

BRIZE NORTON PARISH COUNCIL

Minutes of the Parish Council Meeting of the Parish Council on Monday 1st November 2021 at
7.30pm at The Sports Pavilion, Brize Norton.

<u>208/22</u>	<p><u>PRESENT</u> Cllr Way – Chairman, Cllr Glazier – Vice-chair, Cllr Goble, Cllr Squire, Cllr Golding and Jo Webb – Clerk.</p> <p>Cllr Postan – WODC</p> <p>Member of the public – Chris Jones</p>	<u>ACTION</u>
<u>209/22</u>	<p><u>1 – APOLOGIES</u> Cllr Stewart and Cllr Field-Johnson sent their apologies.</p>	
<u>210/22</u>	<p><u>2 – DECLARATIONS OF INTEREST</u> Cllr Way & Cllr Squire declared an interest in agenda item 8.2 – Allotments.</p>	
<u>211/22</u>	<p><u>3 – MINUTES</u> The Minutes of the Parish Council Meeting on Monday 4th October 2021 were agreed and signed.</p> <p>Cllr Squire proposed and Cllr Golding seconded. All Councillors agreed, the motion was passed. Cllr Way signed the minutes.</p>	Clerk to scan and post minutes to website
<u>212/22</u>	<p><u>4 – PUBLIC PARTICIPATION</u> Chris Jones attended the meeting to express his disappointment with the planning application approval for the Radar Tower. He advised that there is the same installation at Benson and it could be a good noise measurement comparison.</p>	
<u>213/22</u>	<p><u>5 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u> Cllr Postan confirmed that WODC has passed a motion promising to commit to making streets safer for women and girls. He also expressed his disappointment with regard to the planning decision for the radar tower.</p> <p>No County Council report provided.</p>	
<u>214/22</u>	<p><u>6.1 – RECORD OF COUNCILLORS MEETINGS</u></p>	

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	<p>Cllr Way attended the Elder Bank Hall committee meeting on 19th October. The minutes from the last meeting were agreed. The clerk will contact Diane Davies and ask for an electronic copy of the minutes and will then circulate them to all Cllrs.</p> <p>During this meeting, the water bill was discussed.</p>	<p>Clerk to obtain electronic copy of minutes and circulate to all Cllrs</p>
<u>215/22</u>	<p><u>6.2 – RECORD OF COUNCILLORS MEETINGS</u></p> <p>Cllr Way and Cllr Goble attended a meeting with Stephen from CFO on 28th October. This was a catch up with regard to the neighbourhood plan.</p>	
<u>216/22</u>	<p><u>6.3 RECORD OF COUNCILLORS MEETINGS</u></p> <p>Cllrs Way/Goble & Stewart attended a meeting regarding the tree planting at Brize Meadow Country Park on 21st October. The date has been scheduled for 12th November subject to weather. There are 2 pockets of planting for the Primary School and another for the Pre School. The date for the Pre school planting is to be arranged.</p> <p>AK Timms have kindly donated the pebbles. Bloor Homes are arranging some publicity. Robert Courts has been invited and relations of Mary Ellis will be attending. The Reverends have been contacted about the possibility of a blessing.</p>	
<u>217/22</u>	<p><u>7.1 COMMITTEE REPORTS – NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>Cllr Goble's report has been circulated to all Councillors.</p>	
<u>218/22</u>	<p><u>7.2 – COMMITTEE REPORTS – BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Cllr Goble's report has been circulated to all Councillors.</p>	
<u>219/22</u>	<p><u>7.3 – COMMITTEE REPORTS – HIGHWAYS – TRAFFIC AND SPEED PROGRESS IN BRIZE NORTON / OCC HIGHWAYS</u></p> <p>Cllr Goble's report has been circulated to all Councillors.</p> <p>Cllr Goble is making enquiries regarding the survey for the 20's Plenty Scheme.</p> <p>Concerns were raised about the lack of lighting and signage on the new build outs. Cllr Goble will contact OCC to express our concerns.</p> <p>A water meter cover on Station Road has broken and fallen down. Cllr Golding will photograph and report to FixMyStreet.</p>	<p>Cllr Goble to contact OCC</p> <p>Cllr Golding to report to FixMyStreet</p>

