

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



5th May 2020

To the Members of Brize Norton Parish

The next meeting of the Brize Norton Parish Council is to be held **due to the current situation regarding the Coronavirus and the Government's instructions, via email or video link at 7:30pm on Monday 11th May 2020. If members of the public have any questions for the Council, they should be submitted in writing to the Clerk who will invite them to attend the video conference. They will be covered under Point 4 - Public Participation.**

Alison Riseley - Clerk to Brize Norton Parish Council

Agenda

- 1) **Apologies:** to receive apologies
- 2) **Resignation and Re-election:**
 - 2.1 To elect the Chairman
 - 2.2 To elect the Vice-chair
- 3) **Minutes:** To approve the minutes of the last meeting of the Council on 6th April 2020
- 4) **Public Participation**
- 5) **District and County Councillors' reports** for information only
- 6) **Record of Councillor's meetings.**
- 7) **Committee reports**
 - 8.1 Cllr Goble - Neighbourhood Plan Steering Group: Neighbourhood Plan update
 - 8.2 Cllr Campion/ Squire/ Goble – Brize Meadow update
 - 8.3 Cllr Goble – Highways: Traffic and speed progress in Brize Norton
- 8) **Discussion and Decisions**
 - 9.1 Cllr Way – To approve Standing Orders
 - 9.2 Cllr Way – To approve Financial Regulations
 - 9.3 Cllr Way – To review land and assets including building and office equipment
 - 9.4 Cllr Way – To approve the Council's Insurance Policy
 - 9.5 Cllr Way – To approve the Council's Data Protection Policy
 - 9.6 Cllr Way – To approve the Council's Document Retention and Disposal Policy
 - 9.7 Cllr Way – To agree the Council's meeting schedule up to the next Annual Council Meeting
- 9) **Progress Reports**
 - 10.1 Cllr Goble – Gigaclear
 - 10.2 Cllr Goble/ Clerk – Website co-ordinator appraisal
 - 10.3 Cllr Way/ Cllr Squire – Sports Land Lease & Sports and Social Club Contract
- 10) **Planning** – review of new planning applications 20/00780/FUL, Christchurch, Oxford, erection of a two-storey detached dwelling and associated work, and progress on outstanding applications (on attached appendix).
- 11) **Finance**
 - 12.1 To consider payments to be made (on attached appendix)
 - 12.2 To examine the bank accounts (income and expenditures) during April
- 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 1st June 2020 at The Pavilion at 7.30pm (or via video link according to Government Guidelines)

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

20/00780/FUL	Christ Church, Oxford Land North West Of Elm Grove Brize Norton	Erection of a two-storey detached dwelling and associated works Registered: 8th April 2020 Respond: 30th April
--------------	---	--

PENDING PLANNING DECISIONS

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

DECIDED 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 Decided: 7th April 2020
--------------	--	--

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

101471	£76.16	HMRC	NI/ TAX
101472	£28.78	Kyle Anderson	IONOS repayment
101473	£48.18	Gary Jarvis	Fuel repayment
101474	£380	Maintenance	April wage
101475	£145	PMP	Parish Magazine Printing
101476	£204.51	Affinity for Water	Water bill
101477	£190	Kevin Chainey	Dry Stone Walling
101478	£5.00	Website	April wage
101479	£303.04	Clerk	April wage
101480	£192.69	A.K. Timms	Materials dry stone walling
	£1573.36	TOTAL	

PAYMENTS RECEIVED

25/3/20	271.33	BNS&SC	Water reimbursement
2/4/20	8.75	V Graham	Allotment payment 1C
6/4/20	8.75	Perks	Allotment payment 11A
17/4/20	12,667.00	WODC	Precept
	£12,955.33	TOTAL	

AGENDA ITEM 11.2

GENERAL INCOME & EXPENDITURE

Balance	01/04/2020	£ 6,099.19	Notes
Less o/standing cheques		£ -	
Add o/standing lodgements		£ -	
		£ <u>6,099.19</u>	
Receipts		£ 12,684.00	Includes VAT Refund
Payments		£ 1,490.83	Includes VAT to be Refunded
Plus Transfers			
Balance	17/04/2020	£ <u>17,292.36</u>	VAT Reconciliation o/standing
Plus o/standing cheques		£ 1,490.83	
Less o/standing lodgements		£ -	
Cash in Bank	17/04/2020	£ <u>18,783.19</u>	
Current Account	17/04/2020	£ 18,783.19	0.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2020	£ 22,320.00
Plus Receipts	
Less Transfers	
Current Reserves	£ <u>22,320.00</u>

