



Minutes of the Brize Norton Parish Council meeting held on Monday 3rd October 2022 at 7.30 pm at the Sports Pavilion, Brize Norton

178/23	<p><u>PRESENT</u></p> <p>Cllr Way – Chairman, Cllr Golding - Vice-Chair, Cllr Goble, Cllr State, Cllr Pearson (WODC) and Jo Webb - Clerk.</p> <p>Member of the public - Darren Truman</p>	<u>ACTION</u>
179/23	<p><u>1. APOLOGIES</u></p> <p>Cllr Woodward sent his apologies. Cllr Field-Johnson (OCC) was absent.</p>	
180/23	<p><u>2. DECLARATIONS OF INTEREST</u></p> <p>Cllr Way & Cllr State declared an interest in agenda item 8.2 - Allotments.</p>	
181/23	<p><u>3. CO-OPT A NEW COUNCILLOR</u></p> <p>Cllr Way proposed to co-opt Darren Truman as our new Councillor. Cllr Goble seconded; all Councillors agreed and the motion was passed. The Declaration of Acceptance of Office was signed. Welcome to Cllr Truman.</p>	Clerk to sent signed form to WODC
182/23	<p><u>4. MINUTES</u></p> <p>The minutes of the Parish Council meetings on Monday 1st August 2022 and Monday 5th September 2022 and the extraordinary meeting on Tuesday 30th August 2022 were agreed and signed.</p> <p>Cllr Golding proposed, and Cllr Goble seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.</p>	Clerk to scan and post minutes to website
183/23	<p><u>5. PUBLIC PARTICIPATION</u></p> <p>No members of the public attended the meeting this evening.</p>	
184/23	<p><u>6. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u></p> <p>Cllr Pearson's WODC report has been circulated to all Cllrs. Cllr Field-Johnson's OCC report has been circulated to all Cllrs.</p>	
185/23	<p><u>7.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> ● Gention Community Fund - 7 applications have been submitted and a meeting has been scheduled for 7th October 2022 to discuss this. ● Commonplace Consultation - The deadline has been extended; our response has already been submitted. 	

WAW
07/11/2022
1

	<ul style="list-style-type: none"> ● TOE grant for the Queen's Green Canopy - quotes to be submitted by 12th October to be considered for this quarter's grant. ● The Village Bash - this was cancelled due to the death of H M Queen Elizabeth II. ● Bonfire Event - Carolyn Peach has contacted us about this event going ahead on 3rd November to coincide with the RAF Brize Norton fireworks. It was agreed that the Parish Council is happy for the recreation ground to be used as long as the necessary Risk Assessment is carried out, first aiders are on hand wearing hi viz vests and that the Fire Brigade is advised. The Clerk will contact Carolyn Peach to confirm. <p>8.25pm - Cllr Pearson left the meeting.</p>	Clerk to contact Carolyn Peach
186/23	<p><u>7.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>Cllr Goble's report has been circulated to all Cllrs.</p>	
187/23	<p><u>7.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Cllr Goble's report has been circulated to all Cllrs.</p>	
188/23	<p><u>7.4 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</u></p> <p>Cllr Goble's report has been circulated to all Cllrs. There are some points that require follow up by Cllr Field-Johnson. Cllr Goble will draft a letter.</p>	Cllr Goble to draft letter to Cllr Field-Johnson
189/23	<p><u>8.1 DISCUSSION AND DECISIONS - TO OPT OUT OF THE SAAA CENTRAL EXTERNAL AUDITOR APPOINTMENT</u></p> <p>As recommended by OALC, Cllr Way proposed that we do not opt out of the SAAA Central External Auditor appointment. Cllr State Seconded; all Cllrs were in favour and the motion was passed.</p>	
190/23	<p><u>8.2 DISCUSSION AND DECISIONS - ALLOTMENTS</u></p> <p>Cllr Golding proposed that we are happy for pest control to be carried out at the allotments. Cllr Truman seconded; all Cllrs were in favour and the motion was passed.</p> <p>Cllr Truman has agreed to be the nominated Councillor for the allotment committee.</p>	
191/23	<p><u>8.3 DISCUSSION AND DECISIONS - PUBLIC ART</u></p> <p>The community engagement did not go ahead due to the Village Bash being cancelled. It was agreed that an article should go in the next newsletter with further details.</p> <p>Cllr Goble proposed that funds be released for the purchase of the gazebo and A Frames in advance of the S106 monies being released. Cllr Golding seconded; all Cllrs were in favour and the motion was passed.</p>	

