



Minutes of the Brize Norton Parish Council meeting held on Monday 7th November 2022 at 7.30 pm at the Sports Pavilion, Brize Norton

206/23	<p><u>PRESENT</u> Cllr Way – Chairman, Cllr Golding - Vice-Chair, Cllr Goble, Cllr State, Cllr Woodward and Jo Webb - Clerk.</p> <p>Member of the Public - PCSO Richard Conner from Thames Valley Police.</p>	<u>ACTION</u>
207/23	<p><u>1. APOLOGIES</u> Cllr Truman & Cllr Pearson (WODC) sent their apologies. Cllr Field-Johnson (OCC) was absent.</p>	
208/23	<p><u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payments to Chapel Hill Design & Marketing.</p>	
209/23	<p><u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 3rd October 2022 were agreed and signed.</p> <p>Cllr Woodward proposed, and Cllr Golding seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.</p>	Clerk to scan and post minutes to website
210/23	<p><u>4. PUBLIC PARTICIPATION</u> PCSO Richard Conner from Thames Valley Police attended the meeting and provided a report which was circulated to all Cllrs.</p> <p>7.40pm - The meeting was adjourned as Cllrs had questions for PCSO Conner.</p> <p>8.00pm - The meeting was restarted and PCSO Conner left the meeting.</p>	
211/23	<p><u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> Cllr Field-Johnson's OCC report has been circulated to all Cllrs. Cllr Field-Johnson has agreed to follow up some outstanding issues on our behalf. The Clerk will contact Cllr Field-Johnson for an update. Cllr State will provide the information regarding the collection of the green waste from the volunteer path clearance in June.</p> <p>Cllr Pearson's WODC report has been circulated to all Cllrs. Cllr Woodward gave a vote of thanks for Cllr Pearson for providing such a comprehensive report regarding the Parish.</p>	<p>Clerk to follow up with Cllr Field-Johnson</p> <p>Cllr State to provide information</p>

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212/23	<p><u>6.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> ● Elder Bank Hall - At the committee meeting on 18th October 2022, Diane Davies and Julie Edwards notified the Parish Council that they will be standing down from the committee at the AGM in April 2023. The Parish Council would like to thank Diane and Julie for their service over the many years they have been involved with the Elder Bank Hall. ● Gentian Community Fund - Grants have been awarded to Brize Norton Village Pre School, Brize Norton Primary School and APCAM. ● Land at the Pop Socket - this appears to have been withdrawn from the market. The Clerk will try and make contact with the estate agent for an update. ● Commonplace Consultation on Community Infrastructure - Cllr Way will look at some dates for Cllrs to get together to discuss this. ● Remembrance Day wreath laying. Cllr Way has agreed to lay the wreath at the Village War Memorial; Cllr Golding has agreed to lay the wreath at the Monahan Way Memorial. 	<p>Clerk to contact estate agent</p> <p>Cllr Way to look at dates for meeting</p>
213/23	<p><u>6.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>Cllr Goble's report has been circulated to all Cllrs.</p>	
214/23	<p><u>6.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Cllr Goble's report has been circulated to all Cllrs. It was suggested that Cllr Truman be added to this committee.</p>	
215/23	<p><u>6.4 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</u></p> <p>Cllr Goble's report has been circulated to all Cllrs. The Clerk will follow up agreed items with Cllr Field Johnson. Cllr State will report the Minster Road footpath on Fixmystreet.</p>	Cllr State to report footpath
216/23	<p><u>7.1 DISCUSSION AND DECISIONS - 2023/2024 BUDGET</u></p> <p>It was agreed that a meeting would be arranged for Monday 12th December at 7.30pm to finalise the 2023/2024 budget. The Clerk will check the pavilion availability.</p>	Clerk to check pavilion availability
217/23	<p><u>7.2 DISCUSSION AND DECISIONS - GRANT FOR BIKE RACKS</u></p> <p>Cllr Way has received a quotation from OCC for £1,068 for bike racks for the pavilion. There is a WODC grant available for 50% leaving the cost at £534.22 fully installed. Cllr Way proposed that a grant application is made to the Gentian Community Fund. Cllr Woodward seconded; all Cllrs were in favour and the motion was passed.</p>	Cllr Way to proceed with grant application
218/23	<p><u>7.3 DISCUSSION AND DECISIONS - INCREASE TO CLERK'S HOURS</u></p> <p>9.00pm - The Clerk left the meeting during this discussion. The NALC pay award has been agreed and details have been circulated to all Cllrs. The Clerk will find out the Village Handyman's current pay grade and his remuneration will be discussed at next month's meeting. It was agreed that the Clerk's hours will be increased by 10 hours per</p>	Clerk to check pay grade

