



Minutes of the Brize Norton Parish Council meeting held on Monday 4th July 2022 at 7.30 pm at the Sports Pavilion, Brize Norton

109/23	<u>PRESENT</u> Cllr Way – Chairman, Cllr Golding - Vice-Chair, Cllr Goble, Cllr State and Jo Webb - Clerk. Cllr Pearson - WODC Pip Squire - Member of the Public	<u>ACTION</u>
110/23	<u>1. APOLOGIES</u> Cllr Field-Johnson - OCC, Cllr Glazier and Chris Woodward sent their apologies.	
111/23	<u>2. DECLARATIONS OF INTEREST</u> There were no declarations of interest	
112/23	<u>3. CO-OPT A NEW COUNCILLOR</u> Cllr Way proposed to co-opt Chris Woodward as our new Councillor. Cllr Golding seconded, all Councillors agreed and the motion was passed. Unfortunately, Chris Woodward was unable to attend the meeting so the Clerk will arrange for the Registration of Interests and Declaration of Acceptance of office to be signed. Welcome to Cllr Woodward.	Clerk to get paperwork signed and sent to WODC
113/23	<u>4. MINUTES</u> The minutes of the Parish Council meeting on Monday 6 th June 2022 and the extraordinary meeting on 27 th June 2022 were agreed and signed. Cllr Golding proposed, and Cllr State seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.	Clerk to scan and post minutes to website
114/23	<u>5. PUBLIC PARTICIPATION</u> Pip Squire attended the meeting this evening as part of the Elder Bank Hall extension committee to present the committee's recommendation of who to award the Stage 2 Tender Design & Preparation of the Construction Tender Pack contract to (see note 9.3)	
115/23	<u>6. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> Cllr Field-Johnson's OCC report has been circulated to all Cllrs. <ul style="list-style-type: none"> ● Cllr Pearson has attended a meeting regarding the RAF radar tower. ● The Greggs drive thru planning application is receiving a lot of comments, this will go to the planning committee shortly. 	

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	<ul style="list-style-type: none"> ● The review of the local plan is hopefully going to start in the Autumn. ● The Planning Inspectorate has turned down the WODC plans for the net zero homes scheme. ● The good biodiversity work at Kilkenny Country Park has been noted. ● Cllr Pearson wanted to check if we are happy with the waste bins in the parish; Cllr Goble confirmed that the Parish Council is happy. 	
116/23	<p><u>9.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> The Council agreed to bring forward this agenda item. Pip Squire attended the meeting and has circulated a report to all Cllrs. The committee recommendation is to appoint Micjon and MSL Surveys. Cllr State proposed we proceed with this recommendation and Cllr Golding seconded. All Cllrs agreed and the motion was passed. The Clerk will write to Micjon to ask them to send us the contract documents and to let MSL know they have been successful. The Clerk will contact the other tenders to advise they have been unsuccessful.</p> <p>8.20pm - Pip Squire left the meeting.</p>	<p>Clerk to write to Micjon.</p> <p>Clerk to contact West Oxford Architects and Paul Southouse Associates.</p>
117/23	<p><u>7.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> ● The Chairman thanked the team of volunteers and Councillors that helped to clear the weeds from Manor Road on Friday 10th June. Thanks to Brian Barnett for his help taking away some of the larger thistles for us. The Clerk will write to Mr Barnett to thank him. ● The Chairman attended a WODC webinar on the UK Shared Prosperity Fund consultation on 30th June. This is a Government led scheme and is a key part of their Levelling up Agenda and monies are awarded to District Councils across the country. WODC has been awarded a £1m spend over 3 years and they need to submit an investment plan for Year 1 by 1st August to secure the first tranche of funds to cover the five projects they have identified. The project that could most effect Brize Norton is the Carterton Strategic Plan. This will look at not only the town centre but will step outside it looking for land for business and leisure provision outside it in the context of a slightly wider plan. Cllr Way advised WODC that we would like to be involved in this process and it was duly noted. 	<p>Clerk to write to Mr Barnett</p>
118/23	<p><u>7.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> Cllr Goble's report has been circulated to all Cllrs.</p>	
119/23	<p><u>7.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs.</p>	
120/23	<p><u>7.4 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs.</p>	

