

BRIZE NORTON PARISH COUNCIL

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

<u>303/21</u>	<u>PRESENT</u> Cllr Way – Chairman, Cllr Glazier - Vice-chair, Cllr Goble, Cllr Stewart, Cllr Squire, Cllr Campion, Cllr Postan (WODC), and Alison Riseley – clerk	<u>ACTION</u>
<u>304/21</u>	<u>1 – APOLOGIES</u> Cllr Field-Johnson (OCC), Cllr Woodward	
<u>305/21</u>	<u>2.1 - DECLARATION OF INTEREST</u> There was a declaration of interest from Cllr Squire regarding the Biodiversity report agenda item 8.2 (316/21).	
<u>306/21</u>	<u>2.2 – TO DECLARE ANY PECUNIARY OR OTHER INTEREST ON THE AGENDA</u> There were no further declarations.	
<u>307/21</u>	<u>3 – MINUTES</u> The Minutes of the Parish Council Meeting on Monday 1st February 2021 were agreed and signed. Cllr Campion proposed, and Cllr Glazier seconded. All councillors agreed. The motion was passed.	Clerk to scan and post minutes to website
<u>308/21</u>	<u>4.1 – PUBLIC PARTICIPATION –</u> No members of the public attended the meeting this evening.	
<u>309/21</u>	<u>5 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u> Cllr Field-Johnson did not submit a report this month. Cllr Postan commented on the approved budgets at WODC. Councillors asked questions about the budgets and proposed allocation of funds whilst aiming to maintain current standards and achieve strategic goals.	

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	He also commented on the Witney Oxford Rail Link proposed routes which the Council discussed at last month's meeting.	
<u>310/21</u>	<p><u>6.1 – RECORDS OF COUNCILORS' MEETINGS</u></p> <p>Cllr Way and Cllr Stewart attended the Armed Forces Military Covenant meeting on Wednesday 3rd February 2021. It was very well attended by 134 participants and is a good source for future funding. Cllr Stewart advised that when the time comes, the Council should put in one strong multiple bid rather than lots of single bids as there is more chance of a successful outcome.</p> <p>Three members of the Council attended OALC training last month. Cllr Stewart (GDPR and Data Protection), Cllr Squire (Finance for Councillors) and the Clerk (Preparing for Year End for Clerks and RFOs).</p> <ol style="list-style-type: none"> 1) <u>GDPR and Data Protection Training</u> Clerk to respond to Cllr Stewart to clarify questions regarding the Data Protection Policy and GDPR Files Freedom of Information and Information and Data Protection Policy held by the Council. <ol style="list-style-type: none"> a) The Council have membership with ICO 2017-2021 b) How the Council archive documents is detailed in the Information and Data Protection Policy and the Freedom of Information Policy and Freedom of Information Publication Schedule 2) <u>Finance for Councillors Training</u> Cllr Squire proposed the Council carry out a financial risk assessment of the internal controls in preparation for the Financial Year End and upcoming Internal Audit. Clerk to prepare a list of approved internal auditors and seek recommendations from other local Councils. Cllr Squire to further investigate implications of VAT on building projects to minimise VAT exposure. 3) <u>Preparing for Year End for Clerks and RFOs Training</u> The Clerk highlighted the timescale that the year end and internal audit should follow as recommended in the statements made on the external audit 2019-2020. The Council internal controls are detailed in the Standing Orders S17 & S18 and the Financial Regulations. The declarations of the figures in each box on the AGAR were explained. <p>Cllr Postan left the meeting at 8:02pm</p>	<p>Cllr Squire to see further advice regarding VAT.</p>