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	month for the rest of the financial year. 9.10pm - The Clerk re-joined the meeting.	
219/23	<u>8.1 PROGRESS REPORT – MAINTENANCE</u> It was agreed that Cllr Woodward will obtain the safety signs from AK Timms. Cllr Woodard and the Clerk will arrange a meeting with the Village Handyman to discuss the maintenance schedule.	Cllr Woodward & Clerk to meet Handyman
220/23	<u>8.2 PROGRESS REPORT – NEAP</u> No further progress to report. Cllr Way will write to Abbey Fettes at WODC for an update.	Cllr Way to follow up
221/23	<u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> The surveys have been carried out and we are awaiting the reports. OALC has advised that a meeting with the VAT specialist will be an additional cost so they have suggested in the first instance, that we email our questions and then arrange a meeting if necessary. Cllrs Goble & Woodward will draft the email.	Cllrs Goble & Woodward to draft email
222/23	<u>8.4 PROGRESS REPORT - ASSET MANAGEMENT</u> No further progress to report.	
223/23	<u>8.5 PROGRESS REPORT - RISK ASSESSMENT</u> Cllr Woodard will circulate the Risk Assessments to all Cllrs.	Cllr Woodward to circulate Risk Assessments
224/23	<u>8.6 PROGRESS REPORT - REVISED BUS SCHEDULE</u> A response has been received from Stagecoach and has been circulated to all Cllrs. A follow up meeting is being arranged with Andrew Gant from OCC.	
225/23	<u>8.7 PROGRESS REPORT - REFURBISHMENT OF PLAY PARK</u> Cllr Golding is looking into this and there is no further update.	
226/23	<u>9 PLANNING</u> (See attached Appendix A). Cllr Woodward proposed that Cllr Goble should attend the OALC planning training. The training is run by WODC on 21 st November 2022 at a cost of £55 + VAT. Cllr Golding seconded; all Cllrs were in favour and the motion was passed. The Clerk will book Cllr Goble's place.	Clerk to book training
227/23	<u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B). Payments were approved; Cllr Way and Cllr State to authorise online payments.	Cllr Way & Cllr State to authorise online

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	The Councillors are very pleased with the Parish Newsletter and would like to thank Jayne Woodward for her hard work.	payments
228/23	<u>10.2 FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
229/23	<u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.	
230/23	<u>12 ITEMS IDENTIFIED FOR NOVEMBER'S MEETING AGENDA</u> (See attached Appendix C)	

There being no further business the Chairman declared the meeting closed at 9.50 pm. The next Parish Council Meeting will be held on Monday 5th December 2022 at 7.30pm in the Brize Norton Pavilion.

APPENDIX A – PLANNING 226/23:

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

22/02866/ADV	Ms Debbie Richings Unit 1 Kipling Court Brize Norton	Erection of three internally illuminated fascia signs, eight non-illuminated signs and non illuminated window graphics Registered: 17th October 2022 Response: 17th November 2022
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. (Amended Plans). Registered: 27th July 2022 Respond: 9th November 2022
22/02726/ADV	Mr A Murray Unit 5 Kipling Court Brize Norton	Erection of various internally illuminated and non illuminated free standing signage and six internally illuminated fascia signs Registered: 18th October 2022 Respond: 11th November 2022
22/02718/S73	Aquila ATMS Ltd on behalf of UK MOD Land for Tactical Medical Wing	Variation of condition 10 and removal of condition 11 of permission 21/01197/FUL to allow changes to the biodiversity enhancement and landscaping scheme and removal of the

