

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs A Riseley,
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31st March 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 6th April 2020**. **Due to the current situation regarding the Coronavirus and the Government's instructions, members of the public and press will not be able to attend. If members of the public have any questions for the Council, they should be submitted in writing to the Clerk.** If time allows, Members of the public may make representations to the council under item 3d and 3e according to the Council's Standing Order they will be covered under Point 4 - Public Participations.

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**
- 5) **District and County Councillors' reports** for information only.
- 6) **Record of Councillor's meetings**
 - 6.1 Cllr Way & Cllr Goble – (Saturday 14th March) S106 Monies Presentation Day in Long Hanborough
- 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 Health & Safety, High Consequence Infectious Disease Policy, Death of a Senior Leader Protocol,
 - 8.2 All Councillors - To discuss the Annual Parish Meeting
 - 8.3 Cllr Glazier – VE day celebrations
- 9) **Progress Reports**
 - 9.1 Cllr Way– contract with BNS&SC
 - 9.2 Cllr Squire – buildings development plan
 - 9.3 Cllr Glazier – maintenance update
- 10) **Planning** – review of planning applications and progress on outstanding applications (on attached appendix). 20/00615/HHD Erection of conservatory to side of property.
And 20/00698/RES Reserved Matters application for the provision of a footpath link between Garratt Place and Archer Place, otherwise known as Phases 1B and 1C at Land East Of Monahan Way, Carterton, Oxfordshire. 14/0091/P/OP (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 March
- 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 11th May 2020 at The Pavilion at 7.30pm

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

20/00615/HHD	Mr Yallop 5 Timms Lane Brize Norton Carterton	Erection of conservatory to side of property. Registered: 19th March 2020 Respond: 9th April
20/00698/RES	Mr Jon Bryan Land East of Monahan Way Carterton	Reserved Matters application for the provision of a footpath link between Garratt Place and Archer Place, otherwise known as Phases 1B and 1C at Land East Of Monahan Way, Carterton, Oxfordshire. 14/0091/P/OP Registered: 6th March 2020 Respond: 31st March 2020

PENDING PLANNING DECISIONS

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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DECIDED PLANNING DECISIONS:

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AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

SO	£5	Christchurch bus shelter rent	bus shelter rent
SO	£75	Christchurch allotment rent	allotment rent
101462	£42.00	OPFA	membership
101463	£192.62	OALC	membership
101464	£55	CFO	membership
101465	£147.02	Mr Mowerman	Lawn mower service
101466	£309.16	Elder Bank Hall	Water reimbursement (Oct)
101467	£192.69	A.K. Timms	Materials (fence posts)
101468	£579.98	Maintenance	March wage & holiday pay
101469	£642.36	Clerk	March wage & holiday pay
101470	£91.17	Website	February & March wage & holiday pay
	£2,332.00	TOTAL	

PAYMENTS RECEIVED

24/02/2020	£93.33	Direct Credit from Bev Campion Humble Bumble re: security Cameras	security Cameras
25/02/2020	£93.33	Direct Credit from S&SC re: security Cameras	security Cameras
26/03/2020	£304.60	Direct credit from Zurich Insurance re: break in	re: break in
17/03/2020	£2,830.00	Direct Credit from WODC (Temp Loan) T1654	Transfer from
	£3321.26	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		£ 36,739.29	Includes VAT Refund
Payments		£ 41,698.67	Includes VAT to be Refunded
Plus Transfers			
Balance	18/03/2020	£ <u>4,894.32</u>	VAT Reconciliation o/standing
Plus o/standing cheques		£ 1,013.53	
Less o/standing lodgements		£ -	
Cash in Bank	18/03/2020	£ <u>5,907.85</u>	
Current Account	18/03/2020	£ 5,907.86	-0.01

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	£ 4,894.32	VAT Reconciliation o/standing
WODC Reserves	£ 29,700.00	
TOTAL FUNDS	£ <u>34,594.32</u>	

AGENDA ITEM 12

MONTHLY CORRESPONDENCE – 1 TO 29 FEBRUARY 2020

OFFICIAL CORRESPONDENCE:

