

**BRIZE NORTON PARISH COUNCIL**

Minutes of the Parish Council Meeting of the Parish Council on Monday 6<sup>th</sup> September 2021 at  
7.30pm at The Sports Pavilion, Brize Norton.

<u>146/22</u>	<u>PRESENT</u> Cllr Way – Chairman, Cllr Glazier – Vice-chair, Cllr Goble, Cllr Stewart and Jo Webb – Clerk.  Cllr Postan (WODC)  Member of the public – David Golding	<u>ACTION</u>
<u>147/22</u>	<u>1 – APOLOGIES</u> Cllr Squire and Cllr Field-Johnson sent their apologies	
<u>148/22</u>	<u>2 – DECLARATIONS OF INTEREST</u> There were no declarations of interests.	
<u>149/22</u>	<u>3 – WELCOME THE NEW CLERK</u> Welcome to the new Clerk, Jo Webb.	
<u>150/22</u>	<u>4 – CO-OPT A NEW COUNCILLOR</u> Cllr Way proposed to co-opt David Golding as our new councillor. Cllr Glazier seconded, all councillors agreed, the motion was passed. Registrations of interests and declaration of acceptance of office were signed. Welcome to Cllr Golding.	Clerk to send signed registration of interests to WODC
<u>151/22</u>	<u>5 – MINUTES</u> The Minutes of the Parish Council Meeting on Monday 2 <sup>nd</sup> August 2021 were agreed and signed.  Cllr Goble proposed, and Cllr Golding seconded. All councillors agreed, the motion was passed. Cllr Way signed the minutes.	Clerk to scan and post minutes to website
<u>152/22</u>	<u>6 – PUBLIC PARTICIPATION</u> No members of the public attended the meeting this evening. Ben Champion sent his apologies as he was hoping to attend to answer any questions relating to the Planning Application for the Pavilion.	

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<u>153/22</u>	<p><u>7 – 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> <p>Cllr Postan advised that Gloucestershire might be entering special measures due to a Covid spike.</p> <p>Cllr Postan felt that the public meeting with the RAF regarding the radar tower was excellent.</p> <p>The Council would like to thank Cllr Postan for his support at the meeting.</p>	
<u>154/22</u>	<p><u>8.1 – RECORD OF COUNCILLORS MEETINGS</u></p> <p>Cllrs Squire and Goble attended a meeting with Bloor Homes and Abby Fettes, WODC Planning on Monday 9<sup>th</sup> August. Report circulated to all Councillors.</p>	
<u>155/22</u>	<p><u>8.2 – RECORD OF COUNCILLORS MEETINGS</u></p> <p>Cllr Goble attended a virtual meeting run by CPRE Oxfordshire on the subject of Oxfordshire Plan 2050 held on Thursday 19<sup>th</sup> August. Presentation has been circulated to all Councillors.</p>	
<u>156/22</u>	<p><u>8.3 RECORD OF COUNCILLORS MEETINGS</u></p> <p>All Councillors attended a Public Meeting to discuss the planning application for the Radar Tower at the Elder Bank Hall on Thursday 26<sup>th</sup> August.</p> <p>Cllrs Way and Goble will put the meeting notes together and come up with topic points and key actions.</p> <p>Cllr Postan left the meeting at 7.50pm.</p>	Cllr Way and Cllr Goble to arrange topic points and key actions
<u>157/22</u>	<p><u>9.1 COMMITTEE REPORTS – NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>Cllr Goble has circulated his report to all councillors. The Neighbourhood Plan Steering Group urgently need the website to be working correctly so that the latest documents can be uploaded.</p>	
<u>158/22</u>	<p><u>9.2 – COMMITTEE REPORTS – BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Cllr Goble has circulated his report to all councillors.</p>	
<u>159/22</u>	<p><u>9.3 – COMMITTEE REPORTS – HIGHWAYS – TRAFFIC AND SPEED PROGRESS IN BRIZE NORTON / OCC HIGHWAYS</u></p> <p>An email has been received from a member of the public asking why there is no build out on the Burford Road.</p>	Cllr Goble to reply to email

