

BRIZE NORTON PARISH COUNCIL

Minutes of the Parish Council Meeting of the Parish Council on Tuesday 6th April 2021 by video link due to the Government Guidelines regarding the Coronavirus Pandemic.

<u>1/22</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>2/22</u>	<u>1 – APOLOGIES</u> There were no apologies.	
<u>3/22</u>	<u>2.1 - DECLARATION OF INTEREST</u> There were no declarations of interest.	
<u>4/22</u>	<u>2.2 – TO DECLARE ANY PECUNIARY OR OTHER INTEREST ON THE AGENDA</u> There were no further declarations.	
<u>5/22</u>	<u>3 – MINUTES</u> The Minutes of the Parish Council Meeting on Monday 1st March 2021 were agreed and signed. Cllr Squire proposed, and Cllr Campion seconded. All councillors agreed. The motion was passed.	Clerk to scan and post minutes to website
<u>6/22</u>	<u>4.1 – PUBLIC PARTICIPATION –</u> No members of the public attended the meeting this evening.	
<u>7/22</u>	<u>5 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u> Cllr Field-Johnson reported on the 'Save the Windrush Campaign' and the on-going Burford HGV Campaign. Cllr Goble had previously asked Cllr Field Johnson for an update on why the white lines on Burford Road had still not been painted. Cllr Field-Johnson reported that there is a backlog but it is still scheduled to be done.	

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	<p>Cllr Field-Johnson is standing for re-election in next month's OCC elections.</p> <p>Cllr Postan did not submit a report as the District Council is focused on next month's elections.</p> <p>Cllr Postan offered to assist Cllr Goble regarding the placement of the blue plaque to commemorate Mary Ellis, if it was necessary. Cllr Goble explained that unfortunately, this has been deferred at the request of the house owner.</p> <p>In response to a complaint from a Member of Public from Carterton, he explained that parking adjacent to the Kilkenny Country Park remains an issue as the existing car park is now too small and cars are now parking on the sides of the road. He asked if BNPC had considered the issue parking in Burford Road when the Country Park Extension is completed. Cllr Goble advised him that this has already been considered and will be debated by the Council closer to the time of Country Park completion and handover to BNPC.</p>	
<u>8/22</u>	<p><u>6.1 – RECORDS OF COUNCILORS' MEETINGS</u></p> <p>Two members of the Council attended OALC training last month. Cllr Goble attended Neighbourhood Planning and Cllr Way attended Chairmanship.</p> <p>Cllr Goble reported that there are two new topics being discussed by Councils who are working on their own Neighbourhood Plans. Sustainability and Settlement Areas.</p> <p>Cllr Squire reported to the Council that he had received a call from Savills asking how BNPC was progressing with our Neighbourhood Plan. He had advised him to call Cllr Goble which he duly did. Cllr Goble advised him of the NP status and associated information.</p>	
<u>9/22</u>	<p><u>7.1 – COMMITTEE REPORTS – NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>Cllr Goble submitted his report for the attention of the Councillors, under APPENDIX D.</p> <p>Cllr Glazier joined the meeting at 7:46pm.</p>	
<u>10/22</u>	<p><u>7.2 – COMMITTEE REPORTS - BRIZE MEADOW UPDATE</u></p> <p>See Cllr Goble's report in APPENDIX D.</p>	

