

BRIZE NORTON PARISH COUNCIL

Minutes of the Parish Council Meeting of the Parish Council on Monday 4th October 2021 at 7.30pm at The Sports Pavilion, Brize Norton.

<u>175/22</u>	<u>PRESENT</u> Cllr Way – Chairman, Cllr Glazier – Vice-chair, Cllr Goble, Cllr Stewart, Cllr Golding and Jo Webb – Clerk. Cllr Squire – by zoom.	<u>ACTION</u>
<u>176/22</u>	<u>1 – APOLOGIES</u> Cllr Postan and Cllr Field-Johnson sent their apologies.	
<u>177/22</u>	<u>2 – DECLARATIONS OF INTEREST</u> There were no declarations of interests.	
<u>178/22</u>	<u>3 – MINUTES</u> The Minutes of the Parish Council Meeting on Monday 6 th September 2021 were agreed and signed. Cllr Golding proposed, and Cllr Goble seconded. All councillors agreed, the motion was passed. Cllr Way signed the minutes.	Clerk to scan and post minutes to website
<u>179/22</u>	<u>4 – PUBLIC PARTICIPATION</u> No members of the public attended the meeting this evening.	
<u>180/22</u>	<u>5 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u> No reports provided.	
<u>181/22</u>	<u>6.1 – RECORD OF COUNCILLORS MEETINGS</u> Cllr Goble and Cllr Postan attended a meeting on 14 th September regarding repair to Kilkenny Lane. Report circulated to all councillors.	
<u>182/22</u>	<u>6.2 – RECORD OF COUNCILLORS MEETINGS</u> Cllr Way attended an informal get together with other Parish Councils hosted by Carterton Town Council on 7 th September. Other Parish Councils present were Shilton and Black Bourton. The bridle path was discussed but as this is in Shilton Parish we had no comment to make. Cllr Way gave an update on the Radar Tower Planning Application. The next meeting will be in 3 months.	WAN 01/11/2021 1

<u>183/22</u>	<p><u>6.3 RECORD OF COUNCILLORS MEETINGS</u></p> <p>Cllr Glazier chaired a meeting of the Bampton Flood Prevention Group on 23rd September. Lawrence King was not present. Cllr Glazier asked if a date has been set for the balancing pond work. Bloor Homes have made a contribution and the information has been passed to Lawrence King. A response from WODC is awaited.</p> <p>Thames Water and the Environment Agency were also present at the meeting. The pumping station on Carterton Road is now working, the one on Horton Road is being upgraded.</p> <p>Cllr Glazier is awaiting an update on the proposed date for the meeting with Hugh Thomas following Robert Courts previous meeting. Cllr Glazier will advise when a date has been set.</p>	Cllr Glazier to advise when meeting date has been set
<u>184/22</u>	<p><u>6.4 RECORD OF COUNCILLORS MEETINGS</u></p> <p>Cllrs Way, Goble & Stewart met with the Primary School and Pre School regarding tree planting. Both the Primary School and Pre School were very enthusiastic about this. Cllr Stewart has suggested that the children could put their name on a pebble and drop it into the planning hole. Cllr Goble has gone back to Bloor Homes with some questions. The Pre School may have difficulty transporting the children to the tree-planting site. It was suggested that we could ask for help from someone in the community to possibly drive a mini bus.</p>	
<u>185/22</u>	<p><u>6.5 RECORD OF COUNCILLORS MEETINGS</u></p> <p>Cllr Squire and Cllr Goble attended a virtual seminar held by WODC on 28th September on the subject of S106 contributions. A report has been circulated to all Councillors.</p>	
<u>186/22</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>187/22</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>188/22</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>	