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	Cllr Golding raised a question as to why there is no street lighting on Carterton Road. Cllr Goble advised that lighting is not allowed due to the RAF Base.	
<u>160/22</u>	<u>10.1 DISCUSSION AND DECISIONS – PRE SCHOOL AND GARDEN EXTENSION</u> Jackie Hampson has written back with further information. Cllr Way proposed to grant the extension to the garden. David Golding seconded. All councillors agreed, the motion was passed.	
<u>161/22</u>	<u>10.2 DISCUSSION AND DECISIONS – MANAGEMENT OF THE RECREATION FIELD BY S&amp;SC</u> Cllr Glazier has reviewed the contract and it states that the S&SC are responsible for the football ground and cricket square. Further discussions were had and it was agreed that the S&SC should take responsibility for the whole area when taking bookings. It was agreed that the Parish Council would look at adding a letter of understanding to the current contract, once the S&SC had been contacted and agreed to this. Cllr Glazier is to write to the S&SC.	Cllr Glazier to draft letter to be circulated with October agenda
<u>162/22</u>	<u>10.3 DISCUSSION AND DECISIONS – WEBSITE ADMINISTRATOR</u> Cllr Way has met with the one applicant and discussed costings for the upkeep of the current website and costings of upgrading the website. It was proposed that the position of Website Administrator be offered to Jane Woodward on the basis of 10 hours per month at the agreed rate until the end of the financial year. Cllr Goble proposed and Cllr Golding seconded. Cllr Glazier was against. Motion was passed.  It was proposed by Cllr Way and seconded by Cllr Goble to look into getting two more quotes for developing a whole new website. Cllr Stewart will contact Bulldog Fairford and Cllr Golding will obtain a second quote.	Cllr Stewart and Cllr Golding to obtain quotes
<u>163/22</u>	<u>10.4 DISCUSSION AND DECISIONS – CLERK TRAINING</u> Cllr Way proposed that the Clerk attend an online GDPR course at a cost of £30. Cllr Glazier seconded, all councillors agreed. The motion was passed.  Cllr Way proposed that the Clerk attend a two-part course on Agendas and Minutes at a cost of £30 for each part. Cllr Glazier seconded, all councillors in favour. The motion was passed.	Clerk to book training

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<u>164/22</u>	<p><u>11.1 – CHAIRMAN'S PROGRESS REPORT – SPORTS PAVILION DEEDS</u></p> <p>Cllr Way has been in touch with Lee Chadwick Solicitors and obtained the deeds to the Sports Pavilion. The Clerk will write to Lee Chadwick Solicitors to ascertain if they hold any other deeds.</p>	Clerk to file deeds in filing cabinet & write to solicitors
<u>165/22</u>	<p><u>11.2 – CHAIRMAN'S PROGRESS REPORT – ELDERBANK HALL EXTENSION</u></p> <p>Planning was approved 4 months ago so the project needs to get moving. Cllr Way suggested that Cllr Stewart contact Cllr Squire to discuss next steps and report back at the next meeting.</p>	Cllr Stewart to liaise with Cllr Squire
<u>166/22</u>	<p><u>11.3 – CHAIRMAN'S PROGRESS REPORT – BRIZE MEADOW PLAYGROUND</u></p> <p>It was agreed that Cllr Way and Cllr Golding should set up a working group for the new Brize Meadow Playground.</p>	
<u>167/22</u>	<p><u>11.4 – MAINTENANCE UPDATE</u></p> <p>The RoSPA report has highlighted some areas, which Cllr Glazier will discuss with Gary. Cllr Glazier proposed that we purchase paint spraying equipment up to the value of £400. Cllr Way seconded the motion, all councillors agreed. The motion was passed.</p> <p>Cllr Goble will delay his playground inspection by 1 month following the report.</p> <p>Cllr Glazier has received a letter from a resident asking about the number of grass cuts per year.</p> <p>A resident suggested that the trees on Manor Road need attention.</p> <p>The weeds need attention on the high pathway on Manor Road. This is in the McCracken's contract. Cllr Glazier will contact McCracken's to discuss.</p> <p>There is a broken branch on the grass by Fennell Cottage and the tree needs assessing for safety. Cllr Glazier will put this on FixMyStreet.</p>	<p>Cllr Glazier to look at purchasing equipment and give details to the clerk to order</p> <p>Cllr Glazier to respond to resident</p> <p>Cllr Glazier to respond to resident</p> <p>Cllr Glazier to contact McCracken's</p> <p>Cllr Glazier to put on FixMyStreet</p>

