



Minutes of the Brize Norton Parish Council meeting held on Monday 5<sup>th</sup> December 2022 at 7.30 pm at the Sports Pavilion, Brize Norton

	<u>PRESENT</u>	<u>ACTION</u>
231/23	Cllr Way – Chairman, Cllr Golding - Vice-Chair, Cllr Goble, Cllr State, Cllr Truman and Jo Webb - Clerk. Cllr Pearson (WODC) and Cllr Field-Johnson (OCC).	
232/23	<u>1. APOLOGIES</u> Cllr Woodward sent his apologies.	
233/23	<u>2. DECLARATIONS OF INTEREST</u> There were no declarations of interest.	
234/23	<u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 7 <sup>th</sup> November 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
235/23	<u>4. PUBLIC PARTICIPATION</u> No Members of the public attended the meeting.	
236/23	<u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> Cllr Pearson & Cllr Field-Johnson's reports have been circulated to all Cllrs.	
237/23	<u>6.1 CHAIRMAN'S REPORT</u> There were no additional matters to report.	
238/23	<u>6.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> Cllr Goble's report has been circulated to all Cllrs.	
239/23	<u>6.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs.	
240/23	<u>6.4 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs. There has been no response from OCC regarding the repair to Kilkenny Lane. David Ditchett from WODC Planning has sent all of the necessary	Cllr Pearson to forward information

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	<p>information to OCC. Cllr Pearson will forward this to Cllr Field-Johnson so that it can be chased up.</p> <p>Cllr Field-Johnson has committed to an additional £500 towards the speed indicator devices that we would like installed in the parish. Cllr Field-Johnson will send the forms to the Clerk for completion.</p> <p>8.10pm - Cllr Field-Johnson left the meeting.</p>	<p>Cllr Field-Johnson to chase OCC</p> <p>Cllr Field-Johnson to send forms to Clerk</p>
241/23	<p><u>7.1 DISCUSSION AND DECISIONS - REMUNERATION FOR VILLAGE HANDYMAN</u></p> <p>It was agreed that this would be discussed at the budget meeting on 12<sup>th</sup> December 2022.</p>	
242/23	<p><u>7.2 DISCUSSION AND DECISIONS - REVISED BUS SCHEDULE</u></p> <p>No further update. Next actions need to be agreed.</p>	
243/23	<p><u>7.3 DISCUSSION AND DECISIONS - BUS STOPS AND FOOTPATHS</u></p> <p>It was agreed that Cllr Goble will draft a letter to Andrew Gant at OCC with a copy to Cllr Field-Johnson.</p> <p>Cllr State has reported the footpath on fixmystreet and photos need to be added.</p>	<p>Cllr Goble to draft letter</p> <p>Cllr State to add photos</p>
244/23	<p><u>7.4 DISCUSSION AND DECISIONS - ELDER BANK HALL COMMITTEE VACANCIES - NEXT STEPS</u></p> <p>Cllr Truman will liaise with Cllr Woodward with regard to a job specification and advertising for a new Chairman and Treasurer. Cllrs Truman &amp; Woodward will let the Clerk know when they are ready to proceed and we will contact the existing Chairman and Treasurer for further information. It was agreed that we should ask for the hall accounts for the last 5 years plus this current year.</p>	<p>Cllrs Truman and Woodward to advise Clerk when ready for contact to be made</p>
245/23	<p><u>7.5 DISCUSSION AND DECISIONS - PRECEPT AND BUDGET 2023/2024</u></p> <p>The precept forms for 2023/2024 have been received and need to be sent back to WODC by Friday 6<sup>th</sup> January 2023. An extraordinary meeting has been scheduled for Monday 12<sup>th</sup> December 2022 to get the final budget and precept agreed.</p>	<p>All Cllrs to attend budget meeting</p>
246/23	<p><u>7.6 DISCUSSION AND DECISIONS - GENTIAN COMMUNITY FUND</u></p> <p>The grant for the two bicycle racks has been received from the Gentian Community Fund.</p> <p>There is some additional money available in the fund. It was agreed that the Clerk will draft a letter to the owner of the land at the bottom of the pop socket asking if the land is still for sale. Cllr Way will find the details of the auction house that it was originally for sale with.</p>	<p>Clerk to draft letter</p> <p>Cllr Way to find details of auction house</p>
247/23	<p><u>7.7 DISCUSSION AND DECISIONS - NALC TRAINING</u></p> <p>Cllr Way proposed that a Councillor attend two upcoming NALC training</p>	

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	<p>sessions at a cost of £30 + VAT per course:</p> <p>14<sup>th</sup> December - Local Councils and Community Outreach 25<sup>th</sup> January - Local Councils and Community engagement</p> <p>Cllr Golding seconded; all Cllrs agreed and the motion was passed. It was agreed that Cllr Way will attend both training sessions. Cllr Way will book the training and submit the invoice for reimbursement.</p>	Cllr Way to book training
248/23	<p><u>8.1 PROGRESS REPORT - MAINTENANCE</u></p> <p>The line on the step by the Elder Bank Hall has been painted but it is already wearing away. The Clerk will ask the Village Handyman to purchase some specific line marking paint and re-paint the step and also to re-mark the In and Out markings in the car park.</p>	Clerk to liaise with Village Handyman
249/23	<p><u>8.2 PROGRESS REPORT - NEAP</u></p> <p>No further update.</p>	
250/23	<p><u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u></p> <p>Micjon are in the process of arranging the documentation for the tender pack for a main contractor.</p> <p>Cllr Way proposed that a meeting with the VAT specialist from OALC is the way forward. Cllr Truman seconded; all Cllrs agreed and the motion was passed. The Clerk will contact OALC to make arrangements. It was agreed that a cost of up to £200 for the meeting would be acceptable.</p>	Clerk to contact OALC to arrange meeting
251/23	<p><u>8.4 PROGRESS REPORT - RISK ASSESSMENT</u></p> <p>No further progress to report.</p>	
252/23	<p><u>8.5 PROGRESS REPORT - REFURBISHMENT OF PLAY PARK</u></p> <p>No further progress to report.</p>	
253/23	<p><u>9 PLANNING</u></p> <p>(See attached Appendix A).</p>	
254/23	<p><u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u></p> <p>Consider payments to be made (see attached Appendix B).</p> <p>Payments were approved; Cllr Way and Cllr State to authorise online payments.</p> <p>Cllr Goble has submitted an invoice for the reimbursement £70.99 for printer ink used by himself and Cllr Way. The payment was approved by all Cllrs.</p>	Cllr Way & Cllr State to authorise online payments
255/23	<p><u>10.2 FINANCE – BANK RECONCILIATION</u></p> <p>The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	

