



Minutes of the Brize Norton Parish Council meeting held on Monday 7th February 2022 at 7.30pm at the Sports Pavilion, Brize Norton

308/22	<p><u>PRESENT</u> Cllr Way – Chairman, Cllr Goble, Cllr Squire, Cllr Golding, Cllr Bamber, Cllr Postan (WODC) & Jo Webb – Clerk.</p> <p>Member of the public – Adrian State.</p>	<u>ACTION</u>
309/22	<p><u>1. APOLOGIES</u> Cllr Glazier & Cllr Field-Johnson (OCC).</p>	
310/22	<p><u>2. DECLARATIONS OF INTEREST</u> Cllr Way & Cllr Squire declared an interest in agenda item 8.2 – allotments.</p>	
311/22	<p><u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 10th January 2022 were agreed and signed.</p> <p>Cllr Bamber proposed and Cllr Squire seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.</p>	Clerk to scan and post minutes to website
312/22	<p><u>4. PUBLIC PARTICIPATION</u> Adrian State attending the meeting with a view to being co-opted to the Parish Council.</p>	
313/22	<p><u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> No County Council report provided. Cllr Postan recently stood for election for Carterton Town Council but was unsuccessful. There is a campaign in Witney regarding the bridge that flooded in Winter of 2020. Part 2 of the report will be carried out at a later date.</p>	
314/22	<p><u>6.1 RECORD OF COUNCILLORS' MEETINGS</u> Cllr Way attended a meeting with Bulldog regarding the website on 13th January. A briefing pack will be provided for the next meeting so that a further discussion can take place. Cllr Postan left the meeting at 8.15pm.</p>	Cllr Way to provide briefing pack

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315/22	<u>6.2 RECORD OF COUNCILLORS' MEETINGS</u> Cllr Way attended the Elder Bank Hall committee meeting on 18 th January. Minutes have been circulated to all Cllrs.	
316/22	<u>6.3 RECORD OF COUNCILLORS' MEETINGS</u> Cllr Goble & Cllr Bamber attended an S106 Public Art meeting on 26 th January. The definition of Public Art needs to be clarified and Sarah Levett from Publica is looking into whether S106 funds can be used for a Professional Creative. Cllr Bamber will follow up with Sarah.	Cllr Bamber to follow up
317/22	<u>6.4 RECORD OF COUNCILLORS' MEETINGS</u> Cllr Goble attended an OCC Local Transport and Connectivity plan webinar on 1 st February. Cllr Goble has circulated the information and it was agreed that Cllr Goble will complete the online questionnaire on behalf of the Parish Council.	Cllr Goble to complete online questionnaire
318/22	<u>6.5 RECORD OF COUNCILLORS' MEETINGS</u> Cllr Glazier & Cllr Goble attended a meeting with Thames Water on 4 th February. Minutes to be circulated. It was agreed Cllr Goble will draft an email for the Clerk to send to WODC regarding the funds for the attenuation ponds.	Cllr Goble to draft email
319/22	<u>6.6 RECORD OF COUNCILLORS' MEETINGS</u> Cllr Way & Cllr Golding attended a meeting with HAGS on 1 st February regarding the NEAP. There has to be a 30M buffer zone within the NEAP to separate the playing area from the adjacent houses. Bloor Homes volunteered to provide a landscaping proposal on behalf of the PC. Cllr Way has contacted Abbey Fettes from WODC to see if any S106 monies can be released once the land is handed over.	Cllr Way to contact Abbey Fettes
320/22	<u>7.1 CHAIRMAN'S REPORT</u> Cllr Way & the Clerk will be attending a pre-election briefing by WODC on 16 th February. Cllr Bamber & Cllr Golding have received an induction from Cllr Way. The Clerk will contact OALC to find out what training is available for new Councillors.	Clerk to contact OALC
321/22	<u>7.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> Cllr Goble's report has been circulated to all Cllrs.	
322/22	<u>7.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs.	

