

## BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs A Riseley,  
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1st September 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 7th September 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 3<sup>rd</sup> August 2020
- 4) **Public Participation**
  - 4.1
- 5) **District and County Councillors' reports** for information only.
- 6) **Record of Councillor's meetings**
  - 6.1
- 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
  - 7.4 Cllr Stewart (Thursday 20<sup>th</sup> August) OALC training for new councillors
- 8) **Discussion and Decisions**
  - 8.1 Cllr Way – Poppy wreaths for Remembrance Day
  - 8.2 Cllr Way – Playground Opening
  - 8.3 Clerk – New notice boards for Station Road and Burford Road
  - 8.4 Clerk – review and approve updated policies (Code of Conduct, Complaints, Dignity at Work, Discipline & Grievance Policies)
  - 8.5 Cllr Way – Agree new organisation chart
  - 8.6 Cllr Squire - Elder Bank Hall extension tender
  - 8.7 Cllr Glazier – allotments
  - 8.8 Cllr Glazier – RoSPA report
- 9) **Progress Reports**
  - 9.1 Cllr Goble – Connectivity to Bus Stops on Monahan Way/ Pavement on Minster Road
  - 9.2 Cllr Goble – waste bins on Monahan Way
  - 9.3 Cllr Glazier – maintenance update
  - 9.4 Cllr Way - Land Registry for EBH
  - 9.5 Cllr Way – Update on actions with the solicitor
- 10) **Planning** – review of new 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 July
  - 11.3 To sign the Annual Governance Statement
  - 11.4 To sign the AGAR for y/e 2019-2020
- 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 October 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:**

20/01915/OUT	c/o Agent Brock Cottage Burford Road Brize Norton	Self-Build and/or Custom Housebuilding plots for 2 detached dwellings, (Outline application with all matters reserved except for access) <b>Registered: 24<sup>th</sup> July 2020</b> <b>Respond by: 3<sup>rd</sup> September 2020</b>
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### **PENDING PLANNING DECISIONS**

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### **DECIDED PLANNING DECISIONS:**

20/01132/FUL	Mr Ian Botcherby Willow Farm Witney Road Brize Norton	Erection of stables and storage barn <b>Registered: 12th June 2020</b> <b>Respond by: 7th July 2020</b> <b>Decided: Approve Thursday 6<sup>th</sup> August</b>
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## **AGENDA ITEM 11.1**

### **ORDERS FOR PAYMENT:**

101510	£52	5 A's	Materials for village maintenance
101511	£121.48	A.K. Timms	Materials for dry stone walling and handyman
101512	£156	ROSPA	Playground inspection
101513	£342	Maintenance	August wage
101514	£5.00	Website	August wage (timesheet not submitted)
101515	£441.07	Clerk	August wage
101516	£363.12	McCracken & Sons	Grass cutting – July 2020 (invoice #9612)
101517	£		
101518	£		
	£	<b>TOTAL</b>	

### **PAYMENTS RECEIVED**

21/7/20	£21.55	Allotments	rental
22/7/20	£141.76	WODC	
	£		
	<b>£163.31</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		£ 18,793.38	Includes VAT Refund
Payments		£ 12,544.37	Includes VAT to be Refunded
Plus Transfers			
Balance	18/08/2020	£ <u>12,348.20</u>	VAT Reconciliation o/standing
Plus o/standing cheques		£ 2,681.66	Cheques paid, but still to be cashed
Less o/standing lodgements		£ -	
Cash in Bank	18/08/2020	£ <u>15,029.86</u>	
Current Account	18/08/2020	£ 15,040.43	-10.57

### **RESERVES INCOME AND EXPENDITURE**

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

### **AVAILABLE FUNDS**

General Funds		£ 12,348.20	VAT Reconciliation o/standing
WODC Reserves		£ 21,870.00	
<b>TOTAL FUNDS</b>		£ <u>34,218.20</u>	

## **AGENDA ITEM 12**

### **MONTHLY CORRESPONDENCE – 1 TO 31 JULY 2020**

#### **OFFICIAL CORRESPONDENCE:**

- Electoral Roll update (WODC)
- Barclays Bank statement
- Pre-school posters

## E-MAILS CIRCULATED IN MONTH

CFO – 18/8, 24/8, 26/8, 27/8

Healthwatch 7/8, 10/8, 18/8

HMRC – 4/8, 6/8, 10/8, 11/8, 12/8, 18/8, 24/8, 26/8

ICO – 6/8

IIMC – 5/8, 14/8, 15/8, 21/8, 22/8, 28/8, 29/8

LG & LG Inform – 18/8

PCS-UK – 5/8, 28/8, 30/8

Public Sector Executive – 3/8, 4/8, 5/8, 5/8, 6/8, 7/8, 9/8, 10/8, 11/8, 12/8, 12/8, 12/8, 13/8, 14/8, 16/8, 17/8, 18/8, 19/8, 19/8, 20/8, 21/8, 23/8, 24/8, 25/8, 26/8, 26/8, 27/8, 27/8, 28/8, 29/8, 30/8

Police & Crime Commissioner – 3/8,

PSE Online – 8/8, 30/8

Public Sector Voice – 1/8, 5/8

Rural Services Network bulletin - 4/8, 5/8, 11/8, 18/8, 25/8 (not circulated)

