

BRIZE NORTON PARISH COUNCIL

Minutes of the Parish Council Meeting of the Parish Council on Monday 1st February 2021 by video link due to the Government Guidelines regarding the Coronavirus Pandemic.

<u>274/21</u>	<u>PRESENT</u>	<u>ACTION</u>
	Cllr Way – Chairman, Cllr Glazier - Vice-chair, Cllr Goble, Cllr Stewart, Cllr Squire, Cllr Campion, Cllr Woodward, Cllr Field-Johnson (OCC), Cllr Postan (WODC), and Alison Riseley – clerk	
<u>275/21</u>	<u>1 – APOLOGIES</u>	
<u>276/21</u>	<u>2.1 - DECLARATION OF INTEREST</u> There were no declarations of interest.	
<u>277/21</u>	<u>2.2 – TO DECLARE ANY PECUNIARY OR OTHER INTEREST ON THE AGENDA</u> There were no further declarations.	
<u>278/21</u>	<u>3 – MINUTES</u> The Minutes of the Parish Council Meeting on Monday 4th January 2021 were agreed and signed. Cllr Woodward proposed, and Cllr Stewart seconded. All councillors agreed. The motion was passed.	Clerk to scan and post minutes to website
<u>279/21</u>	<u>4.1 – PUBLIC PARTICIPATION –</u> No members of the public attended the meeting this evening.	
<u>280/21</u>	<u>5 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u> Cllr Field-Johnson did not submit a report this month as OCC is in discussions regarding its budget. He asked about the progress of discussions between BNPC and CTC and Cllr Way reported that she has contacted Cllr Leverton, the Chairman of Carterton Town Council, and they plan to meet up once Covid-19 restrictions are lifted. One topic being green corridors and connectivity between the two Parishes.	

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	<p>Cllr Field-Johnson understands that elections are still planned to go ahead in May, although there may be further instructions from the Government at a later date.</p> <p>Cllr Postan did not submit a report.</p> <p>He updated the PC with news that The Kilkenny Country Park's lavatories are now under the control of WODC. He asked if the one car park was enough or would the Council like to consider another one and if so, where? Cllr Goble advised that the emerging Neighbourhood Plan will look at this as part of the Country Park Extension project. Brize Norton Parish Council are looking to liaise with Carterton Town Council regarding green corridors and connectivity.</p> <p>In light of the recent flooding, Cllr Postan asked the Council if we would be interested in attending a meeting that he was proposing to hold with other Councils within his Ward, Laurence King, Flood Officer for WODC and the main agencies. After discussion, it was agreed that as we have already agreed our course of action in last month's meeting regarding surface water and sewerage and because each of the village's had their own separate issues, that we would not be attending. It was recognised that the sewerage problems are essentially due to a failure of Thames Water to manage their assets.</p> <p>Cllr Postan is to attend a Financial Management and Oversight Scrutiny meeting on Wednesday 3rd February and said that he would ask for an update on when the two attenuation ponds still to be built would begin as WODC have received the funds from Bloor Homes.</p> <p>It is to be noted that Bampton and District Flood Group, of which Cllr Glazier is Chairman, already work closely with Laurence King and WODC.</p> <p>The Chairman thanked Cllr Glazier for his hard work during the recent serious flooding. See his report under Appendix E. Cllr Glazier also asked that it be noted that Cllr Postan and Mr Laurence King also be thanked for their assistance.</p> <p>Cllr Field-Johnson left at 8:00pm.</p>	
<u>281/21</u>	<p><u>8.2 – DISCUSSION AND DECISIONS – COMPLAINT RE: DOG FOULING</u></p> <p>Cllr McRae (WODC Cabinet Member for the Environment), Cllr Field-Johnson (OCC), Cllr Postan (WODC), and the Parish Council received an email complaint from a Member of the Public regarding dog fouling in the village and the amount of detritus on the pavements. Cllr McRae has responded and has arranged a</p>	

