

**BRIZE NORTON PARISH COUNCIL**

Clerk to the Council: Mrs Jo Webb  
18 Chichester Place, Brize Norton, OX18 3PD  
Telephone: 01993 840890  
E-mail: [clerk@brizenortonparishcouncil.co.uk](mailto:clerk@brizenortonparishcouncil.co.uk)



29<sup>th</sup> March 2022

To the Members of Brize Norton Parish Council

You are hereby summoned to attend the next meeting of Brize Norton Parish Council to be held at the Brize Norton Sports and Social Club on **Monday 4<sup>th</sup> April 2022 at 7.30pm**. Members of the public may make representations to the Council (SO3e), which will be covered under Point 4 – Public Participation, but a question will not require a response at the meeting or start a debate (SO3h).

Yours sincerely

Jo Webb  
Clerk to Brize Norton Parish Council

**Agenda**

- 1) **Minute silence for Ukraine.**
- 2) **Apologies.**
- 3) **Declarations of interest:** Councillors are asked to declare an interest regarding items on the agenda this evening
- 4) **Minutes:** To approve the Minutes of the last meeting of the Council on Monday 7<sup>th</sup> March 2022.
- 5) **Public Participation.**
- 6) **District and County Councillors' reports for information only.**
- 7) **Record of Councillor's meetings:**
  - 7.1 Cllrs Way, Goble & Golding - WODC Town & Parish Forum - 17<sup>th</sup> March.
  - 7.2 Cllrs Goble & State - Meeting with Publica regarding Kilkenny Country Park and Mary Ellis Country Park - 17<sup>th</sup> March.
  - 7.3 Cllr Way - OALC Training - Managing Difficult People & Conversations - 23<sup>rd</sup> March.
  - 7.4 Cllrs Goble & Squire - Bloor Homes - 28<sup>th</sup> March.
- 8) **Councillor reports:**
  - 8.1 Cllr Way – Chairman's Report
  - 8.2 Cllr Goble – Neighbourhood Plan Steering Group
  - 8.3 Cllr Squire & Cllr Goble – Brize Meadow detailed planning sub committee
  - 8.4 Cllr Goble – Highways committee – Traffic and speed progress in Brize Norton/OCC Highways
- 9) **Discussion and Decisions:**
  - 9.1 Citizen's Advice West Oxfordshire - request for support
  - 9.2 What can NALC be doing for our council?
  - 9.3 Year End Finance
  - 9.4 Changing Bank
  - 9.5 Review of Policies
  - 9.6 Content for Annual Parish Meeting
- 10) **Progress Reports:**
  - 10.1 Cllr Glazier - Maintenance

- 10.2 Cllr Way - Queen's Platinum Jubilee
- 10.3 Cllr Way & Cllr Golding - NEAPS
- 10.4 Cllr Squire – Elder Bank Hall extension

**11) Planning:** Review of new planning applications and progress on outstanding applications (on attached appendix).

**12) Finance:**

- 12.1 To consider payments to be made (on attached appendix).
- 12.2 To examine the bank accounts (income and expenditures) during November.

**13) Other correspondence to note** (clerk to alert Councillors to any specific concerns).

**14) Items for future agenda.**

**15) Date of next meeting** – Monday 9<sup>th</sup> May 2022.

**AGENDA ITEM 11**

**NEW PLANNING APPLICATIONS:**

22/00676/HHD	Ms M Dalton Devonia Burford Road Brize Norton	Erection of a single storey front and rear extensions <b>Registered: 7<sup>th</sup> March 2022</b> <b>Respond: 7<sup>th</sup> April 2022</b>
21/03073/HHD	Mr S Finlayson 2 Masons Arms Cottages Burford Road Brize Norton	Erection of a two storey and single storey side extensions (amended) <b>Registered: 15<sup>th</sup> September 2021</b> <b>Respond: 15<sup>th</sup> April 2022</b>
22/00687/HHD	Mr S Morris 42 Chichester Place Brize Norton	Erection of single and two storey rear extension <b>Registered: 21<sup>st</sup> March 2022</b> <b>Respond: 15<sup>th</sup> April 2022</b>

**PENDING PLANNING DECISIONS:**

21/04101/FUL	Mr D Bond Kielder 48 Station Road Brize Norton	Erection of a detached dwelling with associated works <b>Registered: 13<sup>th</sup> January 2022</b> <b>Respond: 8<sup>th</sup> February 2022</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>Awaiting Decision</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>Awaiting Decision</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>Awaiting 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: 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>Hearing Date: 8<sup>th</sup> March 2022</b>
----------------------------	--	---

DECIDED PLANNING DECISIONS:

None

**AGENDA ITEM 12.1**  
**ORDERS FOR PAYMENT:**



**Brize Norton Parish Council**

PAYMENTS SCHEDULE - FY 2021/2022

SUMMARY PAYMENTS MADE			
Totals to date	Gross Payments	VAT	Nett Payments
	£ 35,213.76	£ 2,537.48	£ 32,676.28


**ORDERS FOR PAYMENT**

Payment Type	Date Approved	Payee	Details	Invoice number	Ref No.	Gross Amount	VAT	Nett Amount
DD	04/04/2022	Everflow Water	Forecast water use up to 9/5/22	1409984	132/22	£ 212.37		£ 212.37
DD	04/04/2022	ChristChurch	Bus Shelter Rent	47415	133/22	£ 5.00		£ 5.00
DD	04/04/2022	ChristChurch	Allotment Rent	47418	134/22	£ 75.00		£ 75.00
BACs	04/04/2022	OPFA	Annual Membership		135/22	£ 45.00		£ 45.00
BACs	04/04/2022	Mister Mowerman	Recreation ground mower repair	22057	136/22	£ 135.00		£ 135.00
BACs	04/04/2022	Royal Images	Royal Portrait	40702	137/22	£ 114.00	£ 19.00	£ 95.00
BACs	04/04/2022	Jayne Woodward	IONOS Monthly Payment extra email storage	CHD-M-007	138/22	£ 14.40		£ 14.40
BACs	04/04/2022	Jayne Woodward	Website Admin	CHD-M-006	139/22	£ 352.50		£ 352.50
BACs	04/04/2022	Gary Jarvis	Handyman wages - March		140/22	£ 309.38		£ 309.38
BACs	04/04/2022	Jo Webb	Clerk wages - March		141/22	£ 361.43		£ 361.43
BACs	04/04/2022	HMRC	Tax payable on Clerk wages - March		142/22	£ 85.80		£ 85.80
BACs	04/04/2022	McCracken	Grass Cutting		143/22	£ 370.24	£ 61.71	£ 308.53
<b>Total</b>						<b>£ 2,080.12</b>	<b>£ 80.71</b>	<b>£ 1,999.41</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

**PAYMENTS RECEIVED:**

		<b>RECEIPTS SCHEDULE - FY 2021/2022</b>	<b>SUMMARY OF RECEIPTS</b>		
			<b>Totals to date</b>		<b>Amount</b> <b>£ 37,570.65</b>
<b>PAYMENTS MADE</b>					
Payment Type	Date Advisec	Source	Details	Account Code	Amount
BACs	21/01/2022	BNS&SC	Water Reimbursement	2.1	£ 133.14
BACs	14/03/2022	State	Allotment Rent	2.2	£ 8.40
BACs	14/03/2022	Hyland	Allotment Rent	2.2	£ 17.33
BACs	15/03/2022	Shepherd & Perks	Allotment Rent	2.2	£ 8.66
BACs	15/03/2022	Thrift	Allotment Rent	2.2	£ 17.33
BACs	15/03/2022	Claridge	Allotment Rent	2.2	£ 30.46
BACs	15/03/2022	Band	Allotment Rent	2.2	£ 13.13
BACs	16/03/2022	Davies	Allotment Rent	2.2	£ 10.19
BACs	17/03/2022	Borland	Allotment Rent	2.2	£ 9.19
BACs	17/03/2022	Morris	Allotment Rent	2.2	£ 15.75
BACs	22/03/2022	Curley	Allotment Rent	2.2	£ 9.19
BACs	23/03/2022	Lawrence	Allotment Rent	2.2	£ 18.38
				<b>Total</b>	<b>£ 291.15</b>

**AGENDA ITEM 12.2**

Reconciliation to Bank Account:



**BNPC FINANCIAL STATEMENT**

**24th March 2022**

**GENERAL INCOME & EXPENDITURE**

Balance	01/04/2021	£ 11,728.34
Less o/standing cheques		£ -
Add o/standing lodgements		£ -
		<b>£ 11,728.34</b>

Notes

Receipts		£ 37,279.50
Payments		£ 35,213.66
Plus Transfers		
Balance	24/03/2022	£ 13,794.18

Includes VAT Refund  
Includes VAT to be Refunded

Plus o/standing payments		£ 1,867.75
Less o/standing lodgements		£ -
Cash in Bank	24/03/2022	£ 15,661.93

VAT Reconciliation o/standing  
Outstanding Items + Orders for Payment

Current Account	24/03/2022	£15,661.93	<b>-0.00</b>
-----------------	------------	------------	--------------

**RESERVES INCOME AND EXPENDITURE**

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

WODC funds

**AVAILABLE FUNDS**

General Funds		£ 13,794.18
WODC Reserves		£ 21,870.00
<b>TOTAL FUNDS</b>		<b>£ 35,664.18</b>

VAT Reconciliation o/standing