

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs A Riseley,
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30th June 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 6th July 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 1st June 2020
- 4) **Public Participation**
- 5) **District and County Councillors' reports** for information only.
- 6) **Record of Councillor's meetings**
 - 6.1 Cllr Way & Cllr Goble (Thursday 18th June) CFO – received a request about our thoughts on CFO supporting Councils with Planning application and appeals
 - 6.2 Cllr Campion, Cllr Goble, Cllr Squire (Monday 22nd June) Bloor Homes – Progress Report
- 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 – Connectivity to Bus Stops on Monahan Way
 - 8.2 Cllr Way – Big screen on the Recreation Ground
 - 8.3 Clerk - Insurance renewal
 - 8.4 Cllr Woodward – EBH insurance
 - 8.5 Cllr Glazier – Maintenance (Dry Stone wall repair & reinstating white lines on tennis court)
 - 8.6 Cllr Way – Dogs on the Recreation Ground
 - 8.7 Clerk – OALC Training courses for Councillors
- 9) **Progress Reports**
 - 9.1 Cllr Squire – collate pack quote for architects for EBH extension tender
 - 9.2 Cllr Squire/Clerk – external audit 2020-21
 - 9.3 Cllr Squire/ Cllr Way – contract with BNS&SC
 - 9.4 Cllr Goble – waste bins on Monahan Way
 - 9.5 Cllr Squire – Kilkenny Lane
 - 9.6 Cllr Glazier – maintenance update
 - 9.7 Clerk – online banking
 - 9.8 Cllr Glazier – encroaching grass on footways in BNPC - OCC
- 10) **Planning** – review of planning applications (20/01132/FUL and 20/01160/OUT) 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 June

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 August 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:

20/01132/FUL	Mr Ian Botcherby Willow Farm Witney Road Brize Norton	Erection of stables and storage barn Registered: 12th June 2020 Respond by: 7th July 2020
20/01160/OUT	Mr Paul Paget Grange Farm Cottages Burford Road Brize Norton	Sub-division on plot for development of one new dwelling (outline application with all matters reserved) Registered: 11th May 2020 Respond by: 25th June 2020

PENDING PLANNING DECISIONS

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 Registered: 20th May 2020 Respond by: 16th June 2020
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DECIDED 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 Registered: 6th March 2020 Respond: 31st March 2020 Decided: 9th June 2020
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AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

101486	£60.54	Website	May wage
101491	£161.50	PMP - printing	Parish Magazine
101492	£363.12	McCracken & Sons	Grass cutting – May 2020 (9516)
101493	£1,532.78	McCracken & Sons	Grass cutting - outstanding payment 2019
101494	£92	SLCC	SLCC membership
101495	£380	Maintenance	June wage
101496	£5.00	Website	June wage
101497	£298.55	Clerk	June wage
101498	£363.12	McCracken & Sons	Grass cutting – June 2020 (9564)
	£3,256.61	TOTAL	

PAYMENTS RECEIVED

	£		
	£		
	£		
	£0	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		£ 18,339.88	Includes VAT Refund
Payments		£ 8,266.70	Includes VAT to be Refunded
Plus Transfers		<u>£</u>	
Balance	18/06/2020	<u>£ 16,172.37</u>	VAT Reconciliation o/standing
Plus o/standing cheques		£ 2,838.06	Cheques paid, but still to be cashed
Less o/standing lodgements		£ -	
Cash in Bank	18/06/2020	<u>£ 19,010.43</u>	
Current Account	18/06/2020	£ 19,020.43	-10.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2020		£ 21,870.00	WODC funds
Plus Receipts			
Less Transfers		<u>£</u>	
Current Reserves		<u>£ 21,870.00</u>	

AVAILABLE FUNDS

General Funds		£ 16,172.37	VAT Reconciliation o/standing
WODC Reserves		£ 21,870.00	
TOTAL FUNDS		<u>£ 38,042.37</u>	

AGENDA ITEM 12

MONTHLY CORRESPONDENCE – 1 TO 30 JUNE 2020

OFFICIAL CORRESPONDENCE:

