



Minutes of the Brize Norton Parish Council meeting held on Monday 6th December 2021 at 7.30pm
at the Sports Pavilion, Brize Norton.

242/22	<p><u>PRESENT</u></p> <p>Cllr Way – Chairman, Cllr Glazier – Vice-chair (via Zoom), Cllr Goble, Cllr Squire, Cllr Stewart, Cllr Golding (via Zoom) and Jo Webb – Clerk.</p> <p>Cllr Postan – WODC Cllr Field-Johnson – OCC</p> <p>Member of the public – Nick Bamber</p>	<u>ACTION</u>
243/22	<p><u>1. APOLOGIES</u></p> <p>None</p>	
244/22	<p><u>2. DECLARATIONS OF INTEREST</u></p> <p>Cllr Way & Cllr Squire declared an interest in agenda item 9.2 – allotments.</p>	
245/22	<p><u>3. CO-OPT A NEW COUNCILLOR</u></p> <p>Cllr Squire proposed to co-opt Nicholas Bamber as our new Councillor. Cllr Goble seconded, all Councillors agreed and the motion was passed. Registration of interests and declaration of acceptance of office were signed. Welcome to Cllr Bamber.</p>	Clerk to send signed forms to WODC
246/22	<p><u>4. MINUTES</u></p> <p>The minutes of the Parish Council meeting on Monday 1st November 2021 were agreed and signed.</p> <p>Cllr Squire proposed and Cllr Goble seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.</p>	Clerk to scan and post minutes to website
247/22	<p><u>5. PUBLIC PARTICIPATION</u></p> <p>No members of the public attended the meeting this evening.</p>	
248/22	<p><u>6. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u></p> <p>Cllr Field-Johnson's report has been circulated to all Councillors. Cllr Field-Johnson is fully supportive of the 20s Plenty scheme. Cllr Field-Johnson would like BNPC to send a letter of support to Burford Town Council regarding the weight limit restriction. BNPC cannot determine whether</p>	

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	<p>there has been any impact on the traffic through the village as there is no data available from before the restriction & after. The clerk will draft a response to Burford Town Council to this effect.</p> <p>Cllr Postan has some old data regarding the speed & weight of vehicles travelling through Shilton – he will forward this to Cllr Field-Johnson.</p> <p>The repairs to Kilkenny Lane are going ahead but not as quickly as hoped.</p> <p>7.55pm - Cllr Field-Johnson left the meeting.</p>	Clerk to draft response
249/22	<p><u>7.1 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>Cllr Goble attended a meeting on 11th November regarding the Neighbourhood Plan. A report has been circulated to all Cllrs.</p>	
250/22	<p><u>7.2 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>Cllr Goble and Cllr Squire attended a Bloor Homes meeting on 19th November. A report has been circulated to all Cllrs.</p>	
251/22	<p><u>7.3 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>Cllr Way & Cllr Goble attended a meeting with WODC/Publica regarding the parish waste bins on 22nd November. A report has been circulated to all Cllrs.</p>	
252/22	<p><u>7.4 RECORD OF COUNCILLORS' MEETING</u></p> <p>The clerk attended Agendas and Minutes training on 2nd & 9th November.</p>	
253/22	<p><u>8.1 CHAIRMAN'S REPORT</u></p> <p>Sadly, Cllr Stewart has tendered her resignation from the Council with effect from 17th December 2021.</p> <p>BNPC would like to express their thanks for everything that Cllr Stewart has done.</p>	
254/22	<p><u>8.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>Cllr Goble's report has been circulated to all Cllrs.</p>	
255/22	<p><u>8.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Cllr Goble's report has been circulated to all Cllrs.</p>	
256/22	<p><u>8.4 COMMITTEE REPORTS - HIGHWAYS - TRAFFIC AND SPEED PROGRESS IN BRIZE NORTON/OCC HIGHWAYS</u></p> <p>Cllr Goble's report has been circulated to all Cllrs.</p>	
257/22	<p><u>8.5 COMMITTEE REPORTS - ELDER BANK HALL EXTENSION</u></p> <p>Cllr Squire has received the plans from the architect. Nothing further to report.</p>	

