

**BRIZE NORTON PARISH COUNCIL**

Minutes of the Parish Council Meeting of the Parish Council on Monday 2nd November 2020 by video link due to the Government Guidelines regarding the Coronavirus Pandemic.

<u>198/21</u>	<u>PRESENT</u>	<u>ACTION</u>
	<p>Cllr Way – Chairman, Cllr Glazier - Vice-chair, Cllr Goble, Cllr Stewart, Cllr Squire, Cllr Woodward, Cllr Field-Johnson (OCC), Cllr Postan (WODC), Alison Riseley – clerk</p> <p>Members of the public:</p>	
<u>199/21</u>	<p><u>1 – APOLOGIES</u></p> <p>Cllr Campion</p>	
<u>200/21</u>	<u>2.1 - DECLARATION OF INTEREST</u>	
<u>201/21</u>	<p><u>2.2 – TO DECLARE ANY PECUNIARY OR OTHER INTEREST ON THE AGENDA</u></p> <p>There were no further declarations.</p>	
<u>202/21</u>	<p><u>3 – MINUTES</u></p> <p>The minutes of the Parish Council Meeting on Monday 5th October 2020 were agreed and signed.</p> <p>Cllr Woodward proposed, and Cllr Glazier seconded. All councillors agreed. The motion was passed.</p>	Clerk to scan and post minutes to website
<u>203/21</u>	<p><u>4.1 – PUBLIC PARTICIPATION –</u></p> <p>No members of the public attended the meeting.</p>	
<u>204/21</u>	<p><u>5 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u></p> <p>Cllr Postan did not submit a report.</p> <p>Cllr Field-Johnson did not submit a report. However, he updated the Council as follows:</p> <p>No decision has been made regarding the B4477 and west facing slip roads on the A40.</p>	

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	<p>Now that Cllr Michelle Mead is the new Chair of WODC, Mr. Nick Leverton has been voted in as the new Mayor of Carterton with Mrs. Gill Bull voted in as Deputy Mayor. Cllr Field-Johnson suggested that it would be a good opportunity for the two parishes to forge fresh links moving towards the next Local Plan period. The Council welcomed this initiative.</p> <p>£6,000 was raised by the OCC Councillor for Burford and residents of Burford.</p> <p>Cllr Field-Johnson left the meeting at 7:52pm.</p>	
<u>205/21</u>	<p><u>6.1 – RECORDS OF COUNCILORS' MEETINGS</u></p> <p>Cllr Way, in lieu of Cllr Woodward, attended the Elder Bank Hall Committee meeting held on Tuesday 20<sup>th</sup> October 2020.</p> <p>The Hall remains closed at present and is only open to the Pre-School. As owners of the Hall, The Parish Council has asked that a risk assessment from any users of the Hall be submitted before it is used. The Pre-school, the Karate club and TW Fitness have all submitted their risk. This is essential for subsequent lettings in this period, and additionally, ensuring appropriate COVID considerations are put into place.</p> <p>Cllr Woodward questioned whether the Elder Bank Committee should set up stations for sanitising etc and consider the period the hall is left vacant between lets. It was agreed that any risk assessment should be sent to Cllr Woodward for approval and that he would prepare a template Risk Assessment as he frequently prepares these within his work capacity.</p> <p>EBH received a £10,000 small business grant from WODC to assist with the lack of income due to the pandemic.</p> <p>PAT testing was carried out on all electrical appliances on 4 September and the gas heating system is due for service on 6 October. The Committee has renewed its insurance.</p> <p>Other remedial repairs have been carried out and they are considering replacing the inner door to the main hall to allow for better wheelchair access.</p> <p>The next committee meeting is planned for Tuesday 19<sup>th</sup> January 2020.</p> <p>Cllr Postan left the meeting at 8:10pm.</p> <p>Cllr Glazier suggested that the EBH Committee do an analysis of the electricity, gas and water usage whilst only the Preschool is using the Hall. However it was decided</p>	<p>Cllr Woodward, on behalf of the Council, is to prepare a model template risk assessment for the Elder Bank Hall Committee to use.</p> <p>WAW 7/12/2020</p>

