

**BRIZE NORTON PARISH COUNCIL**

Clerk to the Council: Mrs Jo Webb

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1<sup>st</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 7<sup>th</sup> March 2022**. 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) **Apologies.**
- 2) **Declarations of interest.** (Councillors are asked to declare an interest regarding items on the agenda this evening)
- 3) **Co-opt a new Councillor:** Adrian State has expressed an interest in joining the Parish Council.
- 4) **Minutes:** To approve the Minutes of the last meeting of the Council on Monday 7<sup>th</sup> February 2022.
- 5) **Public Participation.**
- 6) **District and County Councillors' reports for information only.**
- 7) **Record of Councillor's meetings:**
  - 7.1 Cllrs Way, Goble, Squire & Golding – Meeting with Gentian Properties Ltd regarding Brize Meadow retail area – 11<sup>th</sup> February
  - 7.2 Cllrs Way, Goble, Squire & Bamber – Meeting with Savills regarding lease land – 14<sup>th</sup> February
  - 7.3 Cllr Way & Clerk – WODC Pre Election Briefing – 16<sup>th</sup> February
  - 7.4 Clerk – Preparing for year end finance training – 16<sup>th</sup> February
  - 7.5 Cllr Glazier – Meeting regarding the Burford Town Council & Bampton Parish Council newsletters – 22<sup>nd</sup> February
  - 7.6 Cllrs Goble, Squire and Golding – Insight meeting regarding Elder Bank Hall extension – 22<sup>nd</sup> February
  - 7.7 Cllrs Way, Goble, Glazier, Golding & Bamber – Radar Tower meeting – 24<sup>th</sup> February
- 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 Grass Cutting
  - 9.2 Website
  - 9.3 Newsletter

9.4 Purchase of portrait & book

**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 4<sup>th</sup> April 2022.

**AGENDA ITEM 11**

**NEW PLANNING APPLICATIONS:**

NONE

**PENDING PLANNING DECISIONS:**

|              |   |  |
|--------------|---|--|
| 21/04101/FUL | Mr D Bond<br>Kielder<br>48 Station Road<br>Brize Norton               | Erection of a detached dwelling with associated works<br><b>Registered: 13<sup>th</sup> January 2022</b><br><b>Respond: 8<sup>th</sup> February 2022</b><br><b>Under Consideration</b>   |
| 21/03830/S73 | Mr Park-Pearson<br>The Old Vicarage<br>Carterton Road<br>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).<br><b>Registered 25<sup>th</sup> November 2021</b><br><b>Respond: 29<sup>th</sup> December 2021</b><br><b>Awaiting Decision</b> |
| 21/03586/LBC | Ms Lisa Clements<br>22 Carterton Road<br>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<br><b>Registered: 8<sup>th</sup> November 2021</b><br><b>Respond: 4<sup>th</sup> January 2022</b><br><b>Under Consideration</b>                             |
| 21/03585/HHD | Ms Lisa Clements<br>22 Carterton Road<br>Brize Norton                 | Erection of single storey extension with balcony above<br><b>Registered: 8<sup>th</sup> November 2021</b><br><b>Respond: 4<sup>th</sup> January 2022</b><br><b>Under Consideration</b>   |

|                              |   |   |
|------------------------------|---|---|
| 21/03073/HHD                 | Mr Stuart Finlayson<br>2 Masons Arms Cottages<br>Burford Road<br>Brize Norton | Erection of a two storey and single storey side extensions<br><b>Registered: 15<sup>th</sup> September 2021</b><br><b>Respond: 7<sup>th</sup> October 2021</b><br><b>Under consideration</b>  |
| 21/02727/RES<br>14/0091/P/OP | Mr Andrew Winstone<br>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).<br><b>Registered: 16th August 2021</b><br><b>Respond: 6th September 2021</b><br><b>Awaiting decision</b> |

PLANNING APPEAL:

|                            |  |   |
|----------------------------|--|---|
| APP/D3125/W/<br>21/3274197 | C/o Agent<br>Brock Cottage<br>Burford Road<br>Brize Norton | Self-build and/or custom housebuilding plots for 2 detached dwellings.<br>Original planning application 20/01915/OUT<br><b>Respond: 12<sup>th</sup> November 2021</b><br><b>Hearing Date: 8<sup>th</sup> March 2022</b> |
|----------------------------|--|---|

