



Minutes of the Brize Norton Annual Parish Council meeting held on Monday, 9th May 2022 at 7.38pm at the Sports Pavilion, Brize Norton

35/23	<u>PRESENT</u> Cllr Way – Chairman, Cllr Golding - Vice-Chair, Cllr Goble, Cllr Glazier and The Clerk Cllr Pearson - WODC	<u>ACTION</u>
36/23	<u>1.1 RESIGNATION AND RE-ELECTION OF CHAIRMAN</u> Cllr Way resigned and was re-elected as Chairman at the Annual Parish Council meeting. Please see minute reference 33/23.	
37/23	<u>1.2 RESIGNATION AND RE-ELECTION OF VICE-CHAIR</u> Cllr Glazier resigned and Cllr Golding was elected as Vice-Chair at the Annual Parish Council meeting. Please see minute reference 34/23.	
38/23	<u>2. APOLOGIES</u> Cllr State and Cllr Field-Johnson from OCC sent their apologies.	
39/23	<u>3. DECLARATIONS OF INTEREST</u> Cllr Way declared an interest in agenda item 9.4 regarding allowing dogs at the allotments.	
40/23	<u>4. MINUTES</u> The minutes of the Parish Council meeting on Monday 4 th April, 2022 were agreed and signed. Cllr Golding proposed and Cllr Goble seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.	Clerk to scan and post minutes to website
41/23	<u>5. PUBLIC PARTICIPATION</u> No members of the public attended the meeting this evening.	
42/23	<u>6. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> Cllr Field-Johnson's OCC report has been circulated to all Cllrs.	
43/23	<u>7.1 RECORD OF COUNCILLORS' MEETINGS</u> Cllr Goble attended a meeting with WODC regarding the location of waste bins on 8 th April. A report has been circulated to all Cllrs.	
44/23	<u>7.2 RECORD OF COUNCILLORS' MEETINGS</u> Cllr Goble attended the ONPA General Meeting on 9 th April. The minutes	

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	have been circulated to all Cllrs.	
45/23	<p><u>7.3 RECORD OF COUNCILLORS' MEETINGS</u> Cllrs Way & Goble attended a meeting regarding the NEAPS land offer. WODC & Bloor Homes were also present. WODC is to clarify information regarding the 30m buffer area and as such we are not currently in a position to sign the agreement yet. The clerk will write to Gowling WLG to advise. Bloor Homes volunteered to produce a plan for the landscaping and provide a quotation.</p> <p>Cllr Golding asked if BNPC would be responsible in the future for the maintenance of the communal areas such as bin stores of the Cottsway houses/flats. The PC believes not but Cllr Goble will clarify this with Bloor Homes.</p>	<p>Clerk to write to Gowling WLG</p> <p>Cllr Goble to confirm with Bloor Homes</p>
46/23	<p><u>7.4 RECORD OF COUNCILLORS' MEETINGS</u> Cllr Glazier attended the Elder Bank Hall committee meeting on 26th April. The Clerk has requested the minutes from the committee.</p>	
47/23	<p><u>8.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> ● The Chairman expressed thanks to Pip Squire and Nick Bamber who have now stepped down, for their contribution to the Parish Council. The Chairman also wanted to thank Alex Postan for his support over the last 8 years of being our WODC Councillor. The Clerk will send a letter of thanks to Alex Postan. ● Gention Community Fund - Cllr Way has been in contact with them regarding this and has another meeting planned for 13th May. This scheme will be communicated at the Annual Parish Meeting. 	Clerk to write to Alex Postan
48/23	<p><u>8.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> Cllr Goble's report has been circulated to all Cllrs.</p>	
49/23	<p><u>8.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs.</p>	
50/23	<p><u>8.4 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs. The bridges on the PROWs toward Lew Barrow have now been repaired. Bloor Homes has asked if the PC was interested in putting some form of sculpture on the roundabout leading to Brize Meadow on Monahan Way. It was agreed that we would not pursue it on the grounds of safety and the high initial cost and ongoing maintenance.</p>	Clerk to respond to Bloor Homes
51/23	<p><u>9.1 DISCUSSION AND DECISIONS – TO REVIEW & APPROVE POLICIES</u> The Council examined and approved the following documents, subject to the amendments discussed: Standing Orders</p>	

