BRIZE NORTON PARISH COUNCIL Minutes of the Parish Council Meeting of the Parish Council on Monday 5th October 2020 by video link due to the Government Guidelines regarding the Coronavirus Pandemic.		
171/21	PRESENT Cllr Way – Chairman, Cllr Glazier - Vice-chair, Cllr Campion, Cllr Goble, Cllr Stewart, Cllr Squire, Cllr Woodward, Cllr Field-Johnson (OCC), Alison Riseley – clerk Members of the public: Mr Tim Gush, Mr. Paul and Mrs. Pamela Butler	ACTION
172/21	1 – APOLOGIES Cllr Postan (WODC),	
173/21	2.1 - DECLARATION OF INTEREST Cllr Campion declared an interest in 4.1 presented by Mr Tim Gush, Chairman of the BNS&SC. Cllr Woodward declared an interest in 4.2 presented by Mr and Mrs Butler regarding the traffic on Minster Road, Chapel Hill and Manor Road.	
174/21	2.2 – TO DECLARE ANY PECUNIARY OR OTHER INTEREST ON THE AGENDA There were no further declarations.	
175/21	3 – MINUTES The minutes of the Parish Council Meeting on Monday 7th September 2020 were agreed and signed. Cllr Squire proposed, and Cllr Woodward seconded. All councillors agreed. The motion was passed.	Clerk to scan and post minutes to website
176/21	4.1 – PUBLIC PARTICIPATION – MR. TIM GUSH RE ERECTING A MARQUEE ON THE SIDE OF THE PAVILION Mr Gush presented the idea of the BNS&SC and the Humble Bumble Café extending the pavilion by means of a marquee, they would use Crowd Funding to raise the money (£4,240) and would hopefully have it installed by end of October/ Early November. They were not asking for any financial support from the Parish Council.	Mr Gush was invited to send further details to the clerk to

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	As the Pavilion has become a central hub to the village, the addition of the marque would enable it to extend its space (especially in light of the current COVID-19 restrictions) and be able to hold more sports and social events in the premises, in all weathers. They are looking at electric/halogen heaters, which are more energy efficient than gas ones. The Councillors enquired about the security of the marquee and insurance. Mr Gush replied that he needed to investigate security and that the Humble Bumble Café was going to insure it. Mr Gush was asked if planning permission was needed and he advised that he was looking into this. However, Cllr Squire thought that since it will be a temporary structure that it may not require it. Cllr Field-Johnson kindly offered £1,000 towards the charitable fund if the Council also supported the venture. Cllr Squire said that we needed to look at our Accounts before we could make any commitment. Mr. Gush left the meeting at 7:50pm.	circulate to the Councillors
177/21	4.2 – PUBLIC PARTICIPATION – MR. PAUL BUTLER – TRAFFIC ON MINSTER ROAD/ CHAPEL HILL/ MANOR ROAD Mr. and Mrs Butler have become increasingly concerned at the volume of heavy vehicle traffic using Minster Road, Chapel Hill/Manor Road, speeding and the condition of the road surface. They asked about the feasibility of a weight limit being introduced. Cllr Woodward also mentioned the vibrations from the heavy agricultural vehicles that shake the foundations of buildings and supported the views of Mr. and Mrs Butler. Councilor Goble gave a brief overview of what the Parish Council has been doing over the last three years to mitigate traffic volumes and speed of traffic and data collection. Due to the fact that Mr & Mrs Butler were finding it difficult to hear, Cllr Goble agreed to write a report which will be forwarded to them by the PC. Mr. and Mrs Butler left the meeting at 8:08pm and as they were struggling to hear the Council's responses.	Cllr Goble to send a report to Mr and Mrs Butler. Cllr Field-Johnson to present BNPC traffic report at the next OCC meeting
178/21	5 – DISTRICT AND COUNTY COUNCILLORS REPORTS There was no District Council report. Cllr Field-Johnson sent his report (attached as Appendix H).	

