

**BRIZE NORTON PARISH COUNCIL**

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30<sup>th</sup> May 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 5<sup>th</sup> June 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 15<sup>th</sup> May 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
- 7) **Discussion and Decisions:**
  - 7.1 Review and sign off 2022/2023 end of year accounts following internal audit
  - 7.2 To review and agree the terms of reference for committees
  - 7.3 Appointment of members to existing committees
  - 7.4 To review the Asset Register
  - 7.5 To review and approve policies
  - 7.6 To agree donation for the church for providing refreshments at the Annual Parish Meeting
  - 7.7 Nominations for OALC executive committee

7.8 To discuss the options for accounting software and Microsoft 365

**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 Cllr Truman - Allotment tree

8.7 Cllr Goble - WODC/Wild Oxfordshire Town and Parish Council Biodiversity survey

8.8 All Cllrs - Councillor Vacancies

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 3<sup>rd</sup> July 2023.

**AGENDA ITEM 9**

NEW PLANNING APPLICATIONS: None

PENDING PLANNING DECISIONS:

23/00960/HHD	Mr & Mrs C Grove 1 Squires Close Brize Norton	Single storey side extension and removal of existing side porch <b>Registered: 4<sup>th</sup> April 2023</b> <b>Respond: 18<sup>th</sup> May 2023</b> <b>Awaiting Decision</b>
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) <b>Registered: 15<sup>th</sup> February 2023</b> <b>Respond: 24<sup>th</sup> March 2023</b> <b>Under Consideration</b>
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) <b>Registered: 19<sup>th</sup> January 2023</b> <b>Respond: 13<sup>th</sup> February 2023</b> <b>Under Consideration</b>

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 <b>Registered: 13<sup>th</sup> January 2023</b> <b>Respond: 8<sup>th</sup> February 2023</b> <b>Awaiting Decision</b>
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DECIDED PLANNING DECISIONS: None

## AGENDA ITEM 10.1

### ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount	
DD	05/06/2023	IONOS	Website & Email fees	203036109001	£ 35.96	£ 5.99	29.97	
DD	05/06/2023	Everflow	Forecast water use 10//6/23 to 9/7/23	2238914	£ 190.66		190.66	
BACS	05/06/2023	OCC	Supply of salt bin	3920629300	£ 300.00	£ 50.00	250.00	
BACS	05/06/2023	Chapel Hill Design	Postage for Brize Breeze	CHD-INV-0030	£ 32.99		32.99	
BACS	05/06/2023	OALC	Clr State training - Essentials of Employing People	W-2566	£ 36.00	£ 6.00	30.00	
CHQ	05/06/2023	Information Commissioner's Office	Data Protection renewal fee	ZA263900	£ 40.00		40.00	
BACS	05/06/2023	Rachael Youd	Flowers for Elder Bank Hall retiring committee members	BrizePC25MAY	£ 60.00		60.00	Paid
CHQ	05/06/2023	Brize Norton PCC	Donation for Annual Parish Meeting refreshments		£ 50.00		50.00	
BACS	05/06/2023	Wendy Way	Reimbursement of thank you cards		£ 4.12		4.12	
BACS	05/06/2023	Chapel Hill Design	Website and social media management	CHD-INV-0031	£ 300.00		300.00	
BACS	05/06/2023	Salaries						

### PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACS	15/05/2023	Allotment Holder	Allotment rent	£ 11.88
CHQ	15/05/2023	Allotment Holder	Allotment rent	£ 106.66
BACS	19/05/2023	Allotment Holder	Allotment rent	£ 15.81
BACS	26/05/2023	HMRC	VAT refund April 2022 - March 2023	£ 3,670.06
			<b>Total</b>	<b>3804.41</b>

## AGENDA ITEM 10.2

Reconciliation to Bank Account:



30th May 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
		£	<u>14,758.58</u>

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

Receipts		£	28,888.35
Payments		£	7,927.98
Plus Transfers			
Balance	30/06/2023	£	<u>35,718.95</u>

VAT Reconciliation o/standing

Plus o/standing payments		£	2,036.62
Less o/standing lodgements		£	-
Cash in Bank	30/06/2023	£	<u>37,755.57</u>

Outstanding Items + Orders for Payment

Current Account                      30/06/2023              £37,755.57              0.00

#### RESERVES INCOME AND EXPENDITURE

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

WODC Investment

#### AVAILABLE FUNDS

General Funds		£	35,718.95
WODC Reserves		£	22,305.43
<b>TOTAL FUNDS</b>		£	<u>58,024.38</u>

VAT Reconciliation o/standing