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<u>220/22</u>	<p><u>7.4– COMMITTEE REPORTS – ELDER BANK HALL EXTENSION</u></p> <p>Cllr Stewart has spoken to James Badrick the architect, who has confirmed he is unable to continue with the project. Cllr Way has drafted a letter for approval, which the clerk will send, once agreed by all Cllrs.</p> <p>It was suggested that we should go out to tender with the scope of work updated. The two other companies that submitted quotes last time; Freemans and West Oxford Architects will be contacted again along with the architect from the Masons Arms planning application.</p> <p>Cllr Squire proposed and Cllr Way seconded. All Councillors agreed, the motion was passed. Cllr Squire will draft the letters.</p>	<p>Clerk to send letter once approved</p> <p>Cllr Squire to draft letters to architects</p>
<u>221/22</u>	<p><u>7.5 – COMMITTEE REPORT –THAMES WATER FLOODING & SEWERAGE ISSUES</u></p> <p>Cllrs Glazier, Goble and Golding are attending a meeting on 5th November.</p> <p>There were issues last weekend following heavy rain; Cllr Glazier received messages by 9.15am from residents with toilets backing up.</p> <p>Cllr Goble will provide Cllr Glazier with a map of the balancing pond.</p> <p>Cllr Glazier will circulate the minutes of the Bampton Flood Group meeting.</p>	<p>Cllr Goble to provide balancing pond map</p> <p>Cllr Glazier to circulate Bampton flood group minutes</p>
<u>222/22</u>	<p><u>7.6 – COMMITTEE REPORT – BRIZE MEADOW PLAYGROUND</u></p> <p>Cllr Way and Cllr Golding have started a list of items to work on. A meeting will be arranged to draft a plan.</p> <p>Cllr Glazier will pass on details of any contractors he liaises with.</p>	<p>Cllrs Way & Golding to arranging meeting</p> <p>Cllr Glazier to pass on contractor details</p>
<u>223/22</u>	<p><u>8.1 DISCUSSION AND DECISIONS – RADAR TOWER</u></p> <p>The planning application was approved. The Parish Council and members of the public have put in lots of work and effort to oppose this application. Next steps:</p> <p>Meeting with RAF to request details of mitigation measure they will be putting in place.</p> <p>Discussion with Bloor homes.</p> <p>Cllr Goble has received an email from Robert's Court office enquiring if we will be taking steps to appeal. It was debated and decided that there is no funding in place for an appeal. Cllr Goble will draft an email response for the clerk to send.</p>	<p>Cllr Goble to draft email for clerk to send</p>

	Cllr Postan left the meeting at 8.40pm	
<u>224/22</u>	<p><u>8.2 DISCUSSION AND DECISIONS – ALLOTMENTS</u></p> <p>The allotment income and expenditure has been circulated to all Cllrs. Cllr Glazier proposed an increase of 5% in plot charges. Cllr Golding seconded the motion; Cllrs Way and Squire were unable to vote due to their declaration of interest. All other Councillors agreed, the motion was passed.</p> <p>The question has been raised regarding village residents having second plots. Should they take priority over non-village residents waiting for a first plot? Tony Shillingford may come to the next meeting to discuss this.</p>	
<u>225/22</u>	<p><u>8.3 DISCUSSION AND DECISIONS – RABBITS ON RECREATION GROUND</u></p> <p>Ongoing.</p>	
<u>226/22</u>	<p><u>8.4 DISCUSSION AND DECISIONS – DONATION OF TREES & FLOWERS</u></p> <p>Cllr Way has contacted the member of the public regarding the type of trees and intended location. We are awaiting a response.</p> <p>Member of the public left the meeting at 8.50pm</p>	
<u>227/22</u>	<p><u>8.5 DISCUSSION AND DECISIONS – RESPONSE TO MEMBER OF THE PUBLIC'S CONCERNS REGARDING TRAFFIC CALMING AND LITTER BINS</u></p> <p>We are awaiting a meeting with WODC to walk the village with regard to waste bins.</p> <p>A full traffic survey will be done March 2022 but, in the meantime, it was suggested that residents of Burford Road could set up a speed watch group. Thames Valley Police should have a record of the number of speeding incidents on Burford Road.</p> <p>The layby on Minster Road that the resident refers to is private land. Cllrs Way & Goble will draft a response and circulate to all Cllrs.</p>	Cllrs Way & Goble to draft response
<u>228/22</u>	<p><u>8.6 DISCUSSION AND DECISIONS – FUTURE PROOF RECREATION GROUND GRASS CUTTING</u></p> <p>Cllrs Glazier & Golding will arrange a meeting with Tim Gush to discuss the way forward for the future.</p> <p>McCracken's contract is up in March 2022. It was agreed that when going out to tender, we should include an optional add on for weekly cutting of the rec. This will give Fred the peace of mind that we have a plan in place when/if the times comes that he would like to stop.</p> <p>The clerk will send a response to Fred.</p>	<p>Cllrs Glazier & Golding to meet with Tim Gush</p> <p>Clerk to respond to Fred Bellenger</p>

