

## BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs A Riseley,  
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26<sup>th</sup> 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 1st June 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) **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 11<sup>th</sup> May 2020
- 4) **Public Participation**
- 5) **District and County Councillors' reports** for information only.
- 6) **Record of Councillor's meetings**
  - 6.1 Cllr Squire – meeting with
- 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 Goble – Waste bins on Monahan Way
  - 8.2 Cllr Squire – Land and Asset register
  - 8.3 Cllr Way – To review and approve Code of Conduct policy and Freedom of Information Policy and Schedule
- 9) **Progress Reports**
  - 9.1 Cllr Squire – contract with BNS&SC
  - 9.2 Cllr Glazier – assisting primary school with fencing
  - 9.3 Cllr Squire – buildings development plan
  - 9.4 Cllr Squire – collate pack quote for architects for EBH extension tender
  - 9.5 Cllr Glazier – maintenance update
  - 9.6 Clerk – Insurance renewal
  - 9.7 Cllr Woodward – EBH insurance
  - 9.8 Clerk – online banking
- 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 May
- 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 6<sup>th</sup> July 2020 at The Pavilion at 7.30pm or an online virtual meeting as advised by the Government due to COVID-19

## **AGENDA ITEM 10**

### **NEW PLANNING APPLICATIONS:**

20/01253/FUL	Brize Norton County Primary School Station Road Brize Norton	Renewal of consent for an existing and the erection of one additional prefabricated classroom buildings for a temporary period of five years <b>Registered: 20th May 2020</b> <b>Respond by: 16th June 2020</b>
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### **PENDING PLANNING DECISIONS**

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 <b>Registered: 6th March 2020</b> <b>Respond: 31st March 2020</b>
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### **DECIDED PLANNING DECISIONS:**

20/00615/HHD	Mr Yallop 5 Timms Lane Brize Norton Carterton	Erection of conservatory to side of property. <b>Registered: 19th March 2020</b> <b>Respond: 9<sup>th</sup> April 2020</b> <b>Approve :13<sup>th</sup> May 2020</b>
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). <b>Registered: 3<sup>rd</sup> February 2020</b> <b>Respond: 28<sup>th</sup> February 2020</b> <b>Approve: 27<sup>th</sup> April 2020</b>

## **AGENDA ITEM 11.1**

### **ORDERS FOR PAYMENT:**

101473	£47.95	Kyle Anderson	IONOS payment (reissued)
101482	£363.12	McCracken & Sons	Grass cutting
101483	£356	McCracken & Sons	Grass cutting – June 2019
101484	£356	McCracken & Sons	Grass cutting – September 2019
101485	£380	Maintenance	May wage
101486	£	Website	April and May wage <b>NOT SUBMITTED IN TIME</b>
101487	£326.42	Clerk	May wage
101488	£129.60	Payman	Payroll processing

101489	£40.00	ICO	Information protection
101490	£23.38	Handyman receipts	Fuel receipts
	<b>£</b>	<b>TOTAL</b>	

### PAYMENTS RECEIVED

22/04/2020	£4,296.88	HMRC	VAT rebate
29/04/2020	£828	OCC	Grass cutting Grant
29/04/2020	£531	Allotment rent	Allotments 2020-21
	<b>£5,655.88</b>	<b>TOTAL</b>	

### 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		£ 18,339.88	Includes VAT Refund
Payments		£ 3,449.74	Includes VAT to be Refunded
Plus Transfers			
Balance	18/05/2020	<u>£ 20,989.33</u>	VAT Reconciliation o/standing
Plus o/standing cheques		£ 3,449.74	
Less o/standing lodgements		£ -	
Cash in Bank	18/05/2020	<u>£ 24,439.07</u>	
Current Account	18/05/2020	£ 22,187.07	total of cheques cashed from last year's finance sheets
			2,252.00

#### **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	£ 20,989.33	VAT Reconciliation o/standing
WODC Reserves	<u>£ 22,320.00</u>	
<b>TOTAL FUNDS</b>	<u>£ 43,309.33</u>	

## **AGENDA ITEM 12**

### **MONTHLY CORRESPONDENCE – 1 TO 30 MAY 2020**

#### **OFFICIAL CORRESPONDENCE:**

- a) Clerk & Councils Direct magazine
- b) The Clerk magazine
- c) Electoral Roll update
- d) Bank statement
- e) Payman invoice

#### **E-MAILS CIRCULATED IN MONTH**

Healthwatch 7/5,

HMRC – 5/5, 11/5, 12/5, 19/5, 26/5, 26/5, 29/5

ICO – 7/5

Rural Services Network bulletin - 6/5, 7/5, 12/5, 19/5, 27/5 (not circulated)