	not to pursue this at the moment. The only bill the PC pay for is the water rates that is split three ways between the EBH, the Pavilion and the Allotments. The Clerk commented that once on-line banking was set up, it could give the Council a greater opportunity to save money.	
<u>206/21</u>	<p><u>7.1 – COMMITTEE REPORTS – NEIGHBOURHOOD PLAN STEERING COMMITTEE</u></p> <p>Cllr Goble submitted his report for the attention of the Councillors, under APPENDIX D.</p>	
<u>207/21</u>	<p><u>7.2 – COMMITTEE REPORTS - BRIZE MEADOW UPDATE</u></p> <p>20/02017/RES 14/0091/P/OP. Cllr Squire has circulated his response to Bloor Homes for discussion within the Council before submission to WODC Planning. Cllr Goble has spoken with Abby Fettes at WODC who stated that if Bloor Homes submits a plan for over 700 homes then it will have to re-apply for planning permission.</p>	
<u>208/21</u>	<p><u>7.3 – COMMITTEE REPORTS – HIGHWAYS - TRAFFIC AND SPEED PROGRESS IN BRIZE NORTON/ OCC HIGHWAYS</u></p> <p>Cllr Goble submitted his report for the attention of the Councillors, under APPENDIX D.</p>	
<u>209/21</u>	<p><u>8.1 – DISCUSSION AND DECISIONS – PLANNING AND PRECEPT FOR 2021-2022</u></p> <p>Cllr Squire will circulate the accounts and projected budget before the December meeting for Councillors to be able to discuss the Precept, due for submission to WODC in January.</p>	Cllr Squire to circulate documents
<u>210/21</u>	<p><u>8.2 – DISCUSSION AND DECISIONS – WATER COMPANIES</u></p> <p>Cllr Way and the Clerk explained the situation with the water companies.</p> <p>As mentioned in 205/21. 6.1 above, if the Council changes to online banking or BACS payments, then more competitive deals will be available to us.</p>	Clerk to research water companies for competitive quotes.
<u>211/21</u>	<p><u>8.3 – DISCUSSION AND DECISIONS – BANKING</u></p> <p>The Clerk has enquired about online banking with Barclays. She asked the Councillors who are bank signatories to call up the business number at Barclays and set up their online banking facility. This will enable the Council to make online faster payments.</p>	Cllrs to inform Clerk when they have made the call and received the authentication card PINsentry card reader

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<u>212/21</u>	<p><b>8.4 – DISCUSSION AND DECISIONS – ELDER BANK EXTENSION TENDER</b></p> <p>Cllr Squire has made a detailed analysis of the proposals made by each company, including their quotations and information received at each stage of the build.</p> <p>Cllr Squire proposed to offer the contract to JB Architecture and Cllr Stewart seconded. The Council voted and agreed.</p>	Cllr Squire to draft the letters for the Clerk to send.
<u>213/21</u>	<p><b>8.5 – DISCUSSION AND DECISIONS – PERMISSION AND LOCATION FOR VILLAGE LIBRARY</b></p> <p>The Clerk has circulated a letter regarding the possibility of a village library to be placed near the Pavilion. Funding has already been secured.</p> <p>Councillors thought it was a good idea and an asset for the village but had a number of concerns, especially with regard as to where it should be sited, vandalism and its potential for it to be used as a drug drop-off point. There should be the option to remove the structure if it was found not to be used correctly or otherwise and The Council holds no liability.</p>	Councillors to look at locations and report back at the next meeting before responding to the book club.
<u>214/21</u>	<p><b>8.6 – DISCUSSION AND DECISIONS – TENNIS CLUB (SPORTS &amp; SOCIAL CLUB)</b></p> <p>Mr. Gush has written to the Council with a proposition that the Sports and Social Club would like to set up a tennis club in the village. A new member of the Sports and Social Club is a tennis coach and has contacts with the Tennis Association and so they will look to secure some funding. They are not asking the Parish Council to contribute. The Council would have to set up a contract with the S&amp;SC.</p> <p>Cllr Way proposed. Cllr Glazier seconded and all Councillors voted to request a proposal from the Sports and Social Club.</p>	Clerk to contact Mr. Gush to request a proposal be submitted to the Council
<u>215/21</u>	<p><b>8.6 – DISCUSSION AND DECISIONS – WEBSITE ADMINISTRATOR</b></p> <p>The Website Administrator has resigned. There is to be a smooth handover between him, the Clerk and Cllr Woodward. Cllr Way has sent him a letter of appreciation from the Council.</p> <p>The Clerk had received a quote for updating the website, which was circulated to the Council but it was decided that Cllr Woodward would manage the website for the foreseeable future.</p> <p>Cllr Way has requested that the Website Administrator requests IONOS to transfer the Council and Neighbourhood Plan domains, websites and e-mail addresses over to the Parish Council.</p>	Cllr Way to remind the Website Administrator to contact IONOS and transfer domain, e-mail and websites to Council.
<u>216/21</u>	<p><b>9.1 – PROGRESS REPORTS – MAINTENANCE UPDATE</b></p> <p>The maintenance on the tree on Manor Road will be actioned this month and a discussion was had regarding a branch of a tree on the allotments overhanging a neighbouring property needing some maintenance.</p>	

