

**BRIZE NORTON PARISH COUNCIL**

Minutes of the Parish Council Meeting of the Parish Council on Monday 4th January 2021 by video link due to the Government Guidelines regarding the Coronavirus Pandemic.

<u>248/21</u>	<u>PRESENT</u>	<u>ACTION</u>
	<p>Cllr Way – Chairman, Cllr Glazier - Vice-chair, Cllr Goble, Cllr Stewart, Cllr Squire, Cllr Campion, Cllr Field-Johnson (OCC), Cllr Postan (WODC), and Alison Riseley – clerk</p> <p>Members of the public: Georgina and Darren Truman</p>	
<u>249/21</u>	<p><u>1 – APOLOGIES</u></p> <p>Cllr Woodward</p>	
<u>250/21</u>	<p><u>2.1 - DECLARATION OF INTEREST</u></p> <p>There were no declarations of interest.</p>	
<u>251/21</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>252/21</u>	<p><u>3 – MINUTES</u></p> <p>The Minutes of the Parish Council Meeting on Monday 7th December 2020 were agreed and signed.</p> <p>Cllr Campion proposed, and Cllr Squire seconded. All councillors agreed. The motion was passed.</p>	<p>Clerk to scan and post minutes to website</p>
<u>253/21</u>	<p><u>4.1 – PUBLIC PARTICIPATION –</u></p> <p>Two members of the public attended the meeting to listen to item 7.3. They did not wish to make a representation to the Council at this time.</p>	
<u>254/21</u>	<p><u>5 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u></p> <p>Cllr Field-Johnson submitted his report under APPENDIX G.</p>	

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	<p>He stated that he supported the '20 is plenty' scheme and asked if Brize Norton had signed up for the scheme. Cllr Goble advised Cllr Field-Johnson that the Parish Council had signed up for the scheme.</p> <p>The Parish Council thanked the OCC Councillor for his generous donation towards the funding of the marquee, which will enable the cafe to comply with recent legislation and extend its service to the village.</p> <p>Cllr Field-Johnson left the meeting at 19:51.</p> <p>Cllr Postan submitted his report under APPENDIX F.</p> <p>Cllr Postan also discussed the recent floods in Brize Norton and surrounding villages.</p>	
<u>255/21</u>	<p><u>6.1 – RECORDS OF COUNCILORS' MEETINGS</u></p> <p>Cllr Squire, Cllr Goble &amp; Cllr Stewart attended a meeting with Bloor Homes on Monday 21 December.</p> <p>Cllr Goble submitted his report for this meeting under APPENDIX D.</p>	
<u>256/21</u>	<p><u>6.2 – RECORDS OF COUNCILORS' MEETINGS</u></p> <p>Cllr Squire and James Badrick (Architect) held a workshop on 17<sup>th</sup> December with the Elder Bank Hall stakeholders to share with them the revised plans, considering their initial comments and requests. They agreed with the new plan.</p>	
<u>257/21</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> <p>Cllr Campion acknowledged the thorough and detailed work that Cllr Glazier, Cllr Squire, and Cllr Goble have put into the recent reports about flooding which were circulated to Councillors over the holiday period and thanked them for all their hard work. Cllr Postan added his thanks too.</p>	

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<u>258/21</u>	<p><u>7.2 – COMMITTEE REPORTS - BRIZE MEADOW UPDATE</u></p> <p>See Cllr Goble's report in APPENDIX D below.</p> <p>Cllr Stewart asked if Cllr Field-Johnson had been asked for his assistance with asking OCC to have the legal agreements completed. Cllr Goble advised that he had written to Cllr Field-Johnson before Christmas.</p>	
<u>259/21</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> <p>As Mr &amp; Mrs Truman had joined the meeting specifically to hear what news there was on the road improvements at Elm Grove. Cllr Goble read the part of his report detailing the plans.</p> <p>Cllr Goble offered to meet with them, subject to COVID restrictions, if they wanted to see the plans.</p> <p>Cllr Postan offered his assistance, if it is needed to push this forward.</p>	Cllr Goble to meet with Mr & Mrs Truman if required.
<u>260/21</u>	<p><u>8.1 – DISCUSSION AND DECISIONS – ELDER BANK HALL EXTENSION TENDER</u></p> <p>Cllr Squire showed the Council the current and revised plans for the Elder Bank Hall extension along with the submission document for planning permission and he proposed that Mr Badrick should submit the paperwork to WODC Planning. Cllr Way seconded, the Councillors voted, and the motion was passed.</p> <p>Cllr Squire proposed that James Badrick pay the £256 planning fee. This will be added to his fee of £2,500 for the initial building design. Cllr Campion seconded. The Councillors voted and the motion was passed.</p>	Clerk and Cllr Way to add Mr. Badrick's invoice to the payments for January.
<u>261/21</u>	<p><u>8.2 – DISCUSSION AND DECISIONS – BLUE PLAQUE</u></p> <p>The owners of the Manor House have not yet responded to Cllr Goble's request to place the blue plaque on their wall. They had concerns as to whether it might affect any planning application they may place in the future.</p>	

