

BRIZE NORTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of the Parish Council on Monday 2nd August 2021
in the Sports and Social Club

<u>118/22</u>	<u>PRESENT</u>	<u>ACTION</u>
	<p>Cllr Glazier - Vice-chair, Cllr Goble, Cllr Stewart, Cllr Squire and Alison Riseley – clerk,</p> <p>Cllr Way – Chairman (attended remotely)</p> <p>Member of the public – David Golding</p>	
<u>119/22</u>	<p><u>1 – APOLOGIES</u></p> <p>Cllr Field-Johnson (OCC) and Cllr Postan (WODC) sent their apologies.</p>	
<u>120/22</u>	<p><u>2.1 – DECLARATIONS OF INTEREST</u></p> <p>There were no declarations of interests.</p>	
<u>121/22</u>	<p><u>2.2 – PECUNIARY INTERESTS</u></p> <p>There were no further pecuniary interests declared.</p>	
<u>122/22</u>	<p><u>3 – MINUTES</u></p> <p>The Minutes of the Parish Council Meeting on Monday 5th July 2021 were agreed and signed.</p> <p>Cllr Goble proposed, and Cllr Stewart seconded. All councillors agreed. The motion was passed. Cllr Glazier signed the minutes.</p>	<p>Clerk to scan and post minutes to website</p>
<u>123/22</u>	<p><u>4.1 – PUBLIC PARTICIPATION –</u></p> <p>A member of the public attended the meeting this evening.</p>	
<u>124/22</u>	<p><u>5 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u></p> <p>Cllr Field-Johnson was unable to attend the meeting but submitted his report which was circulated to the Council.</p>	

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	<p>Cllr Postan was unable to attend the meeting but informed the Council that he has spoken to the WODC Planning Committee about the RAF radar tower and asked that the proposal is heard by the entire Development committee and indicated the wide sentiment against the tower.</p>	
<u>125/22</u>	<p><u>6.1 – CHAIRMAN’S REPORT</u></p> <p>The Chairman reported that she had attended the RAF Annual Reception (Monday 19th July).</p> <p>The Sports and Social Club AGM was held on Wednesday 28th July. Points noted during the meeting were:</p> <ul style="list-style-type: none"> • A new treasurer has been appointed • After discussions the S&SC now have a better understanding of the S106 monies allocated for building projects. However, fundraising and grants will still be required • The 2 football teams and 1 cricket team currently share the space with the café. There is support for a tennis club, but to register with the AELTA, 2 courts are required. • Questions were raised about the details for the RAF family day regarding parking and the proposed inflatable • It was suggested the S&SC advertise and promote events <p>A meeting with Carterton Town Council and Stagecoach was held on Thursday 29th July to discuss the possibility of running a later bus service from Carterton Town Centre along Monahan Way for residents living in Brize Meadow and Shilton Park as the current service runs through Brize Norton, via Carterton Road and onto Witney. Stagecoach agreed to look into this. A shuttle bus around all surrounding villages was also proposed but this requires significant funding.</p>	
<u>126/22</u>	<p><u>6.2 – RECORDS OF COUNCILORS’ MEETINGS</u></p> <p>There were no further meetings held this month.</p>	
<u>127/22</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>	
<u>128/22</u>	<p><u>7.2 – COMMITTEE REPORTS - BRIZE MEADOW UPDATE</u></p> <p>See Cllr Goble’s report in APPENDIX D.</p>	<p>Cllr Goble to send copy of plans to Cllr Glazier.</p>

