



Minutes of the Brize Norton Parish Council meeting held on Monday 10 <sup>th</sup> January 2022 at 7.30pm at the Sports Pavilion, Brize Norton		
280/22	<u>PRESENT</u> Cllr Way – Chairman, Cllr Glazier – Vice-chair, Cllr Goble, Cllr Squire, Cllr Golding & Cllr Bamber.	<u>ACTION</u>
281/22	<u>APOLOGIES</u> Cllr Alex Postan – WODC Councillor, Cllr Nick Field-Johnson – OCC Councillor and Jo Webb – Clerk.	
282/22	<u>2. DECLARATIONS OF INTEREST</u> Cllr Way & Cllr Squire declared an interest in agenda item 8.1 – allotments.	
283/22	<u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 6 <sup>th</sup> December 2021 were agreed and signed.  Cllr Goble proposed, and Cllr Golding seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.	Clerk to scan and post minutes to website
284/22	<u>4. PUBLIC PARTICIPATION</u> No members of the public attended the meeting this evening.	
285/22	<u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> No District and County Councillor reports were submitted.	
286/22	<u>6.1 RECORD OF COUNCILLORS' MEETINGS</u> Cllrs. Way, Squire, Golding & Goble - Meeting with RAF BN to discuss Radar Tower in December. Meeting minutes per those sent to WODC on 21 <sup>st</sup> Dec. Sqn Ldr Jamie Graham was asked separately whether any funding could be provided by the RAF to BNPC for mitigation works.	
286/22	<u>6.2 RECORD OF COUNCILLORS' MEETINGS</u> Cllrs. Goble & Glazier met with Thames Water. Minutes distributed to Councillors via email. Next meeting 4th February 2022. Cllr. Glazier wrote to Robert Courts to see if could attend, no response. At 3.30pm on	

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	10 <sup>th</sup> Jan. 2022, James Hern sent back detailed response to minutes; Cllr. Glazier therefore has not had an opportunity to review.	
287/22	<u>7.1 CHAIRMAN'S REPORT</u> Cllr Way posted advert for Councillor vacancy. Placed on notice boards and social media. Deadline 21 January 2022. Aiming to be co-opted.	
288/22	<u>7.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> Cllr Goble's report has been circulated to all Cllrs.	
289/22	<u>7.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs. Native hedgerows point. New road parallel to public right of way.	Cllr. Goble to setup another meeting with Bloor.
290/22	<u>7.4 COMMITTEE REPORTS - HIGHWAYS - TRAFFIC AND SPEED PROGRESS IN BRIZE NORTON/OCC HIGHWAYS</u> Cllr Goble's report has been circulated to all Cllrs.	
291/22	<u>7.5 COMMITTEE REPORTS - ELDER BANK HALL EXTENSION</u> Cllr. Goble is obtaining a quote for a tender pack (Cllr. Squire supplied info); needs input from builder and structural engineer, to quote to do tender pack. Cllr. Goble chased Friday, 7 January 2022; no response yet. Cllr. Bamber happy to assist with Chris Woodward to help Cllr. Squire to progress.	
292/22	<u>7.6 COMMITTEE REPORTS - THAMES WATER FLOODING &amp; SEWERAGE ISSUES</u> Next meeting 4 <sup>th</sup> February 2022.	
293/22	<u>7.7 COMMITTEE REPORTS - NEAPS</u> Cllr Way contacted company who did the Benson one; sent email seeking contact, which was returned tonight.	Sub-committee to review and revert. Bloor to do photos next week
294/22	<u>8.1 DISCUSSION AND DECISIONS - ALLOTMENTS</u> A discussion took place regarding the revised process for allocating allotments and whether people who already had an allotment could have further allotments. A decision was not made and will be reviewed again at the next meeting. <ul style="list-style-type: none"> <li>Cllr. Bamber to write update for Brize Meadow FB group to double check any interest: <i>"There is currently 1 allotment available for Brize Norton Parish residents. This is available for eligible BP residents. There will be plots available upon completion by Bloor Homes after 650 dwellings completed, estimated for completion in c. 5 years, i.e. around 2027."</i></li> <li>Cllr. Bamber to review contracts for allotments</li> </ul>	Cllr. Bamber to write update for Brize Meadow FB group to double check any interest  Cllr. Bamber to review contracts for allotments. Cllr Squire to

