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**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 30th November 2020

To the Members of Brize Norton Parish Council

You are hereby summoned to attend the next meeting of Brize Norton Parish Council to be held at **due to the current situation regarding the Coronavirus and the Government’s instructions, *via email or video link at*** **7:30pm on Monday 7th December 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 2nd November 2020
4. **Public Participation**

**4.1**

1. **District and County Councillors’ reports** for information only**.**
2. **Record of Councillor’s meetings**

**6.1** Cllr Way & Cllr Goble **– ONPA Saturday 21st November** (see Cllr Goble’s report)

**6.2** Cllr Way & Cllr Goble **– CFO Monday 23rd November** (see Cllr Goble’s report)

 7) **Committee reports**

**7.1** Cllr Goble - Neighbourhood Plan Steering Committee: Neighbourhood Plan

* 1. Cllr Campion/ Squire/ Goble – Brize Meadows detailed planning sub-committee:
	2. Cllr Goble – Highways Committee: Traffic and speed progress in Brize Norton/ OCC Highways
1. **Discussion and Decisions**
	1. Cllr Squire – Planning Precept for 2021-22
	2. Cllr Squire – Elder Bank Hall extension tender
	3. All Councillors – permission and location for village library
	4. Cllr Way – Discuss renewal of licence agreement with the school (ref. playing field)
	5. All Councillors – consultation of the CIL draft charging schedule
	6. Cllr Way – Burford HGV restrictions
2. **Progress Reports**
	1. Cllr Glazier – maintenance update
	2. Cllr Woodward – website
3. **Planning –** review of new planning applications and progress on outstanding applications (on attached appendix).
4. **Finance**
	1. To consider payments to be made(on attached appendix)
	2. To examine the bank accounts (income and expenditures) during November
	3. External Audit returned
	4. Cllr Campion & Cllr Squire – Periodic Council Account check
	5. Clerk & Councillors – Online Banking
5. **Other correspondence to note** (clerk to alert councillors to any specific concerns)
6. **Councillor’s reports and items for future agenda including items for website**
7. **Date of next meeting** Monday 6th January 2021 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:

|  |  |  |  |
| --- | --- | --- | --- |
| 20/03285/S7320/02743/HHD |  | Mr Simon Edwards1A Chichester Place Brize Norton CartertonMr And Mrs Morris7 Faulkner Place Brize Norton Carterton | Retrospective discharge of conditions 7 (means of access), 8 (parking layout and turning space together with associated works) and 11 (means of enclosure) of planning permission 15/04053/FUL.**Registered: 29th October 2020****Respond by: 21st December 2020**Erection of single storey rear extension**Registered: 13th October 2020****Respond by: 3rd December 2020** |

PENDING PLANNING DECISIONS

|  |  |  |  |
| --- | --- | --- | --- |
| 20/02017/RES14/0091/P/OP20/01993/FUL |  | Mr Andrew WinstoneLand East Of Monahan Way CartertonMr Daniel BondKielder 48 Station Road Brize Norton | 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.**Registered: 5th August 2020****Respond by: 8th October 2020**Conversion of existing dwelling into two properties.**Registered: 31st July 2020****Respond by: 25th September 2020****Decision: Under Consideration** |

DECIDED PLANNING DECISIONS:

|  |  |  |  |
| --- | --- | --- | --- |
| 20/01915/OUT20/02524/HHD |  | c/o AgentBrock Cottage Burford Road Brize NortonMr Terry HinchlyQuarry Dene 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: Refuse****Decided: 3rd November 2020**Alterations and erection of single storey rear extension.**Registered: 22nd September 2020****Respond by: 5th November 2020****Decided: 16th November 2020****Decision: Approve** |

**AGENDA ITEM 11.1**

ORDERS FOR PAYMENT:

|  |  |  |  |
| --- | --- | --- | --- |
| 101526 | £36.48 | Les Goble | ink |
| DD | £94.61 | 5 A’s | Oil and resin for repairs and maintenance |
| 101527 | £130.58 | Fred Bellenger | Mower and plants invoices |
| DD | £240 | Moore | External Audit |
| 101528 | £228 | Maintenance  | November wage  |
| 101529 | £321.42 | Clerk  | November wage |
| DD | £363.12 | McCracken & Sons | Grass cutting – November 2020 (invoice #) |
| 101530 |  |  |  |
| 101531 | £ |  |  |
|  | **£1414.21** | **TOTAL** |  |