SLCC Membership – 12/8,

- 1/8 Jackie @ A.K. Timms - invoice
- 1/8 Debbie @ A.K. Timms - invoice
- 1/8 Carole Stevens – Brize Norton School Association
- 3/8 Jenny @ 5 A's – invoice
- 3/8 Phil Butcher - newsletter
- 3/8 OALC – enquiry from website
- 3/8 LPR – Grant funding for transparency and land Registration
- 3/8 Jenny @ 5 A's – invoice
- 3/8 LPR – the good Councillors Guide to Finance and Transparency
- 3/8 Keith Butler – Brize Norton Co-option
- 3/8 David Smith – Annual return and Excel model
- 4/8 David Smith - AGAR
- 4/8 Zurich Insurance - BNPC
- 4/8 OALC – Training for Councillors and
- 4/8 Will Benbow – RE lease of land with Christchurch
- 5/8 OALC – three items for your attention
- 5/8 OALC – revised NALC legal briefing
- 5/8 Google Online Awards
- 6/8 Liz Folley – SLCC Branch catch up
- 6/8 Liz Folley – SLCC Branch UPDATE
- 7/8 Will Benbow – RE: Lease of Land with Christchurch
- 7/8 Carolyn Peach – village newsletter
- 8/8 Charlie Brennand - Gypsies
- 8/8 Kate Butler (clerk) – invitation to tender
- 10/8 Clerk to Sutton-on-trent - invitation to tender
- 10/8 Betty Crockett – Respect, Protect, Enjoy the countryside code
- 10/8 Clerk to Chinley, Buxworth & Brownside - invitation to tender
- 11/8 Simon Cook – item for newsletter
- 11/8 Zurich Insurance - BNPC
- 11/8 Rhys Skym - invitation to tender
- 12/8 Stephen Wellstead- allotments
- 12/8 OALC – Planning consultation documents
- 13/8 Barbie Thorne - newsletter
- 14/8 Keith Butler – automatic reply
- 14/8 Martin Adams ((Blue Print Publishing)– welcome Brochure printing
- 14/8 Julie Tucker (PMP Printing) - welcome Brochure printing

14/8 Simon Cook – item for newsletter  
13/8 Miranda Clark – Planning Application Consultation  
13/8 Tim Gush - NEWSLETTER  
13/8 Barbie Thorne – Parish magazine  
15/8 Tony Shillingford - Allotment Waiting List  
15/8 Carole Stevens – BNPC  
17/8 Facebook – confirm e-mail  
17/8 Laura Hodges- Charity get together  
17/8 Bev Campion – Zurich Insurance  
17/8 OALC – chairmanship course  
17/8 Stephen Wells – allotments  
17/8 Kim Bedford – Zoom invite OALC training  
17/8 Carolyn Peach – newsletter for August  
18/8 Tom Wattleworth – newsletter for August  
18/8 Meon Adam Ford – Social distancing Kits  
18/8 Tracy Cheshire (RoSPA) – Playground inspection Report  
18/8 OALC – Cllr Fundamentals Training  
18/8 Liz Folley – SLCC Branch catch up  
18/8 Zurich Insurance - BNPC  
18/8 Tracy Cheshire (RoSPA) – Invoice  
18/8 Lucy Tallent (Zurich) - BNPC  
19/8 SLCC- events  
19/8 OALC – Helpful Advice from OALC  
19/8 Will Benbow – Lease of Land with Christchurch  
19/8 Rebecca McNaught – Oxfordhsrei together – Salt bins  
19/8 Bev Campion – Zurich Insurance  
19/8 Jenny Philpott – allotments in Brize Norton  
19/8 Tony Shillingford - allotments in Brize Norton  
19/8 Humble Bumble Café – Zurich Insurance  
20/8 James Nelson – planning application  
20/8 Matthew Freeman – invitation to tender  
20/8 Zoe Yallop – BNPC – Litter on Monahan Way  
20/8 Janet Albury Simpson – BN WI news  
20/8 Carolyn Peach – Newsletter article – St Britius  
21/8 OALC – LGA Draft Code of Conduct  
21/8 OALC – Code of Conduct consultation  
21/8 Fred Bellenger - Notice Board  
21/8 Will Benbow – Lease of Land with Christchurch  
21/8 Carole Stevens – BNPC  
21/8 Brize Meadow – notice board  
21/8 Headteacher - newsletter  
22/8 Keith Butler – COVID 19 Briefing for Councils  
22/8 Carole Stevens - BNPC  
22/8 Laura Hodges – Charity event  
22/8 Carolyn Peach – Newsletter article  
22/8 Tim Gush – Pavilion Garage Doors  
24/8 WODC – Response Hub  
24/8 Brize Norton Pre-school – Notice Boards  
24/8 Lucy Tallent – Zurich payment  
24/8 Jenny Philpott – allotment sin Brize Norton  
24/8 Julie Tucker – PMP Newsletter  
26/8 Matthew Freeman – invitation to tender

26/8 Tony Shillingford – allotment meeting  
26/8 Dr Phil Holmes – BNPC newsletter  
26/8 Fred Bellenger – allotment meeting  
27/8 Liz Folley – SLCC Branch catch up  
27/8 Notice Boards online – quote  
27/8 WODC – Businesses sign up for smoke free pavement licences  
28/8 Oliver Murray – CIL consultation 2020  
28/8 SLCC membership news bulletin  
28/8 OALC – OALC August update  
28/8  
28/8  
28/8  
28/8  
28/8  
28/8  
29/8  
29/8  
29/8 Liz Folley – SLCC Branch catch up  
29/8 McCracken and son Ltd – invoice 9612  
30/8  
31/8  
31/8  
31/8