

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs A Riseley,
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28th January 2020

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 3rd February 2020** 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 December 2019
- 4) **Public Participation**
- 5) **District and County Councillors' reports** for information only.
- 6) **Record of Councillor's meetings**
 - 6.1 Cllr Goble & Cllr Glazier & Cllr Goble – RAF Riparian ownership meeting (Monday 13th January)
 - 6.2 Cllr Goble – Blue Plaques (WODC) (Monday 20th January)
 - 6.3 Cllr Goble – Cllr Woodward – Elder Bank Hall committee meeting (Tuesday 21st January)
 - 6.4 Cllr Squire, Cllr Way, Cllr Goble – Savills meeting Sports and social Club Land Lease (Monday 27th January)
- 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 WODC funding Community Revenue Grant
 - 8.2 Cllr Glazier – Discussion re: outsourcing newsletter
 - 8.3 Cllrs - to discuss items for the newsletter (Mar – May)
 - 8.4 Cllr Way – To discuss the Village Bash
 - 8.5 Cllr Glazier – VE day celebrations
 - 8.6 Cllr Squire – To authorise the signature of the final versions of the Buffer Area Lease, The Sports Field Lease and the Sports Pitch Option Agreement (red-lone copies circulated by Councillor Squire on 27/01/2020), when the originals are received by the BNPC Solicitors, ready for engrossment
- 9) **Progress Reports**
 - 9.1 Cllr Squire – contract with BNS&SC
 - 9.2 Cllr Way – security cameras for BNS&SC
 - 9.3 Cllr Squire – buildings development plan
 - 9.4 Cllr Woodward/ Goble – drain repair
 - 9.5 Cllr Glazier – maintenance update
- 10) **Planning** – review of planning applications and progress on outstanding applications (on attached appendix). 20/00048/HHD, 2 Grove Cottages, Erection of Front Porch – clerk to respond with “no comment”.
- 11) **Finance**
 - 11.1 To consider payments to be made (on attached appendix)
 - 11.2 To examine the bank accounts (income and expenditures) during January

11.3To agree the transfer of £5,000 from Reserve Account T1654 (RAF Hangar – Drainage & Screening) to cover the costs of the car park drainage works completed in January 2020

11.4To discuss clerk’s wages

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 3rd March 2020 at The Pavilion at 7.30pm

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

20/00048/HHD	Mr David Russell 2 Grove Cottages, Brize Norton Road, Minster Lovell	Erection of Front Porch Registered: 10th January 2020 Respond by: 3rd February 2020
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PENDING PLANNING DECISIONS

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DECIDED PLANNING DECISIONS:

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 Registered: 25th October 2019 Decided: 9 th January 2020
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AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

101450	£5,894	Hawkins & Hawkins	Bus Shelter repairs
101451	£247.25	Affinity Water	Water Bill
101452	£256.3	Maintenance	January wage
101453	£287.22	Clerk	January wage
101454	£38.67	Website	December & January wage
101455	£132.00	Sports & Social Club	PO reimbursement
101456	£7,380.00	Jason Peach	drainage repair
	£	TOTAL	

PAYMENTS RECEIVED

13/1/20	£305.16	Sports & Social club	water bill reimbursement
6/1/20	£132	PO reimbursement	PO reimbursement
	£305.16	TOTAL	

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		27,704.31	
		£	
Payments		25,523.96	
Plus Transfers		<u>£</u>	
Balance	17/01/2020	<u>12,034.05</u>	

		£	
Plus o/standing cheques		<u>380.96</u>	
		£	
Cash in Bank	17/01/2020	<u>12,415.01</u>	

Current		£	
Account	17/01/2020	12,415.01	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		12,034.05	
		£	
WODC Reserves		<u>29,700.00</u>	
TOTAL		£	
FUNDS		<u>41,734.05</u>	

AGENDA ITEM 12

MONTHLY CORRESPONDENCE – 1 TO 31 JANUARY 2020

OFFICIAL CORRESPONDENCE:

- a) Barclays statement
- b) Affinity for Water
- c)

