

BRIZE NORTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of the Parish Council on Tuesday 7th June 2021
in the Sports and Social Club

<u>60/22</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 Postan (WODC)</p> <p>Member of the public – Nick Bamber</p>	
<u>61/22</u>	<p><u>1 – APOLOGIES</u></p> <p>Cllr Field-Johnson (OCC) sent his apologies.</p>	
<u>62/22</u>	<p><u>2.1 – DECLARATIONS OF INTEREST</u></p> <p>There were no declarations of interests.</p>	
<u>63/22</u>	<p><u>2.2 – PECUNIARY INTERESTS</u></p> <p>There were no further pecuniary interests declared.</p>	
<u>64/22</u>	<p><u>3 – MINUTES</u></p> <p>The Minutes of the Annual Parish Council Meeting on Monday 4th May 2021 were agreed and signed.</p> <p>Cllr Glazier proposed, and Cllr Stewart seconded. All councillors agreed. The motion was passed. Cllr Way signed the minutes.</p>	<p>Clerk to scan and post minutes to website</p>
<u>65/22</u>	<p><u>4.1 – PUBLIC PARTICIPATION –</u></p> <p>One member of the public attended the meeting this evening in response to the advertisement for the co-option of councillor, but did not wish to speak.</p>	
<u>66/22</u>	<p><u>5 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u></p> <p>Cllr Field-Johnson submitted his report which was circulated to the Council. His re-election as OCC Councillor was welcomed by the Council.</p>	

1
WAW
5/7/20

	<p>Cllr Postan did not submit a report this month. He discussed the Radar Tower planning application and the Highways restrictions of Kilkenny Lane and Taggart Homes. He informed the Council about a charity cricket match between WODC staff and elected members at Blenheim Palace and invited councillors to attend.</p> <p>Cllr Goble and Cllr Squire to meet with Thames Water regarding the current flooding from the overflow.</p>	<p>Clerk to cc Cllr Postan into the Council response to the Radar Tower</p>
<u>67/22</u>	<p><u>6.1 – RECORDS OF COUNCILORS' MEETINGS</u></p> <p>Cllr Way, Cllr Glazier, Cllr Stewart and Cllr Goble met with Robert Courts MP on Friday 7th May to discuss flooding in Brize Norton.</p> <p>Robert Courts is to instigate a meeting with Thames Water. Brize Norton Parish Council to agree the agenda.</p>	<p>Cllr Way to set agenda for Wed 9th June.</p> <p>Cllr Way to engage with Tackley Parish Council who have similar issues.</p>
<u>68/22</u>	<p><u>6.2 – RECORDS OF COUNCILORS' MEETINGS</u></p> <p>Cllr Glazier and Cllr Goble attended the LCWG meeting with the RAF on Tuesday 25th May.</p>	<p>Clerk to send minutes for website</p>
<u>69/22</u>	<p><u>7.1 – COMMITTEE REPORTS – NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>Cllr Goble submitted his report to the Councillors in APPENDIX D.</p> <p>Cllr Postan arrived at the meeting at 7:53pm.</p>	
<u>70/22</u>	<p><u>7.2 – COMMITTEE REPORTS - BRIZE MEADOW UPDATE</u></p> <p>See Cllr Goble's report in APPENDIX D.</p>	
<u>71/22</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>72/22</u>	<p><u>7.4 – COMMITTEE REPORTS – ELDERBANK HALL EXTENSION</u></p>	