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	<p>Paint has not yet been ordered for the playground.</p> <p>The leaf sweeping machine needs a new pipe and fittings at £140. Cllr Squire advised money can be taken out of open space budget to pay for it.</p> <p>Cllr Glazier was advised that rolling the recreation ground was better left until spring.</p>	
<u>217/21</u>	<p><u>9.4 – PROGRESS REPORTS – LISTING WAR MEMORIAL</u></p> <p>Cllr Stewart advised that the War Memorials register has received the photos and will upload them to their online register.</p>	
<u>218/21</u>	<p><u>10 – PLANNING</u></p> <p>The Council has received a planning application 20/02524/HHD on behalf of Mr Terry Hinchly, Quarry Dene, Burford Road, Brize Norton for alterations and erection of a single storey rear extension.</p> <p>The Clerk has submitted the Council's response regarding Bloor Homes application 20/02017/RES 14/0091/P/OP to WODC Planning Department.</p>	Clerk to respond to the planning office.
<u>219/21</u>	<p><u>11.1 – FINANCE</u></p> <p>Consider payments to be made (see attached Appendix B).</p> <p>Clerk to drop cheque book to Chairman and Cllr Glazier or Cllr Squire to sign.</p>	Payments were approved. Clerk to pay invoices.
<u>220/21</u>	<p><u>11.2 – TO EXAMINE THE BANK ACCOUNTS DURING OCTOBER</u></p> <p>The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	
<u>221/21</u>	<p><u>12 – CORRESPONDENCE</u></p> <p>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.</p> <p>Playgrounds are allowed to remain open during Lockdown 2.0</p> <p>The Remembrance Sunday Memorial Service will be held outside as per government guidelines.</p> <p>Clerk to write cheque to Royal British Legion for a donation for the poppy wreaths.</p> <p>Clerk to respond to allotments holders.</p>	Clerk to e-mail Mr Wordsworth chasing how our agreement is progressing and report back.

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<u>222/21</u>	<u>13 - ITEMS IDENTIFIED FOR DECEMBER'S AGENDA</u> (See attached Appendix A).	
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There being no further business the Chairman declared the meeting closed at 9:58 pm.

Date of next Parish Council Meeting **Monday 7th December 2020** in **The Pavilion** at **7:30pm**, or via video link, subject to **Government Guidelines**.

### **APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 222/21:**

- 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 Extension
- Cllr Squire – Budget/ Precept for 2020/21
- Cllr Squire – Savills
- Cllr Woodward – Website update
- Cllr Glazier – maintenance budget - path repair, kick wall

### **APPENDIX B – FINANCE 219/21 & 220/21:**

#### **AGENDA ITEM 11.1**

#### **ORDERS FOR PAYMENT:**

101526	£252	Micks Skips	Skips for recreation ground (open space)
101527	£190.80	Wonderwall Products Ltd	noticeboard
101528	£65	Alison Riseley	PO - stamps
101529	£25.98	Clerk	Ink
101530	£285	Maintenance	October wage
101531	£293.60	Clerk	October wage
101532	£363.12	McCracken & Sons	Grass cutting – October 2020 (invoice #9754)
101533	£60	Royal British Legion	Poppy donation
101529	£		
	<b>£1,475.50</b>	<b>TOTAL</b>	