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22/02703/HHD	RAF Brize Norton Carterton	tree/hedge/shrub planting/replacement scheme Registered: 4th October 2022 Respond: 3rd November 2022
	Mr & Mrs A Rogers 23 Chestnut Close Brize Norton	Proposed garage conversion with associated internal and external works Registered: 3rd October 2022 Respond: 1st November 2022

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

DECIDED PLANNING DECISIONS:

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 Approved: 5th October 2022
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APPENDIX B – FINANCE 227/23 & 228/23:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:



Brize Norton Parish Council

PAYMENTS SCHEDULE - FY 2022/2023

SUMMARY PAYMENTS MADE		
Gross Payments	VAT	Nett Payments
£ 25,215.69	£ 1,115.72	£ 24,099.97

ORDERS FOR PAYMENT

Payment Type	Date Approved	Payee	Details	Invoice number	Gross Amount	VAT	Nett Amount
CHQ	07/11/2022	Royal British Legion	Donation for poppy wreaths		£ 60.00		£ 60.00
BACs	07/11/2022	AK Timms	Village Maintenance	1376504	£ 6.35	£ 1.06	£ 5.29
DD	07/11/2022	ChristChurch	Bus Shelter Rent	48500	£ 5.00		£ 5.00
DD	07/11/2022	ChristChurch	Allotment Rent	48502	£ 75.00		£ 75.00
BACs	07/11/2022	OALC	Training - Budgeting	W-2289	£ 66.00	£ 11.00	£ 55.00
BACs	07/11/2022	5As Tool & Plant Hire	Village Maintenance	117411	£ 64.05	£ 10.67	£ 53.38
CHQ	07/11/2022	Fred Bellenger	Petrol & Drive Belt for Mower		£ 151.77		£ 151.77
BACs	07/11/2022	Mister Mowerman	Recreation ground mower maintenance		£ 105.00		£ 105.00
BACs	07/11/2022	McCracken & Sons LTD	Grass Cutting - October	14432	£ 417.60	£ 69.60	£ 348.00
BACs	07/11/2022	Payman	Payroll services	2042	£ 90.00	£ 15.00	£ 75.00
BACs	07/11/2022	Gary Jarvis	Handyman wages - October		£ 309.38		£ 309.38
BACs	07/11/2022	Jo Webb	Clerk wages - October		£ 475.00		£ 475.00
BACs	07/11/2022	HMRC	Tax payable on Clerk wages - October		£ 112.20		£ 112.20
BACs	07/11/2022	AK Timms	Village Maintenance	895714	£ 8.63	£ 1.44	£ 7.19
BACs	07/11/2022	Chapel Hill Design & Marketing	Website Admin	CHD-M-034	£ 300.00		£ 300.00
BACs	07/11/2022	Chapel Hill Design & Marketing	Newsletter design & printing	CHD-D-036	£ 640.00		£ 640.00
							£ -
				Total	£ 2,885.98	£ 108.77	£ 2,777.21
							£ -

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:



RECEIPTS SCHEDULE - FY 2022/2023

Brize Norton Parish C

SUMMARY OF RECEIPTS	
Totals to date	Amount
	£ 40,580.31

PAYMENTS MADE				
Payment Type	Date Advised	Source	Details	Amount
BACs	28/09/2022	Groundwork UK	Neighbourhood Plan Grant	£ 1,000.00

AGENDA ITEM10.2

Reconciliation to Bank Account:

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**BNPC FINANCIAL STATEMENT****Monday 31st October 2022****GENERAL INCOME & EXPENDITURE**

Balance	01/04/2022	£	13,926.76	
Less o/standing receipts				
Add o/standing payments				
		£	13,926.76	
Receipts		£	40,580.31	
Payments		£	25,215.69	
Plus Transfers				
Balance	31/10/2022	£	29,291.38	
Plus o/standing payments		£	5,691.86	
Less o/standing lodgements		£	-	
Cash in Bank	31/10/2022	£	34,983.24	
Current Account	31/10/2022	£	34,983.24	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	£	29,291.38	VAT Reconciliation o/standing
WODC Reserves	£	21,838.09	
TOTAL FUNDS	£	51,129.47	

APPENDIX C – ADDITIONAL ITEMS FOR FURTHER AGENDAS

230/23:

- Remuneration of Village Handyman

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