SLCC Membership – 1/5, 15/5,

Wychwood project – 29/5

1/5 Jackie @ AK Timms - invoice

1/5 Claire Doody – fly tipping

2/5 OALC – letter from Robert Jenrick MP

1/5 Robert Courts – Coronavirus latest, VE Day

1/5 Nicholas Field-Johnson – Planning enforcement

2/5 Terry Hinchly – Brize Norton Parish Council

2/5 Johnathan Hunter – Jenny Coaker re: Brize Norton Community Assistance Group

3/5 Sally Cambray – Kevin Cambray billing

3/5 Running Imp – Stay at Home VE Day Party

4/5 Jackie @ AK Timms - invoice

4/5 Gary Jarvis – weed killing

5/5 Nick Rawlings – Fly Tipping

4/5 Louise Chandler (Oxfordshire.gov) – News Releases: Cancer Concern

5/5 Louise Chandler (Oxfordshire.gov) News Releases: Coronavirus Carer ID scheme & Praising Care

Teams

4/5 Craig Parsons – Month 1 Payroll

5/5 BZN-LCWG- meeting

4/5 OALC – BNPC website

4/5 WODC – Council meetings set to be streamed online

4/5 Phillip Tucker (PMP) – still printing

5/5 Nick Rawlings – Fly Tipping

5/5 Robert Courts – newsletter

5/5 Tom Wattleworth – newsletter

5/5 Will Benbow – Christchurch Former Recreation Ground

5/5 Nicholas Field-Johnson – Christchurch Former Recreation Ground

5/5 Nicholas Field-Johnson – Planning enforcement

6.5 OCC – Oxfordshire to mark the 75<sup>th</sup> anniversary of Victory in Europe

6/5 Philip Butcher - newsletter

6/5 Emergency Planning – reminder SSEN Grants of up to £3,000 available to support your constituents

6/5 Nicholas Field-Johnson – Elm Grove

6/5 Louise Chandler (Oxfordshire.gov) – Caring in a Crisis: day centre launches new YouTube channel

6/5 Tamar Bowley (Oxfordshire.gov.uk) - Re: Updated - Two Revisions to the Rural Gigabit Voucher Scheme

7/5 Kyle Anderson – WordPress Plug ins

7/5 Kyle Anderson – agenda

7/5 Tim Gush – water meter readings

7/5 Wendy Pilling – BNPC reserve account statement

7/5 James Nelson – Planning Application 18 01517 FUL Linden House, Kilkenny Lane, Brize Norton

7/5 Louise Chandler (Oxfordshire.gov) – News Releases: NHS healthcare over the May bank holiday weekend

7/5 OALC – Microsoft Teams Training

7/5 OALC – Modified Standing Orders

7/5 Tony Shillingford – Horticultural Show Facebook Page

7/5 Keith Butler – COVID-19 Briefing for Councillors

7/5 Jennifer Harrison - Horticultural Show Facebook Page

7/5 Fred Bellenger – Water meter readings

9/5 Headteacher – newsletter

9/5 McCracken & Son Ltd - invoice

10/5 Cllr Nick Field-Johnson – Agenda for BN

11/5 OALC – On-line neighbourhood Plan

11/5 WODC – Dix pit to reopen on Monday

11/5 Cllr Nick Field-Johnson – Agenda for BN

11/5 David Smith - accounts

12/5 5 A’s tool & Plant hire – customer number

12/5 Blueprint imaging – open for business

12/5 BHIB – looking to renew your insurance

12/5 Communications (WODC) – recycling centres opening soon

12/5 Rachel Davies – allotment query

12/5 Dr Phil Homes - newsletter

12/5 ROSPA – notification of play area inspection booked

13/5 Defib4life – defibrillator maintenance

13/5 Dr Phil Homes – newsletter

13/5 OPFA – Coronavirus latest update

13/5 TVP – child sex crimes newsletter

13/5 McCracken & Sons – contract 2019

13/5 Tim Gush – May newsletter

13/5 McCracken & Sons – invoice 9473

13/5 Tony Shillingford – Letting available plots

13/5 Liz Folley – branch catch up 14.5.20

14/5 OALC – update

14/5 Castle Water

14/5 Liz Folley – branch catch up 21.5.20

14/5 TTRO REQUESTS - TTRO (T7843) Temporary Road Closure - Brize Norton, Manor Road