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258/22	<u>8.6 COMMITTEE REPORTS – THAMES WATER FLOODING & SEWERAGE ISSUES</u> The postponed meeting from 5 th November has been rescheduled for 15 th December. Cllrs Glazier, Goble and Golding will be attending.	
259/22	<u>8.7 COMMITTEE REPORTS – NEAPS</u> Cllrs Way & Golding to arrange a meeting. Cllr Glazier has contacted Playsafe with regard to obtaining some information. They have been given the size of the area but would like a photograph. Cllr Way will arrange this.	Cllr Way to contact Bloor Homes for photo
260/22	<u>9.1 DISCUSSION & DECISIONS – RADAR TOWER</u> A meeting has been scheduled with Sqn Ldr Graham for Monday 13 th December. The Station Commander and OC Operations Support Wing are unable to attend but it was agreed by all that the meeting should go ahead.	Clerk to confirm with Sqn Ldr Graham
261/22	<u>9.2 DISCUSSION AND DECISIONS – ALLOTMENTS</u> Cllr Glazier proposed that the allotments should be for Brize Norton residents only. Cllr Bamber seconded, all Cllrs agreed, and the motion was passed. The clerk will contact people on the waiting list from outside of the parish to inform them of our change of policy. It was agreed that the people on the Brize Meadow allotment list should be offered a plot on Station Road if they become available but given the choice to wait for the Brize Meadow plots if they choose. There is currently 1 vacant plot so the clerk will contact the first person on the waiting list. 8.30pm - Cllr Postan left the meeting. It is still to be decided whether existing plot holders can be offered an additional plot. Cllr Glazier will prepare some information for the next meeting. The clerk will update the allotment spreadsheet and circulate to all Cllrs. 8.45pm – Cllr Stewart left the meeting.	Clerk to contact non-parish residents from the waiting list. Clerk to offer vacant plot Cllr Glazier to prepare information for next meeting Clerk to update spreadsheet
262/22	<u>9.3 DISCUSSION AND DECISIONS – RABBITS ON RECREATION GROUND</u> Cllr Glazier has been given a contact that may be able to help with this.	
263/22	<u>9.4 DISCUSSION AND DECISIONS – RENEWAL OF GRASS CUTTING CONTRACT</u> This needs to be modified and put out to tender. Cllr Way will update and draft the tender document. It was agreed to approach McCrackens, Ubico and Oliver Pieroni of The Mowing Boys Ltd from Charlbury.	Cllr Way to update

