

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs Jo Webb
18 Chichester Place, Brize Norton, OX18 3PD
Telephone: 01993 840890
E-mail: clerk@brizenortonparishcouncil.co.uk



27th June 2023

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 July 2023 at 7.30pm.**

Members of the public may make representations to the Council which will be covered under Point 4 – Public Participation. The meeting will adjourn for this item. Members of the public may speak for a maximum of three minutes each during the period of public participation, in line with Standing Orders. Matters raised shall relate to the items on this agenda. Members of the public may ask questions to the Council, but may not receive a decision until the matter has been debated and a decision taken. Please seek out the Parish Clerk to register before the start of the meeting if you wish to speak so the Chairman can welcome you.

Yours sincerely

Jo Webb
Clerk to Brize Norton Parish Council

Agenda

- 1) **Apologies.**
- 2) **Declarations of interest:** Councillors are asked to declare an interest regarding items on the agenda this evening.
- 3) **Minutes:** To approve the Minutes of the last meeting of the Council on Monday 5th June 2023 and the extraordinary meeting on 28th June 2023.
- 4) **Public Participation:** Please see information above.
- 5) **District and County Councillors' reports for information only.**
- 6) **Councillor reports:**
 - 6.1 Cllr Way - Chairman's Report
 - 6.2 Cllr Goble - Neighbourhood Plan Steering Group
 - 6.3 Cllr Goble & Cllr Truman - Brize Meadow detailed plan sub committee
 - 6.4 Cllr State - Highways committee
 - 6.5 All Cllrs - Training and workshops attended
- 7) **Discussion and Decisions:**
 - 7.1 To discuss attendance to the NALC event Winning strategies for the funding game 15th December
 - 7.2 To review and approve policies
 - 7.3 To review and agree the terms of reference for Public Art committee
 - 7.4 To discuss the options for accounting software and Microsoft 365
 - 7.5 To discuss meeting with VAT specialist

7.6 To discuss and agree Brize Meadow play park plans

7.7 To discuss purchase of display stands for Brize Breeze magazine

8) Progress Reports:

8.1 Cllr Woodward - Maintenance

8.2 Cllr Way - Brize Meadow Play Park

8.3 Cllr Goble & Cllr Woodward – Elder Bank Hall extension

8.4 Cllr Woodward & Cllr Truman - Elder Bank Hall committee

8.5 Cllr Woodward - Risk Assessment

8.6 All Cllrs - Investment

9) **Planning:** Review of new planning applications and progress on outstanding applications (on attached Appendix)

10) Finance:

10.1 To consider payments to be made (on attached appendix).

10.2 To examine the bank accounts (income and expenditures).

11) **Other correspondence to note** (Clerk to alert Councillors to any specific concerns).

12) **Items for future agenda.**

13) **Date of next meeting** – Monday 7th August 2023.

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

23/01474/HHD	Mr & Mrs Dunkley 24 Bellenger Way Brize Norton	Proposed detached garden building (retrospective) Registered: 26th May 2023 Respond: 5th July 2023
23/01463/HHD	Mr Ty Senior Westbrook House Burford Road Brize Norton	Erection of single storey outbuilding (retrospective) Registered: 26th May 2023 Respond: 4th July 2023

PENDING PLANNING DECISIONS:

23/00136/OUT	Mr T Hinchly Quarry Dene Burford Road Brize Norton	Outline planning for the sub-division of site for the creation of self build/custom house building plot for a single storey dwelling (with all matters reserved) Registered: 15th February 2023 Respond: 24th March 2023 Awaiting Decision
23/00014/S73	Mr D Bond Kielder 48 Station Road Brize Norton	Removal of condition 5 due to building works above ground already commenced and variation of condition 2 to allow changes to fenestration, external flue for log burner and updated layout and oak porch, both of permission 21/04101/FUL (part retrospective) Registered: 19th January 2023 Respond: 13th February 2023 Under Consideration

22/03539/FUL	Mr Andrew Winstone Land (E) 429494 (N) 207689 Monahan Way Carterton	Construction of 99 dwellings (to include 35 affordable homes) garages, estate roads and drainage infrastructure Registered: 13th January 2023 Respond: 8th February 2023 Awaiting Decision
--------------	--	--

DECIDED PLANNING DECISIONS:

23/00960/HHD	Mr & Mrs C Grove 1 Squires Close Brize Norton	Single storey side extension and removal of existing side porch Registered: 4th April 2023 Respond: 18th May 2023 Approved: 30th May 2023
--------------	---	--

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	03/07/2023	McCracken & Sons LTD	Grass cutting	14749	£ 513.60	£ 85.60	428.00
DD	03/07/2023	IONOS	Email fees	203036577171	£ 10.80	£ 1.80	9.00
DD	03/07/2023	Everflow Water	Forecast water use 10/7/23 to 10/8/23	2307427	£ 479.67		479.67
BACS	03/07/2023	Crescent Accountancy Solutions	Carry out Internal Audit fo the period ended 31 March 202	Y-23-06-7717	£ 330.00	£ 55.00	275.00
BACS	03/07/2023	SLCC	Annual Membership Fee	MEM244752-1	£ 177.00		177.00
BACS	03/07/2023	Chapel Hill Design	Website and social media management	CHD-INV-0035	£ 300.00		300.00
BACS	03/07/2023	OPC	Empty three gullies and pressure jet	INV-1356	£ 201.60	£ 33.60	168.00
BACS	03/07/2023	Salaries					
BACS	03/07/2023	Payman	Payroll Processing	230661	£ 90.00	£ 15.00	75.00
BACS	03/07/2023	Community First Oxfordshire	Neighbourhood Plan Design Code Support	542	£ 1,200.00	£ 200.00	1000.00

PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACS	07/06/2023	Allotment Holder	Allotment Rent	£ 13.60
BACS	13/06/2023	Allotment Holder	Allotment Rent	£ 6.55
			Total	20.15

AGENDA ITEM 10.2

Reconciliation to Bank Account:



27th June 2023

BNPC FINANCIAL STATEMENT

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£	14,758.68
Less o/standing receipts			
Add o/standing payments			
Less overpayment		£	0.10
		£	14,758.58

Notes - 0.10 overpaid amount on invoice 62/23 dated 6/10/22

Receipts		£	28,908.50
Payments		£	12,749.45
Plus Transfers			
Balance	27/06/2023	£	30,917.63

VAT Reconciliation o/standing

Plus o/standing payments		£	4,371.00
Less o/standing lodgements		£	-
Cash in Bank	27/06/2023	£	35,288.63

Outstanding Items + Orders for Payment

Current Account 27/06/2023 £35,288.63 0.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2023		£	22,305.43
Plus Receipts			
Less Transfers			
Current Reserves		£	22,305.43

WODC Investment

AVAILABLE FUNDS

General Funds		£	30,917.63
WODC Reserves		£	22,305.43
TOTAL FUNDS		£	53,223.06

VAT Reconciliation o/standing