



Minutes of the Brize Norton Parish Council meeting held on Monday 7th August 2023 at 7.30 pm at the Sports Pavilion, Brize Norton

129/24	<u>PRESENT</u> Cllr Way - Chair, Cllr Woodward - Vice-Chair, Cllr Goble, Cllr State, Cllr Truman and Jo Webb - Clerk. Cllr Pearson (WODC).	<u>ACTION</u>
130/24	<u>1. APOLOGIES</u> Cllr Field-Johnson (OCC) and Adam Bennett sent their apologies.	
131/24	<u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item: - 11.1 - Orders for payment - payments to Chapel Hill Design & Marketing	
132/24	<u>3. CO-OPT A NEW COUNCILLOR</u> Cllr Way proposed to co-opt Adam Bennett as our new Councillor. Cllr Truman seconded; all Cllrs were in favour and the motion was passed. The Clerk will arrange for the Register of Members' Interests and Declaration of Acceptance of Office forms to be signed and submitted to WODC. Welcome to Cllr Bennett.	Clerk to submit signed paperwork
133/24	<u>4. MINUTES</u> The minutes of the Parish Council meeting on Monday 3 rd July 2023 were reviewed for accuracy. Cllr State proposed and Cllr Truman seconded; all Councillors agreed. The minutes of the extraordinary meeting on Monday 24 th July 2023 were reviewed for accuracy. Cllr Woodward proposed and Cllr Goble seconded; all Councillors agreed. Cllr Way signed both sets of minutes.	Clerk to scan and post minutes to website
134/24	<u>5. PUBLIC PARTICIPATION</u> Two members of the public attended the meeting after expressing an interest in the Parish Council vacancy. Rosie Pearson attended in her capacity as our ward District Councillor, and also as a member of the public interested in the remaining Parish Council vacancy.	
135/24	<u>6. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC - Cllr Pearson's report has been circulated to all Cllrs.	

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	OCC - No report submitted.	
136/24	<p><u>7.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> ● 10th July 2023 - Cllr Way & Cllr Goble attended a CPRE meeting - Working together to champion our countryside. ● 10th July 2023 - OALC Chairs' Q&As - an interesting discussion took place at this session regarding the use of social media. ● 11th August 2023 - Cllr Way, Cllr Goble and Cllr State are meeting with Cllr Field-Johnson (OCC) regarding outstanding actions. ● Cllr Way thanked Cllrs for the hard work involved in reaching some important milestones: <ol style="list-style-type: none"> 1. Published the Reg 14 consultation for the Neighbourhood Plan to statutory and non-statutory consultees to run for six weeks. 2. Gone out to tender for the design and build of the Brize Meadow play park. 3. Set up a new interim committee to run the Elder Bank Hall and to get policies and procedures in place. 4. Pro-actively sought out residents to co-opt to the Council. 	
137/24	<p><u>7.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>The Regulation 14 Consultation has been published and runs from 1st August 2023 to 12th September. It has been advertised within the community that a member of the Parish Council or Neighbourhood Plan Steering Group will be available at the Cafe three times a week. Support for these sessions from Cllrs would be appreciated.</p>	
138/24	<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. Cllrs to attend an on site meeting on 14th August to discuss repair to the dry stone wall on Burford Road.</p>	Cllrs to attend on site meeting
139/24	<p><u>7.4 COMMITTEE REPORTS - HIGHWAYS COMMITTEE</u></p> <p>It was agreed that we need to chase Andrew Gant at OCC regarding the footpath on Minster Road. Cllr Way to draft a letter.</p> <p>We have had notification that Brize Meadow Gateways and buildouts have been formally adopted by OCC on 14th July 2023.</p>	Cllr Way to draft letter to Andrew Gant
140/24	<p><u>8.1 DISCUSSION AND DECISIONS - POLICIES</u></p> <p>The following policies have been circulated for approval: Training and Development Document Retention and Disposal Policy Working Parties Generic Terms of Reference</p> <p>All Cllrs approved the Training and Development Policy. Cllrs approved the Document Retention and Disposal policy in principal subject to the Clerk checking whether the DPA 2018 has been replaced</p>	Clerk to clarify with OALC

