

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



3rd May 2022

To the Members of Brize Norton Parish Council

You are hereby summoned to attend the Annual Parish Council meeting of Brize Norton Parish Council to be held at the Brize Norton Sports and Social Club on **Monday 9th May 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) Resignation and Re-election:

- 1.1 To elect the Chairman
- 1.2 To elect the Vice-chair

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 4th April 2022.

5) Public Participation.

6) District and County Councillors' reports for information only.

7) Record of Councillors' meetings:

- 7.1 Cllr Goble - WODC regarding location of waste bins - 8th April
- 7.2 Cllr Goble - ONPA General Meeting - 9th April
- 7.3 Cllrs Way & Goble - WODC & Bloor Homes regarding NEAPS - 22nd April
- 7.4 Cllr Glazier - Elder Bank Hall committee meeting - 26th April

8) Councillor reports:

- 8.1 Cllr Way – Chairman's Report
- 8.2 Cllr Goble – Neighbourhood Plan Steering Group
- 8.3 Cllr Goble – Brize Meadow detailed planning sub committee
- 8.4 Cllr Goble & Cllr State – Highways committee – Traffic and speed progress in Brize Norton/OCC Highways

9) Discussion and Decisions:

- 9.1 All Cllrs - To review & approve Policies
- 9.2 All Cllrs - To agree the Council's meeting schedule up to the next Annual Parish Council Meeting.
- 9.3 Cllrs Way, Goble & Golding - NEAP Land offer
- 9.4 All Cllrs - Allotments - allowing dogs

- 9.5 Cllr Way - New Councillor Training
- 9.6 Cllr State & clerk - End of year finance
- 9.7 Cllr Way - Co-opting new Councillors
- 9.8 Cllr Way - Cost of printing newsletter & newsletter adverts
- 9.9 Cllr Way - Commemorative newsletter for Queens Platinum Jubilee
- 9.10 Cllr Goble - Speed awareness sign posts for Burford Road
- 9.11 All Cllrs - 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 Goble – 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 6th June 2022.

AGENDA ITEM 11

NEW PLANNING APPLICATIONS:

22/01042/HHD	Mr M Taylor 39 Chichester Place Brize Norton	Proposed Rear Extension Registered: 13th April 2022 Respond: 17th May 2022
22/00946/FUL	Mr Aiden Murray Land (E) 428959 (N) 207797 Monahan Way Carterton	Construction of coffee shop/bakery with ancillary Drive Thru and associated works Registered: 22nd April 2022 Respond: 13th May 2022
21/03830/HHD	Mr Park-Pearson The Old Vicarage Carterton Road Brize Norton	Erection of a two storey extension (part retrospective) Registered: 1st March 2022 Respond: 25th April 2022

PENDING PLANNING DECISIONS:

22/00687/HHD	Mr S Morris 42 Chichester Place Brize Norton	Erection of single and two storey rear extension Registered: 21st March 2022 Respond: 15th April 2022 Under Consideration
21/02727/RES	Mr Andrew Winstone	

14/0091/P/OP	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 Hearing Date: 8th March 2022
----------------------------	--	---

DECIDED PLANNING DECISIONS:

22/00676/HHD	Ms M Dalton Devonia Burford Road Brize Norton	Erection of a single storey front and rear extensions Registered: 7th March 2022 Respond: 7th April 2022 Approved: 28th April 2022
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 Refused: 22nd April 2022
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 Refused: 22nd April 2022
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) Registered: 15th September 2021 Respond: 15th April 2022 Approved: 20th April 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 Approved: 7th April 2022

AGENDA ITEM 12.1
ORDERS FOR PAYMENT:



Brize Norton Parish Council

PAYMENTS SCHEDULE - FY 2022/2023

SUMMARY PAYMENTS MADE			
Totals to date	Gross Payments	VAT	Nett Payments
£ 4,944.46	£ 40.64	£ 4,903.82	