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<u>229/22</u>	<u>8.7 DISCUSSION AND DECISIONS – CLIMATE & ECOLOGICAL EMERGENCY BILL</u> Cllr Way proposed that we sign the open letter and Cllr Squire seconded. All Councillors agreed, the motion was passed. The clerk will make the arrangements.	Clerk to sign the open letter on behalf of the PC
<u>230/22</u>	<u>9.1 PROGRESS REPORT – MAINTENANCE</u> Cllr Glazier's report has been circulated. The rust has been treated in the play park. Both sets of swings are getting worn. Cllr Squire will assess if these can be repaired.	Cllr Squire to assess swings
<u>231/22</u>	<u>9.2 PROGRESS REPORT – MANAGEMENT OF THE RECREATION FIELD BY S&SC</u> Ongoing. Cllr Glazier to arrange a meeting with Tim Gush.	Cllr Glazier to arrange meeting
<u>232/22</u>	<u>9.3 PROGRESS REPORT – GIGCLEAR COMMUNITY HUB SCHEME</u> Ongoing. The clerk's contact details have been given.	
<u>233/22</u>	<u>9.4 PROGRESS REPORT – WEBSITE & APP QUOTES</u> Quotes have been circulated. The quote from Bulldog would need to include more email addresses and clarification needed for set up costs and website admin.	
<u>234/22</u>	<u>9.5 PROGRESS REPORT – AGAR & FINANCE UPDATE</u> Cllr Squire has drafted a response. All were in agreement; the clerk will send this to the auditor.	Clerk to send email
<u>235/22</u>	<u>9.6 PROGRESS REPORT – RENEWAL OF MCAFEE LICENCE AND COMPUTER HEALTH CHECK</u> McAfee licence has been ordered and payment due for approval. There is a query regarding the Microsoft 365 licence. It may be in the previous clerk's personal name. The clerk will look into this.	Clerk to make enquiries
<u>236/22</u>	<u>9.7 PROGRESS REPORT – PLANNING BUDGETS</u> Cllr Squire has circulated a draft proposal. An additional meeting may need to be planned to discuss this further.	
<u>237/22</u>	<u>10 – PLANNING</u> One new planning application has been submitted (see attached Appendix A)	
<u>238/22</u>	<u>11.1 – 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/

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		Squire to authorise online payments
<u>239/22</u>	<u>11.2 – FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
<u>240/22</u>	<u>12 – CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council. There were no specific items to highlight.	
<u>241/22</u>	<u>13 - ITEMS IDENTIFIED FOR NOVEMBER MEETING'S AGENDA</u> (See attached Appendix C).	

There being no further business the Chairman declared the meeting closed at 10.30pm.

Date of the next Parish Council Meeting will be held on Monday 6TH December 2021 in the Sports and Social Club Pavilion.

APPENDIX A – PLANNING 237/22:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

21/03136/FUL	Mr Daniel Bond Kielder 48 Station Road Brize Norton	Erection of two semi-detached dwellings together with associated works. Registered: 12th October 2021 Respond: 4th November 2021
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PENDING PLANNING DECISIONS:

21/03073/HHD	Mr Stuart Finlayson 2 Masons Arms Cottages Burford Road Brize Norton	Erection of a two storey and single storey side extensions Registered: 15th September 2021 Respond: 7th October 2021 Under consideration
21/02664/FUL	LNT Care Developments/ Bloor Homes Land At Grid Reference 428950 207707 Monahan Way	Erection of a two storey sixty-six-bedroom care home for the elderly with associated works. Registered: 4th August 2021 Respond: 30th August 2021

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21/02727/RES 14/0091/P/OP	Carterton Mr Andrew Winstone Bloor Homes	Under consideration 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). Registered: 16th August 2021 Respond: 6th September 2021 Under consideration
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 Registered: 19th March 2021 Respond: 10th June 2021 Under consideration