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	<p>by GDPR.</p> <p>All Cllrs were in agreement that there is not a need for the working parties generic terms of reference policy as we have terms of reference in place for our working groups with the exception of the Allotment committee. Cllr Truman will draft allotment committee terms of reference.</p> <p>All Cllrs agreed that Action Plan and Emergency Plan should be removed from the policy review schedule as these are working documents not policies.</p>	<p>Cllr Truman to draft terms of reference for allotment committee</p> <p>Clerk to remove documents from review schedule</p>
141/24	<p><u>8.2 DISCUSSION AND DECISIONS – PURCHASE OF LAPTOP AND OFFICE 365 FOR CLERK’S USE</u></p> <p>Three quotes have been obtained for a mid-range laptop including Microsoft for Business:</p> <p>eBuyer UK - £488.47 (inc. VAT and £3.49 shipping)</p> <p>Currys Business - £638.37 (inc. VAT and shipping)</p> <p>Mesh Computers - £572.60 (inc. VAT and shipping)</p> <p>Cllr Woodward proposed to purchase from eBuyer UK. Cllr State seconded; all Cllrs agreed and the motion was passed. Cllr Woodward will work with the Clerk to get this ordered.</p>	<p>Cllr Woodward and Clerk to order laptop</p>
142/24	<p><u>9.1 PROGRESS REPORT – MAINTENANCE</u></p> <ul style="list-style-type: none"> ● Cllr Woodard is very pleased with the work that the village handyman is doing and they are meeting every 2 weeks. ● It has been requested that the area around the bench on Burford Road is cleared as it is overgrown. ● Fence panel replacements - all Cllrs agreed to go ahead and replace 2 panels or 3 if necessary up to a maximum cost of £750. ● McCracken’s invoice no 14749 from 31st May 2023. All Cllrs agreed that the additional charge of £80 + VAT should be paid. It was originally suggested that the weed killing be carried out in lieu of areas of grass that were not to be cut however, these areas were cut prior to the additional work being carried out. Cllr Way & Cllr State will authorise the payment online. ● A quotation has been received for 2 car park signs for £225 + VAT. All Cllrs were in agreement; Cllr Woodward will order the signs. 	<p>Cllr Woodward to liaise with contractor Cllr Way & Cllr State to authorise online payment</p> <p>Cllr Woodward to order signs</p>
143/24	<p><u>9.2 PROGRESS REPORT – BRIZE MEADOW PLAY PARK</u></p> <p>The document has now been loaded onto Contracts Finder with a closing date of 1st September.</p> <p>Cllr Way will draft a letter to Bloor Homes asking for the area to be levelled and cleared of litter. All Cllrs agreed that the land offer will not be signed until the Reserved Matters has been approved.</p>	<p>Cllr Way to draft letter</p>

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144/24	<p><u>9.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> The tender sum analysis has been provided today. Cllr Goble and Cllr Woodward are meeting with the architect on 11th August to discuss the tenders.</p> <p>All Cllrs are attending a meeting on 10th August with the VAT specialist to ensure we are clear on the guidelines for claiming back VAT on the extension costs.</p>	
145/24	<p><u>9.4 PROGRESS REPORT - ELDER BANK HALL COMMITTEE</u> The committee is currently in the process of applying for charity status and having relevant surveys carried out. A formal lease will need to be drawn up - the Clerk will contact John, Welch and Stammers for a quotation.</p> <p>9.00pm - Cllr Pearson left the meeting</p>	Clerk to obtain quote
146/24	<p><u>10 PLANNING</u> (See attached Appendix A).</p>	
147/24	<p><u>11.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Cllr Woodward left the meeting during the finance agenda items.</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>	Cllr Way & Cllr State to authorise online payments
148/24	<p><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.</p> <p>Cllr Woodard re-joined the meeting.</p>	
149/24	<p><u>12 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.</p> <ul style="list-style-type: none"> ● An email has been received asking for an update on the bus shelters at the bus stops at the roundabout on Monahan Way. Cllr Way will draft a letter to Andrew Gant to follow this up. ● Robert Courts MP has written to advise us of a grant available towards a defibrillator. It was suggested that it may be useful to have one installed at the shops on Brize Meadow. Cllr Goble will contact Gentian Developments to see if they would be willing to install one. ● An email has been received regarding rats and rabbits at the allotment. The Clerk will obtain 3 quotations for pest control. 	<p>Cllr Way to draft letter to Andrew Gant</p> <p>Cllr Goble to contact Gentian Developments</p> <p>Clerk to obtain 3 quotes</p>

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150/24	<u>13 ITEMS IDENTIFIED FOR FUTURE MEETING AGENDA</u> (See attached Appendix C)	
151/24	<u>14 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 4 th September 2023 in the Brize Norton Sports Pavilion.	

