

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs Jo Webb
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27th September 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 3rd October 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

Prior to the commencement of the meeting a one minute silence will be observed to pay respects to H M Queen Elizabeth II following her death on 8th September 2022.

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:** Darren Truman has expressed an interest in joining the Parish Council.
- 4) **Minutes:** To approve the Minutes of the last meeting of the Council on Monday 1st August 2022 and Monday 5th September and the extraordinary meeting on Tuesday 30th August 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 - Option to opt out of the SAAA central external auditor appointment
 - 8.2 All Cllrs - Allotments
 - 8.3 Cllr Goble - Public Art
 - 8.4 All Cllrs - Welcome Brochure
- 9) **Progress Reports:**
 - 9.1 Cllr Woodward - Maintenance
 - 9.2 Cllr Way & Cllr Golding - NEAP
 - 9.3 Cllr Goble & Cllr Woodward – Elder Bank Hall extension

- 9.4 Cllr Woodward - Asset Management
- 9.5 Cllr Woodward - Risk Assessment
- 9.6 Cllr State & Cllr Goble - Fixed Asset Register
- 9.7 All Cllrs - RoSPA Inspection Report & Maintenance Budget
- 9.8 All Cllrs - CCTV Policy
- 9.9 All Cllrs - Revised bus schedule

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 7th November 2022.

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

None

PENDING PLANNING DECISIONS:

22/02064/RES	Mr Andrew Winstone Land East of Monahan Way Carterton	Reserved Matters application for Phase 3A comprising 164 dwellings with associated landscaping, highway and drainage infrastructure Registered: 27th July 2022 Respond: 2nd September 2022 Under Consideration
22/01593/FUL	Kilkenny Lane Country Park Elmhurst Way Brize Norton	Extension of car park Registered: 8th June 2022 Respond: 13th July 2022 Awaiting decision
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 Under consideration

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 Appeal allowed & planning permission granted: 11th July 2022
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DECIDED PLANNING DECISIONS:

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 Approved: 8th August 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 Approved: 24th August 2022
22/02006/S73	Mr Aiden Murray Land East of Monahan Way Carterton	Variation of condition 2 of planning permission 21/00937/RES to allow change of roof and hard landscaping materials Registered: 20th July 2022 Respond: 26th August 2022 Approved: 13th September 2022

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

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



Brize Norton Parish Council

PAYMENTS SCHEDULE - FY 2022/2023

SUMMARY PAYMENTS MADE		
Gross Payments	VAT	Nett Payments
£ 26,114.72	£ 1,290.00	£ 24,824.72

ORDERS FOR PAYMENT

Payment Type	Date Approved	Payee	Details	Invoice number	Gross Amount	VAT	Nett Amount	
DD	05-Sept-22	Everflow Water	Forecast water use up to 9/10/22	1697982	£ 617.10		£ 617.10	Pd
BACs	05-Sept-22	Clean Slate	Donation		£ 25.00		£ 25.00	Pd
BACs	05-Sept-22	Chapel Hill Design & Marketing	Website Admin	CHD-M-021	£ 300.00		£ 300.00	Pd
BACs	05-Sept-22	Gary Jarvis	Handyman wages - August		£ 359.28		£ 359.28	Pd
BACs	05-Sept-22	Jo Webb	Clerk wages - August		£ 455.60		£ 455.60	Pd
BACs	05-Sept-22	HMRC	Tax payable on Clerk wages - August		£ 107.20		£ 107.20	Pd
BACs	05-Sept-22	Micjon Ltd	Architectural Services for Elder Bank Hall extension	EBH/001	£ 1,000.00		£ 1,000.00	Pd
CHQ	05-Sept-22	Sheerspeed Shelters	Gazebo for Public Art consultation	20396	£ 600.00	£ 100.00	£ 500.00	Pd
BACs	03/10/2022	AK Timms	Village Maintenance	883618	£ 7.52	£ 1.25	£ 6.27	
BACs	03/10/2022	Parish Magazine Printing	Newsletter printing	9036	£ 496.43		£ 496.43	
BACs	03/10/2022	McCracken & Sons LTD	Grass Cutting - August	14336	£ 417.60	£ 69.60	£ 348.00	
BACs	03/10/2022	Moore	2021/2022 External Auditor's review	313470	£ 240.00	£ 40.00	£ 200.00	
BACs	03/10/2022	Gary Jarvis	Handyman wages - September		£ 309.38		£ 309.38	
BACs	03/10/2022	Jo Webb	Clerk wages - September		£ 277.15		£ 277.15	
BACs	03/10/2022	HMRC	Tax payable on Clerk wages - September		£ 63.00		£ 63.00	
BACs	03/10/2022	Chapel Hill Design & Marketing	Website admin	CHD-M-030	£ 300.00		£ 300.00	
BACs	03/10/2022	Chapel Hill Design & Marketing	IONOS additional email storage	CHD-M-031	£ 9.96		£ 9.96	
BACs	03/10/2022	McCracken & Sons LTD	Grass cutting - September	14384	£ 417.60	£ 69.60	£ 348.00	
							£ -	
				Total	£ 6,670.99	£ 391.82	£ 6,279.17	
							£ -	

Please note: Items marked 'Pd' have already been paid due to the national period of mourning.

PAYMENTS RECEIVED:

PAYMENTS MADE				
Payment Type	Date Advised	Source	Details	Amount
BACs	24/08/2022	BNS&SC	Water Bill	£ 233.70
BACs	20/09/2022	WODC	Precept	£ 17,255.00
CHQ	27/09/2022	Elder Bank Hall	Water Bill	£ 398.06
			Total	£ 17,886.76

AGENDA ITEM 11.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

Monday, September 26, 2022

GENERAL INCOME & EXPENDITURE

Balance	01/04/2022	£	13,926.76	
Less o/standing receipts				
Add o/standing payments				
		£	13,926.76	
Receipts		£	39,580.31	
Payments		£	19,443.73	
Plus Transfers				
Balance	26/09/2022	£	34,063.34	
Plus o/standing payments		£	2,538.64	
Less o/standing lodgements		£	398.06	
Cash in Bank	26/09/2022	£	36,203.92	
Current Account	26/09/2022	£36,203.92		0.00

VAT Reconciliation o/standing

Outstanding Items + Orders for Payment

RESERVES INCOME AND EXPENDITURE

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

AVAILABLE FUNDS

General Funds		£	34,063.34	VAT Reconciliation o/standing
WODC Reserves		£	21,838.09	
TOTAL FUNDS		£	55,901.43	