



Minutes of the Brize Norton Parish Council meeting held on Monday 1 <sup>st</sup> August 2022 at 7.30 pm at the Sports Pavilion, Brize Norton		
144/23	<u>PRESENT</u> Cllr Way – Chairman, Cllr Golding - Vice-Chair, Cllr Goble, Cllr State, Cllr Woodward and Jo Webb - Clerk.	<u>ACTION</u>
145/23	<u>1. APOLOGIES</u> Cllr Field-Johnson - OCC and Cllr Pearson - WODC sent their apologies.	
146/23	<u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda items 7.6 - quote for new look newsletter, 8.4 - IONOS credit and 10.1 - orders for payment.	
147/23	<u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 4 <sup>th</sup> July 2022 and the extraordinary meeting on Monday 18 <sup>th</sup> July 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
148/23	<u>4. PUBLIC PARTICIPATION</u> A member of the public has been in touch with the Clerk to enquire about whether the play park is going to be replaced or refurbished. They have expressed an interest in being involved with a sub committee. The Clerk will write to the member of the public to let them know that it is the Parish Council's intention to have a committee for all play areas in the parish and we will invite people to be involved when we are in a position to get started.	Clerk to send email
149/23	<u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> Cllr Field-Johnson's OCC report has been circulated to all Cllrs. Cllrs note that there is a deficit of £800,000 due to OCC and Cherwell District Council ending their partnership. It was agreed that the Clerk will write to Cllr Field-Johnson to express our hope that this deficit will not affect Town & Parish Councils.	Clerk to email Cllr Field-Johnson
150/23	<u>6.1 CHAIRMAN'S REPORT</u> ● Cllr Glazier has submitted his resignation to take effect from 7 <sup>th</sup> August 2022. The Parish Council would like to thank Cllr Glazier for his hard work and support for the many years he has been a	Clerk to write a letter of thanks on

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	Councillor.	behalf of the PC
151/23	<u>6.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> Cllr Goble's report has been circulated to all Cllrs.	
152/23	<u>6.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs. It has been suggested that 7 trees are planted in the Northern part of the Mary Ellis Country Park as part of the Queen's Green Canopy scheme. Bloor Homes has agreed to this project. TOE is still offering funding and it was suggested that a commemorative stone with plaque could be included. The final location will be agreed once the path has been constructed. Bloor Homes is in need of some more Welcome Brochures. Cllr State will check the finance budget.	Cllr Way to contact TOE  Cllr State to check budget
153/23	<u>6.4 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs. The bags of weeds from the volunteer clear up session are still waiting to be picked up. Cllr Field-Johnson has chased this up.	
154/23	<u>6.5 COMMITTEE REPORTS - TRAINING COURSE - PLAY TRAINING</u> Cllr Golding has circulated his report following the training course he attended. Cllr Golding will make further enquiries regarding the cost of the 2 day RPII Operational Training Course.	Cllr Golding to find out cost of training
155/23	<u>7.1 DISCUSSION AND DECISIONS - TO REVIEW &amp; ADOPT WODC CODE OF CONDUCT</u> Cllr Way proposed that we adopt the WODC Code of Conduct. Cllr Woodward seconded; all Cllrs agreed and the motion was passed. The Clerk will advise WODC we have adopted the Code of Conduct. There is an online training session on the provisions of the new code on Friday 30 <sup>th</sup> September at 10am for 2 hours. All Cllrs to advise the Clerk of their availability for this training.	Clerk to contact WODC.  Cllrs to advise Clerk of training availability
156/23	<u>7.2 DISCUSSION AND DECISIONS - TO REVIEW &amp; APPROVE POLICIES</u> Councillors examined and approved the following documents, subject to the amendments discussed: CCTV - The Clerk will contact our appointed responsible officer to advise that the policy states that unless on the advice of the Police, CCTV images must not be shared on social media. Complaints Procedures Marking the Death of a Senior National Figure Protocol	
157/23	<u>7.3 DISCUSSION AND DECISIONS - CLERK TO PARTICIPATE IN GDPR TRAINING</u> Cllr Way proposed that The Clerk should participate in GDPR training at	Clerk to book