- a) ICO invoice
- b) SLCC membership invoice
- c) Barclays Bank statement

E-MAILS CIRCULATED IN MONTH

Healthwatch 5/6, 19/6

HMRC – 3/6, 5/6, 9/6, 13/6, 18/6, 18/6, 24/6, 26/6

ICO – 17/6

IIMC – 26/6

LG & LG Inform – 19/6

Public Sector Executive – 3/6, 4/6, 4/6, 5/6, 7/6, 8/6, 8/6, 9/6, 10/6, 11/6, 12/6, 12/6, 13/6, 14/6, 17/6, 17/6, 18/6, 19/6, 21/6, 22/6, 23/6, 24/6, 25/6, 26/6, 28/6, 29/6, 29/6, 30/6

Police & Crime Commissioner – 18/6, 27/6

PSE Online – 11/6

Rural Services Network bulletin - 2/6, 9/6, 13/6, 23/6, 30/6 (not circulated)

SLCC Membership – 19/6, 30/6,

Wychwood project – 17/6

1/6 McCracken & son – contract 2019

1/6 WODC – Key relationship helps feed residents most at risk

1/6 Tony Shillingford – Brize Norton allotments

1/6 Tony Shillingford – Letters to 8C ad 8D

1/6 Tony Shillingford – Allotment Lists

1/6 Denise Sadler - allotments

2/6 IONOS – encrypted message

3/6 Tony Shillingford – Allotment 8C

3/6 WODC – Residents raise their glass in lockdown

3/6 WODC – INFORMATION: Shielding the Vulnerable in Oxfordshire

3/6 WODC – Businesses urged to get on the map

3/6 McCracken & Son – invoice 9516 May 2020 grass cutting

3/6 BHIB Councils Insurance – Free Guide for Local Councils -Managing Volunteers

3/6 Carolyn Peach – Village Newsletter

3/6 Tony Shillingford – Job Advert

3/6 Tony Shillingford - Allotment

4/6 Planning @WestOxon - 20/01160/OUT Mr Paul Paget, Grange Farm Cottages, Burford Road, Brize Norton

4/6 Liz Folley – SLCC branch catch up TODAY

4/6 Phil Holmes – parish newsletter

4/6 Community Response (WODC) – COVID-19 Support Newsletter

4/6 My Club Group – Important news about grants

4/6 Matt Cunningham – Cunningham allotment

4/6 Keith Butler – COVID-19 Briefing for Councillors

4/6 Tracy Jones – councillor vacancy

5/6 Phil Holmes – newsletter for the parish website

5/6 Denise Sadler - allotment

6/6 Steve Shaw – Urgent: Local Electricity Bill

7/6 Nicholas Field Johnson – Inspector Hookham

7/6 Tracy Jones – Councillor Vacancy

8/6 Corporate Services – Pledge your support for Carer’s week

8/6 Ian Shirley – Providing Safeguard monitors

8/6 Phil Tucker – invoice for newsletter printing.

8/6 Corporate Services – Information to support your well-being and health

8/6 WODC – Public toilets across West Oxfordshire set to reopen

8/6 Annabel Dixon (Robert Courts Secretary) - Newsletters

8/6 BHIB Councils Insurance – Free Risk assessment templates

9/6 OALC – Annual Report and Accounts AGM Cancelled

9/6 Facebook – confirm e-mail address

9/6 Anthony Heslehurst – Planning Objections by AH Planning

9/6 OALC – NALC & BHIB Risk Assessments

10/6 Ian Howard – Sponsoring a big outside screen or a big Outside TV ...