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	<p>clean-up team to visit the village and clear up the areas of most concern and to sweep the pavements.</p> <p>Cllr Postan will provide the PC with WODC warning notices.</p> <p>The PC is to send their own response to the Member of Public who made the complaint and, to once again, put a notice in the next Newsletter and on our social media sites.</p>	<p>Notices to be put on the social media sites and also an article in the parish newsletter</p>
<u>282/21</u>	<p><u>6.1 – RECORDS OF COUNCILORS' MEETINGS</u></p> <p>There were no meetings held this month.</p>	
<u>283/21</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>284/21</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 Postan left the meeting at 8:22pm</p>	
<u>285/21</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>286/21</u>	<p><u>8.1 – DISCUSSION AND DECISIONS – WATER BILLS AND POTENTIAL COMPANIES</u></p> <p>As discussed last month, the Clerk has been in contact with Castle Water and they have issued a revised invoice for £1,082.12 for the period 1/4/20 to 31/3/21.</p> <p>Cllr Campion proposed that the Council accept the bill and Cllr Squire seconded. The Council agreed.</p>	<p>Cllr Campion will read the main meter monthly. He will also carry out some leak tests to check for a potential leak.</p>

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	<p>The reason for the bill being so high may be down to a water leak and so it was agreed that Cllr Campion is to read the main meter monthly. The Clerk advised the Council that Mr Bellenger, who reads the allotment meter, is struggling to lift the cover and it was agreed that the Council would take on this responsibility.</p> <p>The Clerk will canvas quotations from different water companies for the forthcoming financial year for comparison.</p>	Clerk to inform Mr Bellenger that the Council will check the meter.
<u>287/21</u>	<p><u>8.3 – DISCUSSION AND DECISIONS – FOOTBALL KICK WALL</u></p> <p>Last month Cllr Glazier provided the Council with a quote to replace the current wooden 'Kickwall' with a 'breeze-block' one (that would be longer lasting) as RoSPA had reported that the timber and the posts were rotting, and this month he asked if the Council would vote on its replacement. Two Councillors have separately inspected the wall as part of the monthly inspection and feel that it is currently in adequate repair.</p> <p>Cllr Squire proposed that the Council specifically monitor it during their monthly inspection of the playground with an inspection checklist provided by RoSPA. Cllr Campion seconded. The Council voted and agreed not to repair the wall at this time.</p> <p>Cllr Glazier asked the clerk to minute that he felt the repair should go ahead and voted against leaving the wall in its current condition.</p>	
<u>288/21</u>	<p><u>8.4 – DISCUSSION AND DECISIONS – GIGACLEAR</u></p> <p>Cllr Goble submitted his report for the attention of the Councillors, under APPENDIX D.</p>	
<u>289/21</u>	<p><u>8.5 – DISCUSSION AND DECISIONS – WO COMMUNITY SAFETY PARTNERSHIP SURVEY</u></p> <p>The Clerk circulated an e-mail from WODC to participate in a Community Survey. The Council decided not to respond but Councillors could do so individually if they wished.</p>	
<u>290/21</u>	<p><u>8.6 – DISCUSSION AND DECISIONS – WITNEY RAIL LINK</u></p> <p>It should be noted that this is only a speculative study. However, it was agreed that the Council would contact the Chair of the 'Community Engagement Programme' advising him that we have an emerging</p>	Cllr Way to provide the Clerk with a response

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	Neighbourhood Plan and so would like to be involved in any consultation, should a feasibility study be approved.	
<u>291/21</u>	<p><u>9.1 – PROGRESS REPORTS – MAINTENANCE UPDATE</u></p> <p>The notice board has not been put up yet.</p> <p>Paint will be ordered for the playpark at the end of the month and Cllr Glazier is still liaising with companies regarding playpark repairs. Soil will be ordered at the end of the month to raise the floor around the matting and worn areas.</p>	
<u>292/21</u>	<p><u>9.2 – PROGRESS REPORTS – WEBSITE</u></p> <p>Cllr Woodward reported that he has completed all the “back-end” checks on the website. He will check it weekly and notices to be posted as they are sent through.</p> <p>Cllr Way asked about the Dropbox and Cllr Woodward said they would be ready the next day.</p> <p>Cllr Woodward asked that that the Clerk give him and Cllr Stewart admin rights to the PC Facebook page.</p> <p>Cllr Way asked if there was a way that on some posts where privacy was essential that comments could be blocked. It was confirmed this can be done.</p>	<p>Cllr Woodward to set up a council Dropbox account</p> <p>Clerk to add Cllr Woodward and Cllr Stewart as admin on Facebook (and Twitter).</p> <p>Change privacy settings.</p>
<u>293/21</u>	<p><u>9.3 – PROGRESS REPORTS – FLOODING AND DRAINAGE SITUATION</u></p> <p>Cllr Glazier has made a report of all the areas of flooding in the village during the past few days. See Appendix E. He has been in contact with the Environment Agency, WODC and Thames Water.</p> <p>Cllr Squire is still to write to the riparian owner of The Old Vicarage, OFWAT, TW and Robert Courts re the issue regarding sewerage and flooding.</p>	
<u>294/21</u>	<u>9.4 – PROGRESS REPORTS – ELDER BANK HALL EXTENSION TENDER</u>	