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<u>189/22</u>	<u>7.4– COMMITTEE REPORTS – ELDERBANK HALL EXTENSION</u> Cllr Stewart will follow up with James Badrick the architect, whether he is available to continue with the project.	Cllr Stewart to liaise with James Badrick
<u>190/22</u>	<u>7.5 – COMMITTEE REPORT –THAMES WATER FLOODING & SEWERAGE ISSUES</u> Cllr Glazier will liaise directly with Robert Court's office regarding the upcoming meeting with Hugh Thomas.	Cllr Glazier to liaise with Robert Court's office
<u>191/22</u>	<u>7.6 – COMMITTEE REPORT – BRIZE MEADOW PLAYGROUND</u> Cllr Way and Cllr Golding will arrange a meeting. Cllr Glazier is currently contacting firms regarding playground repairs and will ask for catalogues to be sent to us.	Cllr Glazier to request catalogues
<u>192/22</u>	<u>8.1 DISCUSSION AND DECISIONS – POPPY WREATHS</u> Cllr Glazier proposed the purchase of 2 poppy wreaths at a cost of £60. Cllr Way seconded the proposal, all councillors agreed. The motion was passed. The clerk will raise a cheque for £60 payable to The Royal British Legion.	Clerk to raise a cheque
<u>193/22</u>	<u>8.2 DISCUSSION AND DECISIONS – EMERGENCY REPOSE PLAN</u> The draft plan has been circulated. Cllr Goble's phone number needs to be updated. Cllr Stewart will remind Diane Davies, Anna Fairhurst and Tim Gush that their details are on this plan and check that they are still happy with this. It was suggested that the clerk send the draft plan to OALC to look over. Cllr Stewart will provide the clerk with the OALC contact information.	Cllr Stewart to provide clerk with details of OALC contact
<u>194/22</u>	<u>8.3 DISCUSSION AND DECISIONS – PLANNING BUDGETS</u> The budget will need to be drafted at the December meeting to be agreed at the January meeting for the Precept. Items for consideration are as follows: <ul style="list-style-type: none"> • Cllr Glazier suggested an increase in the Handyman's hours from 10 to 15 hours per week. • Website administrator – will keep a log of the hours. • Website upgrade – written quotes awaited. • Planning for the future and look to upgrade the desktop computer with file sharing. 	
<u>195/22</u>	<u>8.4 RENEW MCAFEE LICENCE AND HEALTH CHECK FOR COMPUTER SYSTEM</u> Cllr Squire proposed that the McAfee licence is renewed in the Parish Council's name. Cllr Way seconded, all Councillors agreed. The motion was passed. The clerk will make the arrangements to renew the McAfee licence. Cllr Squire proposed that the desktop computer be put into the Repair Guys in Carterton for a health check with a view to speeding up the system. Cllr Way seconded, all Councillors agreed. The motion was passed. The clerk will take the desktop computer into the Repair Guys who will run diagnostics and	Clerk to renew McAfee Clerk to take desktop computer into Repair Guys

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	<p>give a quote for any work required.</p> <p>Cllr Squire proposed that Cllr Way's email is upgraded to 12gb for an extra £3 per month. Cllr Stewart seconded, all Councillors agreed. The motion was passed. Cllr Way will contact Chris Woodward to make the arrangements.</p>	Cllr Way to contact Chris Woodward to upgrade emails
<u>196/22</u>	<p><u>DISCUSSION AND DECISIONS – NEWSLETTER</u></p> <p>Jane Woodward did the last newsletter free of charge and is happy to continue doing it moving forward. A quote of £200 to continue with the current format has been provided. Jane has also quoted £650 if we would like the newsletter to be re-designed and for her go out and create new articles.</p> <p>It was suggested that we should agree charges if people want to advertise in the newsletter.</p>	
<u>197/22</u>	<p><u>DISCUSSION AND DECISIONS – BRIZE MEADOWS COMMERCIAL PLOT – 21/00937/RES</u></p> <p>Cllr Goble will draft a formal letter to Abby Fettes, WODC Planning department.</p>	Cllr Goble to draft letter

198/22	<p><u>PROGRESS REPORT – GIGACLEAR COMMUNITY HUB SCHEME</u></p> <p>The clerk will provide Cllr Goble with the contact information for this scheme.</p>	Clerk to provide contact information
199/22	<p><u>PROGRESS REPORT – MAINTENANCE</u></p> <p>The broken tree on Chapel Hill has now been removed.</p> <p>Blocked gulleys on Station Road and sunken manhole covers have been reported.</p> <p>Trees on Manor Road – Cllr Glazier has responded to the member of the public to advise that these will be assessed in November.</p> <p>Gary has been asked to concentrate on the play park. First task to treat rust.</p>	
200/22	<p><u>PROGRESS REPORT – RADAR TOWER PLANNING APPLICATION</u></p> <p>Cllr Golding expressed his thanks to Cllr Squire and Cllr Goble for all of their work on this planning application. Cllr Goble will circulate a response from the residents of Buford Road and Brize Meadow that has been sent to the Planning Committee.</p>	Cllr Goble to circulate report
201/22	<p><u>PROGRESS REPORT – MANAGEMENT OF THE RECREATION FIELD BY S&SC</u></p> <p>Cllr Glazier will meet with Tim Gush to discuss the rabbit problem.</p>	Cllr Glazier to meet Tim Gush