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		email Cllr Bamber with contract for allotments.
295/22	<u>8.2 DISCUSSION AND DECISIONS – ADVERTISE &amp; CO-OPT NEW COUNCILLOR</u> Agreed. Cllr Way to prepare and post.	Cllr Way to prepare and post.
296/22	<u>8.3 DISCUSSION AND DECISIONS – UPDATING WEBSITE</u> Cllr Stewart has set up meeting with Bulldog for 13 <sup>th</sup> January. Cllr Way will also attend. Iron out whether can do it with IONOS, sufficient emails, cost.	
297/22	<u>8.4 DISCUSSION AND DECISIONS – BN NEIGHBOURHOOD PLAN WEBSITE DOMAIN RENEWAL AND SITE SAFETY LICENCE</u> Chris Woodward contacted Cllr Way between Christmas and New Year. Chris has been advised by IONOS we shall lose the domain. Need to pay £11.99 per year for neighbourhood plan. Also, a site safety license; protects us from a security and GDPR perspective. That is £25. Cllr. Squire proposed. Cllr. Golding seconded all Councillors agreed. The motion was passed.	
298/22	<u>9.1 PROGRESS REPORT – 20s PLENTY INITIATIVE</u> Cllr. Goble sent in application. OCC did respond and recommended we do a community survey. Cllr. Goble responded that we had already done so.	
299/22	<u>9.2 PROGRESS REPORT – CHANGING BANK</u> Clerk has spoken with clerks. Unity is online bank of choice with clerks. Can use Post Office to pay in. Clerk is still not on Barclay's account.	Clerk to continue to get further information
300/22	<u>9.3 PROGRESS REPORT - PRECEPT AND BUDGET FOR 2022-2023</u> The budget discussed at the December meeting has changed slightly due to the WODC figures. Cllr Squire took the Councillors through the updated budget figures for the precept. Cllr Squire proposed the precept figures and Cllr Way seconded. All Councillors agreed and the motion was passed. Cllr Way will send the precept paperwork to WODC.  A discussion took place regarding the cost of the newsletter and the possibility of using funding from adverts. It was noted this had been rejected previously. Cllr Way will talk to Jane Woodward to see editorial potential.  Cllr. Glazier to speak to Burford and Bampton to understand approach.	Cllr Way to send Precept paperwork to WODC  Cllr Way to discuss with Jayne Woodward Cllr Glazier to Speak to Burford & Bampton

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301/22	<p><b><u>9.4 PROGRESS REPORT – RENEWAL OF GRASS CUTTING CONTRACT</u></b>  Cllr Way has circulated a draft document to all Cllrs. A discussion took place regarding number of cuts (currently 8 per year) and cutting of grass in churchyard and recreation ground.  Cllr Glazier &amp; Cllr Golding to attend a BNS&amp;SC meeting as liaisons.</p> <p>Weeds on Manor Road high pavement – it was agreed that this should not be in McCracken’s contract and OCC should be contacted through FixMyStreet when it is an issue.</p> <p>Decision to be made at next meeting.</p>	
302/22	<p><b><u>9.5 PROGRESS REPORT – VILLAGE MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>• Tree in front of Elder Bank Hall removed. Cllr. Glazier noted good job done, and recommended co. should be added to preferred supplier. Cllr. Glazier to provide details to Clerk to be added to the list.</li> <li>• Cllr. Glazier thanked Gary for work last year and wanted to formally record thanks.</li> <li>• Tree work on Manor Road ongoing.</li> </ul>	Clerk to add Parkfield Tree & Garden Care to preferred suppliers list.
303/22	<p><b><u>10 – PLANNING</u></b>  No new planning applications have been submitted (see attached Appendix A).</p>	
304/22	<p><b><u>11.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u></b>  Consider payments to be made (see attached Appendix B).</p> <p>Cllr Way and Cllr Glazier or Cllr Squire to arrange online payments.</p> <p>It was agreed to add Parkfield Tree &amp; Garden Care invoice for removal of tree to this month’s payments. Total cost £230.00 + vat = £276.00  Cllr Glazier to forward invoice to Cllr Squire in the clerk’s absence.</p>	<p>Payments were approved.  Cllr Way/Glazier/Squire to authorise online payments</p> <p>Cllr Glazier to forward invoice to Cllr Squire</p>
305/22	<p><b><u>11.2 FINANCE – BANK RECONCILIATION</u></b>  Cllr Way has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	
306/22	<p><b><u>12 CORRESPONDENCE</u></b>  Cllr Way has shared the correspondence with the Council. There were no specific items to highlight.</p>	

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307/22	<u>13 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 7pm.  
The next Parish Council Meeting will be held on Monday 7<sup>th</sup> February 2022 at 7.30pm in the Sports and Social Club Pavilion.