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323/22	<p><u>7.4 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. Cllr Goble has received an email from OCC today regarding the PROWs stating that the bridge repairs are due to start in the summer.</p>	
324/22	<p><u>7.5 COMMITTEE REPORTS – PUBLIC ART</u></p> <p>Please see minute 316/22.</p>	
325/22	<p><u>8.1 DISCUSSION AND DECISIONS – SAVILLS - LEASE LAND</u></p> <p>A meeting has been arranged with Savills on 14th February to discuss this further. The Clerk will search previous emails to find the original lease document and send to Cllr Way, Cllr Squire & Cllr Bamber.</p>	Clerk to forward lease email.
326/22	<p><u>8.2 DISCUSSION AND DECISIONS – ALLOTMENTS</u></p> <p>There are some outstanding allotment issues – Cllr Glazier has been sent the details.</p> <p>There is currently no one on the waiting list for a Station Road plot, they are all waiting for Brize Meadow plots to become available. There is 1 plot vacant with a further 2 that we know of coming up in April.</p> <p>Following several meeting discussions, no satisfactory agreement could be reached regarding tenants taking on additional plots. It was therefore proposed by Cllr Golding that we continue with the current policy of allowing additional plots for Brize Norton residents. Cllr Bamber seconded, all Councillors were in favour and the motion was passed. Cllrs Way and Squire abstained from the vote. The Clerk will contact the resident waiting for a second plot.</p>	Clerk to contact resident on waiting list.
327/22	<p><u>8.3 DISCUSSION AND DECISIONS – UPDATING WEBSITE</u></p> <p>Please see minute 314/22.</p>	
328/22	<p><u>8.4 DISCUSSION AND DECISIONS – NEWSLETTER</u></p> <p>We are awaiting information from Cllr Glazier regarding Bampton Parish Council and Burford Town Council.</p> <p>Jayne Woodward has sent a proposal for the newsletter and advertising objectives. Cllr Way will circulate this.</p>	Cllr Way to circulate proposal.
329/22	<p><u>8.5 DISCUSSION AND DECISIONS – PAYROLL CHARGES</u></p> <p>Payman has sent through notification that the payroll charges are to be increased from £6 to £6.25 per pay slip with effect from 1st April 2022. Cllr Squire proposed that this be agreed, and Cllr Golding seconded. All Councillors were in favour, the motion was agreed.</p>	
330/22	<p><u>8.6 DISCUSSION AND DECISIONS – END OF YEAR FINANCE TRAINING FOR THE CLERK</u></p>	

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	Cllr Way proposed that the Clerk attend End of Year finance training with OALC at a cost of £55 + VAT. Cllr Squire seconded; all Councillors were in favour. The motion was agreed.	
331/22	<u>9.1 PROGRESS REPORT – MAINTENANCE</u> Cllr Glazier sent his apologies for the meeting so no report was available.	
332/22	<u>9.2 PROGRESS REPORT – QUEENS PLATINUM JUBILEE</u> A meeting took place by a group of volunteers to discuss ideas for the Bank Holiday weekend. Thursday evening will be the lighting of the Beacon and the Military Wives Choir is also interested in performing at this event. There will be an event at The Chequers on the Friday, and it was suggested that there could be a Picnic in the Park on the Sunday. The church is also arranging an event on the Sunday. The Clerk circulated details of commemorative items that have been sent through.	Cllr Way to keep the PC informed of arrangements
333/22	<u>9.3 PROGRESS REPORT – NEAP</u> Please see minute 319/22.	
334/22	<u>9.4 PROGRESS REPORT – ELDER BANK HALL EXTENSION</u> Cllr Squire has circulated the information from Insight and proposed that we use them. Cllr Way seconded, all Councillors were in favour and the motion was passed. Cllr Goble will arrange a meeting with the contractor. Cllrs Squire and Golding and Chris Woodward to also attend.	Cllr Goble to arrange meeting
335/22	<u>9.5 PROGRESS REPORT – GIGACLEAR COMMUNITY HUB</u> Cllr Goble and the Clerk met with Gigaclear for a site survey. The internet is being installed on Friday 25 th February and will require the 2 parking spaces at the far end by the Humble Bumble Café being blocked off. The Clerk will arrange for these to be coned off the evening before and will also let Bev Campion and Diane Davies know.	Clerk to cone off parking spaces. Clerk to contact Bev & Diane.
336/22	<u>10 – PLANNING</u> Three new planning applications have been submitted (see attached Appendix A). The member of the public left the meeting at 9.50pm.	
337/22	<u>11.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B). An additional invoice for Chapel Hill Design and Marketing for £32.36 for the IONOS quarterly payments has been received. This was approved for payment. Cllr Way and Cllr Glazier or Cllr Squire to arrange online payments.	Payments were approved. Cllr Way/Glazier/Squire to authorise online payments

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338/22	<u>11.2 FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
339/22	<u>12 CORRESPONDENCE</u> The clerk has shared the correspondence with the Council. There were no specific items to highlight.	
340/22	<u>13 ITEMS IDENTIFIED FOR JANUARY MEETING'S AGENDA</u> (See attached Appendix C)	

There being no further business the Chairman declared the meeting closed at 10.05pm.
The next Parish Council Meeting will be held on Monday 7th March 2022 at 7.30pm in the Sports and Social Club Pavilion.

