

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



28th June 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 4th July 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) 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: Chris Woodward has expressed an interest in joining the Council.

4) Minutes: To approve the Minutes of the last meeting of the Council on Monday 6th June 2022 and the extraordinary meeting on 27th June 2022.

5) Public Participation.

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

7) Councillor reports:

7.1 Cllr Way - Chairman's Report

7.2 Cllr Goble - Neighbourhood Plan Steering Group

7.3 Cllr Goble - Brize Meadow detailed plan sub committee

7.4 Cllr Goble & Cllr State - Highways committee

8) Discussion and Decisions:

8.1 All Cllrs - To review & approve policies

8.2 All Cllrs - Design study for pavilion new build

8.3 Cllr Way & Cllr Golding - NEAP land offer

8.4 Cllr Way - Newsletter - 1) Quote for the new look newsletter
2) Summer edition printing invoice

8.5 Cllr Glazier - Allotments

8.6 Clerk - Defibrillator training

8.7 All Cllrs - RAF Brize Norton recognition award for outstanding service

8.8 All Cllrs - School Association donation request

8.9 All Cllrs - Tree Donations

8.10 All Cllrs - WODC Investment Fund

9) Progress Reports:

9.1 Cllr Glazier - Maintenance

9.2 Cllr Way & Cllr Golding - NEAP

9.3 Cllr Goble – Elder Bank Hall extension

9.4 Cllr Way & Cllr Goble - Community Funding project

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

11) Finance:

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

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

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

13) **Items for future agenda.**

14) **Date of next meeting** – Monday 1st August 2022.

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

22/01593/FUL	Kilkenny Lane Country Park Elmhurst Way Carterton	Extension of car park Registered: 8th June 2022 Respond: 13th July 2022
--------------	---	---

PENDING PLANNING DECISIONS:

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 Under Consideration
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 Under Consideration
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 Under Consideration
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 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
----------------------------	--	---

DECIDED PLANNING DECISIONS:

22/01042/HHD	Mr M Taylor 39 Chichester Place Brize Norton	Proposed Rear Extension Registered: 13th April 2022 Respond: 17th May 2022 Under Consideration Approved: 10th June 2022
22/00941/HHD	Mr & Mrs A Eykyn Chance Cottage Kilkenny Lane Brize Norton	Remove outbuilding and replace with annexe to serve Chance Cottage Registered: 12th May 2022 Respond: 7th June 2022 Approved: 22nd June 2022

AGENDA ITEM 11.1
ORDERS FOR PAYMENT:



Brize Norton Parish Council

PAYMENTS SCHEDULE - FY 2022/2023

SUMMARY PAYMENTS MADE		
Gross Payments	VAT	Nett Payments
£ 15,289.74	£ 787.74	£ 14,502.00

ORDERS FOR PAYMENT

Payment Type	Date Approved	Payee	Details	Invoice number	Gross Amount	VAT	Nett Amount
DD	04-Jul-22	Everflow Water	Forecast water use up to 9/8/22	1580930	£ 341.00		£ 341.00
BACs	04-Jul-22	5As Tool & Plant Hire	Village Maintenance	113703	£ 44.50	£ 7.42	£ 37.08
BACs	04-Jul-22	TCG Advertising & Design	Neighbourhood Plan Documents	9694	£ 690.00	£ 115.00	£ 575.00
BACs	04-Jul-22	Parish Magazine Printing	Newsletter printing	8784	£ 550.48		£ 550.48
BACs	04-Jul-22	David Golding	Reibursement of training course fees		£ 77.86		£ 77.86
BACs	04-Jul-22	Zurich Municipal	Insurance renewal (New bank details)	515593489	£ 982.08		£ 982.08
BACs	04-Jul-22	Payman	Payroll services	1575	£ 90.00	£ 15.00	£ 75.00
BACs	04-Jul-22	5As Tool & Plant Hire	Village Maintenance	113978	£ 180.51	£ 30.09	£ 150.42
BACs	04-Jul-22	SLCC	Annual Membership	MEM240157-1	£ 112.00		£ 112.00
							£ -
BACs	04-Jul-22	Crescent Accountancy	Internal Audit	X/06/6814	£ 300.00	£ 50.00	£ 250.00
BACs	04-Jul-22	OALC	Training	W-2172	£ 132.00	£ 22.00	£ 110.00
BACs	04-Jul-22	Gary Jarvis	Handyman wages - June		£ 399.20		£ 399.20
BACs	04-Jul-22	Jo Webb	Clerk wages - June		£ 416.40		£ 416.40
BACs	04-Jul-22	HMRC	Tax payable on Clerk wages - June		£ 97.60		£ 97.60
BACs	04-Jul-22	Chapel Hill Design & Marketing	Website Admin	CHD-M-015	£ 345.00		£ 345.00
BACs	04-Jul-22	Chapel Hill Design & Marketing	IONOS additional email storage	CHD-M-016	£ 7.20		£ 7.20
BACs	04-Jul-22	McCracken & Sons LTD	Grass Cutting - June	14215	£ 417.60	£ 69.60	£ 348.00
							£ -
				Total	£ 5,183.43	£ 309.11	£ 4,874.32
							£ -

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:

Payment Type		Date Advisec	Source	Details	Amount
PAYMENTS MADE					
BACs	01/06/2022	J Philpott	Allotment Grass Cutting	£	3.48
BACs	01/06/2022	Julie Hirons	Allotment Grass Cutting	£	3.48
BACs	01/06/2022	M Curley	Allotment Grass Cutting	£	3.48
BACs	06/06/2022	PARISH GRR	Allotment Grass Cutting	£	3.48
BACs	06/06/2022	G Clarke	Allotment Grass Cutting	£	13.92
BACs	06/06/2022	R Smith	Allotment Grass Cutting	£	12.14
BACs	06/06/2022	M French	Allotment Grass Cutting	£	6.96
BACs	06/06/2022	J Borland	Allotment Grass Cutting	£	3.48
BACs	08/06/2022	SUSAN HEDGES	Allotment Grass Cutting	£	6.96
BACs	08/06/2022	MERSH AF	Allotment Grass Cutting	£	3.48
BACs	13/06/2022	HMRC VTR - XVV126000106442	VAT Refund	£	2,534.15
BACs	17/06/2022	MORRIS SN+JA	Allotment Grass Cutting	£	6.95
BACs	20/06/2022	Cheques paid in	Allotment Grass Cutting	£	60.99
BACs	20/06/2022	WARNER MC & S	Allotment Grass Cutting	£	6.95
BACs	21/06/2022	W Way	Allotment Grass Cutting	£	6.96
BACs	22/06/2022	GARDNER D & E /GCH	Allotment Grass Cutting	£	6.96
BACs	24/06/2022	BAND PE	Allotment Grass Cutting	£	3.48
Total					£ 2,687.30



Brize Norton Parish Council

**RECEIPTS SCHEDULE - FY
2022/2023**

SUMMARY OF RECEIPTS

Totals to date

Amount

£ 24,318.21

AGENDA ITEM 11.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

Sunday, June 26, 2022

GENERAL INCOME & EXPENDITURE

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

Receipts		£	21,630.91
Payments		£	10,106.31
Plus Transfers			
Balance	26/06/2022	£	25,451.36

VAT Reconciliation o/standing

Plus o/standing payments		£	4,932.43
Less o/standing lodgements		£	-
Cash in Bank	26/06/2022	£	30,383.79

Outstanding Items + Orders for Payment

Current Account 26/06/2022 £30,383.79 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		£	25,451.36
WODC Reserves		£	21,838.09
TOTAL FUNDS		£	47,289.45

VAT Reconciliation o/standing