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	<p>Cllr Goble asked the Councillors' thoughts on sending the owners an official letter from the Parish Council.</p> <p>Cllr Stewart suggested that perhaps we could allay any concerns regarding any planning constraints by checking with WODC planning.</p> <p>It was agreed that Cllr Postan would raise the question with WODC planning and then Cllr Goble would prepare a letter for the Clerk to send to the owners on behalf of the Council.</p> <p>The specific wording on the plaque has not been officially agreed or submitted yet.</p>	<p>Cllr Postan to contact WODC planning officer.</p> <p>Cllr Goble to prepare a letter.</p>
<u>262/21</u>	<p><u>8.3 – DISCUSSION AND DECISIONS – DISCUSS RENEWAL OF LICENCE AGREEMENT WITH THE PRIMARY SCHOOL (REF: PLAYING FIELD)</u></p> <p>The Clerk has been in contact with Mrs Fairhurst, who has consulted with the Oxford Diocesan Schools Trust. They are happy to renew the Lease with the same terms.</p> <p>The Councillors voted and the motion was passed.</p>	<p>The school will provide the document for the Chairman to sign</p>
<u>263/21</u>	<p><u>8.4 – DISCUSSION AND DECISIONS – CONSULTATION OF THE CIL DRAFT CHARGING SCHEDULE</u></p> <p>Cllr Squire advised that having read the document there was no need for the PC to make any comments. However, he did comment that the Parish would benefit from having the Neighbourhood Plan adopted as soon as possible as more CIL money would then be available to us.</p> <p>Cllr Postan left the meeting at 20:22</p>	<p>Completed</p>
<u>264/21</u>	<p><u>8.5 – DISCUSSION AND DECISIONS – FLOODING &amp; DRAINAGE SITUATION</u></p> <p>Severe flooding and foul water drain surcharging occurred at numerous points throughout the village during the heavy rain period over Christmas 2020.</p> <p>Cllr Glazier's report in APPENDIX E below refers to the situation.</p> <p>Cllr Squire to write to WODC and Bloor Homes to request the balancing ponds are built as soon as possible.</p> <p>Cllr Squire to compose letter for Clerk to send to the owner of The Vicarage regarding maintenance of stream through their property.</p>	<p>Cllr Squire to send technical note (1) to Bloor Homes and WODC. Write letter for Clerk.</p>

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	<p><u>Bloor Homes development – ‘Spring Field’ (Burford Road)</u> Cllr Squire and Cllr Goble have assessed the flooded area now known as ‘Spring Field’ (the field between north of development and Burford Road). Cllr Squire submitted Technical Note (2) relating to the issues and remedies for this area.</p> <p><u>Sewer flooding</u> Raw sewage was coming up through Chestnut Close man holes. Some private residences had sewage backing up in toilets and drains. It was the opinion that the rising Main on Minster Road was not fit for purpose.</p> <p>Tankers were operating from the sewage station on the South end of Station Road until New Year. Water was rising out of man holes along the road before the pumping station, flooding the road at the bottom of the village.</p>	<p>Cllr Squire to send technical note to Bloor Homes &amp; WODC</p> <p>Send OFWAT, MP and Environmental Officer Thames Water Chairman a letter detailing the sewage issue with the recent flooding.</p>
<u>265/21</u>	<p><u>8.6 – DISCUSSION AND DECISIONS – WATER COMPANIES</u></p> <p>The recommendation from Utility Bidder is still to use water supplier Everflow as the supplier.</p> <p>Castle Water merged with Affinity for Business in March 2020 and the Council was advised to expect a bill between May and July. Despite initial e-mails and calls in September 2020, Castle Water has eventually opened an account for the Council in December and the Council has had a bill from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 for £2,520.44.</p>	<p>Clerk to e-mail Castle Water with current accurate meter readings. Answer by return.</p>
<u>266/21</u>	<p><u>9.1 – PROGRESS REPORTS – MAINTENANCE UPDATE</u></p> <p>Trees on Manor Road have been straightened.</p> <p>The Notice Board ready for fitting at the earliest convenience of the handyman.</p> <p>Mr Bellenger is currently happy to continue cutting the Recreation Ground. Unfortunately, the handyman’s mower is not of the right calibre. It takes around 6 hours to cut the Recreation Ground, which would cost around £160 per week. The mower fund currently has £11,000. In 18-months’ time the contract with McCracken’s will be up for tender and the Council could put it out to contract. A separate contract could be drawn up for the Recreation Ground.</p> <p>The football/ cricket club have been historically responsible for marking out and cutting the football and cricket square. Cllr Glazier assured the Council that this is still the case.</p> <p>The Play Safety meeting to consider repairs on the playground did not take place, due to the current COVID restrictions.</p>	