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256/23	<b><u>11 CORRESPONDENCE</u></b> The Clerk has shared the correspondence with the Council.	
257/23	<b><u>12 ITEMS IDENTIFIED FOR NOVEMBER'S MEETING AGENDA</u></b> (See attached Appendix C)	

There being no further business the Chairman declared the meeting closed at 9.40pm. The next Parish Council Meeting will be held on Monday 9<sup>th</sup> January 2023 at 7.30pm in the Brize Norton Pavilion.

## **APPENDIX A – PLANNING 253/23:**

### **AGENDA ITEM 9**

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

22/02927/HHD	Ms Elizabeth Bellenger Fennell Cottage Chapel Hill Brize Norton	Demolition of existing bathroom and store. Erection of single storey front and rear extensions (Part Retrospective) <b>Registered: 11<sup>th</sup> November 2022</b> <b>Response: 5<sup>th</sup> December 2022</b> <b>Under Consideration</b>
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#### **PENDING PLANNING DECISIONS:**

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 <b>Registered: 17<sup>th</sup> October 2022</b> <b>Response: 17<sup>th</sup> November 2022</b> <b>Under Consideration</b>
22/02718/S73	Aquila ATMS Ltd on behalf of UK MOD Land for Tactical Medical Wing RAF Brize Norton Carterton	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 tree/hedge/shrub planting/replacement scheme <b>Registered: 4<sup>th</sup> October 2022</b> <b>Respond: 3<sup>rd</sup> November 2022</b> <b>Awaiting Decision</b>
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>

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## DECIDED 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 <b>Registered: 27<sup>th</sup> July 2022</b> <b>Respond: 2<sup>nd</sup> September 2022</b> <b>Approved: 18<sup>th</sup> November 2022</b>
22/02703/HHD	Mr & Mrs A Rogers 23 Chestnut Close Brize Norton	Proposed garage conversion with associated internal and external works <b>Registered: 3<sup>rd</sup> October 2022</b> <b>Respond: 1<sup>st</sup> November 2022</b> <b>Approved: 14<sup>th</sup> November 2022</b>
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 <b>Registered: 18<sup>th</sup> October 2022</b> <b>Respond: 11<sup>th</sup> November 2022</b> <b>Approved: 23<sup>rd</sup> November 2022</b>

## APPENDIX B – FINANCE 254/23 & 255/23:

### AGENDA ITEM 10.1

#### ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	05/12/2022	Mark Knowles	Memorial cleaning		100.00		100.00
DD	05/12/2022	IONOS	Website & Email fees	203033437660	35.96	5.99	29.97
BACS	05/12/2022	OALC	Training - Cllr Goble - Planning	W-2316	66.00	11.00	55.00
BACS	05/12/2022	Gary Jarvis	Handyman Wages		349.30		349.30
BACS	05/12/2022	Jo Webb	Clerk Wages		763.87		763.87
BACS	05/12/2022	HMRC	Tax payable on Clerk wages		184.40		184.40
BACS	05/12/2022	SLCC	Training - Clerk - GDPR eLearning	QL202231-1	36.00	6.00	30.00
BACS	05/12/2022	Chapel Hill Design	Website Admin	CHD-M-040	300.00		300.00
BACS	05/12/2022	Midland Survey Ltd	Elder Bank Hall extension - Surveys	INV-33762	3654.00	609.00	3045.00
BACS	05/12/2022	McCracken & Sons Ltd	Grass Cutting		417.60	69.60	348.00
				<b>Total</b>	<b>5907.13</b>	<b>701.59</b>	<b>5205.54</b>

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## PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACS	02/11/2022	BNS&SC	Water bill	308.51
BACS	21/11/2022	Gentian Community Fund	Grant - Bicycle Racks	534.22
BACS	23/11/2022	WODC	Grant - Public Art	1054.00
			<b>Total</b>	<b>1896.73</b>

## AGENDA ITEM 10.2

### Reconciliation to Bank Account:



#### BNPC FINANCIAL STATEMENT

18th November 2022

##### GENERAL INCOME & EXPENDITURE

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

Receipts	£ 40,888.82
Payments	£ 22,409.71
Plus Transfers	

Balance	18/11/2022	£ 32,405.87
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Plus o/standing payments	£ 301.67
Less o/standing lodgements	£ -

Cash in Bank	18/11/2022	£ 32,707.54
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Current Account	18/11/2022	£32,707.54
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VAT Reconciliation o/standing

Outstanding Items + Orders for Payment

0.00

##### 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	£ 32,405.87
WODC Reserves	£ 21,838.09
<b>TOTAL FUNDS</b>	<b>£ 54,243.96</b>

VAT Reconciliation o/standing

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

### **257/23:**

- 2023/2024 Budget and Precept
- Investment Fund
- BNPC Organisation Chart