<u>168/22</u>	<u>11.5 MAINTENANCE UPDATE – ATTENUATION PONDS</u> Cllr Glazier is meeting with Lawrence King on 23 <sup>rd</sup> September. A request will be made for timescales and drawings and an update to be given at the next meeting.	Cllr Glazier to request timescales and drawings.
<u>169/22</u>	<u>11.6 – WATER BILL</u> Cllr Squire has confirmed that the debt has now been paid.	
<u>170/22</u>	<u>12 – PLANNING</u> Four new planning applications have been submitted (see attached Appendix C)	
<u>171/22</u>	<u>13.1 – FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</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/ Glazier/ Squire to authorise online payments
<u>172/22</u>	<u>13.2 – FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
<u>173/22</u>	<u>14 – CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council. There were no specific items to highlight.	
<u>174/22</u>	<u>15 - ITEMS IDENTIFIED FOR OCTOBER'S AGENDA</u> (See attached Appendix A).	

There being no further business the Chairman declared the meeting closed at 10.10pm.

Date of the next Parish Council Meeting will be held on Monday 4<sup>th</sup> October 2021 in the Sports and Social Club Pavilion.

## **APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 174/22:**

- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllrs Squire, Goble and Stewart – Bloor Homes
- Cllr Stewart – Emergency Response Plan
- Cllr Glazier – Poppy wreaths for Remembrance Day
- Cllr Stewart – Public Art

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- All Cllrs – Elder Bank Hall extension
- All Cllrs – Planning budgets

## **APPENDIX B – FINANCE 171/22 & 172/22:**

### **AGENDA ITEM 13.1**

#### **ORDERS FOR PAYMENT**



## **Brize Norton Parish Council**

### **PAYMENTS SCHEDULE - FY 2021/2022**

SUMMARY PAYMENTS MADE		
Gross Payments	VAT	Nett Payments
£ 16,836.56	£ 1,188.43	£ 15,648.13

£

ORDERS FOR PAYMENT						
Payment Type	Payee	Details	Gross Amount	VAT	Nett Amount	VAT Rate
BACs	Moore	External Audit Fees	£ 48.00	£ 8.00	£ 40.00	20%
BACs	WEL MEDICAL	Defibrillator Battery	£ 223.14	£ 37.19	£ 185.95	20%
BACs	RoSPA Play Safety	Annual Playground Inspection	£ 120.00	£ 20.00	£ 100.00	20%
BACs	Castle Water	Final & Late Payment	£ 74.14	£ 5.25	£ 68.89	8%
BACs	C Woodward	IONOS Quarterly Payment	£ 28.76	£ -	£ 28.76	0%
BACs	J Woodward	Radar Tower Leaflet: Design & Print	£ 89.92	£ -	£ 89.92	0%
DD	Everflow Water	Forecast Water Use to 9/10/21	£ 921.91	£ -	£ 921.91	0%
BACs	Mick's Skips	Skip for Allotment Use	£ 258.00	£ 43.00	£ 215.00	20%
BACs	Clerk	Expenses - August	£ 0.90	£ -	£ 0.90	0%
BACs	Clerk	Wages - August	£ 113.30	£ -	£ 113.30	0%
BACs	Handyman	Wages & Backpay - August	£ 389.34	£ -	£ 389.34	0%
BACs	McCracken	Grass cutting - August Inv #	£ 370.28	£ 61.71	£ 308.57	20%
BACs	OPFA	Annual Subscription	£ 42.00	£ -	£ 42.00	0%
<b>TOTAL ORDERS FOR PAYMENT</b>			<b>£ 2,679.69</b>	<b>£ 175.15</b>	<b>£ 2,504.54</b>	