14/5 OALC – online Neighbourhood plans

14/5 Cllr Nick Field-Johnson – TTRO (T7843) Temporary Road Closure - Brize Norton, Manor Road

14/5 Carolyn Peach – joys articles for the newsletter

14/5 Carolyn Peach – Church article for the newsletter

15/5 WOCD (communications) - Successful launch of council meetings online

15/5 Keith Butler – COVID Briefing

15/5 WOCD (communications) - Bin crews praised after figures reveal major increase in lockdown waste

15/5 Gary Jarvis – 5 A’s hire

15/5 Kyle Anderson – BNPC meeting dates 20-21

15/5 Tony Shillingford – Allotment query

15/5 Tony Shillingford – Letting available plots  
17/5 Tony Shillingford – allotment waiting list  
17/5 Julia Hilbourne – automatic reply  
17/5 Anna Fairhurst - newsletter  
17/5 Janet – A. Albury Simpson - newsletter  
18/5 Jenny Philpott – gate permit  
18/5 Julia Hilbourne – new street names – Bloor homes  
18/5 Lorna Hind – Chief Executives Office – Return of Form 9’s  
18/5 1&1 IONOS - message  
18/5 Jasmine Walker – Brize Norton Parish Council – grass on roundabout on Monahan Way  
18/5 J Briars – Sports Pavillion Lease  
18/5 Andy Langfield – Fly tipping in your area  
18/5 Stephen Bostock – Benefice Continuity Plan  
18/5 James Nelson – re 20/5/11 18 01517 FUL  
18/5 Paul Butler – Brize Norton Parish Council – HGV’s in Brize Norton  
19/5 Rachel Davies – gate permit  
19/5 Rachel Davies – allotment covering letter  
19/5 Anna Fairhurst – access to school through playground  
19/5 Chandler2, Louise - Corporate Services (OCC) – 2 stories mental health  
19/5 West Oxfordshire District Council Communications Team -Have your say on the Council  
20/5 Adam Tate – Brize Norton Allotments  
20/5 Liz Folley - branch catch up 21.5.20  
20/5 David Smith - accounts  
21/5 ICO – Data protection Fee  
21/5 Mark Upton – support for people with sight loss during COVID-19  
21/5 Defib4Life – Defibrillator maintenance  
21/5 J Briars – Sports Pavilion Lease  
21/5 Keith Butler – Covid-19 Briefing for Councils  
21/5 Edward Huston (Came & Co) – Local Council Insurance Quote  
21/5 Bev Champion – Lockdown bits  
22/5 OFPA – receipt for membership  
22/5 WODC – check your waste is being disposed of properly  
22/5 Robert Courts MP – COVID update and Local Good News  
22/5 Claire Benbow – Clerk – recommendations for insurance company  
22/5 Gary Jarvis - timesheet  
22/5 Alex Postan – Elm Grove  
22/5 Andrew Mersch – Allotment Plot 13C  
23/5 Dr Phil Holmes – Pavilion Clock  
24/5 Peter Gammond – OCC Gypsy and Traveller contact team  
25/5 **OXON SA – AUDIT – extended Deadlines**  
25/5 Tony Shillingford – letting available plots  
26/5 Tony Shillingford – allotment tenancy  
25/5 Colin Raffell (WPS) - insurances  
26/5 Planning WestOxon - 20/01253/FUL  
26/5 McCracken – Contract 2019  
27/5 BHIB Councils Insurance  
27/5 admin - timesheets  
27/5 Andy Ball – stone wall  
27/5 Craig Parsons (Payman) payroll  
27/5 TTRO: Updating contact info  
27/5 Rachel Davies – gate permit

27/5 Zurich - renewals  
27/5 WODC - calling young people of West Oxon  
27/5 Adam Tate - allotments  
27/5 Colin Raffell - insurance  
27/5 Samantha Mathieson - allotments  
27/5 Craig Parsons - Reports  
27/5 WODC – Council seeks local landlord  
28/5 Town Clerk – recommended insurance  
28/5 Zurich – renewals  
28/5 Castle Water – reminder account being changed  
28/5 OCC – cycleways and footpaths  
28/5 Chris TWM Traffic Controls – speeding impact  
28/5 WODC – Council set to launch discretionary business grants  
28/5 Keith Butler (WODC) – COVID-10 briefing for Councils  
29/5 Angel Collodel TTRO updating contacts  
29/5 SLCC membership  
29/5 OALC - membership  
30/5 Andrew Winstone – re:20200525 request for meeting  
30/5 Podlasiak Kasia – Oxfordshire libraries  
30/5 Nicholas Field-Johnson – agenda for Monday  
30/5