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	<p>Cllr Goble has submitted plans to WODC/Publica indicating the location of all waste bins in the Parish including the PC's proposal for Brize Meadow. Cllr Glazier requested copies of these drawings.</p>	
<u>129/22</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>130/22</u>	<p><u>7.4 – COMMITTEE REPORTS – ELDER BANK HALL EXTENSION</u></p> <p>There has been no action this month.</p>	
<u>131/22</u>	<p><u>8.1 –DISCUSSION AND DECISIONS – TO APPROVE THE COUNCILS INSURANCE</u></p> <p>The Clerk has received the documents for the Council's insurance renewal. This was circulated to the Council to approve payment.</p> <p>Cllr Stewart proposed, and Cllr Goble seconded. All councillors agreed. The motion was passed.</p>	
<u>132/22</u>	<p><u>8.2 –DISCUSSION AND DECISIONS – TO DISCUSS THE HANDYMAN'S WAGE INCREASE</u></p> <p>The MoP was asked to leave the meeting during this discussion.</p> <p>The Handyman has now worked for the Council for over two years and the Council considered a wage increase.</p> <p>The Handyman's Wage is to be increased by 5% in recognition that there has been no increase in rate for the last two years. The increase will be backdated to 1 April 2021 and monies made up in his September pay packet. This increase is in line with the agreed budget and also allows for a 12% increase in hours worked.</p> <p>Cllr Squire proposed, and Cllr Stewart seconded. All councillors agreed. The motion was passed.</p>	<p>Clerk to contact Payroll to discuss backpay of wages to April 2021. Cc Cllr Squire</p> <p>Clerk to send monthly spreadsheets to Cllr Squire for cashbook records</p>
<u>133/22</u>	<p><u>8.3 –DISCUSSION AND DECISIONS – TO DISCUSS THE WEBSITE ADMINISTRATORS' ROLE</u></p> <p>A Member of the Public has offered to undertake the editing of the next newsletter FOC. As this person has experience with websites she has offered to undertake this role if the Council would consider her. She provided</p>	<p>MoP to provide projected costs for work to be considered at the</p>

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	<p>Councillors with versions of newsletters and magazines that she has edited previously.</p> <p>No decision is to be made until further details and costings are received.</p>	next Parish Council Meeting.
<u>134/22</u>	<p><u>8.4 – DISCUSSION AND DECISIONS – TO DISCUSS A REPLACEMENT CLERK</u></p> <p>The Clerk kindly extended her period of notice, however despite widely advertising the post, there has been no applicants for the role.</p> <p>The Monitoring Officer at WODC has been consulted and also OALC who were unable to recommend a locum clerk and so in lieu of a Clerk, the Chair will undertake the monthly correspondence and forward onto councillors. Cllr Squire will be responsible for finance as a temporary RFO, Cllr Goble will assist with planning responses.</p> <p>The Chair, along with the other Councillors, expressed their thanks to the Clerk for her hard work and contribution to the Council during her time on the Council and wished her the best of luck with her new teaching position.</p>	Advertise in the witney Gazette and the Oxford Mail.
<u>135/22</u>	<p><u>8.5 – DISCUSSION AND DECISIONS – TO DISCUSS A REPRINT OF THE WELCOME BROCHURE</u></p> <p>The Council requires additional welcome brochures for new residents within Brize Norton.</p> <p>Cllr Way proposed, and Cllr Goble seconded. All councillors agreed. The motion was passed.</p>	Cllr Goble to liaise with printing co. for a new order.
<u>136/22</u>	<p><u>8.6 – DISCUSSION AND DECISIONS – TO DISCUSS MANAGEMENT OF THIRD PARTIES USE OF THE RECREATION GROUND</u></p> <p>It was agreed that it would be beneficial for the Sports & Social Club to manage the lettings on the recreation ground to avoid confusion and increase their funding.</p> <p>Once the area to be managed by S&SC is agreed, a meeting should be held with the Chairman of the S&SC to discuss this and the current contract between the PC and the S&SC should be updated.</p>	Cllr Squire to circulate the final draft of the lease between the Council and the S&SC.
<u>137/22</u>	<u>9.1 – PROGRESS REPORTS – MAINTENANCE UPDATE</u>	