10/6 WODC – Guidance on installation of screens for taxi drivers

10/6 WODC – Council plans for the safe reopening of high streets

11/6 Liz Folley – SLCC branch catch up

11/6 OALC – Labour Party Consultation

11/6 My Club Group – fund your local sports club

11/6 WODC – Bridge to be closed to repair river breach

11/6 Keith Butler – COVID-19 Briefing for Councillors

12/6 SLCC – News Bulletin

12/6 WODC – Tell us your views on Witney Town Centre Plans

12/6 Robert Courts MP – Restrictions Lifted and Local News

12/6 Tammy Storrie – IIMC (International Institute of Municipal Clerks)

12/6 Tim Gush – BNS&SC Contract

12/6 Tim Gush – Important news about Grants

12/6 Alex Postan – Planning application 18/01517/FUL Linden House, Kilkenny Lane, Brize Norton - Unauthorised Access

12/6 Carolyn Peach – village newsletter

13/6 Liz Folley – SLCC branch catch up

13/6 Janet Albury Simpson - newsletter

13/6 Matt Cunningham – Cunningham allotment

13/6 Paul Claridge – Playing field Wall

13/6 Panicos Monk (WPS insurance) - insurances

13/6 Tony Shillingford – Cunningham allotment

13/6 Tony Shillingford – job advert

13/6 Tony Shillingford – allotment availability

14/6 West Oxon – Witney Plan set to roll out this week

14/6 Heather Robson – Domestic Abuse forum

16/6 Kate Prudden – Thames Water – Windrush Valley

16/6 My Club Group – Helping Grassroots

16/6 West Oxon – Trees made safe in Madley Park

16/6 Edward Huston (Came & Company) – Local Council Insurance

16/6 OCC – Bus Gates, School Streets

16/6 Sophie Balchin (ROSPA) - Notification of Play areas

16/6 planning@westoxon – planning application 20/01132/FUL

17/6 OCC – People urged to wear face masks

17/6 Panicos Monk – WPS insurance – BNPC

17/6 SPAR Minster Lovell – newspaper boy/ girl

18/6 OALC Online Chairmanship skills

18/6 WODC – Traffic restrictions introduced in Witney to boost social distancing

18/6 Dan Woodward – COVID-19 testing initiative

18/6 McCracken – weed spraying

19/6 James Nelson – 20.6.15 18/01517/FUL

19/6 Emily Rodgers – Sir Richard Leese

19/6 SLCC – membership renewal

19/6 Alex Postan - 20.6.15 18/01517/FUL

22/6 WODC – Key Developments lined up for garden Village Planning Process

22/6 WODC – Residents urged not to contaminate recycling bins

23/6 Annabel Dixon – Robert Courts MP Diary Secretary and Constituency Assistant - newsletter

23/6 OCC – Long Term Plans for permanent increases in cycleways will lead to a step-change in Oxfordshire’s cycling infrastructure

24/6 Edward Hutson – Came & Co quote from Hiscox Insurance

24/6 WODC – Council outline £1.3m of grant of grant payments to 146 small businesses

24/6 Liz Folley – SLCC branch catch up

24/6 WODC – Council backs scheme to develop more affordable homes

24/6 SLCC – membership renewal

25/6 Nicholas Field-Johnson – PC meeting dates

26/6 Tim Gush – signatures and contract

25/6 OALC – Autumn Training 2020

25/6 Sophie Balchin (RoSPA) – Notification of Play area inspection

25/6 WODC – The Show must go on at Witney Community Hospital

26/6 SLCC – membership

26/6 BHIB – are your statues and war memorials adequately insured?

26/6 WODC – Carterton Streets to be named after former Councillors

26/6 Sally Cambray – Kevin Cambray Walling quote

26/6 Gary Jarvis – Timesheet June

27/6 OALC – easing of lockdown from 4th July

29/6 David Smith – BNPC accounts

29/6 Anna Fairhurst – Play area inspection

29/6 Julie Edwards – EBH water reimbursement

29/6 WODC – Council grant helps Village Hall fundraising hit target

29/6 OALC – playground COVID-19 Risk Assessment

29/6 Judith Puddle – S&SC water reimbursement

29/6 Anne Elsmore -

30/6 OALC – Good Neighbour Information

30/6 Ollie Bolt (Payman) - Reports

30/6 Cottsway Communications – PRESS RELEASE: Cottsway gifts over £22K to support local community Projects

30/6 OPFA – The re-opening of Children’s Playgrounds