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	Cllr Glazier shared a quote for the kick wall to be replaced.	
<u>267/21</u>	<u>9.2 – PROGRESS REPORTS – WEBSITE</u>  Cllr Woodward did not attend the meeting. However, he has been working hard on the 'back office' improving the working and running of the website.  Cllr Stewart to be proactive on posting COVID updates on the website.	
<u>268/21</u>	<u>9.3 – PROGRESS REPORTS – SAVILLS</u>  The Clerk has received a copy of the bus stops contract with Savills/ Christchurch and also received the allotments contract just before meeting.  The Clerk has had no further correspondence with Mr Wordsworth. This has been followed up with Mr Smith and Mr Wordsworth.	Clerk to continue to follow up the Land Lease with Mr. Wordsworth.
<u>269/21</u>	<u>10 – PLANNING</u>  No new planning applications have been submitted.  Planning applications 20/03285/S73 and 20/02743/HHD were approved (see APPENDIX C).	
<u>270/21</u>	<u>11.1 – FINANCE</u>  Consider payments to be made (see attached Appendix B).  Clerk to drop cheque book to Chairman and Cllr Glazier or Cllr Squire to sign.  Payments to Payman, PMP, McCracken and JB Architectural Design Ltd will be paid by Direct Debit and the personal cheques will be written. Next month the Council aim to complete all payments by Direct Debit.	Payments were approved. Clerk to pay invoices.
<u>271/21</u>	<u>11.2 – TO EXAMINE THE BANK ACCOUNTS DURING DECEMBER</u>  The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
<u>272/21</u>	<u>12 – CORRESPONDENCE</u>  Cllr Stewart has prepared a document for a more detailed additional information regarding the Memorial garden from the War Memorials Trust. Councillors to proof read and make suggestions before final copy is submitted.	

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<u>273/21</u>	<u>13 - ITEMS IDENTIFIED FOR JANUARY'S AGENDA</u> (See attached Appendix A).	
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There being no further business the Chairman declared the meeting closed at 9:30 pm.

Date of next Parish Council Meeting **Monday 1st February 2021** in **The Pavilion** at **7:30pm**, or via video link, subject to Government Guidelines.

### **APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 273/21:**

- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllr Squire, Cllr Goble and Cllr Stewart - Bloor Homes
- Cllr Squire – Elder Bank Hall Extension
- Cllr Squire – Savills
- Cllr Woodward – Website update
- Cllr Goble – Blue Plaque
- Cllr Squire – architects bill & planning application cost
- Cllr Squire – flooding and water management
- Cllr Goble – S106 agreement
- Clerk – water bills
- Cllr Glazier – kick wall
- Cllrs meeting ONPA meetings
- Cllr Squire – Wild flower policies

### **APPENDIX B – FINANCE 270/21 & 271/21:**

#### **AGENDA ITEM 11.1**

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

DD	£86.40	Payman	Payroll Processing October 20 - March 21
DD	£175.25	PMP	Parish Magazine Printing
101538	£304	Maintenance	December wage
101539	£182.10	Clerk	December wage
DD	£363.12	McCracken & Sons	Grass cutting – November 2020 (invoice #9832)
101540	£		
101541	£		
	<b>£1,110.87</b>	<b>TOTAL</b>	

#### **PAYMENTS RECEIVED**

	£		
	£		
	<b>£0</b>	<b>TOTAL</b>	

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## **AGENDA ITEM 11.2**

### **GENERAL INCOME & EXPENDITURE**

Balance	01/04/2020	£ 6,099.19
Less o/standing cheques		£ -
Add o/standing lodgements		£ -
		<u>£ 6,099.19</u>

Notes

Receipts		£ 31,571.55
Payments		£ 15,968.38
Plus Transfers		
Balance	18/12/2020	<u>£ 21,702.36</u>

Includes VAT Refund

Includes VAT to be Refunded

VAT Reconciliation o/standing

Plus o/standing cheques		-£ 2,322.96
Less o/standing lodgements		£ -
Cash in Bank	18/12/2020	<u>£ 19,379.40</u>

Cheques paid, but still to be cashed

Current Account	18/12/2020	£ 19,379.90
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-0.50

### **RESERVES INCOME AND EXPENDITURE**

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

WODC funds

### **AVAILABLE FUNDS**

General Funds		£ 21,702.36
WODC Reserves		<u>£ 21,870.00</u>
<b>TOTAL FUNDS</b>		<u><u>£ 43,572.36</u></u>

VAT Reconciliation o/standing

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## **APPENDIX C – PLANNING 269/21:**

### **AGENDA ITEM 10**

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

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#### **PENDING PLANNING DECISIONS**

20/03163/HHD	Ms Kate Grant 37 Chichester Place Brize Norton	Erection of single storey side extension. <b>Registered: 17<sup>th</sup> November 2020</b> <b>Respond by: 24<sup>th</sup> December 2020</b>
20/02017/RES 14/0091/P/OP	Carterton 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>
20/01993/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:**

20/03285/S73	Mr Simon Edwards 1A Chichester 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. <b>Registered: 29<sup>th</sup> October 2020</b> <b>Respond by: 21<sup>st</sup> December 2020</b> <b>Decision: Approve (Wednesday 23<sup>rd</sup> December)</b>
20/02743/HHD	Mr And Mrs Morris 7 Faulkner Place Brize Norton Carterton	Erection of single storey rear extension <b>Registered: 13<sup>th</sup> October 2020</b> <b>Respond by: 3<sup>rd</sup> December 2020</b> <b>Decision: Approve (Monday 21st December)</b>

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