<u>11/22</u>	<p><u>7.3 – COMMITTEE REPORTS – HIGHWAYS - TRAFFIC AND SPEED PROGRESS IN BRIZE NORTON/ OCC HIGHWAYS</u></p> <p>See Cllr Goble's report in APPENDIX D.</p>	
<u>12/22</u>	<p><u>8.1 – DISCUSSION AND DECISIONS – CHANGING MEETING TIME</u></p> <p>The Council debated holding the monthly meeting at 7:00pm rather than the current time of 7:30pm. Five Councillors voted to leave the time the same, so as to allow those who are working time to prepare effectively for the meeting. Two councillors abstained. It was agreed to leave the starting time as it is.</p> <p>Cllr Field-Johnson left the meeting at 8:00pm</p>	
<u>13/22</u>	<p><u>8.2 – DISCUSSION AND DECISIONS – LETTER TO ROBERT COURTS</u></p> <p>Further to the submission from Robert Courts in his monthly newsletter about his proactive approach to Thames Water regarding river pollution, the Council wrote to the MP asking to meet with him to discuss the issues of flooding and sewage pollution in Brize Norton and to ask that Brize Norton is included in his ongoing actions with Thames Water.</p>	
<u>14/22</u>	<p><u>8.3 – DISCUSSION AND DECISIONS – POTENTIAL WATER COMPANIES</u></p> <p>Further to last months' discussion, the Clerk supplied the Council with further clarity of the figures before deciding who to appoint.</p> <p>Having studied the figures, the Council selected Everflow as the new water supplier as being the most efficient, cost effective and transparent. The clerk will arrange the relevant paperwork for signing.</p> <p>Cllr Campion proposed to use Everflow as their water supplier. Cllr Glazier seconded. The Council voted and the motion was passed.</p>	<p>Clerk to inform Everflow and submit the signed contracts.</p>
<u>15/22</u>	<p><u>8.4 – DISCUSSION AND DECISIONS – APPOINTMENT OF INTERNAL AUDITOR 20-21</u></p> <p>The Clerk finalised the research for the Council to include local accounting firms in Carterton and Witney. The Council decided to remain for this financial year with the current firm and consider a change for the next financial year.</p>	<p>Clerk to write a letter to aid our expediting a timely handling of the Council accounts and a written report is</p>

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	<p>Cllr Squire proposed to remain with the current auditor. Cllr Campion seconded. The Council voted and the motion was passed.</p>	<p>required for the Council.</p>
<u>16/22</u>	<p><u>8.5 – DISCUSSION AND DECISIONS – PRE-SCHOOL GARDEN</u></p> <p>The Council received a request from the preschool to replace the current grassed outside with astro-turf providing an all-weather surface for the children.</p> <p>Cllr Way proposed. Cllr Campion seconded. The Council voted and all agreed to their request.</p> <p>Cllr Postan left the meeting at 8:12pm.</p>	<p>Clerk to inform pre-school that the Council agreed to their proposal.</p>
<u>17/22</u>	<p><u>8.6 – DISCUSSION AND DECISIONS – AFFORDABLE HOUSING CONSULTATION (WODC)</u></p> <p>The Council felt that they did not need to respond to the Consultation, but Councillors could respond as an individual if they wished to.</p>	
<u>18/22</u>	<p><u>8.7 – DISCUSSION AND DECISIONS – COMMUNITY HUB SCHEME</u></p> <p>A discussion took place regarding Gigaclear's offer of a free Wi-fi service into a Community Hub building of the Council's choice for one year.</p> <p>After discussing the benefits of this offer, and subject to re-appraisal after the first year if Gigaclear do not carry this offer forward for a second year, the Council agreed to apply for this connection.</p> <p>The Council agreed that this service will be installed into the Sports Pavilion.</p> <p>Cllr Glazier proposed. Cllr Goble seconded. The Council voted and the motion was passed.</p>	<p>Cllr Goble to send the application link to the Clerk who will then become the first point of call for further communications between the Council and Gigaclear.</p>
<u>19/22</u>	<p><u>8.8 – DISCUSSION AND DECISIONS – RAF BN RADAR TOWER</u></p> <p>The Council has received a letter from RAF BN advising that a planning application will be submitted for the erection of a radar tower in the north-west corner of the Tactical Medical Wing.</p> <p>The Council agreed that the notification should be posted on all our Social Platforms to inform our residents so that at the appropriate time, they can respond to the application. The Council is to consider its own response to this proposal.</p>	<p>Cllr Stewart on behalf of the Council to put information on Social media signposting to the Parish website and inviting comments to WODC planning</p>