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121/23	<p><u>8.1 DISCUSSION AND DECISIONS – TO REVIEW & APPROVE POLICIES</u></p> <p>The Council examined and approved the following documents, subject to the amendments discussed:</p> <p>High Consequence Infectious Disease.</p> <p>Information and Data Protection - It was agreed that the Clerk will find out if there is any GDPR training available.</p> <p>Health & Safety - It was agreed that the Clerk will purchase an accident book and Cllr Way will check with OALC regarding any Health and Safety training. It was also agreed that the Clerk will contact the BNS&SC and the Elder Bank Hall committee to check that they have the necessary fire safety notices & checks in place.</p> <p>CCTV - It was agreed that we need to contact the previous Councillor to see if he is willing to continue to be the appointed responsible officer. The Clerk will contact him and the policy wording will be agreed at the next meeting.</p>	<p>Clerk to purchase accident book</p> <p>Clerk to contact BNS&SC & EBH committee</p> <p>Clerk to contact</p>
122/23	<p><u>8.2 DISCUSSION AND DECISIONS – DESIGN STUDY FOR PAVILION NEW BUILD</u></p> <p>There has been no update on this. It was agreed that the Clerk should write to BNS&SC to ask them for their statement of requirement by 31st August 2022.</p>	<p>Clerk to write to BNS&SC</p>
123/22	<p><u>8.3 DISCUSSION AND DECISIONS - NEAP LAND OFFER</u></p> <p>Cllr Way has circulated a report to all Cllrs. We have been advised that the 30m buffer zone cannot be used for any activity and therefore the NEAP is not fit for purpose. Cllr Way proposed that we send Gowling WLG our report with a response to say we are not ready to sign the agreement yet and presenting the three options in our report. Cllr Golding seconded; all Cllrs agreed, and the motion was passed. Cllr Way will make the agreed changes to the report and the Clerk will send the response copying in Bloor Homes, WODC Planning and Cllr Pearson.</p> <p>8.50pm - Cllr Pearson left the meeting.</p>	<p>Cllr Way to update report</p> <p>Clerk to send response</p>
124/23	<p><u>8.4 DISCUSSION AND DECISIONS – NEWSLETTER</u></p> <p>1. Cllr Way is awaiting the second quotation for the new look newsletter.</p> <p>2. PMP has sent an invoice for £550.48 for the printing of the last newsletter. The printing was sub-standard and PMP has been contacted to ask for a reduction in the cost. We are still awaiting a reply so it was agreed that payment would be withheld until a response has been received.</p>	
125/23	<p><u>8.5 DISCUSSION AND DECISIONS - ALLOTMENTS</u></p> <p>To be carried forward to the next meeting when Cllr Glazier is present.</p>	
126/23	<p><u>8.6 DISCUSSION AND DECISIONS - DEFIBRILLATOR TRAINING</u></p> <p>A free of charge 90 minute defibrillator training session has been arranged for 9th August 2022 at 7.30pm in the Elder Bank Hall. The details will be in the next newsletter and posted on social media.</p>	

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127/23	<u>8.7 DISCUSSION AND DECISIONS - RAF BRIZE NORTON RECOGNITION AWARD FOR OUTSTANDING SERVICE</u> Cllr Golding will submit a nomination on behalf of the Parish Council.	Cllr Golding to submit nomination
128/23	<u>8.8 DISCUSSION AND DECISIONS - SCHOOL ASSOCIATION DONATION REQUEST</u> Brize Norton School Association has contacted us to ask for a donation towards the Elder Bank Hall hire for the Year 6 leavers prom. Cllr Way proposed we donate £75 and Cllr Goble seconded. All Cllrs agreed and the motion was passed. The Clerk will contact the School Association to make the arrangements.	Clerk to contact School Association
129/23	<u>8.9 DISCUSSION AND DECISIONS - TREE DONATIONS</u> We have been offered some oak tree saplings by a resident. It was agreed that unfortunately we do not have anywhere suitable to plant these due to the size they grow to. Cllr Way will contact the resident to decline the offer. The NGS has offered to donate a tree to the parish. It was suggested that the grass area opposite the pavilion would be an ideal location for a Rowan tree or something of similar size. The Clerk will contact NGS.	Cllr Way to contact resident Clerk to contact NGS
130/23	<u>8.10 DISCUSSION AND DECISIONS - WODC INVESTMENT FUND</u> The current investment fund interest is very low and as such the annual admin charges are more than the interest earned. It was agreed to leave the funds with WODC for now and to review it again when the next statement is received.	
131/23	<u>9.1 PROGRESS REPORT – MAINTENANCE</u> There was no further update as Cllr Glazier was unable to attend the meeting.	
132/23	<u>9.2 PROGRESS REPORT – NEAP</u> This was being discussed under agenda item 8.3, please see minute reference 123/23.	
133/23	<u>9.4 PROGRESS REPORT - COMMUNITY FUNDING PROJECT</u> The project went live on 1 st July 2022. The information is on the website and social media.	
134/23	<u>10- PLANNING</u> (See attached Appendix A).	
135/23	<u>11.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B). Payments were approved with the exception of PMP for the newsletter printing (see minute reference 124/23). Cllr Way and Cllr Glazier to	Cllr Way & Cllr Glazier to authorise online