AVAILABLE FUNDS

General Funds	£ 17,292.36	VAT Reconciliation o/standing
WODC Reserves	£ 22,320.00	
TOTAL FUNDS	£ <u>39,612.36</u>	

AGENDA ITEM 12

MONTHLY CORRESPONDENCE – 1 TO 30 APRIL 2020

OFFICIAL CORRESPONDENCE:

- a) Affinity for Business
- b) allotment contracts (x5)
- c) Bank statement

E-MAILS CIRCULATED IN MONTH

CFO – 14/4

Healthwatch 10/4, 24/4

HMRC – 6/4, 9/4, 15/4, 17/4, 20/4, 22/4, 23/4, 24/4, 27/4, 30/4

Police and Crime Commissioner – 17/4

Rural Services Network bulletin - 2/4, 7/4, 15/4, 20/4, 21/4, 28/4 (not circulated)

SLCC Membership – 3/4, 3/4, 17/4, 21/4

- 1/4 Victoria Graham – allotment meeting
- 1/4 Kyle Anderson - Skype calls
- 1/4 Kyle Anderson – Website invoices
- 1/4 OPF – OPF newsletter
- 1/4 Robert Courts- COVID-19 INFO SHEET
- 1/4 OALC – monthly update
- 1/4 Nicholas Field-Johnson – BNPC meeting
- 2/4 Andrew Smith (WODC/ Publica) – Update on business grants and business rates relief
- 2/4 Andrew Smith (WODC/ Publica) – Council grant set to raise the roof at Ramsden Memorial
- 2/4 Emergency Planning - SSE Resilient communities
- 2/4 Keith Butler – Covid 19 Briefing for Councillors
- 2/4 Judith Puddle – Water Charges
- 3/4 Keith Butler – Covid 19 Briefing for Councillors
- 3/4 Nicholas Field-Johnson – Internet Video conferencing
- 3/4 Robert Courts MP – latest on coronavirus
- 4/4 Michael Taylor – Drainage work on BN Allotments
- 4/4 Julie Edwards – water reimbursement
- 4/4 Craig Parsons HMRC payment
- 5/4 Claire Shepherd – allotment meeting
- 6/4 OALC – Update 6th April
- 6/4 Rachel Davies – allotment Query
- 6/4 Keith Butler – Covid Briefing for Councils
- 6/4 Cllr Nick Field-Johnson (OCC) – Zoom meeting
- 7/4 Phil Tucker – SIN 005883 Printing publication invoice
- 7/4 Keith Butler (WODC) – Regulations postponing Elections
- 7/4 Chris Dyson (WODC) – Corporate Services – updated Scam advice for residents
- 7/4 Naomi Barnes (WODC) – Communities
- 8/4 Liz Folley – virtual coffee and chat
- 8/4 Paul Mann – Fire and Rescue Service
- 9/4 Cllr Nick Field-Johnson (OCC) – Frequency of meetings
- 9/4 planning@WestOxon (WODC) – planning application
- 9/4 Keith Butler – Covid 19 Briefing for Councillors
- 9/4 OALC – Update 9th April
- 9/4 Rachel Davies – Allotment Query
- 9/4 Andrew Smith – ASDA closes ‘bring site’ in Carterton