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<u>311/21</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>312/21</u>	<p><u>7.2 – COMMITTEE REPORTS - BRIZE MEADOW UPDATE</u></p> <p>See Cllr Goble's report in APPENDIX D below.</p> <p>There were concerns expressed about the delay with the building of the attenuation ponds and planned culverts. The relevant items have already been raised with Bloor Homes and the Council is awaiting their response. The Council discussed that it had not seen up to date drawings from WODC regarding the attenuation ponds at Burford Road and Monahan Way. Cllr Glazier is to contact WODC and request them.</p>	Waiting on action from Bloor Homes and WODC
<u>313/21</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>314/21</u>	<p><u>7.4 – COMMITTEE REPORTS – ELDER BANK HALL EXTENSION COMMITTEE</u></p> <p>The planning application was registered on 19th February. Parish Council will respond with no comment.</p> <p>Cllr Squire is to prepare a Tender Pack for Phase 1 of the build together with a financial paper in time for the next meeting.</p> <p>Land Registry has asked further questions regarding the application made by the Council and Cllr Goble is to send the Clerk research data to enable Clerk to respond to our Solicitor.</p>	<p>Cllr Squire</p> <p>Cllr Goble</p>
<u>315/21</u>	<p><u>8.1 – DISCUSSION AND DECISIONS – POTENTIAL WATER COMPANIES</u></p> <p>The Clerk canvased quotations from different water companies for the forthcoming financial year. The Council asked for some further clarity of the figures and will decide at next month's meeting as to who to appoint.</p>	

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<u>316/21</u>	<p><u>8.2 – DISCUSSION AND DECISIONS – ENQUIRY REGARDING BIODIVERSITY</u></p> <p>Following a request from a Member of Public asking if the Council would consider a policy on Biodiversity, Cllr Stewart has enquired with other Councils and studied Council Biodiversity policies. It appears that this is covered at District, City or County level.</p> <p>The Council discussed the benefits of such a scheme and if it was viable in our parish and Cllr Stewart proposed, that the Council signpost members of the public to Oxfordshire County Council, West Oxfordshire District Council, and Carterton Town Council who support Wild Oxfordshire. Cllr Way seconded, The Council voted, and the motion was passed.</p>	Cllr Way to write a response to the Member of Public
<u>317/21</u>	<p><u>8.3 – DISCUSSION AND DECISIONS – EMERGENCY PLAN</u></p> <p>Cllr Stewart has begun revising the Council Emergency Plan. This will be shared at next month's meeting.</p>	
<u>318/21</u>	<p><u>8.4 – DISCUSSION AND DECISIONS – GDPR AND DATA PROTECTION</u></p> <p>Cllr Stewart attended training by OALC on Tuesday 9th February on GDPR and Data Protection for Local Councils. This was covered under item 6.1 (310/21).</p>	
<u>319/21</u>	<p><u>8.5 – DISCUSSION AND DECISIONS – APPOINTMENT OF INTERNAL AUDITOR FOR FINANCIAL YEAR 2020-2021</u></p> <p>The Clerk has corresponded with recommended Accounting firms who have experience of auditing Local Council's finances. It appears that it is a specialist service, which not all accountancy firms offer. Unfortunately, it was completed too late for the Council to consider this month and further investigation is to be made into local firms in Carterton or Witney.</p>	Add to April Agenda.
<u>320/21</u>	<p><u>8.6 – DISCUSSION AND DECISIONS – FLOODING</u></p> <p>Cllr Glazier highlighted pertinent flooding points in his e-mail to WODC. He also advised that he had received correspondence from the Compliance & Enforcement Officer of the EA who is preparing a case for legal action against Thames Water regarding sewerage issues in Witney. He will circulate this to the Council.</p>	Cllr Glazier to circulate correspondence
<u>321/21</u>	<p><u>9.1 – PROGRESS REPORTS – MAINTENANCE UPDATE</u></p> <p>The new notice board has now been put up on Station Road. A post has broken on the Recreation ground adjacent to the car park. Cllr Glazier to advise what action is to be taken. Soil and paint will be purchased this month for the playground.</p>	