APPENDIX A – PLANNING 336/22:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

R3.0151/21	A40 Smart Corridor	A40 Smart Corridor between Witney and Wolvercote. Registered: 22nd December 2021 Respond: 12th February 2022
21/04101/FUL	Mr D Bond Kielder 48 Station Road Brize Norton	Erection of a detached dwelling with associated works Registered: 13th January 2022 Respond: 8th February 2022
22/00058/HHD	Mr J Hellaby 23 Bellenger Way Brize Norton	Proposed garage to side of property Registered: 12th January 2022 Respond: 10th February 2022

PENDING PLANNING DECISIONS:

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). Registered 25th November 2021 Respond: 29th December 2021 Awaiting Decision
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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: 4th January 2022 Under Consideration
21/03585/HHD	Ms Lisa Clements 22 Carterton Road Brize Norton	Erection of single storey extension with balcony above Registered: 8th November 2021 Respond: 4th January 2022 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
21/02727/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

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 Decision not available
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DECIDED PLANNING DECISIONS:

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 Approved: 15th December 2021
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21/03666/FUL	Humble Bumble Café The Pavilion Station Road Brize Norton	Erection of a canopy over external seating area (Retrospective) Registered: 30th November 2021 Respond: 22nd December 2021 Approved: 25th January 2022
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APPENDIX B – FINANCE 337/22 & 338/22:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:



Brize Norton Parish Council

PAYMENTS SCHEDULE - FY 2021/2022

SUMMARY PAYMENTS MADE			
Totals to date	Gross Payments	VAT	Nett Payments
	£ 28,191.96	£ 1,988.11	£ 26,203.85

ORDERS FOR PAYMENT								
Payment Type	Date Approved	Payee	Details	Invoice number	Ref No.	Gross Amount	VAT	Nett Amount
DD	07/02/2022	Everflow Water	Forecast water use up to 9/3/22	1310288	111/22	£ 118.62		£ 118.62
BACs	07/02/2022	OALC	Clerk Training	W-2013	112/22	£ 66.00	£ 11.00	£ 55.00
BACs	07/02/2022	AK TIMMS	Village Maintenance	845688	113/22	£ 17.26	£ 2.88	£ 14.38
BACs	07/02/2022	Gary Jarvis	Handyman wages - January		114/22	£ 279.44		£ 279.44
BACs	07/02/2022	Jo Webb	Clerk wages - January		115/22	£ 271.60		£ 271.60
BACs	07/02/2022	HMRC	Tax payable on Clerk's wages - January		116/22	£ 63.60		£ 63.60
BACs	07/02/2022	McCracken	Grass Cutting	14006	117/22	£ 370.24	£ 61.71	£ 308.53
BACs	07/02/2022	Chapel Hill Design & Marketing	Website Admin	CHD-M-001	118/22	£ 300.00		£ 300.00
BACs	07/02/2022	Chapel Hill Design & Marketing	IONOS Monthly Payment extra email storage	CHD-M-002	119/22	£ 7.20		£ 7.20
Total						1493.96	75.59	1418.37

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

£ 37,121.49

PAYMENTS MADE

Payment Type	Date Advise	Source	Details	Amount
CHQ	21/01/2022	Elder Bank Hall	Water Reimbursement	£ 350.44
Total				350.44

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AGENDA ITEM 11.2

Reconciliation to Bank Account 28/1/22:



BNPC FINANCIAL STATEMENT

28th January 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		£ 28,191.96	Includes VAT to be Refunded
Plus Transfers			
Balance	28/01/2022	<u>£ 20,657.87</u>	VAT Reconciliation o/standing
Plus o/standing payments		£ 1,375.34	Outstanding Items + Orders for Payment
Less o/standing lodgements		£ 133.14	
Cash in Bank	28/01/2022	<u>£ 21,900.07</u>	
Current Account	28/01/2022	£21,900.07	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	£ 20,657.87	VAT Reconciliation o/standing
WODC Reserves	£ 21,870.00	
TOTAL FUNDS	<u>£ 42,527.87</u>	

APPENDIX C – ADDITIONAL ITEMS FOR FURTHER AGENDAS

340/22:

AGENDA ITEM 12

- 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 – Queen's Platinum Jubilee
- All Cllrs – Savills - Lease land
- Cllr Way & the Clerk – Election

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