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	<p>Cllr Goble is to supply a map that shows where the RAF is proposing to site the tower and Cllr Stewart is to prepare the wording to go on our Social Media platforms.</p>	<p>officer at the appropriate time</p>
<u>20/22</u>	<p><u>8.9 – DISCUSSION AND DECISIONS – ANNUAL PARISH COUNCIL MEETING & ANNUAL PARISH MEETING</u></p> <p>The time of the Annual Parish Council Meeting in May will be changed from Monday 10th May to the week before, Tuesday 4th May, to allow for a virtual meeting before the law returns to actual face-to-face meetings on 7th May.</p> <p>Cllr Way proposed the meeting be moved and Cllr Stewart seconded. The Council voted and the motion was passed.</p> <p>The Annual Parish Meeting has been postponed complying with COVID-19 guidelines. The Council feel that it is important to hold a meeting this year so as to have an effective engagement with the community regarding the Elder Bank Hall Extension, the Neighbourhood Plan, and other future projects.</p> <p>Cllr Way proposed to postpone the APM until it is safe to have a face-to-face meeting, at a date to be confirmed. Cllr Squire seconded. The Council voted and the motion was passed.</p>	<p>Date to be confirmed at the next PC meeting.</p>
<u>21/22</u>	<p><u>9.1 – PROGRESS REPORTS – MAINTENANCE UPDATE</u></p> <p>On Monday 5th April two benches on the recreation ground were vandalised. This has been reported to TVP and a kind Member of the Public has repaired them.</p> <p>The rabbits are still an issue.</p> <p>The tennis court net has gone up today but the lines for the court need to be painted so Cllr Glazier is to contact McCrackens to request a quote. A budget for £75 is authorised for paint if the Council choose to purchase it and find someone to do the job.</p> <p>The soil has been delivered for the playground to reset the mats and the paint has been delivered.</p> <p>A quote is requested to repair damage to the stone wall between the recreation ground and the 'Donkey Field'.</p>	<p>Cllr Glazier to contact McCrackens</p>
<u>22/22</u>	<p><u>9.2 – PROGRESS REPORTS – WEBSITE</u></p> <p>Cllr Woodward reminded the Council that he had undertaken to manage the website on a temporary basis when the previous Administrator resigned. It is</p>	

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	now in better working order, but as more time is required to maintain and update it, Cllr Woodward is to give Cllr Stewart and the Clerk some training.	Discuss for June agenda
<u>23/22</u>	<p><u>9.3 – PROGRESS REPORTS – ELDER BANK HALL COMMITTEE MEETING</u></p> <p>Cllr Squire updated the Council on the three responses received from Members of the Public regarding the recent planning application.</p> <p>Councillors agreed that the three Members of the Public should be invited to attend a separate meeting to discuss their responses with the Committee and to allay their worries. One Member of the Public attended and was happy with the explanation given and said that they would be willing to go back to WODC and report that their concerns had been allayed.</p> <p>Councillors thanked Cllr Squire for taking the meeting.</p>	Cllr Squire to amend letter and clerk to send to WODC planning
<u>24/22</u>	<p><u>9.4 – PROGRESS REPORTS – EMERGENCY RESPONSE PLAN</u></p> <p>Cllr Stewart updated the Council on her progress with the Emergency Response Plan. She asked for Councillors' comments and said that these would be integrated into the next draft.</p> <p>The Council used this opportunity to compliment Cllr Stewart on her achievement on maintaining Grade II listed status for the War Memorial in Brize Norton.</p>	
<u>25/22</u>	<p><u>10 – PLANNING</u></p> <p>One new planning application has been submitted 21/00566/HHD, for a detached garden shed on a property on Brize Meadow. Council to respond with no comment but with a recommendation for capturing rainwater.</p> <p>Planning application 20/03445/FUL was approved (see APPENDIX C).</p>	Clerk to send to WODC.
<u>26/22</u>	<p><u>11.1 – FINANCE</u></p> <p>Consider payments to be made (see attached Appendix B).</p> <p>Chairman and Cllr Glazier or Cllr Squire to arrange online payments. Clerk to send cheque book to Councillors.</p>	Payments were approved. Cllr Way/ Glazier/ Squire to authorise online payments.