	<p>Cllr Glazier informed the Council that:</p> <p>The playground equipment has not yet been painted because the handyman's spraying machine is broken. Cllr Glazier is to find an alternative company from which the PC can hire a spraying machine.</p> <p>Gigaclear has attended to the connection box which was filling up with water.</p> <p>The bush damaged in a traffic accident should be disposed of.</p> <p>Cottsway has been contacted regarding ownership of the 'Pop Socket'. A case number has been raised and they have advised that they are looking into this matter.</p> <p>A MoP has requested that the Elderberry tree overhanging the bus shelter be cut back.</p> <p>Blocked gullies are to be cleared.</p> <p>The Playground was inspected during July. The invoice has been received, but the report has not yet been received.</p>	<p>Cllr Glazier to source equipment and provide a cost</p> <p>Cllr Glazier to arrange disposal</p> <p>Cllr Glazier to action</p> <p>Clerk to circulate this to Cllrs once received</p>
<u>138/22</u>	<p><u>9.2 – PROGRESS REPORTS – ANNUAL PARISH MEETING AND ACTIONS</u></p> <p>The Chair thanked members of the Council for their contributions.</p> <p>The Chair requested a donation be made to the Church for providing refreshments. Cllrs agreed £50 should be paid, in line with what was donated in previous years to the WI. A suggestion was made that refreshments should be provided from the beginning of the meeting rather than at the end for future meetings.</p> <p>Cllr Stewart has liaised with a MoP on Brize Meadow who was interested in setting up a Community Resilience Group/ Neighbourhood Watch. Cllr Way has agreed to liaise with TVP regarding the scheme, which they have said they will support.</p> <p>Links will be put on the website for TVP (101) and also www.fixmystreet.com for residents to report incidents quickly.</p>	<p>To be introduced when a new Website Administrator is in place</p>
<u>139/22</u>	<p><u>9.3 – PROGRESS REPORTS – PHASE 2 OF THE ELDER BANK HALL TENDER</u></p> <p>No progress this month.</p>	

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<u>140/22</u>	<p><u>9.3 – PROGRESS REPORTS – TO DISCUSS SAVILLS LEASE CONTRACT</u></p> <p>Cllr Way received an update from Savills. The solicitors are currently clearing the complication of the existing agricultural tenancy as currently the landowner is the primary landlord which will not be the case going forward. It shouldn't affect the Lease arrangement with the Parish Council but does require a further agreement with the local farmer.</p>	
<u>141/22</u>	<p><u>10 – PLANNING</u></p> <p>One new planning application has been submitted, 21/02388/HHD, Ingleside, 51 Station Road, for an erection of a two-storey side extension and single storey rear extension</p> <p>A late application received by the Council 21/02635/HHD, Fennell Cottage Chapel Hill Brize Norton for the demolition of existing timber entrance and bathroom to rear elevation and the erection of a single storey rear extension and conservatory to the front elevation was circulated to Councillors.</p> <p>Aquila and the RAF proposed a date for a Public Consultation regarding the erection of a radar tower. However, as the EBH is unavailable, a new date will be arranged to enable members of the community to attend.</p>	Cllr Squire to prepare a response.
<u>142/22</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.</p>	Payments were approved. Cllr Way/ Glazier/ Squire to authorise online payments.
<u>143/22</u>	<p><u>11.2 – TO EXAMINE THE BANK ACCOUNTS DURING JULY</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>The clerk has sent the updated cashbook to Cllr Squire.</p>	
<u>144/22</u>	<u>12 – CORRESPONDENCE</u>	

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	The Clerk has shared the correspondence with the Council. There were no specific items to highlight.	
<u>145/22</u>	<u>13 - ITEMS IDENTIFIED FOR AUGUST'S AGENDA</u> (See attached Appendix A).	

There being no further business the Chairman declared the meeting closed at 9:34pm.

Date of the next Parish Council Meeting will be held on **Monday, 6th September 2021** in the Sports and Social Club Pavilion.

APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 144/21:

- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllrs Squire, Goble and Stewart - Bloor Homes
- Cllr Squire – Elder Bank Hall Extension Tender
- Cllr Stewart – Emergency Response Plan (Sept)
- Cllr Glazier – Pavilion funding grants
- Cllr Way – newsletter
- All Cllrs – organisation and responsibilities (Sept)
- All Cllrs – planning budget for 2022
- Cllr Way – clerk and website administration roles
- Cllr Glazier – poppy wreaths for Remembrance Day
- All Cllrs – Jubilee Beacon
- All Cllrs – co-option

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APPENDIX B – FINANCE 142/22 & 143/22:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

BACs	02-Aug-21	Les Goble	printer ink	42/22	6.1	£60.99
BACs	02-Aug-21	Alison Riseley	photocopying	43/22	4.1	£66.20
BACs	02-Aug-21	Alison Riseley	presentation clicker	44/22	4.1	£11.99
BACs	02-Aug-21	AK TIMMS	Tennis court maintenance	45/22	5.2	£15.86
BACs	02-Aug-21	McCracken	Grass cutting - July Inv #10147	46/22	5.4	£ 370.28
BACs	02-Aug-21	Zurich insurance	insurance	47/22	3.4	£969.97
	02-Aug-21	Handyman	Wages - July		1.1	£304.00
BACs	02-Aug-21	Clerk	Expenses - July	48/22		
BACs	02-Aug-21			49/22	3.1	£24.75
BACs	02-Aug-21	Clerk	Wages - July	49/22	1.2	£413.51
SO	02-Aug-21	S&SC	PO Reimbursement	50/22		£132.00
TOTAL						£2,419.55

PAYMENTS RECEIVED

SO	05/07/2021	PO Payment	Mr Mwanze	2.7	£132
TOTAL					£132

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AGENDA ITEM 11.2



BNPC FINANCIAL STATEMENT

Aug-21

GENERAL INCOME & EXPENDITURE

Balance	01/04/2021	£ 11,728.34
Less o/standing cheques		£ -
Add o/standing lodgements		£ -
		<u>£ 11,728.34</u>

Notes

Receipts		£ 19,922.75
Payments		£ 14,006.60
Plus Transfers		
Balance	16/07/2021	<u>£ 17,644.49</u>

Includes VAT Refund

Includes VAT to be Refunded

VAT Reconciliation o/standing

Plus o/standing payments		£ 5,029.13
Less o/standing lodgements		£ -
Cash in Bank	16/07/2021	<u>£ 22,673.62</u>

Cheques paid, but still to be cashed

Current Account	16/07/2021	£22,673.62	0.00
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RESERVES INCOME AND EXPENDITURE

Balance 1/4/2020		£ 21,870.00
Plus Receipts		
Less Transfers		
Current Reserves		<u>£ 21,870.00</u>

WODC funds

AVAILABLE FUNDS

General Funds		£ 17,644.49
WODC Reserves		£ 21,870.00
TOTAL FUNDS		<u>£ 39,514.49</u>

VAT Reconciliation o/standing

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APPENDIX C – PLANNING 141/22:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

21/02388/HHD	Mr and Mrs E Gore Ingleside, 51 Station Road, Brize Norton	Erection of a two-storey side extension and single storey rear extension Registered: 7th July 2021 Respond: 3rd August 2021
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PENDING PLANNING DECISIONS

20/03445/FUL Appeal APP/D3125/W/21/3272744	Terry Hinchly Quarry Dene	Proposed Conversion and Extension of Detached Garage to form New 2 Bedroom Dwelling. Appeal Start date: 4th June 2021 Respond: 9th July 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
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

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DECIDED PLANNING DECISIONS:

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 Decision: Approve Date: 12th July 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 Decision: Approve Date: 15th July 2021
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 Decision: Approve Date: 15th July 2021

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