- a) Glasdon brochure
- b) allotment contracts (x17)
- c) Bank statement
- d)
- e)

E-MAILS CIRCULATED IN MONTH

Healthwatch 2/3, 13/3

HMRC – 2/3, 6/3, 13/3, 16/3, 20/3, 27/3,

ICO – 26/3

Oxfordshire Clinical Commissioning Group – Talking Health – 17/3, (→ WW)

Police and Crime Commissioner – 30/3

Rural Services Network bulletin - 2/3, 3/3, 10/3, 17/3, 24/3, 31/3 (not circulated)

SLCC Membership – 6/3, 19/3, 27/3

1/3 Norman McRae – Death of a Senior National Figure

1/3 Jenny Philpott – Pregnancy Yoga, Elder Bank Hall

2/3 Sarah Homer – Proposed Local Centre

2/3 Communications (WODC) – PRESS RELEASE: Council draws up action plan to tackle single use plastics

2/3 Oliver Murray – Parish Survey

2/3 Kyle Anderson – Website

2/3 Mark Jones – Ting Tang Lane

3/3 Alex Postan – Presentation from Sage Architects

3/3 Fiona Michael – Domestic Abuse Forum

3/3 Shillbrook Stationery - Sale

3/3 OALC – further information re: Corona virus and employment rights

4/3 Cllr Yvonne Constance – Supported Bus Services Fund

4/3 Fred Bellenger – Mr Mowerman

5/3 Julie Edwards – meeting held on 21/02/2020

5/3 Communications (WODC) – PRESS RELEASE: Come and Have a Go at the leisure centre

5/3 Communications (WODC) – PRESS RELEASE: Statement on Community Infrastructure Levy

5/3 **J Briars – Lease of Land between Christchurch and Brize Norton Parish Council**

5/3 ICO – Latest news

6/3 Kyle Anderson - Review

6/3 Communications (WODC) – PRESS RELEASE: Do the paperwork to celebrate the special Bank Holiday in style

7/3 Tony Shillingford – Rubbish dumped on the allotments

7/3 Nicholas Field-Johnson – BNPC newsletter

7/3 **Jennifer Harrison – horticultural group**

8/3 Kyle Anderson – Road Closure

8/3 OALC – website availability 24th March 2020

9/3 **Terry Hinchly - BNPC**

9/3 **Julie Edwards – water rates**

9/3 Lorraine Horne – April news

9/3 Stewart Andrews – Sutcliff Play South West

9/3 Fred Bellenger – Bob Howell
9/3 **Tony Shillingford – allotment plots**
9/3 Fred Bellenger – allotment plots
10/3 Virginia Waller – BN allotments
10/3 TTRO (T7607) Temporary Road Closure - Bampton, A4095 Station Road
10/3 planning@westoxon - planning application
10/3 Chris Cummings – contracts and rents due
11/3 Lucy Ridler – Brize Norton Allotments
11/3 LG – sign in
11/3 TTRO (T7617) Temporary Road Closure - Witney, Witney Bypass, W/B C/way Witney plus Slip Way
11/3 Andrew Smith WODC – PRESS RELEASE: Business rates and the Budget
12/3 David Golding – Councillor interest
12/3 Karen Rushworth – Death of a Senior National Figure
12/3 Roselle Chapman - Brize Norton Neighbourhood Plan "Wild Oxfordshire's Local Environment Groups' Conference - Please circulate to other interested parties"
12/3 Communications (WODC) – PRESS RELEASE: Council set to approve provider of key advice services
13/3 TTRO (T7667) Temporary Road Closure, Brize Norton, Minster Road
13/3 OALC – Parish Councils and Corona Virus
13/3 Andrew Smith WODC – PRESS RELEASE: New partner boosts successful Our House scheme
13/3 Rebecca McNaught - O.C.C. Rights of Way Drop-In
14/3 Robert Courts – Community Newsletter
14/3 Anne Elsmore – items for agenda
15/3 Tracy Jones - Councillor interest
15/3 David Golding – Council meeting
16/3 Tim Gush – Parachute Landing
16/3 Fred Bellenger – parachute landing
16/3 OALC – training cancelled
16/3 Keith Butler – Cancellation of Town and Parish event
16/3 OALC – OALC advice – keep the council functioning
17/3 Keep Britain Tidy – the Great British Spring Clean
17/3 Wendy Piling (WODC) – Transfer of funds from reserve account
17/3 TTRO (T7651) Temporary Road Closure - Faringdon, Faringdon Road
17/3 OALC – OALC Corona Virus update
18/3 Tony Shillingford – Allotment meeting
18/3 Liz – Brize Norton Allotments
18/3 Fred Bellenger – allotment meeting
18/3 Andrew Winstone – Brize Norton allotments
18/3 George Gould Bishon (Payman) – HMRC rebate and KA expenses
18/3 TTRO (T7618) Temporary Road Closure - Witney, Witney Bypass, W/B C/way Witney plus Slip Way
18/3 George Gould Bishon (Payman) – month 11 payroll revised
18/3 Greg Renk – Local newsletter
19/3 OALC – Support for Local Councils
19/3 Planning@westoxon – planning application 20/00615/HHD
19/3 Planning@westoxon – Hard copy planning applications
19/3 Stephen.Bostock – St. Britius & St. Johns contingency Plan
20/3 WODC – meetings cancelled
20/3 WODC – support for businesses
20/3 Wychwood Project – March Corona Virus information
20/3 Rachel McQuillan (Publica) – WODC response to COVID-19
20/3 Robert Courts – Important Corona Virus updates
20/3 Julie Hyland – contracts and rents due in April
21/3 Amy Robinson- contracts and rents due in April

