

BRIZE NORTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of the Parish Council on Tuesday 4th May 2021 by video
Link due to the Government Guidelines regarding the Coronavirus Pandemic.

<u>30/22</u>	<u>PRESENT</u>	<u>ACTION</u>
	<p>Cllr Way – Chairman, Cllr Glazier - Vice-chair, Cllr Goble, Cllr Stewart, Cllr Squire, Cllr Campion and Alison Riseley – clerk</p> <p>Cllr Field-Johnson (OCC) and Cllr Postan (WODC) joined briefly as they had other meetings.</p>	
<u>31/22</u>	<p><u>1 – APOLOGIES</u></p> <p>There were no apologies.</p>	
<u>32/22</u>	<p><u>2.1 – TO ELECT THE CHAIRMAN</u></p> <p>The Council voted and they elected Cllr Way to continue as Chairman.</p> <p>Cllr Squire proposed. Cllr Glazier seconded. All the Cllrs voted and Cllr Way was elected as Chair.</p> <p>Cllr Way signed the Declaration of Acceptance of Office in view of the Clerk and Council.</p>	
<u>33/22</u>	<p><u>2.2 – TO ELECT THE VICE-CHAIR</u></p> <p>The Council voted and they elected for Cllr Glazier to continue as vice-chair.</p> <p>Cllr Squire proposed. Cllr Campion seconded. All the Cllrs voted and Cllr Glazier was elected as Vice-chair.</p> <p>Cllr Glazier signed the Declaration of Acceptance of Office in view of the Clerk and Council.</p>	
<u>34/22</u>	<p><u>3 – MINUTES</u></p> <p>The Minutes of the Parish Council Meeting on Monday 6th April 2021 were agreed and signed. One small amendment on 24/22 with the word 'maintained' being changed to 'attained'.</p>	<p>Clerk to scan and post minutes to website</p>

WAW¹
7/6/20

	<p>Cllr Squire proposed, and Cllr Campion seconded. All councillors agreed. The motion was passed. Cllr Way signed the minutes.</p>	
<u>35/22</u>	<p><u>4.1 – PUBLIC PARTICIPATION –</u></p> <p>No members of the public attended the meeting this evening.</p> <p>Cllr Field-Johnson joined the meeting at 7:49pm.</p>	
<u>36/22</u>	<p><u>5 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u></p> <p>Cllr Postan joined the meeting at 7:53pm.</p> <p>Cllr Field-Johnson submitted his report which was circulated to the Council. He reported on his ongoing work with WASP and the pollution in the Windrush river. Having recently visited the village, he commented on how busy the Recreation Ground was, proving to be the central hub of the village.</p> <p>Cllr Postan did not submit a report this month.</p> <p>The Council asked him if he was aware of the Public Notice submitted by WODC disposing of a strip of land situated at the back of Chichester Place. When planning permission for this development was granted, this piece of land formed part of an environmental green corridor and the Council is concerned that the upkeep of the stream that forms a critical part of the village's flood defence is compromised. Cllr Postan advised the Council that he would look into this and report back.</p> <p>Cllr Postan reported to the Council that he has been made aware that Taggart Homes has made an application to WODC for access easement on Kilkenny Lane. Cllr Squire asked that Cllr Postan contact WODC Planning on our behalf and request an extension to the application so that BNPC can respond as a statutory consultee.</p> <p>Cllr Field-Johnson left the meeting at 8:01pm.</p> <p>Cllr Postan left the meeting at 8:21pm.</p>	<p>Cllr Postan to report back to the Council</p> <p>Cllr Postan to contact WODC Planning and advise BNPC</p>
<u>37/22</u>	<p><u>6.1 – RECORDS OF COUNCILORS' MEETINGS</u></p> <p>Cllr Goble attended the Climate Action Day on Friday 23rd April. Cllr Way suggested that a separate meeting is held at a date to be agreed to discuss this in more detail. Cllr Goble seconded, and all Councillors agreed. The motion was passed.</p>	