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	Financial Regulations Code of Conduct Freedom of Information Schedule	
52/23	<u>9.2 DISCUSSION AND DECISIONS – 2022/2023 MEETING SCHEDULE</u> The Council agreed the dates for the Council meetings until the next Annual Parish Council Meeting in May 2023.	
53/23	<u>9.3 DISCUSSION AND DECISIONS – NEAP</u> A meeting is planned with Cottsway on 24 th May to advise them what is planned for this area so that they may advise the tenants living in the housing immediately adjacent to this area.	
54/23	<u>9.4 DISCUSSION AND DECISIONS – ALLOTMENTS - ALLOWING DOGS</u> Cllr Glazier proposed that the Parish Council support the allotment holders' vote from the meeting and allow dogs on the following basis: <ul style="list-style-type: none"> 1. Dogs to be allowed at the allotments on a temporary basis; to be reviewed again at the next allotment holders meeting in October. 2. Dogs must be kept on a lead and only on the allotment holder's plot. The owner is responsible for keeping their dogs under controls and to ensure they are not a nuisance to other allotment holders. 3. Any dog mess must be cleaned up. 4. Brize Norton Parish Council cannot be held responsible if a dog ingests something at the allotment site and becomes sick. <p>Cllr Goble seconded, all Cllrs were in favour, the motion was passed. The Clerk will send a letter to the allotment holders.</p>	Clerk to write to allotment holders
55/23	<u>9.5 DISCUSSION AND DECISIONS – NEW COUNCILLOR TRAINING</u> Cllr Way proposed that Cllr Goble & Cllr Golding attend the NALC training on giving 'local councils more of a say on housing' on 27 July 2022. Cllr Glazier seconded, all Cllrs were in favour the motion was passed. Cllr Golding will book the training.	Cllr Golding to book training
56/23	<u>9.6 DISCUSSION AND DECISIONS – END OF YEAR FINANCE</u> The end of year accounts for 2021/2022 has been submitted to the internal auditor. The Clerk will circulate the spreadsheet to all Cllrs.	Clerk to circulate spreadsheet
57/23	<u>9.7 DISCUSSION AND DECISIONS - CO-OPTING NEW COUNCILLORS</u> There are currently two Councillor vacancies. Notices will be placed on the notice boards and this will be raised at the Annual Parish Meeting.	Clerk to put up notices
58/23	<u>9.8 DISCUSSION AND DECISIONS - COST OF PRINTING NEWSLETTER & NEWSLETTER ADVERTS</u> All Cllrs agreed the increased charges for newsletter printing by PMP. A proposal has been circulated to all Cllrs regarding adding advertising to the newsletter. Cllr Way to obtain quotations. The deadline for the	

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	<p>next parish newsletter is 15th July.</p> <p>9.30pm - Cllr Pearson left the meeting.</p>	
59/23	<p><u>9.9 DISCUSSION AND DECISIONS - COMMEMORATIVE NEWSLETTER FOR QUEEN'S PLATINUM JUBILEE</u></p> <p>Members of the Jubilee committee are keen to have a commemorative newsletter produced. In the current newsletter it is advertised that the Parish Council will consider doing this if enough content is submitted. Following a discussion, the Parish Council feel it will be more beneficial to the community for this to be produced as an electronic version on the website but subject to the community providing content.</p>	
60/23	<p><u>9.10 DISCUSSION & DECISIONS - SPEED AWARENESS SIGN POSTS FOR BURFORD ROAD</u></p> <p>A member of the public has volunteered to put up some 'speed awareness' signs on Burford Road and has provided a quote from AK Timms for £24.19 for wooden stakes to display the signs that OCC have provided. It was agreed that Cllr Glazier will purchase the wooden stakes and Cllr Glazier and Cllr Goble will agree the location of the signs.</p>	Cllr Glazier to purchase stakes & agree locations with Cllr Goble
61/23	<p><u>9.11 DISCUSSION & DECISIONS - CONTENT FOR ANNUAL PARISH MEETING</u></p> <p>The agenda for the Annual Parish Meeting was agreed.</p>	
62/23	<p><u>10.1 PROGRESS REPORT – MAINTENANCE</u></p> <ul style="list-style-type: none"> ● Cllr Glazier has purchased paint and needs to arrange for someone who can spray the items. Cllr Golding may have a contact. ● A quote is awaited for the bus shelter splash guard. ● The tree by Elm Grove bus shelter needs trimming. It was agreed to hire a long handled chain saw from 5As Tool Hire; up to a maximum of £60. 	
63/23	<p><u>10.2 PROGRESS REPORT – QUEENS PLATINUM JUBILEE</u></p> <p>The committee have a meeting next week.</p>	
64/23	<p><u>10.3 PROGRESS REPORT – NEAP</u></p> <p>Please see minute reference 45/23.</p>	
65/23	<p><u>10.4 PROGRESS REPORT – ELDER BANK HALL EXTENSION</u></p> <p>One quotation has been received so far and Cllr Goble has had meetings with the other two architects. The quotations are expected shortly.</p>	
66/23	<p><u>11 – PLANNING</u></p> <p>(see attached Appendix A).</p> <p>Cllrs need to agree a response to planning application 22/00946/FUL. Cllr Goble will draft a response and circulate to all Cllrs for approval.</p>	Cllr Goble to draft response.