	<p>The Council are considering the new contract for stage two of the tender. Construction drawings should be ready for presentation at the next meeting of the Council with 3D visualisation. A tender pack should be ready by the end of August.</p> <p>A survey for utilities should include both the Elder Bank Hall and the Pavilion.</p> <p>The Council should agree use with the Elder Bank Hall Committee to ensure correct payment of VAT.</p>	
<u>73/22</u>	<p><u>8.1 –DISCUSSION AND DECISIONS – TO APPROVE USE OF PRE-SCHOOL PARKING SPACES DURING GARDEN RENOVATION</u></p> <p>The Council approved the use of the parking spaces during the renovation of the preschool garden.</p> <p>Cllr Way proposed. Cllr Squire seconded. The Council voted to approve use of the parking spaces (nearest the allotments) during the garden renovation.</p> <p>A late request was submitted by the pre-school, to extend the garden to 'round the corners' and utilising the area more effectively.</p> <p>Cllr Squire proposed. Cllr Glazier seconded. The Council voted not to extend the garden area.</p>	<p>Clerk to communicated decisions to Pre-school</p>
<u>74/22</u>	<p><u>8.2 –DISCUSSION AND DECISIONS – TO APPROVE DECISION FOR DEFIBRILLATOR</u></p> <p>After consulting with the defibrillator company and a local first aider, the advice is to replace the battery.</p> <p>It was advised, after a service of the cabinet in April, that the condition is monitored before purchasing an updated one at a cost of £495/ £480.</p> <p>Cllr Way proposed. Cllr Squire seconded. The council voted. All were in agreement to replace the battery in the defibrillator.</p>	<p>Clerk to respond to Welmedical to order battery.</p>
<u>75/22</u>	<p><u>8.3 –DISCUSSION AND DECISIONS – TO APPROVE COUNCIL POLICIES</u></p> <p>The Council examined and approved the following documents: Equal Opportunities Policy Community Engagement Policy Land and Assets</p>	

	<p>Minor amendments were made to the Community Engagement Policy, to ensure Brize Meadow is included in Brize Norton village.</p> <p>Cllr Campion proposed. Cllr Glazier seconded, and all Councillors agreed. The motion was passed to approve the policies.</p>	
<u>76/22</u>	<p><u>8.4 – DISCUSSION AND DECISIONS – TO AGREE TO REPAIR THE STONE WALL BETWEEN THE ALLOTMENTS AND THE RECREATION GROUND</u></p> <p>The Council agreed to repair the stone wall between the allotments and the recreation ground.</p> <p>Cllr Squire proposed. Cllr Glazier seconded, and all Councillors agreed. The motion was passed.</p>	<p>Clerk to inform Mr Cambray.</p>
<u>77/22</u>	<p><u>9.1 – PROGRESS REPORTS – MAINTENANCE UPDATE</u></p> <p>Cllr Glazier informed the Council that the paint was ready to paint the playground equipment and also the lines on the tennis court.</p> <p>A tree on Manor Road that was thought to be dead, has actually got new growth lower down. Recommendation is to cut the top off and allow the new growth to sprout up.</p> <p>The Environment Agency should clear the Highmoor Brook in the East of the village annually. It was advised that they should advertise the 'Living on the Edge' information about responsibilities of riparian ownership.</p> <p>A report has been received that a cracked manhole to the south of Abingdon Lane was leaking effluent into the Upper reaches of the Highmoor Brook. Ownership of the manhole should be investigated and the matter reported to either Thames Water or the riparian owner of the system with a request to effect repair.</p> <p>Cllr Goble informed the Council that water was coming out of a Gigaclear box. Both Thames Water and Gigaclear have been informed.</p>	
<u>78/22</u>	<p><u>9.2 – PROGRESS REPORTS – WEBSITE</u></p> <p>The advert for a new website administrator has been put up on the notice boards, social media and the website.</p> <p>No applications have received as yet.</p> <p>The recent issues with connection seem to have been sorted. Recommendation to pay invoices by BACS. IONOS to invoice the Council.</p> <p>Cllr Postan left the meeting at 9:10pm.</p>	

<u>79/22</u>	<p><u>9.3 – PROGRESS REPORTS – EMERGENCY PLAN</u></p> <p>Cllr Stewart presented an updated version of the Emergency Plan, based on the Government tool-kit, to the Councillors. The Councillors made some suggestions for improvements, such as ensuring that the first port of call is always the Emergency Services.</p>	
<u>80/22</u>	<p><u>9.4 – PROGRESS REPORTS – SAVILLS'S LEASE AGREEMENT</u></p> <p>The Chairman spoke to Giles Wordsworth at Savills. He apologised for the delay. The contract has now been executed and completed and is with the trustees for signature.</p>	
<u>81/22</u>	<p><u>9.5 – PROGRESS REPORTS – SPORTS AND SOCIAL CLUB AGREEMENT REGARDING COMMERCIAL USE OF RECREATION GROUND</u></p> <p>The Sports and Social Club have been liaising with local sports clubs regarding the use of the Recreation Ground.</p>	S&SC to agree terms of lease
<u>82/22</u>	<p><u>10 – PLANNING</u></p> <p>Several new planning applications have been submitted 21/01859/HHD for a demolition of conservatory, erection of single storey rear extension, 21/01772/HHD a single storey front and rear extensions and rear dormer, 21/01197/FUL PP-09697382 Installation of a new Primary Surveillance Radar on a new radar tower together with associated works and a new ground-based equipment cabin.</p> <p>and 21/00937/RES - 12/0091/P/OP Reserved Matters Application for phase 1 of the Brize Meadows Local Centre (including primary school parking).</p> <p>(APPENDIX C).</p>	Clerk to send to WODC.
<u>83/22</u>	<p><u>11.1 – FINANCE</u></p> <p>Consider payments to be made (see attached Appendix B). Castle Water and Everflow Water TBC.</p> <p>Chairman and Cllr Glazier or Cllr Squire to arrange online payments.</p> <p>Clerk to follow up with Christchurch regarding the double payment for the allotments and bus shelters.</p>	Payments were approved. Cllr Way/ Glazier/ Squire to authorise online payments.