WAW
21/6/22

	<p>Cllr Campion asked that it be minuted that he and Cllr Goble had a crisis site meeting with the Chair of the BNS&SC and the owner of the Humble Bumble Cafe on Monday 3rd May at the pavilion when the high winds blew the marquee onto the roof. The Oxfordshire Fire and Rescue Service was in attendance to remove the marquee for the safety of the community.</p>	
<u>38/22</u>	<p><u>7.1 – COMMITTEE REPORTS – CHAIRMAN’S REPORT</u></p> <p>Cllr Way presented her report to the Council.</p> <ul style="list-style-type: none"> a) The Chairman announced that Cllr Woodward has resigned from the Council. The Council would like to thank him for all his work and valuable efforts with the Council. b) The Council now need to advertise for a new councillor. c) This year’s Village Bash will be on Sunday 18th July, subject to the Government’s continued guidance. The Village Bash committee has requested that although it understands that the PC has public liability insurance, would its current policy also cover the insurance on the hire of a PA system. d) Asked Councillors to consider items for the next Newsletter. e) Waste bins have been installed on Monahan Way. Cllr Way/ Clerk to follow up with UBICO f) Cllr Way updated the Councillors on her recent Chairmanship Training course. <p>The use of the Recreation Ground by sports companies/ commercial enterprises. Councillors agreed that as the recreation ground is maintained by the Council’s leaseholder, the S&SC, the best way forward would be for an agreement to be set up through them. Each enterprise should submit their risk assessment and insurance. Cllr Squire to speak to S&SC. Cllr Way proposed, Cllr Campion seconded, and all Councillors agreed. The motion was passed.</p>	<p>Clerk to check and advise.</p> <p>Clerk to contact UBICO</p> <p>Cllr Squire to speak with Chair of the BNS&SC</p>
<u>39/22</u>	<p><u>7.2 – COMMITTEE REPORTS – NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>Cllr Goble submitted his report to the Councillors, under APPENDIX D.</p>	
<u>40/22</u>	<p><u>7.3 – COMMITTEE REPORTS - BRIZE MEADOW UPDATE</u></p> <p>See Cllr Goble’s report in APPENDIX D.</p> <p>A member of the Public has planted trees in the gullies between Burford Road and the stream which will potentially restrict water flow into it. Cllr Glazier to report to OCC. Cllr Squire proposed, Cllr Glazier seconded, and all Councillors agreed. The motion was passed.</p> <p>Councillors voted and all agreed.</p>	<p>Cllr Glazier report to OCC.</p>

WAW
7/6/2023

	<p>As Bloor Homes is due to handover the NEAP (play area) next year, Cllr Way proposed that a separate meeting be arranged to discuss how this be managed. Cllr Goble seconded, and all Councillors agreed. The motion was passed.</p> <p>Clerk to arrange a separate meeting to discuss NEAP (play area).</p> <p>Concern was expressed about the management of the spring waters in the field north of the site (now referred to as Spring Field). Bloor Homes have provided a drawing for the routing of land drains but this needs updating, and errors corrected. LG to respond to Bloor Homes requesting that they submit their updated drawings to the WODC planning and flood prevention officers for approval.</p>	<p>Clerk to arrange a separate meeting</p> <p>Cllr Goble to send an email to Bloor Homes requesting that they submit their proposals to WODC.</p>
<u>41/22</u>	<p><u>7.4 – 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>42/22</u>	<p><u>7.5 – COMMITTEE REPORTS – ELDER BANK HALL EXTENSION</u></p> <p>The Council was granted planning permission for the Elder Bank Hall extension on the 15th April 2021.</p> <p>Cllr Squire is to write the tender document and cost plan and Cllr Goble is to write a letter for the Clerk to forward to Mr Hughes, Head of Planning, to request the protocol for the release of S106 funds for this project from WODC.</p>	Cllr Squire and Cllr Goble
<u>43/22</u>	<p><u>8.1 – 8.6 – DISCUSSION AND DECISIONS – TO APPROVE COUNCIL POLICIES</u></p> <p>The Council examined and approved the following documents, subject to the amendments discussed:</p> <p>Standing Orders Insurance Policy Freedom of Information Policy and Schedule – (the Data Protection Policy, now known as GDPR, is included within this) Code of Conduct Financial Regulations</p> <p>Cllr Squire proposed. Cllr Stewart seconded, and all Councillors agreed. The motion was passed.</p>	

