

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs Jo Webb
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26th July 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 Pavilion on **Monday 1st August 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

A handwritten signature in black ink, appearing to read 'Jo Webb', is written over a light blue horizontal line.

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) **Minutes:** To approve the Minutes of the last meeting of the Council on Monday 4th July 2022 and the extraordinary meeting on Monday 18th July 2022.
- 4) **Public Participation.**
- 5) **District and County Councillors' reports for information only.**
- 6) **Councillor reports:**
 - 6.1 Cllr Way - Chairman's Report
 - 6.2 Cllr Goble - Neighbourhood Plan Steering Group
 - 6.3 Cllr Goble - Brize Meadow detailed plan sub committee
 - 6.4 Cllr Goble & Cllr State - Highways committee
 - 6.5 Cllr Golding - Training Course - Play training
- 7) **Discussion and Decisions:**
 - 7.1 All Cllrs - To review & adopt WODC Code of Conduct
 - 7.2 All Cllrs - To review & approve policies
 - 7.3 All Cllrs - For Clerk to participate in GDPR training
 - 7.4 All Cllrs - Winter Preparations - Purchase of salt bins and salt bags
 - 7.5 All Cllrs - Asset Management
 - 7.6 Cllr Way - Quote for the new look newsletter
 - 7.7 Cllr Glazier - Allotments
 - 7.8 All Cllrs - Risk Assessment

8) Progress Reports:

8.1 Cllr Glazier - Maintenance - Including quote for bus shelter splash guard

8.2 Cllr Way & Cllr Golding - NEAP

8.3 Cllr Goble & Cllr Woodward – Elder Bank Hall extension

8.4 Cllr Way - IONOS credit

8.5 RoSPA report

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

10) Finance:

10.1 To consider payments to be made (on attached appendix).

10.2 To examine the bank accounts (income and expenditures).

11) **Other correspondence to note** (Clerk to alert Councillors to any specific concerns).

12) **Items for future agenda.**

13) **Date of next meeting** – Monday 5th September 2022.

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

22/01692/S73	Mr Jordan Hellaby 23 Bellenger Way Brize Norton	Variation of condition 2 of planning permission 22/00058/HHD to change the existing approved scheme from a flat roof garage to a pitched roof garage. Registered: 16th June 2022 Respond: 25th July 2022
22/01415/HHD	Mr Simon Wooldridge 2 Millis Road Brize Norton	Erection of a garden shed in rear garden Registered: 18th July 2022 Respond: 10th August 2022

PENDING PLANNING DECISIONS:

22/01593/FUL	Kilkenny Lane Country Park Elmhurst Way Brize Norton	Extension of car park Registered: 8th June 2022 Respond: 13th July 2022 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 Hearing Date: 8th March 2022
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DECIDED PLANNING DECISIONS:

22/01287/LBC	Mr Paul Butler Pilgrims 2 Chapel Hill Cottage Chapel Hill Brize Norton	Installation of replacement timber doors and windows Registered: 9th May 2022 Respond: 13th June 2022 Approved: 1st July 2022
22/01279/RES	Mr Paul Pagett Grange Cottage Burford Road Brize Norton	Reserved Matters application for the erection of one dwelling and detached double garage together with associated works and provision of vehicular access Registered: 10th May 2022 Respond: 10th June 2022 Refused: 4th July 2022
22/01360/HHD	Mr & Mrs S Finlayson 2 Masons Arms Cottages Burford Road Brize Norton	Erection of a two storey and a single storey side extension Registered: 18th May 2022 Respond: 16th June 2022 Approved: 12th July 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 Approved: 22nd July 2022

AGENDA ITEM 10.1
ORDERS FOR PAYMENT:



Brize Norton Parish Council

PAYMENTS SCHEDULE - FY 2022/2023

SUMMARY PAYMENTS MADE		
Gross Payments	VAT	Nett Payments
£ 15,364.17	£ 534.09	£ 14,830.08

ORDERS FOR PAYMENT							
Payment Type	Date Approved	Payee	Details	Invoice number	Gross Amount	VAT	Nett Amount
BACs	01-Aug-22	AK Timms	Village Maintenance	872305	£ 7.20	£ 1.20	£ 6.00
BACs	01-Aug-22	AK Timms	Village Maintenance	873316	£ 27.18	£ 4.53	£ 22.65
BACs	01-Aug-22	OALC	Training - Parks, play areas & equipment	W-2182	£ 132.00	£ 22.00	£ 110.00
DD	01-Aug-22	Everflow Water	Forecast water use up to 9/9/22	1638394	£ 440.61		£ 440.61
CHQ	01-Aug-22	Land Registry	Land search (Pop Socket & Memorial grass area)		£ 8.00		£ 8.00
BACs	01-Aug-22	Zurich Municipal	Insurance renewal for Elder Bank Hall	516649985	£ 527.56		£ 527.56
BACs	01-Aug-22	Gary Jarvis	Handyman wages - July		£ 359.28		£ 359.28
BACs	01-Aug-22	Jo Webb	Clerk wages - July		£ 396.80		£ 396.80
BACs	01-Aug-22	HMRC	Tax payable on Clerk wages - July		£ 92.80		£ 92.80
BACs	01-Aug-22	Chapel Hill Design & Marketing	Newsletter design	CHD-D-018	£ 300.00		£ 300.00
BACs	01-Aug-22	Chapel Hill Design & Marketing	Website Admin	CHD-M-017	£ 300.00		£ 300.00
							£ -
				Total	£ 2,591.43	£ 27.73	£ 2,563.70
							£ -
							£ -

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:



SUMMARY OF RECEIPTS	
Totals to date	Amount
	£ 21,665.71

PAYMENTS MADE			
Payment Type	Date Advisec	Details	Amount
BACs	27/06/2022	Allotment Grass Cutting	£ 3.48
BACs	04/07/2022	Allotment Grass Cutting	£ 3.48
BACs	04/07/2022	Allotment Grass Cutting	£ 6.96
BACs	14/07/2022	Allotment Grass Cutting	£ 3.48
		Total	£ 17.40

AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

18th July 2022

GENERAL INCOME & EXPENDITURE

Balance	01/04/2022	£	13,926.76
Less o/standing receipts			
Add o/standing payments			
		£	13,926.76
Receipts		£	21,648.31
Payments		£	15,364.17
Plus Transfers			
Balance	18/07/2022	£	20,210.90
Plus o/standing payments		£	5,342.73
Less o/standing lodgements		£	-
Cash in Bank	18/07/2022	£	25,553.63
Current Account	18/07/2022	£	25,553.63

VAT Reconciliation o/standing

Outstanding Items + Orders for Payment

0.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2020		£	21,838.09
Plus Receipts			
Less Transfers			
Current Reserves		£	21,838.09

WODC funds

AVAILABLE FUNDS

General Funds		£	20,210.90
WODC Reserves		£	21,838.09
TOTAL FUNDS		£	42,048.99

VAT Reconciliation o/standing