There being no further business the Chairman declared the meeting closed at 9.30pm.

APPENDIX A – PLANNING 146/24:
AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

23/01684/ADV	Mr A Murray Unit 5 Kipling Court Brize Norton	Erection of free standing and fascia signage including 6 fascia signs, 7 illuminated signs and 4 non-illuminated signs Registered: 30th June 2023 Respond: 26th July 2023
23/01424/FUL	Mr A Shipway Kilkenny Farm Kilkenny Lane Brize Norton	Erection of 24 ground mounted solar panels Registered: 30th June 2023 Respond: 25th July 2023
23/01738/POB28	Land East of Monahan Way Carterton	Proposal to vary obligations contained schedules 6,7 and 10 of the extant S106 Agreement for our East Carterton (Brize Meadow) development (in association with application 14/0091/P/OP. Registered: 23rd June 2023 Respond: 20th 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
22/03539/FUL	Mr Andrew Winstone Land (E) 429494 (N)	Construction of 99 dwellings (to include 35 affordable homes) garages, estate roads and

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	207689 Monahan Way Carterton	drainage infrastructure Registered: 13th January 2023 Respond: 8th February 2023 Awaiting Decision
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DECIDED PLANNING DECISIONS:

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 Approved: 30th June 2023
23/01474/HHD	Mr & Mrs Dunkley 24 Bellenger Way Brize Norton	Proposed detached garden building (retrospective) Registered: 26th May 2023 Respond: 5th July 2023 Approved: 18th 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 Approved: 18th July 2023

APPENDIX B - FINANCE 147/24 & 148/24:

AGENDA ITEM 11.1
ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	07/08/2023	AK Timms	Danger Fragile roof sign	1376504	£ 8.33	£ 1.39	6.94
BACS	07/08/2023	McCracken & Sons LTD	Grass cutting - June	14797	£ 493.20	£ 82.20	411.00
BACS	07/08/2023	Zurich Municipal	Insurance renewal	525050791	£ 1,510.65		1510.65
DD	07/08/2023	IONOS	Email fees	203037039736	£ 10.80	£ 1.80	9.00
DD	07/08/2023	Everflow Water	Forecast water use 10/8/23 to 9/9/23	2373910	£ 646.66		646.66
BACS	07/08/2023	NALC	Clr Way training - Winning strategies for the funding game - 15/12/23	7140140309	£ 52.04	£ 8.67	43.37
BACS	07/08/2023		Salaries				
BACS	07/08/2023	Chapel Hill Design	Website & social media management	CHD-INV-0049	£ 300.00		300.00
BACS	07/08/2023	Chapel Hill Design	Neighbourhood Plan - website and social media management	CHD-INV-0050	£ 180.00		180.00
BACS	07/08/2023	Chapel Hill Design	Design & Printing of Parish Magazine	CHD-INV-0051	£ 1,031.74		1031.74

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PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACS	24/07/2023	Allotment Holder	Allotment Rent	£ 17.00
BACS	03/07/2023	Elder Bank Hall	Water bill	£ 232.97
			Total	249.97

AGENDA ITEM 11.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

31st July 2023

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		£ 29,230.70
Payments		£ 19,208.61
Plus Transfers		
Balance	31/07/2023	<u>£ 24,780.67</u>

VAT Reconciliation o/standing

Plus o/standing payments		£ 4,387.05
Less o/standing lodgements		£ -
Cash in Bank	31/07/2023	<u>£ 29,167.72</u>

Outstanding Items + Orders for Payment

Current Account	31/07/2023	£29,167.72
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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		£ 24,780.67
WODC Reserves		£ 22,305.43
TOTAL FUNDS		<u>£ 47,086.10</u>

VAT Reconciliation o/standing

APPENDIX C – ADDITIONAL ITEMS FOR FUTURE AGENDAS:

150/24:

- Smoke free play park community fund
- Savills lease land
- Governance
- Internal Auditor
- RoSPA report
- Attenuation pond
- Risk Assessments

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