<u>4/22</u>	<p><u>11.2 – TO EXAMINE THE BANK ACCOUNTS DURING MAY</u></p> <p>The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p> <p>Cllr Squire has examined the finance spread sheet and circulated it to the Council.</p> <p>Clerk has submitted all data to the internal auditor and expects the AGAR back by next week with the requested report.</p>	
<u>85/22</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>86/22</u>	<p><u>13 - ITEMS IDENTIFIED FOR JULY'S AGENDA</u> (See attached Appendix A).</p>	

There being no further business the Chairman declared the meeting closed at 9:59 pm.

Date of the next Parish Council Meeting will be held on **Monday, 5th July 2021** in the Sports and Social Club Pavilion,

APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 86/21:

- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllrs Squire, Goble, Campion and Stewart - Bloor Homes
- Cllr Squire – Elder Bank Hall Extension
- Cllr Stewart – Emergency Response Plan (Aug)
- Cllr Campion – proposed pergola for Humble Bumble Café
- Cllr Glazier – Pavilion funding grants

APPENDIX B – FINANCE 83/22 & 84/22:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

BACS	£86.40	Payman	Payroll services (April – September)
BACS	£303.27	Everflow water	Water bill (prepay 2 months)
BACS	£213.52	Castle Water	Water Bill (April-May) TBC
101542	£40.00	ICO	3-year renewal
BACS	£60.51	Alison Riseley	Line paint and machine for tennis court
BACS	£226	Maintenance	May wage

WAW
5/7/21

BACS	£516.59	Clerk	May wage
BACS	£370.28	McCracken Ltd	Grass Cutting May 2020 (#10040)
	£1,603.05	TOTAL	

PAYMENTS RECEIVED

23/4/21	£16.75	Allotment rent	6CD
26/4/21	£12.50	Allotment rent	15C
29/4/21	£8.00	Allotment rent	8C
4/5/21	£2,146.47	HMRC	VAT reimbursement
4/5/21	£277.25	Allotment	Cheques and cash payments
	£2,460.97	TOTAL	

AGENDA ITEM 11.2

GENERAL INCOME & EXPENDITURE

Balance	01/04/2021	£ 11,728.34	Notes
		£	
Less o/standing cheques			
Add o/standing lodgements		£ -	
		<u>£ 11,728.34</u>	
Receipts		£ 19,710.75	Includes VAT Refund
Payments		£ 9,233.58	Includes VAT to be Refunded
Plus Transfers			
Balance	18/05/2021	<u>£ 22,215.51</u>	VAT Reconciliation o/standing
Plus o/standing payments		£ 1,939.12	Cheques paid, but still to be cashed
Less o/standing lodgements		£ -	
Cash in Bank	18/05/2021	<u>£ 24,154.63</u>	
Current Account	18/05/2021	£24,154.63	0.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2021	£ 21,870.00	WODC funds
Plus Receipts		
Less Transfers		
Current Reserves	<u>£ 21,870.00</u>	

AVAILABLE FUNDS

General Funds	£ 22,215.51	VAT Reconciliation o/standing
WODC Reserves	<u>£ 21,870.00</u>	
TOTAL FUNDS	<u>£ 44,085.51</u>	

WAW
5/7/21

APPENDIX C – PLANNING 82/22:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