22/3 Community Team – Oxfordshire All In – support for communities
22/3 Andrew Mersch – allotment meeting
22/3 Denise Sadler – allotment meeting
23/3 Jenifer Harrison – allotment meeting
23/3 Peter Band - allotment
23/3 Rachel McQuillan (Publica) – Shopmobility service to close
23/3 Steve Shaw – Request with your help with the Local Electricity Bill
23/3 Greg Renk – Local Newsletter
23/3 OXON SA – Official Notification to submit your audit
23/3 Response Hub (WODC) – Community response
24/3 OALC – Corona Virus OALC advice
24/3 Victoria Graham – allotment meeting
24/3 Martin Dare – thanks and minutes
24/3 Stephen.Bostock – Benefice Continuity Plan
24/3 Diane Davis – Elder Bank Hall
25/3 Lorraine Horne – The Oxfordshire Museum
25/3 Oxfordshire Playing Fields – dealing with the Corona Virus
25/3 Communications (WODC) – message from Giles Hughes
26/3 Roger Wise – allotment payment
26/3 Keith Butler – (WODC) Covid 19 Briefing; and Shielding
26/3 Claire Shepherd – allotment meeting
26/3 Countryside alliance – A little bit of good news
27/3 Gary Jarvis - timesheet
27/3 CFO – info – Coronavirus – update and information from CFO
27/3 OALC - update
27/3 Denise Sadler – allotment meeting
27/3 Chris Dyson (OCC) – Oxfordshire residents warned against coronavirus scams
27/3 Liz Folley – SLCC virtual coffee morning
27/3 Response Hub (WODC) – Community resilience update
27/3 Andrew Smith (WODC) – Message regarding Gigaclear
27/3 Nicholas Field-Johnson – Brize Norton
27/3 Robert Courts MP – COVID-19 Updates and Good news
28/3 Fred Bellenger – Recreation Ground
28/3 Jackie Timms - invoice
29/3 Response Hub (WODC) – community resilience
29/3 Sophie Bennett - allotments
29/3 Bernard de Petrucci – Take away & delivered food
30/3 Denise Sadler – allotment meeting
30/3 Johnathan Hunter – Oxfordshire Residents
30/3 Kyle Anderson - timesheets
30/3 WODC – Council announces its help
30/3 WODC – Keep your waste and don't fly tip
30/3 Fred Bellenger – Gordon Grant
30/3 Craig Parsons (Payroll) – Reports
30/3 Keith butler (WODC) – Covid -19 report
31/3 Kellie Oakes – Brize Norton allotment
31/3 Rachel Davies – Allotment query