10/4 Chris Dyson (WODC) – Corporate Services – PRESS RELEASE: Domestic Abuse supported shared by OCC
10/4 Robert Courts MP – latest on coronavirus
10/4 Fred Bellenger - Allotments
13/4 Denise Sadler – allotment contract and payment
13/4 planning@WestOxon (WODC) – automatic reply
13/4 Tony Payne - allotment contract and payment
13/4 Charlie Brennand - allotment contract and payment
13/4 Carolyn Peach – Eddie Cambray
13/4 Tony Shillingford – horticultural Group
14/4 Jeremy Briars – Lease between BNPC and S&SC
14/4 Charlotte Cable – Allotment Query
14/4 Charlie Steaman - allotment
15/4 WODC remittance advice
15/4 Brian Barnett -kind offer of an allotment
15/4 Charlie Steaman - allotment
15/4 Louise Chandler (OCC) – News and updates from OCC
15/4 Liz Folley – SLCC Virtual Coffee and chat
15/4 Andrew Smith (WODC) – Business Grant Awards Process Accelerating
16/4 Gary Jarvis – Holiday entitlement
16/4 Jennifer Harrison – horticultural club/ Elm Grove planning application
16/4 Helen Clarke - allotments
16/4 Keith Butler – Covid-19 Briefing for Councils
16/4 Mark Chainey – wall repair estimate
16/4 Sally Cambray – Kevin Cambray walling quotation
17/4 Sharon McDonagh - allotment
17/4 Keith Butler – Cottsway Housing and Coronavirus
17/4 OALC – OALC Update 17th April
17/4 J Briars – Lease between BNPC and S&SC
17/4 J Briars – Sports Pavilion Lease
17/4 Fred Bellenger – allotments
17/4 Steve Shaw – Request for your help with the local electricity bill
18/4 Claire White - Elm Grove
20/4 Wychwood Project - Magazine
20/4 Robert Courts MP – Covid-19 Good News update
20/4 Helen Clarke - allotments
20/4 Gary Jarvis – Holiday entitlements
20/4 Tony Shillingford - allotments
20/4 Gov.uk claims team – VAT claim confirmation
20/4 Fred Bellenger – allotments
20/4 Sharon McDonagh - allotments
21/4 Mark – Playground supplies
21/4 Clara Yeung – planning application
21/4 Liz Folley – SLCC Virtual Coffee and chat
21/4 Fred Bellenger - allotments
22/4 Liz Folley – SLCC weekly catch-up
22/4 Brize Norton Pre-school - allotment
22/4 Mark Timms – AK Timms
22/4 Andrew Smith (Publica) – Residents asked not to contaminate recycling
22/4 OPFA – Keeping our Parks and Green Spaces Open
22/4 Community support (WODC) – COVID-19 Support Information
23/4 Brize Norton Pre-school – allotment

23/4 Mark Chainey – wall repair estimate
23/4 Terry Hinchly – BNPC
23/4 Keith Butler – Covid-19 Briefing for Councils
23/4 Andrew Smith (Publica) – Bulky Waste collections reinstated
25/4 Andrew Smith (Publica) – Boost for Market Traders After Rent Waived
25/4 Chris Dyson (WODC)- PRESS RELEASE: Oxfordshire businesses warned to protect against COVID19
scams
25/4 Andrew Smith (Publica) – Residents Urged Not to Light Bonfires During COVID-19 Pandemic
25/4 Jade Hodds – Supporting Local Councils
25/4 Denise Sadler - allotments
24/4 Fred Bellenger – Mr Cripps
24/4 Tony Shillingford - Mr Grant
24/4 Sally Cambray – Insurance documents
24/4 Miranda French – Grass cutting
24/4 OALC - OALC briefing 24th April
24/4 Sally Cambray – Kevin Cambray walling
24/4 Tony Shillingford – Gordon Grant
25/4 Gary Jarvis - timesheet
25/4 Peter Band – reminder for allotment holders
25/4 orders@timms.co.uk – orders
25/4 Jennifer Harrison – Elm Grove
25/4 Gary Jarvis – timesheet and invoices
25/4 Tony Shillingford – availability of allotments
25/4 Fred Bellenger - availability of allotments
26/4 **Will Benbow – Lease of Land with Christchurch**
26/4 Andrew Smith (Publica) – Information on testing for farmers
26/4 TTRO Requests – TTRO (T7765) Temporary Road Closure Brize Norton, Witney Road
26/4 Cllr Nick Field-Johnson – Planning application
27/4 Andrew Smith (Publica) – Council up to speed with covid-19 business grant payments
27/4 Gavin Hudson – Book Trail
27/4 Alex Postan – planning Application
27/4 Kyle Anderson – website actions - URGENT
27/4 Kyle Anderson - appraisal
27/4 Keith Butler - questions
28/4 Marcus Darnell – Interest in an allotment
28/4 Cllr Nick Field-Johnson – Elm Grove Planning application
28/4 Oxfordshire Clinical Commissioning Group – Calling all GP Practice Nurses
29/4 Andrew Smith (Publica) – Appeal for Nurses
29/4 Astrid Harvey – Parish Burial Capacity
29/4 Carolyn Peach – Creative Station/ VE Day
29/4 Marcus Darnell – Interest in an allotment
29/4 OALC – Community Governance
29/4 Gary Jarvis – weed killing
29/4 Jennifer Coaker – Parishioner needs help
30/4 Keith Butler – COVID-19 Briefing for Councils
30/4 OALC – April update
30/4 Lorna Hart – Insurance for your Parish Council
30/4 Andrew Smith (Publica) – Covid-19 Testing