

BRIZE NORTON PARISH COUNCIL

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25th February 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 5th March 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 3rd February 2019
- 4) **Public Participation**
 - 4.1 Mark Jones re: Ting Tang Lane Building
- 5) **District and County Councillors' reports** for information only.
- 6) **Record of Councillor's meetings**
 - 6.1 Cllr Way & Cllr Goble – Oxfordshire Neighbourhood Plan Alliance (Tuesday 11th February)
 - 6.2 Cllr Goble – CFO Policies for Neighbourhood Plan (Friday 14th February)
 - 6.3 Cllr Way, Cllr Campion, Cllr Glazier, Cllr Goble & Cllr Squire – Meeting with Brize Norton Primary School (Monday 17th February)
 - 6.4 Cllr Way, Cllr Campion, Cllr Glazier, Cllr Goble & Cllr Squire – Meeting to discuss Elder Bank Hall extension (Monday 17th February)
- 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 agree CCTV Policy
 - 8.2 Cllr Glazier – To discuss allotment payments and fees. To agree new Allotment Tenancy Contracts
 - 8.3 Cllr Glazier – VE day celebrations
 - 8.4 Cllr Glazier – Naming of Fire Station
 - 8.5 Cllr Glazier - To enter plan and make long term costing commitment to upgrading play area path to conform to minimum standards to allow wheelchairs access to play area.
- 9) **Progress Reports**
 - 9.1 Cllr Squire – contract with BNS&SC
 - 9.2 Cllr Squire – Land Lease
 - 9.3 Cllr Way & Cllr Glazier – School Extension
 - 9.4 Cllr Squire – buildings development plan
 - 9.5 Cllr Glazier – maintenance update
- 10) **Planning** – review of planning applications and progress on outstanding applications (on attached appendix). 20/00332/S73, Mr Jon Bryan, Land East of Monahan Way, Non-compliance with conditions 3 & 4 of planning permission 19/02185/RES – 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 February

11.3 To agree to release £2,830 from the T1654 (Hangar Account) as the total required to settle the legal fees incurred with John Welch & Stammers for:

- The Buffer Land Farm Tenancy Agreement (150year lease) and the Sports Field Option, between Christchurch and BNPC comprising £1,750.00 legal fees and £40.00 Land Registration fees.
- The Sports Pavilion Lease (7year lease with a break at 5 years and a rolling 6 months thereafter) between BN Sports & Social Club and BNPC comprising £1,000 legal fees and 40 Land Registration fees.

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 5th April 2020 at The Pavilion at 7.30pm

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

20/00332/S73	Mr Jon Bryan Land East of Monahan Way Carterton	Non-compliance with conditions 3 and 4 of planning permission 19/02185/RES to allow construction of spur and spine roads to base course level. 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. (Amended). Registered: 3rd February 2020 Respond: 28th February 2020
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PENDING PLANNING DECISIONS

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DECIDED PLANNING DECISIONS:

20/00048/HHD	Mr David Russell 2 Grove Cottages, Brize Norton Road, Minster Lovell	Erection of Front Porch Registered: 10th January 2020 Decision: Approve Friday 7th February 2020
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AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

101457	£20.44	Les Goble	ink
101458	£96	Alison Riseley	Land Registry payments £12 & £84
101459	£279.98	Alison Riseley	Security Cameras
101460	£288	Maintenance	February wage
101461	£394.36	Clerk	February wage
101462	£2.50	Website	February wage
	£1,081.28	TOTAL	

PAYMENTS RECEIVED

27/1/20	£500.00	Bloor Homes	Welcome Brochure reimbursement
5/2/20	£116.95	Sports and Social club	Water reimbursement
18/2/20	£96.77	Elder Bank Hall	Water reimbursement
7/2/20	£5,000	WODC	T1654 Temporary Loan payment
	£5713.72	TOTAL	

AGENDA ITEM 11.2

GENERAL INCOME & EXPENDITURE

Balance	01/04/2019	£ 9,853.70	Notes
Less o/standing cheques		£ -	
Add o/standing lodgements		£ -	
		£ <u>9,853.70</u>	
Receipts		£ 33,418.03	Includes VAT Refund
Payments		£ 39,642.68	Includes VAT to be Refunded
Plus Transfers			
Balance	18/02/2020	£ <u>3,629.05</u>	VAT Reconciliation o/standing
Plus o/standing cheques		£ 25.05	
Less o/standing lodgements		£ -	
Cash in Bank	18/02/2020	£ <u>3,654.10</u>	
Current Account	18/02/2020	£ 3,654.10	-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	£ 3,629.05	VAT Reconciliation o/standing
WODC Reserves	£ 29,700.00	
TOTAL FUNDS	£ <u>33,329.05</u>	

AGENDA ITEM 12

MONTHLY CORRESPONDENCE – 1 TO 29 FEBRUARY 2020

OFFICIAL CORRESPONDENCE:

- a) Barclays statement
- b) Land Registry forms (x4)
- c) Glasdon brochure
- d) OPFA membership
- e) OALC membership

E-MAILS CIRCULATED IN MONTH

Healthwatch 14/2

HMRC – 2/2, 12/2, 14/2, 17/2, 19/2, 21/2, 23/2

ICO – 6/2

Oxfordshire Clinical Commissioning Group – Talking Health – 7/2, (→ WW)

PCS-UK 2/2, 10/2

Police & Crime Commissioner 21/2 (not circulated)