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<u>202/22</u>	<p><u>PROGRESS REPORT – WEBSITE QUOTES</u></p> <p>Cllr Stewart and Cllr Golding are awaiting written quotes for the upgrade of the website. Chris Woodward has recommended that we should also look at an App which would work with our current website. It was suggested that we could invite Chris Woodward to a meeting to give us an overview of how this would work. Cllr Stewart and Cllr Golding will request quotations for an App as well as a website.</p>	Cllr Stewart & Cllr Golding to obtain quotes for App
<u>203/22</u>	<p><u>10 – PLANNING</u></p> <p>One new planning application has been submitted (see attached Appendix C)</p>	
<u>204/22</u>	<p><u>11.1 – FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</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> <p>The discrepancy that has been noted between the 2020/2021 figures in the Agar is still being looked into. All were in agreement that we will need to publish unfinalised accounts. Cllr Squire will contact the internal auditor to try and resolve the issue.</p> <p>Councillors agreed to amendments of the orders for payments as follows: Addition of £60 for The Royal British Legion for the poppy wreaths. Amendment of 4p to the McCracken's invoice for grass cutting.</p>	<p>Payments were approved. Cllr Way/ Glazier/ Squire to authorise online payments</p> <p>Cllr Squire to contact internal auditor</p>
<u>205/22</u>	<p><u>11.2 – FINANCE – BANK RECONCILIATION</u></p> <p>The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	
<u>206/22</u>	<p><u>12 – CORRESPONDENCE</u></p> <p>The Clerk has shared the correspondence with the Council. Items to note as follows: The Clerk should send an update to OCC & WODC advising Cllr Way is now the Chairman and Cllr Glazier is the Vice-Chairman.</p> <p>Bonfire event – Carolyn Peach has sent a detailed report and has asked the PC to consider a donation toward the cost of the flyers for the event. It was agreed by all Councillors that a contribution of up to £100 could be provided.</p> <p>Bev Campion – Christmas Market. All Councillors were in favour of supporting this event. The clerk will ask for a copy of the risk assessment to be provided for insurance purposes.</p> <p>Village Bash – This was very successful and a good amount of money was made.</p>	<p>Clerk to contact OCC & WODC</p> <p>Clerk to request copy of risk assessment</p>

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	Queens Jubilee – Councillors to give some thought about what should be planned. It was suggested that the Chequers could be approached about a street party. Tony Shillingford is taking the lead regarding the beacon. Cllr Golding has some ideas so he will liaise with Tony. It was also suggested asking the RAF Military Wives Choir to perform. Item to be added to November meeting agenda for discussion.	Clerk to add item to November meeting agenda
<u>207/22</u>	<u>13 - ITEMS IDENTIFIED FOR NOVEMBER MEETING'S AGENDA</u> (See attached Appendix A).	

There being no further business the Chairman declared the meeting closed at 9.40pm.

Date of the next Parish Council Meeting will be held on Monday 1st November 2021 in the Sports and Social Club Pavilion.

APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 207/22:

- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllrs Squire, Goble and Stewart – Bloor Homes
- Cllr Stewart – Emergency Response Plan
- Cllr Stewart – Public Art
- All Cllrs – Elder Bank Hall extension
- All Cllrs – Planning budgets
- Cllr Glazier – Allotments – costs & plot prices
- All Cllrs – Radar Tower
- Cllr Goble – Gigaclear Community Hub
- All Cllrs – Queens Jubilee
- Cllrs Stewart & Golding – Website/App quotes
- All Cllrs – Newsletter
- Cllr Glazier – Play park repairs

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APPENDIX B – FINANCE 204/22 & 205/22:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT



Brize Norton Parish Council

PAYMENTS SCHEDULE - FY 2021/2022

SUMMARY PAYMENTS MADE		
Gross Payments	VAT	Nett Payments
£ 18,303.40	£ 1,283.39	£ 17,020.01