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	Cllr Glazier asked Cllr Field-Johnson if the issue of Brize Norton's sewerage could be added to the Agenda for the meeting he was due to attend on Friday, 9 October 2020. Cllr Squire asked Cllr Field-Johnson if he may be able to put some weight behind getting the legal approval for the three buildouts. Cllr Field-Johnson left the meeting at 8:13pm.	
179/21	6.1 – RECORDS OF COUNCILORS' MEETNGS Cllr Campion, Cllr Goble, and Cllr Squire had a meeting with Andrew Winstone and Jon Launchbury from Bloor Homes on Monday 5th October 2020. These notes are itemised under 7.2 (Brize Meadow Update).	
180/21	7.1 – COMMITTEE REPORTS – NEIGHBOURHOOD PLAN STEERING COMMITTEE Cllr Goble submitted his report for the attention of the Councillors, under APPENDIX D.	
181/21	7.2 – COMMITTEE REPORTS - BRIZE MEADOW UPDATE Cllr Campion submitted his report for the attention of the Councillors, under APPENDIX G.	
182/21	7.3 – COMMITTEE REPORTS – HIGHWAYS - TRAFFIC AND SPEED PROGRESS IN BRIZE NORTON/ OCC HIGHWAYS Cllr Goble submitted his report for the attention of the Councillors, under APPENDIX D.	
183/21	8.1 – DISCUSSION AND DECISIONS – PLANNING AND PRECEPT FOR 2021-2022 Cllr Squire examined the bank accounts and has found the missing £10. Cllr Squire shared his screen and explained the Council finances spreadsheet to the Councillors with an explanation of the money spent six months into the financial year. In preparation for submitting the precept for 2021-2022, Cllr Squire asked that Councillors submit any requests for improvements or future projects with some background research and costings to him and he will compile a list. Cllr Woodward suggested that as we had already done this last year that we should re-visit the list.	Cllr Squire to circulate the current budget spreadsheet.

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184/21	8.2 – DISCUSSION AND DECISIONS – POORS PLOT TRUSTEES Mr Bellenger circulated a report from the current trustees (Mr. Bellenger, Mr. Thorne and Rev. Ian Howard). He advised that he wishes to retire and has requested that Mrs Carolyn Peach is instated as his replacement. The council voted for Mr Thorne, Mrs Peach and Rev Howard to be the trustees for the Poor's Plot and it was agreed that the Clerk would write to them. It was agreed that a record should be held on our Assets Register stating that this plot is held under trust from the church for the benefit of the village. Cllr Squire proposed. Cllr Glazier seconded and all Councillors agreed. The motion was passed.	Clerk to record the asset register that records under trust by the church, trustees nominated by the Parish Council.
185/21	8.3 – DISCUSSION AND DECISIONS – WELCOME BROCHURE: IDENTIFYING NEW HOUSEHOLDS Cllr Way asked Councillors for their ideas of how to best manage ensuring that new families to the village received their Welcome Brochure. Cllr Squire proposed that each Councillor take on this responsibility within their newsletter distribution area. Cllr Glazier seconded and all agreed. Cllr Way is to distribute the Welcome brochures amongst the Councillors.	Clerk to contact Keith Butler and ask for clarification of the codes used on the electoral roll.
186/21	8.4 – DISCUSSION AND DECISIONS – ELDER BANK EXTENSION TENDER Cllrs discussed which other architects should be approached to quote for the Elder Bank Hall extension. It was agreed that Cllr Squire should amend the tender and covering letter and send to clerk for circulation.	Cllr Squire to send updated tender and covering letter
187/21	8.5 – DISCUSSION AND DECISIONS – ADDITIONAL GRANTS FOR ELDER BANK HALL EXTENSION Applying for some additional funds through grants was discussed and Cllr Squire advised that it will be easier to apply for them if the Council has specific figures, costs and plans. Grants will often take a long time to come through and may not be received until the build has started. Cllr Squire proposed that the Council plan on primarily building the shell and then look to crowdfunding and self-help for the fitout at a later date. Cllrs to research possible grant funds.	
188/21	8.6 – DISCUSSION AND DECISIONS – WEBSITE ADMINISTRATOR A discussion was held about the ongoing maintenance and management of the website. It was agreed that Cllr Woodward will work with the Website Administrator	