WAY
07/11/2022

192/23	<u>8.4 DISCUSSION AND DECISIONS – WELCOME BROCHURE</u> It was agreed to go ahead with the amendments and printing of 100 Welcome Brochures at a cost of £265 + VAT. Cllr Way will advise Tim Gush.	Cllr Way to advise Tim Gush
193/23	<u>9.1 PROGRESS REPORT – MAINTENANCE</u> Cllr Woodward's report will be circulated . It was agreed that the Clerk will send a note of thanks to McCracken's for the extra work that they have carried out.	Clerk to send note of thanks
194/23	<u>9.2 PROGRESS REPORT – NEAP</u> We are awaiting a response from Gowling WLG and WODC. Cllr Way will draft a letter to Phil Shaw, Head of Planning at WODC.	Cllr Way to draft letter
195/23	<u>9.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> Surveys are being carried out week commencing 24 th October. It was agreed that we need to get advice regarding the VAT on the extension costs. The clerk will contact OALC to request a meeting with the VAT specialist.	Clerk to contact OALC
196/23	<u>9.4 PROGRESS REPORT - ASSET MANAGEMENT</u> Cllr Woodward's report will be circulated.	
197/23	<u>9.5 PROGRESS REPORT - RISK ASSESSMENT</u> Cllr Woodward's report will be circulated.	
198/23	<u>9.6 PROGRESS REPORT - FIXED ASSET REGISTER</u> An inventory has been created and a draft of the fixed asset register has been circulated. The Clerk will obtain clarity on valuing items on the fixed asset register.	Clerk to get advice
199/23	<u>9.7 PROGRESS REPORT - CCTV POLICY</u> The appointed responsible officer has come back with a query regarding the policy wording regarding release of CCTV images on social media. Cllr Way will draft a response.	Cllr Way to draft response
200/23	<u>9.8 PROGRESS REPORT - REVISED BUS SCHEDULE</u> Cllrs Way & Goble attended a meeting with Andrew Grant from OCC and Nick Leverton. We need to advise Andrew Grant what actions we would like to see take place. Dave Harrison - OCC has responded to our letter which has been circulated to all Cllrs. Still no response from Stagecoach.	
201/23	<u>10 PLANNING</u> (See attached Appendix A).	
202/23	<u>11.1 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 payments

W.D.W.
07/10/2022

203/23	<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.	
204/23	<u>12 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council. The Clerk expressed her thanks to Cllrs Way & Goble for their hard work and attention to detail in attending to the protocols following the death of H M Queen Elizabeth II.	
205/23	<u>13 ITEMS IDENTIFIED FOR NOVEMBER'S MEETING AGENDA</u> (See attached Appendix C)	

There being no further business the Chairman declared the meeting closed at 10.25pm. The next Parish Council Meeting will be held on Monday 7th November 2022 at 7.30pm in the Brize Norton Pavilion.

APPENDIX A – PLANNING 201/23:

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

WAW
07/11/2022
4

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

WAW
07/11/2022

AGENDA ITEM 11.1
ORDERS FOR PAYMENT:

- 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

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

WAW
07/11/2022

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		
		<u>£ 13,926.76</u>

Receipts	£ 39,580.31
Payments	£ 19,443.73
Plus Transfers	
Balance	26/09/2022 <u>£ 34,063.34</u>

VAT Reconciliation o/standing

Plus o/standing payments	£ 2,538.64
Less o/standing lodgements	£ 398.06
Cash in Bank	26/09/2022 <u>£ 36,203.92</u>

Outstanding Items + Orders for Payment

Current Account	26/09/2022	£36,203.92	<u>0.00</u>
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RESERVES INCOME AND EXPENDITURE

Balance 1/4/2020	£ 21,838.09
Plus Receipts	
Less Transfers	
Current Reserves	<u>£ 21,838.09</u>

WODC funds

AVAILABLE FUNDS

General Funds	£ 34,063.34
WODC Reserves	£ 21,838.09
TOTAL FUNDS	<u>£ 55,901.43</u>

VAT Reconciliation o/standing

W.A. Way
07/11/2022

APPENDIX C – ADDITIONAL ITEMS FOR FURTHER AGENDAS

205/23:

- Maintenance
- Asset Management
- Risk Assessment
- Budget

WAW
07/11/2022