WAW
7/6/2022

	The Council voted to defer the Land and Assets policy until next month.	
<u>44/22</u>	<p><u>8.7 – DISCUSSION AND DECISIONS – TO AGREE THE COUNCIL MEETING DATES</u></p> <p>The Council agreed the dates for the Council meetings until the next Annual Parish Council Meeting in May 2022. Cllr Way requested that the list be amended to reflect the date of the next Parish meeting – see below.</p>	
<u>45/22</u>	<p><u>8.8 – DISCUSSION AND DECISIONS – TO AGREE THE DATE FOR THE ANNUAL PARISH MEETING</u></p> <p>Cllr Way proposed that the Annual Parish meeting should be held at 7.30pm on Tuesday 13th July 2021, subject to the Government's guidelines on COVID-19. Cllr Campion seconded, and all Councillors agreed. The motion was passed.</p> <p>It was agreed that a separate meeting be held to plan this.</p>	<p>Clerk to amend the meeting schedule.</p> <p>Cllr Way</p>
<u>46/22</u>	<p><u>8.9 – DISCUSSION AND DECISIONS – WEBSITE MAINTENENCE AND UPDATE</u></p> <p>Cllr Woodward is still to give the Clerk and Cllr Stewart some training on the website. However, now he has resigned the Council discussed advertising for a new Website Administrator.</p> <p>An advertisement is to be written and put on the website, social media platforms, the noticeboards and in the newsletter.</p> <p>Cllr Glazier proposed. Cllr Campion seconded. All Councillors voted and agreed. The motion was passed.</p>	<p>Cllr Way to prepare the advertisement.</p> <p>Clerk to organise loading to the website and other platforms</p>
<u>47/22</u>	<p><u>8.10 – DISCUSSION AND DECISIONS – RECENT VANDALISM</u></p> <p>As the recent vandalism has been reported to the police, there is no action required by the Council. It was agreed that the current CCTV has been an effective tool in monitoring the area around the Pavilion.</p> <p>Cllr Squire proposed the Council write to TVP for an update. Cllr Glazier seconded, and all Councillors agreed. The motion was passed.</p>	<p>Cllr Campion to contact TVP and report back on any update</p>
<u>48/22</u>	<u>9.1 – PROGRESS REPORTS – SAVILLS'S LEASE AGREEMENT</u>	

WAW
7/6/2021
5

	The Clerk has e-mailed Savills, but there has been no progress so far. It was agreed that they should now be contacted on a weekly basis until a response is received.	Cllr Way to ring Savills.
<u>49/22</u>	<u>9.2 – PROGRESS REPORTS – EMERGENCY RESPONSE PLAN</u> It was agreed to defer the Emergency Response Plan until June's meeting. Cllr Stewart is to continue working on it.	
<u>50/22</u>	<u>9.3 – PROGRESS REPORTS – EVERFLOW WATER COMPANY</u> The clerk has received confirmation from Everflow Water Company that they have received the contract and have taken a meter reading and have set up the direct debit, to be reviewed every two months. A process is now in place that the Clerk receives and records monthly meter readings.	
<u>51/22</u>	<u>9.4 – PROGRESS REPORTS – GIGACLEAR, COMMUNITY HUB SCHEME</u> The Clerk has submitted the contract.	
<u>52/22</u>	<u>9.5 – PROGRESS REPORTS – DIFIBRILLATOR</u> The defibrillator is currently out of order and the Clerk has obtained a report from Turtle Engineering. Cllr Squire proposed the Council seek Mr Tracey's advice. Cllr Glazier seconded. Councillors agreed with the exception of the Chairman and the motion was passed.	Clerk to send report to Mr Tracey and ask for advice.
<u>53/22</u>	<u>10 – PLANNING</u> One new planning application has been submitted 21/00655/HHD. Council to respond with apologies for late submission, but no objection subject to standard drainage considerations. Planning application 21/00566/HHD, 21/00063/FUL, 20/02017/RES 14/0091/P/OP were approved (see APPENDIX C).	Clerk to send to WODC.

WAW
21/6/2021

<u>54/22</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> <p>The Chairman reported that two invoices were not shown on the Orders of Payment and also that the total was incorrect on the Payments Received. These are to be corrected by the Clerk. It was also agreed that the plumbing invoice should not be paid by the Council but by the S&SC.</p> <p>Clerk to update finances and circulate accurate totals of invoices and receipts to Council.</p>	<p>Payments were approved. Cllr Way/ Glazier/ Squire to authorise online payments. Clerk to advise the S&SC</p>
<u>55/22</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>Cllr Campion has inspected the finance folder. Cllr Squire has examined the finance spread sheet.</p> <p>Clerk will submit updated spreadsheet to internal auditor.</p>	
<u>56/22</u>	<p><u>11.3 – INSPECTION OF COUNCIL FINANCES</u></p> <p>Cllr Campion has inspected the finance folder.</p> <p>Cllr Squire has examined the finance spread sheet.</p> <p>The clerk received a statement from WODC regarding the Council funds held by them.</p>	
<u>57/22</u>	<p><u>12 – CORRESPONDENCE</u></p> <p>The Clerk has shared the correspondence with the Council. There were no specific items to highlight.</p>	
<u>58/22</u>	<p><u>13 - ITEMS IDENTIFIED FOR JUNE'S AGENDA</u> (See attached Appendix A).</p>	