#### **PAYMENTS RECEIVED**

23/9/20	£12,667.00	WODC	½ precept
	£		
	£		
	<b>£12,667.00</b>	<b>TOTAL</b>	

*Handwritten signature and date: 11/12/2020*

## 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		31,460.38	Includes VAT Refund
		£	
Payments		16,067.40	Includes VAT to be Refunded
Plus Transfers			
		£	
Balance	16/10/2020	21,492.17	VAT Reconciliation o/standing
		£	
Plus o/standing cheques		3,545.99	Cheques paid, but still to be cashed
Less o/standing lodgements		£ -	
		£	
Cash in Bank	16/10/2020	25,038.16	
		£	
Current Account	16/10/2020	25,038.66	-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		21,492.17	VAT Reconciliation o/standing
		£	
WODC Reserves		21,870.00	
		£	
TOTAL FUNDS		43,362.17	

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## **APPENDIX C –PLANNING 218/21:**

### **AGENDA ITEM 10**

#### **NEW PLANNING APPLICATIONS:**

20/02524/HHD	Mr Terry Hinchly Quarry Dene Burford Road Brize Norton	Alterations and erection of single storey rear extension. <b>Registered: 22<sup>nd</sup> September 2020</b> <b>Respond by: 5<sup>th</sup> November 2020</b>
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#### **PENDING PLANNING DECISIONS**

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. <b>Registered: 5<sup>th</sup> August 2020</b> <b>Respond by: 8<sup>th</sup> October 2020</b>
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> <b>Decision: Under Consideration</b>
20/01993/FUL	Mr Daniel Bond Kielder 48 Station Road Brize Norton	Conversion of existing dwelling into two properties. <b>Registered: 31<sup>st</sup> July 2020</b> <b>Respond by: 25<sup>th</sup> September 2020</b> <b>Decision: Under Consideration</b>

#### **DECIDED PLANNING DECISIONS:**

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## **APPENDIX D – REPORT FROM CLLR GOBLE NOVEMBER 2020 206, 207, 208/21:**

### **NEIGHBOURHOOD PLAN**

- 1) Skeleton Policy Framework now written in draft format. Supporting evidence to be added to the framework to create the Policy Document.
- 2) Revised layout and further updates of the Village Character Assessment document being undertaken as requested by CFO and to correlate with skeleton Policy framework document.
- 3) Final 2020 updates to the Character Assessment Appendices document now completed.

### **ROADS/PATHS**

- 1) Road markings on Burford Road (as April), **No change**
- 2) Three buildouts – Bloor Homes still awaiting legal agreements. **No change**
- 3) 'Brize Norton' gates on Monahan Way and the link path between Burford Road and the north-west entrance to Brize Meadow below. Works programmed to commence 16/11/2020, should take 3 – 4 weeks to complete.
- 4) Any funding that may have come forward for the projects that the PC would like to pursue (speed limit change and pedestrian crossing) have been put on hold for the foreseeable future. NFJ reported that funds were relocated for cycle paths so BNPC will have to reapply for these works to be carried out in 2021.
- 5) Request sent to Mr Barnett to repair a damaged footbridge across a stream on PROW 143/5 (to Lew Hill) – materials have now arrived; works should be carried out in the near future. **No change**
- 6) Report of stile previously repaired stile on PROW 143/6 has broken again – email sent to Mr Barnett. **No change**
- 7) Ref PROW 143/7 through Willow Farm – **No update**
- 8) PROW 143/3 through Brize Meadow – information received from OCC passed onto WODC planning officer to assist with decision process. **Await decision from OCC/WODC**
- 9) Installation of missing footpath on Minster Road – **No update**
- 10) Toucan crossings on Monahan Way, defect works programmed for 16/11/2020, hopefully, become live before Christmas.

### **BLOOR HOMES**

- 1) Waste bins – hopefully being installed in two weeks.
- 2) BNPC has sent a formal response sent to WODC Planning Officer and Bloor Homes regarding housing densities on Brize Meadow.
- 3) Bloor Homes Working Group have sent correspondence to WODC Planning Officer and Bloor Homes regarding the location of native hedges within Brize Meadow.

- 4) Attenuation pond south of Brize Meadow is now connected to the Carterton Road surface water system.
- 5) Damaged hedgerow on PROW 143/3 was done by contractors. If hedge doesn't recover, Bloor will plant new native hedging in Spring.

#### **MARY ELLIS – BLUE PLAQUE AT THE MANOR, MANOR ROAD**

The Blue Plaque Society have taken great pleasure in awarding a Blue Plaque to commemorate Mary Ellis, her inspirational achievements, and the time she spent living in our village at The Manor. Awaiting feedback from house owner.

LG 01/11/2020