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<u>27/22</u>	<p><u>11.2 – TO EXAMINE THE BANK ACCOUNTS DURING DECEMBER</u></p> <p>The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p> <p>Clerk to send finance folder to Cllr Campion to inspection.</p> <p>Clerk to complete finance spread sheet and send to Cllr Squire.</p> <p>Clerk to complete asset register, transparency data and VAT claims ready to submit to auditor.</p>	
<u>28/22</u>	<p><u>12 – CORRESPONDENCE</u></p> <p>The Council has received a letter from a Member of the Public advising that he had received a flier regarding the Witney-Oxford Transport link (WOT) and asking what the Council's response is. Councillors agreed that a notice should go on the website and be posted on our social media platforms. Any concerns to be directed to WOT. A response is to be sent to the MOP.</p> <p>Cllr Squire is to respond to the MOP who requested further information on the landscaping of the Country Park extension on Burford Road.</p>	<p>Cllr Glazier to ask the MOP for a copy of the flier.</p> <p>Cllr Stewart to write the notice and Cllr Way to write response to the MOP</p>
<u>29/22</u>	<p><u>13 - ITEMS IDENTIFIED FOR MAY'S AGENDA</u></p> <p>(See attached Appendix A).</p>	

There being no further business the Chairman declared the meeting closed at 9:52 pm.

Date of next Parish Council Meeting, which will be the Annual Parish Council Meeting, will be held on **Tuesday 4th May 2021** via video link, subject to Government Guidelines.

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

- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllrs Squire, Goble, Campion and Stewart - Bloor Homes
- Cllr Squire – Elder Bank Hall Extension
- 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
- Cllr Campion – CCTV for Recreation ground – ICO membership

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APPENDIX B – FINANCE 27/22 & 28/22:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

DD	£75.00	Christchurch	Bus stop rent (Sept 20-Mar 21)
DD	£5.00	Christchurch	Allotment rent (Sept 20-Mar 21)
DD	£2,016.00	CFO	NP services
101540	£120.00	Mister Mowerman	Mower service
DD	£229.43	OALC	Membership 2021-2022
DD	£214.40	PMP	Newsletter printing
DD	£25.00	ONPA	Membership 2021-2022
DD	£671.19	Maintenance	March wage (and 2020/21 holiday pay)
DD	£813.55	Clerk	March wage (and 2020/21 holiday pay)
DD	£363.12	McCracken Ltd	Grass Cutting March 2020 (#9944)
DD	£27.45	Alison Riseley	Stationery
DD	£387.00	Promain Paints	Playground paints
DD	£902.00	John Welch & Partners	Land Registry
	£5,849.14	TOTAL	

PAYMENTS RECEIVED

10/3/21	£16.75	Allotment rent	1CD
11/3/21	£12.50	Allotment rent	13D
11/3/21	£16.50	Allotment rent	6AB, 15C
11/3/21	£16.50	Allotment rent	7AB
15/3/21	£16.50	Allotment rent	8AB
15/3/21	£35.00	Allotment rent	2ABCD
16/3/21	£8.25	Allotment rent	11A
17/3/21	£9.75	Allotment rent	1Bb& gate pass
18/3/21	£8.75	Allotment rent	4A
	£140.50	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		£ 31,844.05	Includes VAT Refund
Payments		£ 30,620.68	Includes VAT to be Refunded
Plus Transfers			
Balance	19/03/2021	£ 7,322.56	VAT Reconciliation o/standing
Plus o/standing payments		£ 4,819.28	Cheques paid, but still to be cashed
Less o/standing lodgements		£ -	
Cash in Bank	19/03/2021	£ 12,141.84	
Current Account	19/03/2021	£12,143.43	-1.59

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	£ 7,322.56	VAT Reconciliation o/standing
WODC Reserves	£ 21,870.00	
TOTAL FUNDS	£ 29,192.56	

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APPENDIX C – PLANNING 26/22:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

21/00566/HHD	Mr Jackson 21 Bellenger Way Brize Norton Carterton	Construction of detached garden shed Registered: 17th February 2021 Respond by: 21st April 2021
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PENDING PLANNING DECISIONS

21/00063/FUL	Elder Bank Hall Station Road, Brize Norton	Extension to North elevation to provide additional community facilities Registered: 19th February 2021 Respond by: 15th March 2021
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

DECIDED PLANNING DECISIONS:

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 Decided: Tuesday 16th March 2021 Decision: Refuse
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W.A. Way
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