PAYMENTS RECEIVED

|  |  |  |  |
| --- | --- | --- | --- |
| 19/10/20 | £111.19 | Allotment payments | Later allotment payments |
|  | £ |  |  |
|  | £ |  |  |
|   | **£111.19** | **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 |  |  £ 31,571.55  |  | Includes VAT Refund |
| Payments |  |  £ 15,968.38  |  | Includes VAT to be Refunded  |
| Plus Transfers |  |   |  |  |
| Balance | 30/11/2020 |  £ 21,702.36  |  | VAT Reconciliation o/standing |
|  |  |  |  |  |
| Plus o/standing cheques |  | -£ 943.76  |  |  Cheques paid, but still to be cashed  |
| Less o/standing lodgements |  |  £ -  |  |  |
| Cash in Bank | 30/11/2020 |  £ 20,758.60  |  |  |
|  |  |  |  |  |
| Current Account | 30/11/2020 |  £ 20,759.10  | -0.50  |  |
|  |  |  |  |  |
| **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 |  |  £ 21,702.36  |  | VAT Reconciliation o/standing |
| WODC Reserves |  |  £ 21,870.00  |  |  |
| **TOTAL FUNDS** |  |  £ 43,572.36  |  |  |
|  |  |  |  |  |

# AGENDA ITEM 12

OFFICIAL CORRESPONDENCE:
a) Electoral Roll update (WODC)

b) Barclays Bank statement

c) The Clerk Magazine

d) SLCC magazine

e) Fred Bellenger – invoices for mower and plants for war memorials

E-MAILS CIRCULATED IN MONTH

HMRC – 2/11, 5/11, 6/11, 9/11, 10/11, 11/11, 12/11, 13/11, 16/11, 22/11 (not circulated)

Healthwatch – 6/11, 20/11 (WW)

IIMC – 5/11, (not circulated)

ICO – 5/11, (not circulated)

OALC – 5/11,

Oxfordshire Playing Field Association 5/11

Public Sector Executive –, 2/11, 4/11, 5/11, 6/11, 12/11, 18/11, 22/11 (not circulated)

Rural Services Network bulletin - 3/11, 4/11, 11/11, 17/11 (not circulated)

SLCC Membership – 2/11, 6/11, 17/11, 25/11 (not circulated)

1/11 Head teacher (Anna Fairhurst) – thinking towards Christmas

1/11 Gill Little – parking on Chestnut Close

1/11 Cllr Field-Johnson – November Meeting

2/11 J Briars – Lease of Sports Pavilion on Brize Norton Recreation Ground

2/11 WODC - Oxfordshire must play its part to control the virus and save lives

2/11 WODC - Businesses urged to be patient on lockdown grants information

2/11 McCracken & Sons Ltd - Invoice 9754

3/11 OALC - Updated guidance from OALC re lockdown 3rd November

4/11 Liz Folley (SLCC) – Weekly Catch-up

4/11 Liz Folley (SLCC) – SLCC BRANCH AGM 19.11.20

4/11 Dr. Phil Holmes – arrangements for and risk assessment for Remembrance Sunday

5/11 Rev Andrew Tweedy - arrangements for and risk assessment for Remembrance Sunday