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	<p>Cllr Glazier is to talk to McCrackens Ltd about grass cutting on the newly seeded areas through the village.</p> <p>Uneven pavement slabs on Station Road/ Daubigny Mead and Manor Road, have been reported on OCC's 'Fix My Street' portal. However, it has been transferred to another unknown department so Cllr Goble has requested if our OCC Councillor can provide the relevant contact information.</p> <p>A Member of the Public has advised the Council regarding the rabbit scratchings and holes that have appeared on the recreation ground again. Cllr Glazier has informed the BNS&SC and asked that they fix the problem.</p> <p>An accident occurred in the playground concerning a child who was hurt by the gate. On further investigation it was found not to be a dereliction of duty by the Council, who inspect the playground monthly. However, we are looking into finding some caps to cover the bolts to improve safety.</p>	<p>Cllr Glazier will approach McCracken's Ltd about grass cutting on the newly seeded areas.</p>
<u>322/21</u>	<p><u>9.2 – PROGRESS REPORTS – WEBSITE</u></p> <p>Cllr Woodward was not able to attend the meeting. The Clerk has been in contact with the ex-IT co-ordinator and IONOS to transfer the ownership and billing details to the Council.</p> <p>Cllr Stewart and Cllr Woodward to post items about COVID updates on social media and website.</p>	
<u>323/21</u>	<p><u>9.3 – PROGRESS REPORTS – ELDER BANK HALL COMMITTEE MEETING</u></p> <p>Cllr Way updated the Council on the Elder Bank Hall committee minutes.</p>	
<u>324/21</u>	<p><u>9.4 – PROGRESS REPORTS – WATER METER READING/ POTENTIAL WATER LEAK</u></p> <p>Cllr Campion reported the main meter readings.</p>	
<u>325/21</u>	<p><u>10 – PLANNING</u></p> <p>One new planning application has been submitted 21/00063/FUL, for the Elder Bank Extension. Council to respond with no comment.</p> <p>Planning application 20/01993/FUL was approved (see APPENDIX C).</p>	

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<u>326/21</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>327/21</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>328/21</u>	<u>12 – CORRESPONDENCE</u> To ensure compliance with GDPR and Data Protection Regulations the monthly correspondence list is only circulated to Councillors and will be omitted on published agendas. A Member of the Public has asked the Council if they can park a food truck in the car park for a private function that they are holding in the Elder Bank Hall in August. By a majority vote, the Council agreed that the applicant can use the car park for this purpose provided any rubbish is collected and taken away. It should also be made clear that the food truck is only for the use by the attendees of the private function, and it is considerate of the space it uses.	
<u>329/21</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 10:07: pm.

Date of next Parish Council Meeting **Tuesday 6th April 2021** in **The Pavilion** at **7:30pm**, or via video link, **subject to Government Guidelines.**

APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 329/21:

- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllr Squire, Cllr Goble and Cllr Stewart - Bloor Homes
- Cllr Squire – Elder Bank Hall Extension Tender document
- Cllr Squire - Financial Risk assessment and processes
- Clerk – Water companies
- Cllr Woodward – Website update
- Cllr Squire – architects bill & planning application cost
- Cllr Squire – flooding and water management
- Cllr Stewart – Emergency Response Plan

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APPENDIX B – FINANCE 326/21 & 327/21:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

DD	£204.25	Maintenance	February wage
DD	£481.97	Clerk	February wage
DD	£363.12	McCracken & Sons	Grass cutting – February 2021 (invoice #9909)
DD	£60	OALC	Training end of Year for Clerks and RFO's
DD	£		
DD	£		
	£1,109.34	TOTAL	

PAYMENTS RECEIVED

	£		
	£		
	£		
	£	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		25,858.18	Includes VAT to be Refunded
Plus Transfers			
		£	
Balance	28/02/2021	11,944.56	VAT Reconciliation o/standing
		-£	
Plus o/standing payments		1,167.12	March Payments included, to be approved
Less o/standing lodgements		£ -	
		£	
Cash in Bank	28/02/2021	13,111.68	
Current Account	28/02/2021	£13,112.18	-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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