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67/23	<p><u>12.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B).</p> <p>It was agreed to add the McCracken's invoice for April grass cutting for £417.60 inc VAT to the orders for payment. Cllr Way and Cllr Glazier to arrange online payments.</p>	<p>Payments were approved.</p> <p>Cllr Way & Cllr Glazier to authorise online payments</p>
68/23	<p><u>12.2 FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	
69/23	<p><u>13 CORRESPONDENCE</u> The clerk has shared the correspondence with the Council and there were no specific items to highlight.</p>	
70/23	<p><u>14 ITEMS IDENTIFIED FOR JUNE MEETING'S AGENDA</u> (See attached Appendix C)</p>	

There being no further business the Chairman declared the meeting closed at 10.10pm.
The next Parish Council Meeting will be held on Monday 6th June 2022 at 7.30pm in the Brize Norton Pavilion.

APPENDIX A – PLANNING 66/23:

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

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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 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:

22/00676/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

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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

APPENDIX B – FINANCE 67/23 & 68/23:

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

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PAYMENTS RECEIVED:



Brize Norton Parish Council

RECEIPTS SCHEDULE - FY 2022/2023		SUMMARY OF RECEIPTS	
		Totals to date	Amount
			£ 37,451.05

PAYMENTS MADE				
Payment Type	Date Advisec	Source	Details	Amount
BACs	28/03/2022	Grant	Allotment Rent	£ 18.38
BACs	28/03/2022	Clarke	Allotment Rent	£ 36.75
BACs	29/03/2022	Mersh	Allotment Rent	£ 13.13
BACs	29/03/2022	Hedges	Allotment Rent	£ 21.00
BACs	30/03/2022	Squire	Allotment Rent	£ 9.19
BACs	30/03/2022	French	Allotment Rent	£ 18.38
BACs	31/03/2022	Way	Allotment Rent	£ 15.75
BACs	01/04/2022	Payne	Allotment Rent	£ 13.13
BACs	01/04/2022	Vasiliauskait	Allotment Rent	£ 8.40
BACs	04/04/2022	Philpott	Allotment Rent	£ 9.40
BACs	04/04/2022	Waller	Allotment Rent	£ 8.40
BACs	11/04/2022	Warner	Allotment Rent	£ 23.63
BACs	13/04/2022	OCC	Grass Cutting Grant	£ 828.00
BACs	19/04/2022	Hirons	Allotment Rent	£ 9.19
BACs	20/04/2022	Cheques paid in	Allotment Rent	£ 211.32
BACs	21/04/2022	WODC	Precept	£ 17,255.00
BACs	25/04/2022	BNS&SC	Water Bill	£ 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
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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	£ 29,988.79
WODC Reserves	£ 21,870.00
TOTAL FUNDS	£ 51,858.79

VAT Reconciliation o/standing

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APPENDIX C – ADDITIONAL ITEMS FOR FURTHER AGENDAS

70/23:

- Policies
- Design study for pavilion new build
- NEAP land offer