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	to ensure that there was sufficient resilience to update the website if colleagues were sick or absent. Cllr Woodward will liaise with the Clerk and report back to the next meeting.	
189/21	9.1 – PROGRESS REPORTS – MAINTENANCE UPDATE Cllr Glazier submitted his report. Cllr Squire proposed repairs of £600 for the playground to be budgeted for this year under open space maintenance budget and the balance be budgeted for next year. Cllr Glazier seconded and all Councillors agreed. The motion was passed. Cllr Glazier stated that some money could be saved by recycling the wood from the kick wall that needs replacing to make the noticeboard to hold the children's WWI letters. This would be a project for next year. Cllr Glazier has researched a replacement notice board for Station Road, which was circulated to all Councillors. It was agreed an aluminium board would be purchased at a cost of £190.84. Cllr Way proposed. Cllr Campion seconded all Councillors agreed. The motion was passed. Cllr Way asked the Clerk to contact Mrs Bellenger and advise her that any future notices for the board be sent to her as the new noticeboard's key would be held by the PC. Playground Inspection – Cllr Way suggested a rota system be put in place for Councillors to regularly visually inspect the playground equipment using the checklist supplied by RoSPA.	Clerk to order the new notice board for Station Road. Clerk to write to Mrs Bellenger. Cllr Way to send email Councillors
190/21	9.2 – PROGRESS REPORTS – RABBITS ON THE RECREATION GROUND The Clerk and Cllr Glazier have contacted Mr Coombs who dealt with the matter last weekend and will continue to monitor the situation over the winter. It was discussed and agreed that the S&SC should be responsible for carrying out maintenance on the football pitch, including filling in rabbit holes and scratchings.	Cllr Glazier to write a letter for the Clerk to send to Mr. Gush requesting that the S&SC should maintain the ground.
191/21	9.3 – PROGRESS REPORTS – UPDATE ON ACTIONS WITH THE SOLICITOR Mr Briars has asked the Council to authorise him to sign and complete the contract between the BNPC and the S&SC. Cllr Way proposed, Cllr Squire seconded, and all agreed. Cllr Squire has allocated the amount to be paid into the accounts.	

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	Cllr Campion wanted it minuted that he is concerned that the Solicitor compiling the contract is presenting a bill, almost double that which was proposed (in 2017), with almost no evidence of the additional work completed, at the same time as asking the Council for authorisation to complete the recent contract.	Clerk to authorise Mr Briars to complete the contract. Clerk to carry out payment.
192/21	9.4 – PROGRESS REPORTS – LISTING WAR MEMORIAL Cllr Stewart has submitted her report under Appendix F.	
193/21	10 – PLANNING The Council has received a planning application 20/02017/RES (14/0091/P/OP) from Bloor Homes. As an extension to the deadline has already been requested by a 'third party', Cllr Squire suggested that we advise the WODC planning department that would we submit our response in the next 10 days after we have had a meeting with Bloor Homes. He will write to Bloor Homes regarding the points we want to raise and also write our response to the Clerk for later submission to WODC.	Clerk to inform WODC that the submission will be forthcoming shortly. Cllr Squire to e-mail Bloor Homes with discussed items for discussion. Cllr Squire to send response to Clerk for submission
194/21	11.1 – FINANCE Consider payments to be made (see attached Appendix B). Clerk to drop cheque book to Chairman and Cllr Glazier to sign.	Payments were approved. Clerk to pay invoices.
195/21	11.2 – TO EXAMINE THE BANK ACCOUNTS DURING AUGUST The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council. Cllr Squire has assessed the accounts and forwarded the latest financial spreadsheet to the Clerk in preparation for the examination of the accounts before setting the precept for next financial year.	Clerk to check payment reference from WODC.
196/21	12 – CORRESPONDENCE Consider other correspondence during this month. The Council has requested for the Clerk to bring specific correspondence to their attention, but not to attach the entire correspondence listing.	