DECIDED PLANNING DECISIONS:

|              |  |   |
|--------------|--|---|
| 22/00058/HHD | Mr J Hellaby<br>23 Bellenger Way<br>Brize Norton | Proposed garage to side of property<br><b>Registered: 12<sup>th</sup> January 2022</b><br><b>Respond: 10<sup>th</sup> February 2022</b><br><b>Approved: 21<sup>st</sup> February 2022</b> |
|--------------|--|---|

## 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 |
|                       | £ 32,766.34    | £ 2,456.77 | £ 30,309.57   |

### ORDERS FOR PAYMENT

| Payment Type | Date Approved | Payee                          | Details                                 | Invoice number | Ref No. | Gross Amount      | VAT             | Nett Amount       |
|--------------|---------------|--------------------------------|---|----------------|---------|-------------------|-----------------|-------------------|
| DD           | 07/03/2022    | Everflow Water                 | Forecast water use up to 9/4/22         | 1359486        | 121/22  | £ 160.15          |                 | £ 160.15          |
| BACs         | 07/03/2022    | Community First Oxfordshire    | Neighbourhood Plan Consulting           | 364            | 122/22  | £ 2,016.00        | £ 336.00        | £ 1,680.00        |
| BACs         | 07/03/2022    | OALC                           | Annual Membership                       | B00075/2022/4  | 123/22  | £ 269.70          | £ 44.95         | £ 224.75          |
| BACs         | 07/03/2022    | TCG Advertising                | Brize Meadow Brochure                   | 9691           | 124/22  | £ 421.00          | £ 26.00         | £ 395.00          |
| BACs         | 07/03/2022    | Gary Jarvis                    | Handyman wages - February               |                | 125/22  | £ 209.58          |                 | £ 209.58          |
| BACs         | 07/03/2022    | Jo Webb                        | Clerk wages - February                  |                | 126/22  | £ 327.95          |                 | £ 327.95          |
| BACs         | 07/03/2022    | HMRC                           | Tax payable on Clerk's wages - February |                | 127/22  | £ 77.40           |                 | £ 77.40           |
| BACs         | 07/03/2022    | McCracken                      | Grass cutting                           | 14042          | 128/22  | £ 370.24          | £ 61.71         | £ 308.53          |
| BACs         | 07/03/2022    | Chapel Hill Design & Marketing | March Newsletter                        | CHD-D-004      | 129/22  | £ 390.00          |                 | £ 390.00          |
| BACs         | 07/03/2022    | Chapel Hill Design & Marketing | Website Admin                           | CHD-M-005      | 130/22  | £ 300.00          |                 | £ 300.00          |
| <b>Total</b> |               |                                |   |                |         | <b>£ 4,542.02</b> | <b>£ 468.66</b> | <b>£ 4,073.36</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:

None

## AGENDA ITEM 12.2

Reconciliation to Bank Account: 27<sup>th</sup> February 2022



### **BNPC FINANCIAL STATEMENT**

**27 February 2022**

#### **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                   |            | £ 37,121.49        | Includes VAT Refund                    |
| Payments                   |            | £ 32,076.34        | Includes VAT to be Refunded            |
| Plus Transfers             |            |                    |  |
| Balance                    | 28/01/2022 | <u>£ 16,773.49</u> | VAT Reconciliation o/standing          |
| Plus o/standing payments   |            | £ 3,691.87         | Outstanding Items + Orders for Payment |
| Less o/standing lodgements |            | £ 133.14           |  |
| Cash in Bank               | 28/01/2022 | <u>£ 20,332.22</u> |  |
| Current Account            | 28/01/2022 | £20,332.22         | 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      |  | £ 16,773.49        | VAT Reconciliation o/standing |
| WODC Reserves      |  | £ 21,870.00        |                               |
| <b>TOTAL FUNDS</b> |  | <u>£ 38,643.49</u> |                               |

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