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264/22	<u>9.5 DISCUSSION AND DECISIONS – BURFORD WEIGHT LIMIT</u> Please refer to minute 248/22. Clerk to draft a response to Burford Town Council.	Clerk to draft response
265/22	<u>9.6 DISCUSSION AND DECISIONS – 20s PLENTY INITIATIVE</u> Cllr Goble proposed that BNPC support the campaign and register with OCC. Cllr Bamber seconded, all Cllrs agreed and the motion was passed. Cllr Goble provide clerk with information to register with OCC.	Cllr Goble to provide clerk with information to register
266/22	<u>9.7 DISCUSSION AND DECISIONS – DATE OF NEXT MEETING.</u> As the 3 rd January 2022 is a bank holiday, it was agreed that the next meeting would be held on Monday 10 th January 2022.	
267/22	<u>10.1 PROGRESS REPORT – MAINTENANCE</u> Three quotes have been received for the removal of the dead tree outside Elder Bank Hall. Cllr Glazier proposed we go with Parkfield Tree and Garden Care. Cllr Way seconded, all Cllrs agreed and the motion was passed. Cllr Glazier will contact the relevant contractors. Gary has pruned the Willow trees on the rec and trimmed back the bush at the top of The Fosseway. The trees on Manor Road and Elm Grove are ongoing. An incident was reported that a child received scratches to the stomach from the fence by the wooden goal by the park. Cllr Glazier will get some clips to cover the wire. Cllr Squire will look at the chains on the swings. Gary will monitor the litter in the bus stops now there are no litter bins. All Cllrs were in agreement that Gary has done a great job of keeping the village tidy.	Cllr Glazier to contact contractors.
268/22	<u>10.2 PROGRESS REPORT - MANAGEMENT OF THE RECREATION FIELD BY S&SC</u> Cllr Glazier is meeting with Tim Gush in the new year.	
269/22	<u>10.3 PROGRESS REPORT – GIGACLEAR COMMUNITY HUB SCHEME</u> Ongoing. The clerk has tried to make contact with Gigaclear but the email has bounced back so will look into this further.	Clerk to follow up with Gigaclear
270/22	<u>10.4 PROGRESS REPORT – WEBSITE & APP QUOTES</u> Cllr Stewart will follow up with Bulldog and arrange a meeting.	Cllr Stewart to arrange meeting
271/22	<u>10.5 PROGRESS REPORT – AGAR & FINANCE UPDATE</u> The amended and initialed AGAR has been sent to the auditor and we are awaiting a response. The clerk's contact details have not yet been changed with Barclays Bank and it is proving difficult to get this amendment done. The clerk will look into switching to a different bank.	Clerk to get information on switching bank.

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272/22	<u>10.6 PROGRESS REPORT – RENEWAL OF MCAFEE LICENCE AND COMPUTER HEALTH CHECK</u> McAfee has been uploaded onto the desktop computer and it would appear that the Microsoft 365 is in the previous clerk's personal name. The clerk will get prices for Microsoft 365 in BNPC name.	Clerk to get Microsoft 365 prices
273/22	<u>10.7 PROGRESS REPORT – PLANNING BUDGETS</u> The clerk will forward the WODC precept form to Cllr Squire who will update the proposed budget figures and circulate to all Cllrs for a decision.	Clerk to send precept info to Cllr Squire Cllr Squire to update proposed budget & circulate to all Cllrs
274/22	<u>DEFIBRILLATOR</u> The two sets of defibrillator pads are out of date. Cllr Way proposed that we purchase two new sets at a cost of £35 per set. Cllr Squire seconded, all Cllrs agreed and the motion was passed. The clerk will order these and forward the invoice to Cllr Way/Squire/Glazier for payment.	Clerk to order
275/22	<u>11 PLANNING</u> Two new planning applications have been submitted (see attached Appendix A)	
276/22	<u>12.1 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
277/22	<u>12.2 FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
278/22	<u>13 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council. The Design and Access Statement for Kielder, 48 Station Road has been received. Cllr Squire will draft a response.	Cllr Squire to draft response
279/22	<u>14 ITEMS IDENTIFIED FOR JANUARY MEETING'S AGENDA</u> (See attached Appendix C)	

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There being no further business the Chairman declared the meeting closed at 9.45pm.
The next Parish Council Meeting will be held on Monday 10th January 2022 at 7.30pm in the Sports and Social Club Pavilion.

APPENDIX A – PLANNING 275/22:

AGENDA ITEM 11

NEW PLANNING APPLICATIONS:

21/03585/HHD	Ms Lisa Clements 22 Carterton Road Brize Norton	Erection of single storey extension with balcony above Registered: 8th November 2021 Respond: 1st December 2021
21/03586/LBC	Ms Lisa Clements 22 Carterton Road Brize Norton	Internal & external alterations to include erection of single storey extension with balcony above together with the painting of all new and existing windows and doors Registered: 8th November 2021 Respond: 1st December 2021

PENDING PLANNING DECISIONS:

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

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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 Awaiting decision
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:

NONE

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APPENDIX B – FINANCE 276/22 & 277/22:

AGENDA ITEM 12.1

ORDERS FOR PAYMENT:



Brize Norton Parish Council

PAYMENTS SCHEDULE - FY 2021/2022

SUMMARY PAYMENTS MADE		
Gross Payments	VAT	Nett Payments
£ 22,196.09	£ 1,561.19	£ 20,634.90

ORDERS FOR PAYMENT						
Payment Type	Date Approved	Payee	Details	Gross Amount	VAT	Nett Amount
DD	06/12/2021	Everflow Water	Forecast Water use up to 9/1/22	£ 88.52		£ 88.52
BACs	06/12/2021	TCG Advertising	Donation for printing of bonfire event leaflets	£ 73.00		£ 73.00
BACs	06/12/2021	5As Tool & Plant Hire	Village Maintenance	£ 110.01	£ 18.34	£ 91.67
BACs	06/12/2021	Payman	Payroll services	£ 86.40	£ 14.40	£ 72.00
BACs	06/12/2021	UBICO	Waste bins emptying (Oct 2021 to March 2022)	£ 452.40	£ 75.40	£ 377.00
BACs	06/12/2021	Gary Jarvis	Handyman wages - November	£ 339.32		£ 339.32
BACs	06/12/2021	Jo Webb	Clerk wages - November	£ 408.40		£ 408.40
BACs	06/12/2021	HMRC	Tax payable on Clerks wages - November	£ 97.60		£ 97.60
BACs	06/12/2021	McCracken	Grass cutting - November	£ 370.24	£ 61.71	£ 308.53
BACS	06/12/2021	OALC	Chairman training	£ 66.00	£ 11.00	£ 55.00
Total orders for payment				£ 2,091.89	£ 180.85	£ 1,911.04

Please note: The Summary of Payments Made at the top of the table shows what BNPC has paid/committed to pay year to date in terms of:

- Gross Payments these are total payments made for goods and services including VAT.
- VAT amount, this is the amount of VAT the Parish Council is able to claim back.
- Net Payments, this is the amount we have paid after VAT is reclaimed and is what is measured in our Budget

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PAYMENTS RECEIVED:



**RECEIPTS
SCHEDULE - FY
2021/2022**

SUMMARY OF RECEIPTS	
Totals to date	Amount
	£ 36,637.91

PAYMENTS MADE

Payment Type	Date Advise	Source	Details	Amount
BACs	27/10/2021	BNS&SC	Water Reimbursement	£ 131.21
BACs	27/10/2021	BNS&SC	Water Reimbursement	£ 221.49
CHQ	27/10/2021	Elder Bank Hall	Water Reimbursement	£ 124.58
CHQ	27/10/2021	Elder Bank Hall	Water Reimbursement	£ 159.41
BACs	19/10/2021	OALC	Refund of amount paid in error	£ 28.76
Total receipts				665.45

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AGENDA ITEM 12.2

Reconciliation to Bank Account 20/11/2021:



BNPC FINANCIAL STATEMENT

19th November 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		£ 36,637.91	Includes VAT Refund
Payments		£ 22,196.09	Includes VAT to be Refunded
Plus Transfers			
Balance	19/11/2021	<u>£ 26,170.16</u>	VAT Reconciliation o/standing
Plus o/standing payments		£ 2,309.52	Outstanding Items + Orders for Payment
Less o/standing lodgements		£ -	
Cash in Bank	19/11/2021	<u>£ 28,479.68</u>	
Current Account	19/11/2021	£28,479.68	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	£ 26,170.16	VAT Reconciliation o/standing
WODC Reserves	£ 21,870.00	
TOTAL FUNDS	<u>£ 48,040.16</u>	

APPENDIX C – ADDITIONAL ITEMS FOR FURTHER AGENDAS

279/22:

- All Cllrs – Retrospective approval of precept
- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllrs Goble & Squire – Bloor Homes
- All Cllrs – Elder Bank Hall extension
- All Cllrs – Queen's Jubilee
- All Cllrs – Grass cutting contract
- Cllrs Glazier/Goble/Golding – Flooding

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