	No update at present. The application has been submitted to WODC, but the ownership of the hall is required to verify the submission.	Clerk to find update regarding the first voluntary registration of the Elder bank Hall.
<u>295/21</u>	<u>9.5 – PROGRESS REPORTS – BLUE PLAQUE</u> Cllr Goble submitted his report for the attention of the Councillors, under APPENDIX D.	
<u>296/21</u>	<u>9.6 – PROGRESS REPORTS – LICENSE AGREEMENT WITH THE SCHOOL (REF PLAYING FIELD)</u> The Licence was agreed with the Council and was signed by Cllr Way (Chair), Cllr Glazier (Vice-Chair) on behalf of the Council and Mrs Fairhurst on behalf of the Primary School.	Completed
<u>297/21</u>	<u>9.7 – PROGRESS REPORTS – SAVILLS LAND LEASE</u> Cllr Way had emailed Savills for an update on the signing of the Land Lease. It is with their solicitors.	Clerk to continue to follow up the Land Lease with Mr. Wordsworth.
<u>298/21</u>	<u>10 – PLANNING</u> One new planning application has been submitted 20/03445/FUL. Cllr Goble is to prepare a draft response for Cllr Squire's approval before submitting it before the deadline date. Planning applications 20/03163/HHD was approved (see APPENDIX C).	
<u>299/21</u>	<u>11.1 – FINANCE</u> Consider payments to be made (see attached Appendix B). Chairman and Cllr Glazier or Cllr Squire to arrange online payments.	Payments were approved. Cllr Way and Cllr Glazier to authorise online payments.
<u>300/21</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.	

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<u>301/21</u>	<u>12 – CORRESPONDENCE</u> A Member of Public had complained to the Council about parking in Chestnut Close especially at the junction of Station Road. Cllr Goble has responded.	
<u>302/21</u>	<u>13 - ITEMS IDENTIFIED FOR JANUARY'S AGENDA</u> (See attached Appendix A).	

There being no further business the Chairman declared the meeting closed at 9:37 pm.

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

APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 302/21:

- 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
- Cllrs meeting ONPA meetings
- Cllr Stewart – Biodiversity and the natural environment Policy
- Cllr Stewart – Emergency Plan
- Cllr Way – Elder Bank Hall Committee

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APPENDIX B – FINANCE 299/21 & 300/21:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

DD	£275	Maintenance	January wage
DD	£235.60	Clerk	January wage
DD	£363.12	McCracken & Sons	Grass cutting – December 2020 (invoice #9869)
DD	£132.00	BNS&SC	PO Reimbursement
DD	£1,082.12	Castle Water	Water bill
DD	£50.00	Chris Woodward	Website updates
	£2,237.84	TOTAL	

PAYMENTS RECEIVED

04/01/21	£132.00	BNS&SC	PO rent
	£		
	£		
	£132.00	TOTAL	

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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		31,703.55	Includes VAT Refund
		£	
Payments		15,968.38	Includes VAT to be Refunded
Plus Transfers			
		£	
Balance	19/01/2021	21,834.36	VAT Reconciliation o/standing
		-£	
Plus o/standing cheques		3,524.84	Cheques paid, but still to be cashed
Less o/standing lodgements		£ -	
		£	
Cash in Bank	19/01/2021	18,309.52	
		£	
Current Account	19/01/2021	18,310.02	-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	21,834.36	VAT Reconciliation o/standing
	£	
WODC Reserves	21,870.00	
	£	
TOTAL FUNDS	43,704.36	

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APPENDIX C – PLANNING 298/21:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

20/03445/FUL	Mr Terry Hinchly Quarry Dene Burford Road Brize Norton	Proposed Conversion and Extension of Detached Garage to form New 2 Bedroom Dwelling Registered: 11th December 2020 Respond by: 5th February 2021
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PENDING PLANNING DECISIONS

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

20/03163/HHD	Ms Kate Grant 37 Chichester Place Brize Norton	Erection of single storey side extension. Registered: 17th November 2020 Respond by: 24th December 2020 Decided: 12th January 2021 Decision: Approve
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