21/01859/HHD	Mr Mark Webb 45 Chichester Place Brize Norton Carterton	Demolition of conservatory, erection of single storey rear extension Registered: 18th May 2021 Respond: 16th June 2021
21/01772/HHD	Mr & Mrs J O'Shea 38 Chichester Place Brize Norton Carterton	Single storey front and rear extensions and rear dormer Registered: 17th May 2021 Respond: 15th June 2021
21/01197/FUL PP-09697382	Tactical Medical Wing RAF Brize Norton Carterton Road Brize Norton Oxfordshire	Tactical Medical Wing RAF Brize Norton Carterton Road Brize Norton Oxfordshire Installation of a new Primary Surveillance Radar on a new radar tower together with associated works and a new ground-based equipment cabin. Registered: 18th May 2021 Respond: 11th June 2021
21/00937/RES 12/0091/P/OP	Mr Aiden Murray Land East Of Monahan Way Carterton	Reserved Matters Application for phase 1 of the Brize Meadows Local Centre (including primary school parking). Registered: 19th March 2021 Respond: 10th June 2021 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

PENDING PLANNING DECISIONS

21/01140/HHD	Mr John Wootton 4 Rocky Banks Brize Norton Carterton	First floor extension to rear elevation Registered: 31st March 2021 Respond: 28th May 2021
21/01283/HHD	Mr And Mrs Simon Morrison	Single and two storey rear extension conversion of garage to utility/shower room. Erect new single garage

21/00655/HHD	42 Chichester Place Brize Norton Carterton Mr and Mrs Johnson Karimar, Burford Road Brize Norton	Registered: 1st April 2021 Respond: 28th May 2021 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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DECIDED PLANNING DECISIONS:

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APPENDIX D – REPORT FROM CLLR GOBLE APRIL 2021 37-41/ 22

NEIGHBOURHOOD PLAN

- 1) No updates this month.
- 2) NPSG urgently need website working correctly and latest documents uploaded.

ROADS/PATHS

- 1) Dog Fouling – LG has placed 42 signs around village and LG & WW have replaced 10 signs at entrances to PROW and sports pitches.
- 2) Three buildouts – Engrossments have been issued and are being circulated for signature. Meeting with contractor MV Kelly arranged for 15th June to agree the programme for carrying out the works. At this stage, I think realistically the works will commence in the next 4 – 6 weeks.
- 3) 'Brize Norton' gates on Monahan Way – The contractor has been instructed to paint the gates this week (w/c 7th June) as we are expecting drier weather conditions. Signs will be installed after painting.
- 4) Repairs to bridge on PROW 143/5 and stile on PROW 143/6 - Mr Barnet has advised that as the fields are now drying out, these works will be carried ASAP. No update
- 5) PROW 143/7 through Willow Farm – No update
- 6) Footways on Manor Road and Station Road - awaiting feedback from OCC officer – No update.
- 7) Carterton Road combined foot/cycle way. OCC and Bloor Homes consultants are in dialogue about this. Working Group submitted initial feedback to Bloor Homes on 04/06/2021 which is under consideration.

BLOOR HOMES

Hedgerows at site entrance and along northern edge of site – New layout approved by Working Group and residents. Re-planting of native hedge to take place in next planting season (i.e., from September/October). Drawing attached to this report.

2) Waste Bins – Waste bins are now installed, emptying contract now required.

3) Attenuation Pond 4. Pond constructed but PROW still to be completed. Drawing attached to this report. 2

4) Thames Water Pumping Station – Bloor awaiting update from Thames Water as to completion/anticipated operational date/s.

5) Stream clearance Burford Road – Clearance expected to take place in September after nesting bird season.

6) Culvert upgrade in field south of Carterton Road – Bloor Homes had a meeting with TW w/e 04/06/2021. TW have requested a meeting with Working Group on 16/06/2021.

7) Attenuation Ponds Carterton Road – Hydrobrake is connected, however some remedial works to the basins still to be undertaken, which will pick up issues with the central basin draining into the western basin.

8) Bloor Homes have agreed to install three benches on village green.

9) NEAP – PC should now be considering the design for this area as we should not be leaving it 'Empty and unusable' as this will upset the residents of Brize Meadow.1

10) Spring Field - Drawing to be updated. Meeting with contractor MV Kelly arranged for 15th June to discuss implementation of land drainage works.

11) Ragwort Weed - Bloor agreed to investigate the clearing of ragwort from the area which will become the football pitches because if this is allowed to grow in the summer, the seeds will blow onto the areas already cleared and hence cause a long-term problem. Bloor to discuss with landscape contractor.

LG 07/06/202

W. A. N. W. J.
31/7/2021