ORDERS FOR PAYMENT								
Payment Type	Date Approved	Payee	Details	Invoice number	Ref No.	Gross Amount	VAT	Nett Amount
BACs	9-May-22	Everflow Water	Forecast water use up to 9/6/22	1463200	1/23	£ 272.05		£ 272.05
BACs	9-May-22	ONPA	Associate Membership		2/23	£ 25.00		£ 25.00
BACs	9-May-22	West Oxfordshire Citizens Advice	Donation		3/23	£ 100.00		£ 100.00
BACs	9-May-22	Chapel Hill Design & Marketing	IONOS Monthly Payment extra email storage	CHD-M-009	4/23	£ 7.20		£ 7.20
BACs	9-May-22	Chapel Hill Design & Marketing	Website Admin	CHD-M-101	5/23	£ 300.00		£ 300.00
BACs	9-May-22	Chapel Hill Design & Marketing	May Newsletter	CHD-D-011	6/23	£ 200.00		£ 200.00
BACs	9-May-22	AK Timms	Village Maintenance	863796	7/23	£ 121.91	£ 20.32	£ 101.59
BACs	9-May-22	Gary Jarvis	Handyman wages - April		8/23	£ 686.42		£ 686.42
BACs	9-May-22	Jo Webb	Clerk wages - April		9/23	£ 613.05		£ 613.05
BACs	9-May-22	HMRC	Tax payable on Clerk wages - April		10/23	£ 146.60		£ 146.60
						£ -		£ -
Total						£ 2,472.23	£ 20.32	£ 2,451.91
						£ -		£ -

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:

Brize Norton Parish Council			
RECEIPTS SCHEDULE		SUMMARY OF RECEIPTS	
- FY 2022/2023		Totals to date	Amount
			£ 37,451.05
PAYMENTS MADE			
Payment Type	Date Advise	Source	Amount
BACs	28/03/2022	Grant	£ 18.38
BACs	28/03/2022	Clarke	£ 36.75
BACs	29/03/2022	Mersh	£ 13.13
BACs	29/03/2022	Hedges	£ 21.00
BACs	30/03/2022	Squire	£ 9.19
BACs	30/03/2022	French	£ 18.38
BACs	31/03/2022	Way	£ 15.75
BACs	01/04/2022	Payne	£ 13.13
BACs	01/04/2022	Vasiliauskait	£ 8.40
BACs	04/04/2022	Philpott	£ 9.40
BACs	04/04/2022	Waller	£ 8.40
BACs	11/04/2022	Warner	£ 23.63
BACs	13/04/2022	OCC	£ 828.00
BACs	19/04/2022	Hirons	£ 9.19
BACs	20/04/2022	Cheques paid in	£ 211.32
BACs	21/04/2022	WODC	£ 17,255.00
BACs	25/04/2022	BNS&SC	£ 147.47
Total			£18,646.52

AGENDA ITEM 12.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

Wednesday, April 27, 2022

GENERAL INCOME & EXPENDITURE

Balance	01/04/2022	£	13,926.76
Less o/standing receipts		£	290.59
Add o/standing payments			
		£	13,636.17

Notes £ 13,926.76 Cash Balance Brought Forward
£ 5,442.61 Balance from 2021 not transferred from reserves
£ 8,484.15 Trial Balance Brought Forward

Receipts		£	18,804.53
Payments		£	2,451.91
Plus Transfers			
Balance	29/04/2022	£	29,988.79

VAT Reconciliation o/standing

Plus o/standing payments		£	2,200.18
Less o/standing lodgements		£	-
Cash in Bank	29/04/2022	£	32,188.97

Outstanding Items + Orders for Payment

Current Account 29/04/2022 £32,168.65 20.32

RESERVES INCOME AND EXPENDITURE

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

WODC funds

AVAILABLE FUNDS

General Funds		£	29,988.79
WODC Reserves		£	21,870.00
TOTAL FUNDS		£	51,858.79

VAT Reconciliation o/standing