£

ORDERS FOR PAYMENT							
Payment Type	Date Approved	Payee	Details	Gross Amount	VAT	Nett Amount	VAT Rate
BACs	05-Jul-21	PMP	Summer Newsletter Printing	£ 251.20	£ -	£ 251.20	0%
DD	04/10/2021	Everflow Water	Forecast Water Use to 10/11/21	£ 43.15	£ -	£ 43.15	0%
BACs	04/10/2021	AK TIMMS	Village Maintenance	£ 33.29	£ 5.55	£ 27.74	20%
BACs	04/10/2021	AK TIMMS	Village Maintenance	£ 27.43	£ 4.57	£ 22.86	20%
SO	04/10/2021	ChristChurch	Allotment Rent	£ 75.00	£ -	£ 75.00	0%
SO	04/10/2021	ChristChurch	Bus Shelter Rent	£ 5.00	£ -	£ 5.00	0%
BACs	04/10/2021	Handyman	Wages - September	£ 329.34		£ 329.34	0%
BACs	04/10/2021	Clerk	Wages - September	£ 269.35		£ 269.35	0%
BACs	04/10/2021	McCracken	Grass cutting - September Inv	£ 370.28	£ 61.71	£ 308.57	20%
BACs	04/10/2021	PMP	September Newsletter Printing	£ 251.20		£ 251.20	0%
BACs	04/10/2021	HMRC	Tax payable on Clerk wages	£ 62.80		£ 62.80	0%
Total orders for payment				£ 1,718.04	£ 71.83	£ 1,646.21	

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PAYMENTS RECEIVED



Brize Norton Parish Council

RECEIPTS SCHEDULE - FY 2021/2022

SUMMARY OF RECEIPTS

Totals to date

Amount

£ 35,947.46

PAYMENTS MADE

Payment Type	Date Advise	Source	Details	Amount
BACs	20/09/2021	WODC	Precept	£ 15,628.00

AGENDA ITEM 11.2

Reconciliation to Bank Account 20/09/2021:

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BNPC FINANCIAL STATEMENT

20 September 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		£ 35,947.46
Payments		£ 18,303.40
Plus Transfers		
Balance	20/09/2021	<u>£ 29,372.40</u>

Includes VAT Refund

Includes VAT to be Refunded

VAT Reconciliation o/standing

Plus o/standing payments		£ 2,318.03
Less o/standing lodgements		£ 15,821.71
Cash in Bank	20/09/2021	<u>£ 15,868.72</u>

Outstanding Items + Orders for Payment

Current Account	20/09/2021	£15,868.72
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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		£ 29,372.40
WODC Reserves		£ 21,870.00
TOTAL FUNDS		<u><u>£ 51,242.40</u></u>

VAT Reconciliation o/standing

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APPENDIX C – PLANNING 203/22:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

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: 15 th September 2021 Respond: 7 th October 2021 Decision:
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PENDING PLANNING DECISIONS:

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 Under consideration
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. Registered: 4th August 2021 Respond: 30th August 2021 Under consideration
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). Registered: 16th August 2021 Respond: 6th September 2021 Under consideration
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 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

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21/01140/HHD	Mr John Wootton 4 Rocky Banks Brize Norton Carterton	<p>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</p> <p>Registered: 19th March 2021 Respond: 10th June 2021 Under consideration</p> <p>First floor extension to rear elevation Registered: 31st March 2021 Respond: 28th May 2021 Under Consideration</p>
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DECIDED PLANNING DECISIONS:

21/02635/HHD	Ms Elizabeth Bellenger Fennell Cottage Chapel Hill Brize Norton	<p>Demolition of existing timber entrance and bathroom to rear elevation. Extension of single storey rear extension and conservatory to front elevation Registered: 30th July 2021 Respond: 23rd August 2021 Decision: Approve Date: 21st September 2021</p>
21/02388/HHD	Mr and Mrs E Gore Ingleside, 51 Station Road, Brize Norton	<p>Erection of a two-storey side extension and single storey rear extension Registered: 7th July 2021 Respond: 3rd August 2021 Decision: Approve Date: 3rd September 2021</p>
20/03445/FUL Appeal APP/D3125/ W/21/3272744	Terry Hinchly Quarry Dene	<p>Proposed Conversion and Extension of Detached Garage to form New 2 Bedroom Dwelling. Appeal Start date: 4th June 2021 Respond: 9th July 2021 Decision: Appeal dismissed Date: 2nd September 2021</p>

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