

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



29th May 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 6th June 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) **Minutes:** To approve the Minutes of the last meeting of the Council on Monday 9th May 2022.
- 4) **Public Participation.**
- 5) **District and County Councillors' reports for information only.**
- 6) **Record of Councillors' meetings:**
 - 6.1 Cllr Goble - Meeting with prospective architect for Elder Bank Hall extension project - 11th May
 - 6.2 Cllrs Way & Goble - Meeting with Gentian regarding the community funding project - 13th May
 - 6.3 Cllr Way - BNS&SC AGM - 16th May
 - 6.4 Cllr Goble - Meeting with prospective architect for Elder Bank Hall extension project - 23rd May
 - 6.5 Cllrs Way & Golding - Meeting with Cottsway regarding NEAP - 24th May
 - 6.6 Cllrs Glazier & State - Meeting with OCC regarding parking, pathways & flooding - 27th May
- 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 planning sub committee
 - 7.4 Cllr Goble & Cllr State – Highways committee – Traffic and speed progress in Brize Norton/OCC Highways
- 8) **Discussion and Decisions:**
 - 8.1 All Cllrs - To review & approve policies
 - 8.2 All Cllrs - End of year accounts
 - 8.3 Cllr Way - Newsletter
- 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 All Cllrs - Design study for new pavilion
- 9.5 All Cllrs - Street Names for Brize Meadow
- 9.6 Cllr Goble - Vehicle Activated signs
- 9.7 Cllr Way - Rollout of Gentian Community Funding Project
- 9.8 Cllr Goble - Neighbourhood Plan community engagement event

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) during May.

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

13) **Items for future agenda.**

14) **Date of next meeting** – Monday 4th July 2022.

AGENDA ITEM 11

NEW PLANNING APPLICATIONS:

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
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
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
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

PENDING 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
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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
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DECIDED PLANNING DECISIONS:

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 Approved: 28th April 20022
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 Approved: 17th May 2022

AGENDA ITEM 11.1
ORDERS FOR PAYMENT:



Brize Norton Parish Council

PAYMENTS SCHEDULE - FY 2022/2023

SUMMARY PAYMENTS MADE			
Totals to date	Gross Payments	VAT	Nett Payments
	£ 6,955.93	£ 249.12	£ 6,706.81

ORDERS FOR PAYMENT								
Payment Type	Date Approved	Payee	Details	Invoice number	Ref No.	Gross Amount	VAT	Nett Amount
DD	6-Jun-22	Everflow Water	Forecast water use up to 9/7/22	1522882	12/23	£ 285.89		£ 285.89
CHQ	6-Jun-22	ICO	Data Protection fee renewal	ZA263900	13/23	£ 40.00		£ 40.00
CHQ	6-Jun-22	Brize Norton PCC	Donation		14/23	£ 50.00		£ 50.00
BACs	6-Jun-22	McCracken & Sons Ltd	Grass cutting - May	14169	15/23	£ 417.60	£ 69.60	£ 348.00
BACs	6-Jun-22	Gary Jarvis	Handyman wages - May		16/23	£ 399.20		£ 399.20
BACs	6-Jun-22	Jo Webb	Clerk wages - May		17/23	£ 357.80		£ 357.80
BACs	6-Jun-22	HMRC	Tax payable on Clerk wages - May		18/23	£ 83.00		£ 83.00
BACs	6-Jun-22	AVI Limited	Projector & screen hire for APM	8400	19/23	£ 60.00	£ 10.00	£ 50.00
BACs	6-Jun-22	Chapel Hill Design & Marketing	Website Admin	CHD-M-012	20/23	£ 300.00		£ 300.00
BACs	6-Jun-22	Chapel Hill Design & Marketing	IONOS Quarterly Account fee & additional email storage	CHD-M-013	21/23	£ 39.56		£ 39.56
								£ -
					Total	£ 2,033.05	£ 79.60	£ 1,953.45
								£ -
								£ -

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 - FY 2022/2023

SUMMARY OF RECEIPTS

Totals to date

Amount

£ 18,817.65

PAYMENTS MADE

Payment Type	Date Advised	Source	Details	Amount
CHQ	10/05/2022	Knight	Allotment Rent	£ 6.56
			Total	£ 6.56

AGENDA ITEM 11.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

19th May 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		£	18,811.09
Payments		£	4,922.88
Plus Transfers			
Balance	19/05/2022	£	27,524.38

VAT Reconciliation o/standing

Plus o/standing payments		£	1,747.16
Less o/standing lodgements		£	-
Cash in Bank	19/05/2022	£	29,271.54

Outstanding Items + Orders for Payment £ 3,175.72

Current Account	19/05/2022	£29,271.54	0.00
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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		£	27,524.38
WODC Reserves		£	21,870.00
TOTAL FUNDS		£	49,394.38

VAT Reconciliation o/standing