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	authorise online payments.	payments
136/23	<u>11.2 FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
137/23	<u>12 CORRESPONDENCE</u> The clerk has shared the correspondence with the Council and there were no specific items to highlight.	
138/23	<u>13 ITEMS IDENTIFIED FOR AUGUST'S MEETING'S AGENDA</u> (See attached Appendix C)	

There being no further business the Chairman declared the meeting closed at 10.15pm.
The next Parish Council Meeting will be held on Monday 1st August 2022 at 7.30pm in the Brize Norton Pavilion.

APPENDIX A – PLANNING 134/23:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

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

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22/00946/FUL	Mr Aiden Murray Land (E) 428959 (N) 207797 Monahan Way Carterton	Respond: 10th June 2022 Under Consideration 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:

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

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APPENDIX B – FINANCE 135/23 & 136/23:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:



Brize Norton Parish Council

PAYMENTS SCHEDULE - FY 2022/2023

SUMMARY PAYMENTS MADE		
Gross Payments	VAT	Nett Payments
£ 15,439.74	£ 787.74	£ 14,652.00

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	Reimbursement of training course fees		£ 77.86		£ 77.86
BACs	04-Jul-22	Zurich Municipal	Insurance renewal	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
BACs	04-Jul-22	Brize Norton School Association	Donation		£ 75.00		£ 75.00
Total					£ 5,258.43	£ 309.11	£ 4,949.32

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

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PAYMENTS RECEIVED:

Brize Norton			
SUMMARY OF RECEIPTS			
Totals to date			Amount
			£ 24,318.21
PAYMENTS MADE			
Payment Type	Date Adviser	Details	Amount
BACs	01/06/2022	Allotment Grass Cutting	£ 3.48
BACs	01/06/2022	Allotment Grass Cutting	£ 3.48
BACs	01/06/2022	Allotment Grass Cutting	£ 3.48
BACs	06/06/2022	Allotment Grass Cutting	£ 3.48
BACs	06/06/2022	Allotment Grass Cutting	£ 13.92
BACs	06/06/2022	Allotment Grass Cutting	£ 12.14
BACs	06/06/2022	Allotment Grass Cutting	£ 6.96
BACs	06/06/2022	Allotment Grass Cutting	£ 3.48
BACs	08/06/2022	Allotment Grass Cutting	£ 6.96
BACs	08/06/2022	Allotment Grass Cutting	£ 3.48
BACs	13/06/2022	HMRC - VAT Refund	£ 2,534.15
BACs	17/06/2022	Allotment Grass Cutting	£ 6.95
BACs	20/06/2022	Allotment Grass Cutting	£ 60.99
BACs	20/06/2022	Allotment Grass Cutting	£ 6.95
BACs	21/06/2022	Allotment Grass Cutting	£ 6.96
BACs	22/06/2022	Allotment Grass Cutting	£ 6.96
BACs	24/06/2022	Allotment Grass Cutting	£ 3.48
Total			£ 2,687.30

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
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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

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APPENDIX C – ADDITIONAL ITEMS FOR FURTHER AGENDAS

101/23:

- Policies
- Design study for pavilion new build
- NEAP land offer
- Policies
- Newsletter
- Allotments
- RoSPA report
- Assets