Rural Services Network bulletin - 5/2, 10/2, 23/2 (not circulated)

SLCC Membership – 7/2, 21/2

- 1/2 Paul Hughes – Monahan Way and Brize Norton
- 2/2 OALC – Charities – navigating the minefield
- 2/2 Fred Bellenger – March newsletter
- 2/2 Dr. Phil Holmes – March newsletter
- 3/2 Alex Postan – tonight’s meeting
- 3/2 Beverly Campion – Notes from meeting
- 3/2 Anna Fairhurst – trees overhanging the Rec
- 4/2 Brize Norton Pre-school – March newsletter
- 4/2 J Briars – Lease of Land between Christchurch and BNPC
- 5/2 Cllr Field-Johnson -Agenda for delegated Decisions by Cabinet Member for Environment (including Transport), Thursday, 13 February 2020, 10.00 am
- 5/2 Caroline Patrick – Brize Norton allotments
- 5/2 Communications (WODC) – PRESS RELEASE: Press Release - Pack Taverns Ltd fined £6,024 for food safety offences
- 5/2 Anna Fairhurst – Parish Council
- 6/2 Emergency Planning – Community Emergency Planning Survey
- 6/2 Oxfordshire Stakeholders - Oxfordshire County Council - Brexit briefing
- 7/2 Julie Edwards – Water rates
- 7/2 WODC planning - 20/00332/S73
- 7/2 Andrew Smith (WOSC) – PRESS RELEASE: New Strategy will focus on future of Windrush Leisure Centre
- 8/2 Robert Courts – Community Newsletter
- 9/2 Carol McKay – Emergency Planning – 9th February Adverse Weather
- 9/2 Emergency Planning – Adverse Weather Desk
- 9/2 Cllr Nick Field-Johnson – Agenda of Delegated Decisions by Cabinet Member for Environment (including Transport), Thursday, 13 February 2020, 10.00 am
- 9/2 Keith Butler – Councillors Prize Norton Parish Council
- 10/2 Lorraine Horne – The Oxfordshire Museum
- 10/2 Anna Fairhurst (Headteacher BNPS) – parish newsletter
- 11/2 Tania Cole (Publica) - FW: SNN202085 - New Development - Phase 1C Land East of Monahan Way

11/2 Wendy Pilling – Transfer of funds from reserve account
11/2 TTRO Requests - TTRO (T7526) Temporary Emergency Road Closure - Brize Norton - Station Road - 10th Feb 2020
12/2 Clare Orme – Internal Audit Lists
12/2 Communications (WODC) - Recycling centres - temporary closures for deep clean
12/2 TTRO Requests - TTRO (T7526) Temporary Emergency Road Closure - Brize Norton - Station Road - 10th Feb 2020
12/2 Keep Britain Tidy
12/2 Bev Campion – Camera order on Amazon
13/2 Running Imp – VE day celebrations
13/2 John Charlton – Community Transport
13/2 Tim Gush – History of Carterton
14/2 Emergency Planning – Reporting Weather related incidents over the weekend
14/2 Andrew Smith (WOSC) – PRESS RELEASE: Chipping Norton customer access point set to close
14/2 **J Briars – Lease of Land between Christchurch and BNPC**
15/2 **Edward Coleridge – Carterton Cycling Infrastructure**
15/2 Janet Albury-Simpson – Article for the newsletter
16/2 Carolyn Peach- Joy’s articles
16/2 Carolyn Peach – Piece for newsletter
16/2 Carolyn Peach – Church article
16/2 Carolyn Peach – Save the date
16/2 Fred Bellenger - Mowers
17/2 Rachel Davies – Allotment Query
17/2 Mark Jones – Ting Tang Lane
17/2 Ashley Prior – Parish and Town Council Construction Projects
17/2 Tim Gush – DRAFT Sports and Social Club Contract
18/2 Holly Keer – New Families living on Brize Meadow
18/2 OALC – CiLCA mentoring
18/2 Communications (WOSC) – PRESS RELEASE: SCRAP fly-tipping - information for Parish and Town Councils
19/2 Tim Gush - DRAFT Sports and Social Club Contract
19/2 Gary Jarvis – timesheet
19/2 Carolyn Peach – Joy’s articles for newsletter
19/2 Fred Bellenger – Mowers
19/2 Cllr Field-Johnson – Brize Norton- Manor Road
19/2 Beverly Campion – Security Cameras
20/2 Diane Davies – EBH minutes and financial report
20/2 Cllr Field-Johnson – OCC Death of a Senior National Figure
20/2 Barbie Thorne – newsletter
20/2 Ron Spurs - Death of a Senior National Figure
20/2 Keith Butler – Town and Parishes Meeting
20/2 Norman McRae - Death of a Senior National Figure
21/2 Gary Jarvis - timesheet
21/2 **Oliver Murray – Survey Reminder**
21/2 Zurich Claims - Payment
21/2 Andrew Smith (WOSC) – PRESS RELEASE: Building work starts on new Chipping Norton extra care development
21/2 Leah Boylan - Arthritis Action
21/2 Cllr Field-Johnson – Brize Norton – Manor Road
21/2 Gary Jarvis - timesheet
22/2 Judith Puddle – invoice for Camera
22/2 Beverly Campion – security cameras

22/2 Sarah Homer – proposed local centre
23/2 George Gould Bishon – Payroll month 11
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