There being no further business the Chairman declared the meeting closed at 10:17 pm.

Date of the next Parish Council Meeting will be held on **Monday, 7th June 2021** into the Pavilion, subject to Government Guidelines.

WAW
7/6/2021

APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 58/21:

- 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
- Cllr Stewart – Emergency Response Plan
- Cllr Squire - Fixed Asset Register
- Clerk – subsidiary meetings dates

APPENDIX B – FINANCE 54/22 & 55/22:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

DD	£130.53	AK Timms	maintenance
DD	£81.25	5 A's	maintenance
DD	£37.50	Flowers You'd love	Wreath for HRH
DD	£9.96	Les Goble	Maintenance playground
DD	£370.28	McCracken	Grass cutting #9990
DD	£323.00	Maintenance	April wage
DD	£392.96	Clerk	April wage
DD	£500.00	JB Architecture	Elder Bank Hall Extension Design
DD	£106.80	Turtle Engineering	Defibrillator check
	£1,952.28	TOTAL	

PAYMENTS RECEIVED

22/3/21	£8.00	10A	Allotment payment
22/3/21	£12.50	15B	Allotment payment
23/3/21	£9.00	1E	Allotment payment
31/3/21	£22.50	7CD	Allotment payment
6/4/21	£8.75	1Bc	Allotment payment
6/4/21	£15.00	3CD	Allotment payment
9/4/21	£8.75	1Ba	Allotment payment
9/4/21	£525.34	S&SC	Water reimbursement
12/4/21	£8.75	4D	Allotment payment
12/4/21	£12.50	16C	Allotment payment
12/4/21	£17.50	4BC	Allotment payment
12/4/21	£197.44	EBH	EBH water reimbursement
14/4/21	£15,628.00	WODC	Precept
14/4/21	£828.00	OCC	Grass Cutting grant

WAW
7/6/2021

	£17,302.03	TOTAL	
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AGENDA ITEM 11.2

GENERAL INCOME & EXPENDITURE

Balance	01/04/2021	£ 11,728.34	Notes
Less o/standing cheques		£ 5,382.14	
Add o/standing lodgements		£ -	
		£ <u>6,346.20</u>	
Receipts		£ 17,287.03	Includes VAT Refund
Payments		£ 2,016.20	Includes VAT to be Refunded
Plus Transfers			
Balance	30/04/2021	£ <u>21,617.03</u>	VAT Reconciliation o/standing
Plus o/standing payments		£ 1,556.20	Cheques paid, but still to be cashed
Less o/standing lodgements		£ -	
Cash in Bank	30/04/2021	£ <u>23,173.23</u>	
Current Account	30/04/2021	£23,173.23	0.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2021	£ 29,700.00	WODC funds
Plus Receipts		
Less Transfers		
Current Reserves	£ <u>29,700.00</u>	

AVAILABLE FUNDS

General Funds	£ 21,617.03	VAT Reconciliation o/standing
WODC Reserves	£ 29,700.00	
TOTAL FUNDS	£ <u>51,317.03</u>	

WAW
7/6/2021

APPENDIX C – PLANNING 53/22:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

21/00655/HHD	Mr and Mrs Johnson Karimar, Burford Road Brize Norton	Erection of a two-story rear extension and canopy over front entrance along with construction of a detached garage with office above. Alterations to include changes to fenestration, internal alterations to create an annex and creation of a new vehicular access. Registered: 7th April 2021 Respond: 4th May 2021
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PENDING PLANNING DECISIONS

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DECIDED PLANNING DECISIONS:

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 Decision: Approve (19th April 2021)
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 Decision: Approve (16th April 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

WJAW
7/6/2021

		Respond by: 8th October 2020 Decision: Approve (25th March 2021)
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W A Way
7/6/2021