PLANNING APPEAL:

APP/D3125/W/ 21/3274197	C/o Agent Brock Cottage Burford Road Brize Norton	Self-build and/or custom housebuilding plots for 2 detached dwellings. Original planning application 20/01915/OUT Respond: 12th November 2021
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DECIDED PLANNING DECISIONS:

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 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 Decision: Approve Date: 13th October 2021
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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 Decision: Approve Date: 18th October 2021
21/02650/HHD	Ms Jacqui Macfarlane 69 Station Road Brize Norton	Erection of single storey side and rear extension. Registered: 3rd August 2021 Respond: 27th August 2021 Decision: Approve Date: 20th October 2021

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APPENDIX B – FINANCE 238/22 & 239/22:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT



Brize Norton Parish Council

PAYMENTS SCHEDULE - FY 2021/2022

SUMMARY PAYMENTS MADE		
Gross Payments	VAT	Nett Payments
£ 20,065.99	£ 1,360.43	£ 18,705.56

£

ORDERS FOR PAYMENT							
Payment Type	Date Approved	Payee	Details	Gross Amount	VAT	Nett Amount	VAT Rate
DD	01/11/2021	Everflow Water	Forecast Water use to 9/12/21	£ 207.59		£ 207.59	0%
CHQ	01/11/2021	Fred Bellenger	Memorial flowers & petrol for mower	£ 185.94		£ 185.94	0%
CHQ	01/11/2021	Fred Bellenger	Engraving of Best Kept Allotment Trophy	£ 22.00		£ 22.00	0%
BACs	01/11/2021	SLCC	Agenda & Minutes training course for Clerk	£ 72.00	£ 12.00	£ 60.00	20%
BACs	01/11/2021	Alison Riseley	Reimbursement of Zoom subscription	£ 143.88		£ 143.88	0%
BACs	01/11/2021	McCracken	Grass cutting - October Inv	£ 370.24	£ 61.71	£ 308.53	20%
BACs	01/11/2021	McAfee	Virus Protection renewal	£ 20.99	£ 3.33	£ 17.66	19%
BACs	01/11/2021	C Woodward	IONOS Monthly Payment extra email storage	£ 3.60		£ 3.60	0%
BACs	01/11/2021	Gary Jarvis	Handyman wages - October	£ 309.38		£ 309.38	0%
BACs	01/11/2021	Jo Webb	Clerk wages - October	£ 274.25		£ 274.25	0%
BACs	01/11/2021	HMRC	Tax payable on Clerk wages - October	£ 64.00		£ 64.00	0%
Total orders for payment				£ 1,673.87	£ 77.04	£ 1,596.83	

PAYMENTS RECEIVED



Brize Norton Parish Council

RECEIPTS SCHEDULE - FY 2021/2022

SUMMARY OF RECEIPTS	
Totals to date	Amount
	£ 35,972.46

PAYMENTS MADE				
Payment Type	Date Advise	Source	Details	Amount
CHQ	07/10/2021	Elder Bank Hall	Water Reimbursement	£ 193.71
CHQ	08/10/2021	Spicer	Allotment Rent	£ 25.00
Total Receipts				218.71

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AGENDA ITEM 11.2

Reconciliation to Bank Account 20/10/2021:



BNPC FINANCIAL STATEMENT

20th October 2021

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		£ 35,972.46
Payments		£ 20,065.99
Plus Transfers		
Balance	20/10/2021	<u>£ 27,634.81</u>

Includes VAT Refund

Includes VAT to be Refunded

VAT Reconciliation o/standing

Plus o/standing payments		£ 1,853.87
Less o/standing lodgements		£ -
Cash in Bank	20/10/2021	<u>£ 29,488.68</u>

Outstanding Items + Orders for Payment

Current Account	20/10/2021	£29,488.68	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		£ 27,634.81
WODC Reserves		£ 21,870.00
TOTAL FUNDS		<u>£ 49,504.81</u>

VAT Reconciliation o/standing

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APPENDIX C - ADDITIONAL ITEMS FOR FURTHER AGENDAS 241/22:

- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllrs Squire, Goble and Stewart – Bloor Homes
- All Cllrs – Elder Bank Hall extension
- All Cllrs – Planning budgets
- All Cllrs – Queens Jubilee
- All Cllrs – Allotments
- Cllrs Way & Golding - Neaps