5/11 Cllr Field-Johnson – scheduled meeting

5/11 Dr. Phil Holmes – War Memorial Images

5/11 Castle Water – Get your Business Premises Prepared for Winter

6/11 Andrew Winstone – RE 20/02017/RES Brize Meadow

6/11 Peter Steffens – Burford Quarry Blasting

6/11 Elizabeth Jones – Request for Funding to the PC from Volunteer Link UP

7/11 Headteacher - newsletter

7/11 Fred Bellenger – fallen tree in Allotments

7/11 Tony Shillingford - – fallen tree in Allotments

8/11 James Badrick – Elder Bank Hall Tender

8/11 Paul Southouse – Elder Bank Hall Extension

8/11 Denise Sadler - Isolating

9/11 West Oxford Architects – Elder Bank Hall Tender

9/11 WO Planning Policy - Developer Contributions SPD - Invitation to Join

9/11 Derek Joseph – Parking

9/11 WODC - Have your say on key planning document

10/11 Matthew Freeman - Elder Bank Hall Tender

10/11 OALC – updated guidance for Armistice Day

10/11 David McFarlane – Brize Norton Conceptual Vision Document

11/11 Andrew Winstone – Brize Norton Parish Council – Traffic Calming Measures

11/11 WODC - Bright sparks ensure electric blanket testing carries on

11/11 Colin Green – Allotment

11/11 WODC - Vulnerable residents to be offered Council support in lockdown

11/11 Oxfordshire Neighbourhood Plans Alliance - ONPA November 2020 Members mailing

11/11 OXON SA - RE: Brize Norton Parish Council AGAR & supporting material

12/11 Liz Folley (SLCC) – Weekly Catch-up

12/11 WO Planning – Application 20/02743/HHD

12/11 Keith Glazier/ Fred Bellenger/ Tony Shillingford – allotment plots

13/11 Dr. Phil Holmes – Video clip of Remembrance Day Service

13/11 Democratic Services (WODC) - WODC Covid-19 Sources of Support for Town and Parish Councils

13/11 Barbara Thorne – parish magazine

13/11 WODC - Lockdown Support Grant for local businesses goes live on Monday

14/11 Janet Albury-Simpson – December Parish Newsletter

15/11 Colin Green - allotment

15/11 Carolyn Peach – newsletter Articles

16/11 Anna Fairhurst - pictures

16/11 BZN-LCWG-Multi - 20201116-LCWG Meeting 8 Dec 2020

16/11 Carolyn Peach – St. Britius newsletter Articles

16/11 Bev Campion – Parish newsletter

17/11 Jenny @5 A’s – invoice

17/11 Carolyn Peach – highways contact

18/11 WODC - Councillors approve removal of recycling sites to stop anti-social behaviour and fly-tipping

19/11 Liz Folley (SLCC) – Branch AGM

19/11 ICO – receipt of renewal

19/11 ICO – renewal confirmation

19/11 Derek Joseph – BNPC parking

19/11 Joanne Mills – Brize Norton Allotment

19/11 Tony Shillingford – allotment

20/11 Liz Folley (SLCC) – Weekly Catch-up

20/11 Barbara Thorne – Parish magazine

20/11 Mrs L Keeble – road markings

20/11 WODC - Carterton kids to ‘light up the town’ with lantern display

20/11 20’s Plenty for Oxfordshire (FWD LG)

20/11 OCC - Zero Emission Zone pilot proposal out for final consultation

21/11 Bev Campion – parish newsletter

22/11 Tim Gush – FAO Judy

23/11 Liz Folley (SLCC) – Branch meeting 26.11.20

23/11 Nick Field-Johnson – Brize Norton PC December meeting

23/11 Bev Campion – article for the newsletter

23/11 Anna Fairhurst – School Christmas event

24/11 Gary Jarvis - mower

24/11 Charlie Brennand – Grass verge, Manor Road

24/11 OALC training programme 2021

24/11 Angel Collodel - TTRO

24/11 Carolyn Peach – over 60’s additional line

24/11 OXON SA – Signed External Auditor Report

25/11 Bob Staig – Tree Survey for Brize Norton

26/11 Liz Folley (SLCC) – Branch meeting 26.11.20

26/11 Wonderwall Products – notice board

26/11 Lydia Inglish – ONPA AGM

26/11 WODC – Discretionary Support Grant for locked-down businesses goes live from Monday

27/11 Robert Graham – TTRO

27/11 Lydia Inglish – ONPA Group Meeting

27/11 Paul Lelliot – Parish Precepts 2021-22

27/11 OALC – November Update for Member Councils

27/11 Robert Courts MP – Community Newsletter

27/11 Gary Jarvis - Timesheet

30/11 Planning@westoxon – Planning application

30/11 Tom McCulloch - Brize NP – outstanding fee schedule

30/11 Gary Jarvis – tree work/ surgery