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	Mrs Peach has sent an e-mail requesting the name of the representative from the Parish Council who will be laying the wreath at this year's Remembrance Service as there are limited numbers due to COVID-19. Cllr Campion to represent the Council. The next Elder Bank Hall Committee meeting is on Tuesday 20th October. Cllr Woodward to attend.	Clerk to respond to Mrs Peach. Clerk to ensure the wreath is sent to Cllr Campion.
197/21	13 - ITEMS IDENTIFIED FOR OCTOBER'S AGENDA (See attached Appendix A). Cllr Squire – Report on Architects' tender for the EBH extension Cllr Squire – Precept Clerk – Water Companies	

There being no further business the Chairman declared the meeting closed at 10:18 pm.
Date of next Parish Council Meeting **Monday 2nd November 2020** in **The Pavilion** at **7:30pm, or via video link, subject to Government Guidelines.**

APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 197/21:

- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllr Campion, Cllr Goble and Cllr Squire - Bloor Homes
- Cllr Squire – Planning
- Cllr Squire – Elder Bank Hall Development Strategy & Plan
- Cllr Squire – Budget/ Precept for 2020/21

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APPENDIX B – FINANCE 194/21 & 195/21:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

101517	£210	Crescent Accounting	Internal financial inspection
101518	£161.50	PMP	Printing of September newsletter
101519	£314.50	TCG	Printing of Welcome Brochures
101520	£337.25	Maintenance	September wage
101521	£224.36	Clerk	September wage
101522	£363.12	McCracken & Sons	Grass cutting – September 2020 (invoice #9712)
101523	£7.50	Alison Riseley	BNS&SC contracts to solicitors
101524	£143.88	Alison Riseley	Zoom Pro
SO	£75.00	Christchurch	Allotment Plots
SO	£5.00	Christchurch	Bus Shelters
101525	£690	Welch and Stammers	Solicitors costs
	£2,532.11	**TOTAL**	

PAYMENTS RECEIVED

	£		
	£		
	£		
	£	**TOTAL**	

AGENDA ITEM 11.2

GENERAL INCOME & EXPENDITURE

		£	
Balance	01/04/2020	6,099.19	Notes
Less o/standing cheques		£ -	
Add o/standing lodgements		£ -	
		£ 6,099.19	
		£	
Receipts		18,793.38	Includes VAT Refund
		£	
Payments		12,544.37	Includes VAT to be Refunded
Plus Transfers			
		£	
Balance	18/09/2020	12,348.20	VAT Reconciliation o/standing

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		£		Cheques paid, but still to be
Plus o/standing cheques		854.44		cashed
Less o/standing lodgements		£ -		
		£		
Cash in Bank	18/09/2020	13,202.64		
		£		
Current Account	18/09/2020	13,213.13	-10.49	

RESERVES INCOME AND EXPENDITURE

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

AVAILABLE FUNDS

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

APPENDIX C –PLANNING 193/21:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

20/02017/RES 14/0091/P/OP		Mr Andrew Winstone Land East Of Monahan Way Carterton	Reserved Matters application for Phase 2 comprising of 284 dwelling with associated landscaping, highway, drainage and infrastructure. Development comprising up to 700 houses, an employment area of 1.5 hectares (use classes B1 and B8, together with car showroom use which is sui generis), a local centre of 1 hectare (use classes A1 to A5, B1(a), C1, C2, C3, D1 and D2), a primary school with a site of 2.2 hectares, playing fields, allotments, informal open space, landscaping, drainage improvements and associated engineering works such as highways, cycleways and footways.

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			Registered: 5th August 2020 **Respond by: 8th October 2020**

PENDING PLANNING DECISIONS

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) **Registered: 24th July 2020** **Respond by: 3rd September 2020** **Decision: Under Consideration**
20/01993/FUL		Mr Daniel Bond Kielder 48 Station Road Brize Norton	Conversion of existing dwelling into two properties. **Registered: 31st July 2020** **Respond by: 25th September 2020** **Decision: Under Consideration**

DECIDED PLANNING DECISIONS:

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