7/11 Lorraine Horne(The Oxfordshire Museum) – December news  
7/11 Oxfordshire Playing Fields Association - A New Community Development Officer  
7/11 Naomi Cooper – Oxfordshire Libraries  
7/11 Selina Aston – new account  
7/11 Jane Sellers – Street naming ceremony  
7/11 Keith Butler – Notice of Parliamentary Elections  
7/11 Gordon Timms - Brize Meadow Road Naming Ceremony  
7/11 Betty Parry – Brize Meadow Road Naming Ceremony  
7/11 Carolyn Peach – Tonight’s Bonfire  
7/11 Paul Claridge – e-mails  
7/11 Sheila Wilkins - Brize Meadow Road Naming Ceremony  
8/11 Carolyn Peach – Joy’s articles for the newsletter  
8/11 Carolyn Peach – Vistaprint invoice for village bonfire  
8/11 Carolyn Peach – last night’s bonfire  
8/11 Gary Jarvis – Remembrance Sunday  
8/11 Betty Parry - Brize Meadow Road Naming Ceremony  
8/11 BZN-LCWG (RAF) – automatic reply (LG meeting on 20.11.19)  
8/11 Fred Bellenger - Street naming ceremony  
8/11 Tony Shillingford – Last Night’s Bonfire  
8/11 Julie Tucker (Community Magazine – Local Authority Publishing) – community magazine  
8/11 Fred Bellenger – Street Naming Ceremony  
9/11 Janet Albury-Simpson – CPR & Defibrillator Training  
9/11 Janet Albury-Simpson – vehicle concern  
10/11 Phillip Butcher – Garden Open Day event

11/11 Martin Adams (Blue Print Publishing) - BNPC  
11/11 Clara Yeung – A Good Parish Council  
11/11 Dr. Phil Holmes – Item for next Parish newsletter  
11/11 The Pensions Regulator – Take Action Now!  
11/11 RAF BZN - Local Consultative Working Group (LCWG) Wednesday 20 November 2019  
11/11 Dr. Phil Holmes – Thank you  
11/11 Petty Parry - Brize Meadow Road Naming Ceremony  
12/11 Andrew Winstone – Street Naming  
12/11 Laurence King – Flooding Station Road  
12/11 Tracey Cheshire – RoSPA Play Safety Ltd  
12/11 Claire Doody – PR Piece – Brize Meadow  
12/11 Demelza Pike - PR Piece – Brize Meadow  
12/11 Andrew Winstone - PR Piece – Brize Meadow  
13/11 Stephen Hawkins – Brize Norton Bus Stops  
13/11 Fred Bellenger – December Newsletter  
14/11 Andrew Smith (WODC) – PRESS RELEASE: Make Sure You are Registered To Vote  
14/11 Diane Davis – Water Bill  
14/11 Paul Lelliot – Parish Precept  
14/11 Anna Fairhurst – December Newsletter  
14/11 Keith Butler – Statement of Persons Nominated For the Parliamentary Election  
14/11 Janet Albury-Simpson – Brize Norton WI  
14/11 Zurich – Have you been impacted by the recent floods  
15/11 Betty Parry – Timms Family Photos  
15/11 Giles Hughes – Flooding and Surface Water  
15/11 Barbie Thorne - December Newsletter  
15/11 Carolyn Peach – St Britius December Newsletter  
17/11 Bev Campion - December Newsletter  
17/11 Kyle Anderson – Passport Photo Likeness  
18/11 Trevor Bayliss – Maintenance of Bus Shelter is BN  
18/11 BN Pre-School- December Newsletter  
18/11 Lauren Jacobs - December Newsletter  
18/11 Kyle Anderson – e-mail  
18/11 Kyle Anderson - e-mail  
18/11 Lauren Jacobs – BNPC Newsletter  
19/11 S Jewell – High Sheriff’s Award  
19/11 OALC – Oxfordshire Growth Board  
19/11 Alex Humphreys - PC Email address for Order to record a public right of way  
19/11 Julie Tucker (Parish Magazine Publishing) – Brize Norton Newsletter  
19/11 Sue Calcutt – Obstruction  
20/11 Angel Collodel – temporary Traffic Regulation  
20/11 J Edwards – Elder Bank Hall  
20/11 Shillbrook – payment/ invoice  
20/11 OPFA - Newsletter Autumn  
20/11 Dr. Phil Holmes – December newsletter  
20/11 Liz Folley – SLCC Branch meeting  
20/11 Kyle Anderson – E-mail  
20/11 Will Benbow – meeting  
20/11 Christian Mauz – Consultation - Carterton Road, Elm Grove & Station Road (Brize Norton) Proposed Updated Traffic Calming Features  
20/11 Kyle Anderson – Timesheet  
21/11 Will Benbow – meeting  
21/11 RAF BZN – LCWG – meeting

21/11 Nicholas Field-Johnson – Consultation Carterton Road, Elm Grove & Station Road (Brize Norton)  
Proposed Updated Traffic Calming Features  
21/11 Dr. Phil Holmes – December newsletter  
21/11 Alex Humphreys – Notice of byway Open to All Traffic Nos. 12 and 13, Parish of Brize Norton  
Modification Order 2019 Our ref: 03090  
21/11 **Stuart McIver (planning@oxon) – Kielder planning 19/02605/HHD**  
21/11 Dennis Jarmey – Percy Timms photos  
22/11 SLCC Membership – News Bulletin  
22/11 **Stuart McIver (planning@oxon) – ref:WOD00099669 48 Station Road, Brize Norton, OX18 3QA  
application 19/00577/HHD**  
22/11 Andrew Smith – PRESS RELEASE: Grant Paves Way for Village Hall  
22/11 Fred Bellenger- Request for an allotment  
22/11 Gary Jarvis - Timesheet  
23/11 Kyle Anderson – E-mail  
23/11 Kyle Anderson - Invoices  
23/11 Carolyn Peach – Newsletter distribution  
24/11 Kyle Anderson - folder  
24/11 Julie tucker – invoice  
24/11 Carolyn Peach – newsletter distribution  
25/11 Planning@oxon – planning records  
25/11 Liz Folley (SLCC) – Branch meeting  
25/11 George Gould Bishon – BNPC wages November  
25/11 Sian Edwards (WODC) – Waste and recycling bin collection dates  
26/11 Mohammed Rahman - Distribution S-14(2) Notice of Temporary Traffic Regulation  
26/11 Cllr Nicholas Field-Johnson – FWD - Distribution S-14(2) Notice of Temporary Traffic Regulation  
29/11  
29/11  
29/11  
29/11  
29/11  
29/11  
29/11