## **APPENDIX A – PLANNING 303/22:**

### **AGENDA ITEM 10**

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

NONE

#### **PENDING PLANNING DECISIONS:**

21/03666/FUL	Humble Bumble Café The Pavilion Station Road Brize Norton	Erection of a canopy over external seating area (Retrospective) <b>Registered: 30<sup>th</sup> November 2021</b> <b>Respond: 22<sup>nd</sup> December 2021</b> <b>Under Consideration</b>
21/03830/S73	Mr Park-Pearson The Old Vicarage Carterton Road Brize Norton	Variation of condition 2 & 3 of planning permission 10/0472/P/FP to allow a reduction in the size of the proposed extension and to allow the use of stone in place of render (part retrospective). <b>Registered 25<sup>th</sup> November 2021</b> <b>Respond: 29<sup>th</sup> December 2021</b> <b>Under Consideration</b>
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 <b>Registered: 8<sup>th</sup> November 2021</b> <b>Respond: 4<sup>th</sup> January 2022</b> <b>Under Consideration</b>
21/03585/HHD	Ms Lisa Clements 22 Carterton Road Brize Norton	Erection of single storey extension with balcony above <b>Registered: 8<sup>th</sup> November 2021</b> <b>Respond: 4<sup>th</sup> January 2022</b> <b>Under Consideration</b>

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21/03073/HHD	Mr Stuart Finlayson 2 Masons Arms Cottages Burford Road Brize Norton	Erection of a two storey and single storey side extensions <b>Registered: 15<sup>th</sup> September 2021</b> <b>Respond: 7<sup>th</sup> October 2021</b> <b>Under consideration</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: 4th August 2021</b> <b>Respond: 30th August 2021</b> <b>Under consideration</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: 16th August 2021</b> <b>Respond: 6th September 2021</b> <b>Awaiting decision</b>

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 <b>Respond: 12<sup>th</sup> November 2021</b> <b>Decision not available</b>
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DECIDED PLANNING DECISIONS:

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
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works such as highways, cycleways and footways

Registered: 19th March 2021

Respond: 10th June 2021

Approved 14<sup>th</sup> December 2021

## **APPENDIX B – FINANCE 304/22 & 305/22:**

### **AGENDA ITEM 11.1**

#### **ORDERS FOR PAYMENT:**



## **Brize Norton Parish Council**

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

SUMMARY PAYMENTS MADE		
Gross Payments	VAT	Nett Payments
£ 26,197.00	£ 1,866.52	£ 24,330.48

#### **ORDERS FOR PAYMENT**

Payment Type	Date Approved	Payee	Details	Gross Amount	VAT	Nett Amount
BACs	10/01/2022	AK TIMMS	Village Maintenance	£ 18.17	£ 3.03	£ 15.14
BACs	10/01/2022	Moore	External Audit Fees	£ 1,125.00	£ 225.00	£ 900.00
BACs	10/01/2022	PMP	December Newsletter Printing	£ 273.40		£ 273.40
DD	10/01/2022	Everflow Water	Forecast water use up to 9/2/22	£ 203.14		£ 203.14
BACs	10/01/2022	McCracken	Grass Cutting	£ 370.24	£ 61.71	£ 308.53
BACs	10/01/2022	Chris Woodward	IONOS Quarterly Paymet & extra email storage	£ 39.56		£ 39.56
BACs	10/01/2022	WEL MEDICAL	Replacement defibrillator pads	£ 93.54	£ 15.59	£ 77.95
BACs	10/01/2022	Jayne Woodward	Website Admin	£ 840.00		£ 840.00
BACs	10/01/2022	Jayne Woodward	December Newsletter	£ 300.00		£ 300.00
BACs	10/01/2022	Jayne Woodward	Website security & domains	£ 36.99		£ 36.99
BACs	10/01/2022	Gary Jarvis	Handyman wages - December	£ 289.42		£ 289.42
BACs	10/01/2022	Jo Webb	Clerk wages - December	£ 332.85		£ 332.85
BACs	10/01/2022	HMRC	Tax payable on Clerks wages - December	£ 78.60		£ 78.60
<b>Total orders for payment</b>				<b>£ 4,000.91</b>	<b>£ 305.33</b>	<b>£ 3,695.58</b>

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:**

There have been no payments received in this reporting period.

## **AGENDA ITEM 11.2**

### **Reconciliation to Bank Account 31/12/2021:**



## **BNPC FINANCIAL STATEMENT**

**31<sup>st</sup> December 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		£ 36,637.91
Payments		£ 26,197.00
Plus Transfers		
Balance	31/12/2021	<u>£ 22,169.25</u>

Includes VAT Refund

Includes VAT to be Refunded

VAT Reconciliation o/standing

Plus o/standing payments		£ 3,797.77
Less o/standing lodgements		£ -
Cash in Bank	31/12/2021	<u>£ 25,967.02</u>

Outstanding Items + Orders for Payment

Current Account	31/12/2021	£25,967.02
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**0.00**

### **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		£ 22,169.25
WODC Reserves		£ 21,870.00
<b>TOTAL FUNDS</b>		<u><b>£ 44,039.25</b></u>

VAT Reconciliation o/standing

## **APPENDIX C – ADDITIONAL ITEMS FOR FURTHER AGENDAS**

**307/22:**

**AGENDA ITEM 12**

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- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllr Squire & Cllr Goble – Bloor Homes
- Cllr Squire & Cllr Goble – Elder Bank Hall extension
- Cllr Way & Cllr Golding - NEAPS
- All Cllrs – Allotments
- All Cllrs – Queen's Platinum Jubilee

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