E-MAILS CIRCULATED IN MONTH

Community first, Oxfordshire – 20/1

Healthwatch 3/1, 16/1,

ICO – 9/1

Oxfordshire Clinical Commissioning Group – Talking Health – 10/1, 20/12, 27/1 (→ WW)

Police & Crime Commissioner 16/1,(not circulated)

Rural Services Network bulletin - 7/1, 7/1, 28/1 (not circulated)

SLCC Membership – 9/1, 24/1

- 1/1 Nicholas Field-Johnson – PC meeting on Monday
- 2/1 Diane Davies – Elder Bank Hall
- 2/1 George Gould Bishton – Month 9
- 2/1 Beverly Campion – BN Christmas Market
- 3/1 Andrew Smith – Chairman’s’ event raises cash for volunteer centre
- 3/1 Tim Gush – security cameras
- 3/1 Bev Campion – Security Cameras
- 4/1 HM Land Registry – Welcome
- 5/1 Gary Jarvis – holiday entitlement
- 5/1 Bev Campion - £200 cheque
- 6/1 George Gould Bishton (Payman) – month 9
- 7/1 Oxfordshire Rural Services - info
- 7/1 Shillbrook Stationery – Sale
- 7/1 Will Benbow – RE; Meeting between Savills and BNPC
- 7/1 Andrew Smith (WODC) – Council Signs up to major Campaign to protect Terminally ill Staff
- 8/1 Andrew Smith (WODC) – Residents asked to highlight their priorities for Council budget
- 8/1 Laura White – Appraisal Proforma
- 8/1 Kyle Anderson – Emailing; BNPC December minutes
- 9/1 James Wright – Burford Road markings
- 9/1 Lorraine Horne – February News
- 10/1 Andrew Smith (WODC) – Key Government environmental proposals for new homes welcomed
- 10/1 Tim Gush – sports Pavilion availability
- 11/1 Kyle Anderson – post to website
- 12/1 Headteacher (BNPS) – funding request for additional classroom
- 13/1 Clerks & Councils Direct – Direct Newsletter
- 13/1 westoxon – Planning 20/00048/HHD, 2 Grove Cottages, Erection of Front Porch
- 14/1 OALC – training and free legal advice
- 15/1 Canva (free infographics) – confirmation of e-mail
- 16/1 Tim Gush – security cameras
- 16/1 Andrew Smith (WODC) – Residents urged to use an official waste carrier or face a fine
- 17/1 Christine Rodgers – Parish council Annual Review
- 17/1 Andrew Smith (WODC) – Community Revenue Grant appeal
- 18/1 Gary Jarvis - timesheet
- 19/1 Kyle Anderson - appraisal

20/1 OALC – Village Halls Week
20/1 Diane Davies - newsletter
20/1 Fred Bellenger – Water Meters
21/1 Caroline Patrick - allotments
21/1 Diane Davies – water meter
22/1 Water Imp – VE Day
22/1 Minerals and Waste (OCC) - Mineral and Waste Site Drafts Plan Consultation
23/1 Andrew Smith (WODC) – Landowners urged to keep ditches clear
23/1 Andrew Smith (WODC) – Our House scheme shortlisted for top award
23/1 OALC – Paul Clayden
24/1 Andrew Smith (WODC) – Call to ban dumping of sewage in rivers
24/1 Gary Jarvis - timesheet
25/1 Robert Courts MP - newsletter
25/1 Tom Wattleworth – newsletter
25/1 Carolyn Peach - drains
26/1 Philip Butcher – March newsletter
27/1 [Tania Cole - SNN202085 - New Development - Phase 1C Land East of Monahan Way](#)
27/1 Brize Norton Preschool – March newsletter
27/1 Kyle Anderson – Timesheets
27/1 George Gould Bishton – Month 10 Payroll
27/1 Communications (OCC) - Oxfordshire County Council Waste Wizard
27/1 Carolyn Peach – Drain invoice
28/1 Paul Haywood – planned improvements
28/1 Secure-a-field -perimeter fence
28/1 Les Goble FWD: Manor Road
28/1 Keep Britain Tidy
28/1
29/1
31/1