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	a cost of £30 + VAT. Cllr Golding seconded; all Cllr agreed and the motion was passed. The Clerk will book the training.	training
158/23	<p><u>7.4 DISCUSSION AND DECISIONS – WINTER PREPARATIONS - PURCHASE OF SALT BINS AND SALT BAGS</u></p> <p>Cllr Woodward proposed that a salt bin is purchased at a cost of £250 + VAT Cllr State seconded; all Cllrs agreed and the motion was passed. All agreed that it be located in the Elder Bank Hall car park where the old phone box used to be. Cllr State will look at the budget and advise Cllrs how this can be funded. Cllr Woodward will find out the cost of a salt spreader.</p>	<p>Cllr State to check budget</p> <p>Cllr Woodward to get quote for salt spreader</p>
159/23	<p><u>7.5 DISCUSSION AND DECISIONS - ASSET MANAGEMENT</u></p> <p>The Fixed Asset Register needs to be reviewed and updated. Once we have access to the garage, Cllrs Goble and State will lead the review with Cllrs Golding and Woodward's support.</p> <p>Cllr Woodward has contacted a number of contractors regarding asbestos surveys, fire risk assessment and water hygiene risk assessment. We are awaiting quotes.</p>	Cllrs State & Goble to review fixed asset register
160/23	<p><u>7.6 DISCUSSION AND DECISIONS - QUOTE FOR NEW LOOK NEWSLETTER</u></p> <p>Cllr Woodward left the room during this discussion.</p> <p>We are still awaiting the second quote; a decision will be made next month.</p>	Cllr Way to chase quote
161/23	<p><u>7.7 DISCUSSION AND DECISIONS - ALLOTMENTS</u></p> <p>The Clerk will check the allotment lease agreement with Christ Church regarding the policy on pest control.</p>	Clerk to check lease agreement
162/23	<p><u>7.8 DISCUSSION AND DECISIONS - RISK ASSESSMENT</u></p> <p>This is a work in progress.</p>	
163/23	<p><u>8.1 PROGRESS REPORT – MAINTENANCE</u></p> <p>A quote has been received for the bus shelter splash guard. It was agreed that the Clerk would contact another local builder and Cllr Goble will enquire at AK Timms if they know of additional trades to quote.</p> <p>Cllr State will check the budget to see if this can be funded.</p> <p>Cllr Way will contact McCracken's regarding the play park and grass cutting.</p>	<p>Clerk &amp; Cllr Goble to arrange quotes.</p> <p>Cllr Way to contact McCracken's</p>
164/23	<p><u>8.2 PROGRESS REPORT – NEAP</u></p> <p>No further progress to report.</p>	
165/23	<p><u>8.4 PROGRESS REPORT - IONOS CREDIT</u></p> <p>Cllr Woodward left the room during this discussion.</p> <p>In view of the issues with the website last month, IONOS have agreed a credit of £44. The Parish Council would like to thank Jayne Woodward</p>	

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	for all of the time and effort she put in to rectify the problem.	
166/23	<b><u>8.5 PROGRESS REPORT - RoSPA REPORT</u></b> The inspection of the play park has been carried out and the report has been circulated to all Cllrs. It was agreed that we would hold an additional meeting on Monday 15 <sup>th</sup> August to go through the report.	Clerk to check pavilion availability
167/23	<b><u>9 PLANNING</u></b> (See attached Appendix A).	
168/23	<b><u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u></b> Cllr Woodward left the room for this discussion. Consider payments to be made (see attached Appendix B).  Payments were approved; Cllr Way and Cllr Glazier to authorise online payments.	Cllr Way & Cllr Glazier to authorise online payments
169/23	<b><u>10.2 FINANCE – BANK RECONCILIATION</u></b> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
170/23	<b><u>11 CORRESPONDENCE</u></b> The clerk has shared the correspondence with the Council. A donation request has been received from Clean Slate. It was agreed by all Cllrs to make a donation of £25. The Clerk will contact Clean Slate to advise them this will be processed with the orders for payment at the next meeting. WODC has invited two Councillors to attend the Shaping the Future of West Oxfordshire Summit on Monday 5 <sup>th</sup> September. It was agreed that Cllrs Goble & Golding will attend. The Clerk will advise WODC.	Clerk to contact Clean Slate  Clerk to advise WODC
171/23	<b><u>12 ITEMS IDENTIFIED FOR AUGUST'S MEETING'S AGENDA</u></b> (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 5<sup>th</sup> September 2022 at 7.30pm in the Brize Norton Pavilion.

## **APPENDIX A – PLANNING 167/23:**

### **AGENDA ITEM 9**

#### **NEW PLANNING APPLICATIONS:**

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. <b>Registered: 16<sup>th</sup> June 2022</b>
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22/01415/HHD	Mr Simon Wooldridge 2 Millis Road Brize Norton	<b>Respond: 25<sup>th</sup> July 2022</b>  Erection of a garden shed in rear garden <b>Registered: 18<sup>th</sup> July 2022</b> <b>Respond: 10<sup>th</sup> August 2022</b>
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PENDING PLANNING DECISIONS:

22/01593/FUL	Kilkenny Lane Country Park Elmhurst Way Brize Norton	Extension of car park <b>Registered: 8<sup>th</sup> June 2022</b> <b>Respond: 13<sup>th</sup> July 2022</b> <b>Under Consideration</b>
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). <b>Registered: 16th August 2021</b> <b>Respond: 6th September 2021</b> <b>Awaiting decision</b>