**PAYMENTS RECEIVED – NONE**

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## AGENDA ITEM 13.2

### Reconciliation to Bank Account 30/08/2021:

This needs to be updated to reflect the OPFA payment:



### BNPC FINANCIAL STATEMENT

30 August 2021

#### 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		£	19,931.50	Includes VAT Refund
Payments		£	16,836.56	Includes VAT to be Refunded
Plus Transfers				
Balance	30/08/2021	£	<u>14,823.28</u>	VAT Reconciliation o/standing
Plus o/standing payments		£	2,008.98	Outstanding Items + Orders for Payment
Less o/standing lodgements		£	-	
Cash in Bank	30/08/2021	£	<u>16,832.26</u>	
Current Account	30/08/2021		£16,832.26	0.00

#### RESERVES INCOME AND EXPENDITURE

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

#### AVAILABLE FUNDS

General Funds	£	14,823.28	VAT Reconciliation o/standing
WODC Reserves	£	<u>21,870.00</u>	
TOTAL FUNDS	£	<u>36,693.28</u>	

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## **APPENDIX C – PLANNING 170/22:**

### **AGENDA ITEM 12**

#### **NEW PLANNING APPLICATIONS:**

21/02635/HHD	Ms Elizabeth Bellenger Fennell Cottage Chapel Hill Brize Norton	Demolition of existing timber entrance and bathroom to rear elevation. Extension of single storey rear extension and conservatory to front elevation  <b>Registered: 30<sup>th</sup> July 2021</b> <b>Respond: 23<sup>rd</sup> August 2021</b> <b>Decision:</b>
21/02650/HHD	Ms Jacqui Macfarlane 69 Station Road Brize Norton	Erection of single storey side and rear extension. <b>Registered: 3<sup>rd</sup> August 2021</b> <b>Respond: 27<sup>th</sup> August 2021</b> <b>Decision:</b>
21/02664/FUL	LNT Care Developments/Bloor Homes  Land At Grid Reference 428950 207707 Monahan Way Carterton	Erection of a two storey sixty-six-bedroom care home for the elderly with associated works.  <b>Registered: 4<sup>th</sup> August 2021</b> <b>Respond: 30<sup>th</sup> August 2021</b> <b>Decision:</b>
21/02727/RES 14/0091/P/OP	Mr Andrew Winstone Bloor Homes	Reserved Matters application for details of appearance, landscaping, layout and scale for the country park, public open space, structural landscaping and allotments following Outline planning permission (14/0091/P/OP).  <b>Registered: 16<sup>th</sup> August 2021</b> <b>Respond: 6<sup>th</sup> September 2021</b> <b>Decision</b>

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# PENDING PLANNING DECISIONS

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 <b>Registered: 7<sup>th</sup> July 2021</b> <b>Respond: 3<sup>rd</sup> August 2021</b> <b>Awaiting Decision</b>
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. <b>Appeal Start date: 4th June 2021</b> <b>Respond: 9<sup>th</sup> July 2021</b> <b>Appeal in progress</b>
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. <b>Registered: 18<sup>th</sup> May 2021</b> <b>Respond: 11<sup>th</sup> June 2021</b> <b>Under consideration</b>
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). 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  <b>Registered: 19th March 2021</b> <b>Respond: 10th June 2021</b> <b>Under consideration</b>
21/01140/HHD	Mr John Wootton 4 Rocky Banks Brize Norton Carterton	First floor extension to rear elevation <b>Registered: 31st March 2021</b> <b>Respond: 28<sup>th</sup> May 2021</b> <b>Under Consideration</b>

DECIDED PLANNING DECISIONS: NONE

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