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 <b>Respond: 12<sup>th</sup> November 2021</b> <b>Hearing Date: 8<sup>th</sup> March 2022</b>
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DECIDED PLANNING DECISIONS:

22/01287/LBC	Mr Paul Butler Pilgrims 2 Chapel Hill Cottage Chapel Hill Brize Norton	Installation of replacement timber doors and windows <b>Registered: 9<sup>th</sup> May 2022</b> <b>Respond: 13<sup>th</sup> June 2022</b> <b>Approved: 1<sup>st</sup> July 2022</b>
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

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22/01360/HHD	Mr & Mrs S Finlayson 2 Masons Arms Cottages Burford Road Brize Norton	Registered: 10 <sup>th</sup> May 2022 Respond: 10 <sup>th</sup> June 2022 Refused: 4 <sup>th</sup> July 2022  Erection of a two storey and a single storey side extension Registered: 18 <sup>th</sup> May 2022 Respond: 16 <sup>th</sup> June 2022 Approved: 12 <sup>th</sup> July 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: 22 <sup>nd</sup> April 2022 Respond: 13 <sup>th</sup> May 2022 Approved: 22 <sup>nd</sup> July 2022

## APPENDIX B – FINANCE 168/23 & 169/23:

### AGENDA ITEM 10.1

#### ORDERS FOR PAYMENT:



### Brize Norton Parish Council

#### PAYMENTS SCHEDULE - FY 2022/2023

SUMMARY PAYMENTS MADE		
Gross Payments	VAT	Nett Payments
£ 15,364.17	£ 534.09	£ 14,830.08

#### ORDERS FOR PAYMENT

Payment Type	Date Approved	Payee	Details	Invoice number	Gross Amount	VAT	Nett Amount
BACs	01-Aug-22	AK Timms	Village Maintenance	872305	£ 7.20	£ 1.20	£ 6.00
BACs	01-Aug-22	AK Timms	Village Maintenance	873316	£ 27.18	£ 4.53	£ 22.65
BACs	01-Aug-22	OALC	Training - Parks, play areas & equipment	W-2182	£ 132.00	£ 22.00	£ 110.00
DD	01-Aug-22	Everflow Water	Forecast water use up to 9/9/22	1638394	£ 440.61		£ 440.61
CHQ	01-Aug-22	Land Registry	Land search (Pop Socket & Memorial grass area)		£ 8.00		£ 8.00
BACs	01-Aug-22	Zurich Municipal	Insurance renewal for Elder Bank Hall	516649985	£ 527.56		£ 527.56
BACs	01-Aug-22	Gary Jarvis	Handyman wages - July		£ 359.28		£ 359.28
BACs	01-Aug-22	Jo Webb	Clerk wages - July		£ 396.80		£ 396.80
BACs	01-Aug-22	HMRC	Tax payable on Clerk wages - July		£ 92.80		£ 92.80
BACs	01-Aug-22	Chapel Hill Design & Marketing	Newsletter design	CHD-D-018	£ 300.00		£ 300.00
BACs	01-Aug-22	Chapel Hill Design & Marketing	Website Admin	CHD-M-017	£ 300.00		£ 300.00
							£ -
				Total	£ 2,591.43	£ 27.73	£ 2,563.70
							£ -
							£ -

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.

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- 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:



SUMMARY OF RECEIPTS	
Totals to date	Amount
	£ 21,665.71

PAYMENTS MADE			
Payment Type	Date Advisec	Details	Amount
BACs	27/06/2022	Allotment Grass Cutting	£ 3.48
BACs	04/07/2022	Allotment Grass Cutting	£ 3.48
BACs	04/07/2022	Allotment Grass Cutting	£ 6.96
BACs	14/07/2022	Allotment Grass Cutting	£ 3.48
		<b>Total</b>	<b>£ 17.40</b>

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## **AGENDA ITEM 10.2**

### **Reconciliation to Bank Account:**



#### **BNPC FINANCIAL STATEMENT**

18th July 2022

##### **GENERAL INCOME & EXPENDITURE**

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

Receipts		£	21,648.31
Payments		£	15,364.17
Plus Transfers			
Balance	18/07/2022	£	20,210.90

Plus o/standing payments		£	5,342.73
Less o/standing lodgements		£	-
Cash in Bank	18/07/2022	£	25,553.63

Current Account	18/07/2022	£25,553.63	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

##### **AVAILABLE FUNDS**

General Funds		£	20,210.90
WODC Reserves		£	21,838.09
<b>TOTAL FUNDS</b>		£	42,048.99

VAT Reconciliation o/standing

Outstanding Items + Orders for Payment

WODC funds

VAT Reconciliation o/standing

## **APPENDIX C – ADDITIONAL ITEMS FOR FURTHER AGENDAS**

### **173/23:**

- Budget
- Newsletter
- Asset Management
- Risk Assessment
- Fixed Asset Register
- Car Park

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