




Minutes of the Brize Norton Parish Council meeting held on Monday 5<sup>th</sup> February 2024 at 7.30 pm at the Sports Pavilion, Brize Norton

		<u>ACTION</u>
287/24	<u>PRESENT</u> Cllr Way - Chair, Cllr Woodward - Vice-Chair, Cllr Goble, Cllr State, Cllr Bennett, Cllr Pearson (WODC) and Jo Webb - Clerk.	
288/24	<u>1. APOLOGIES</u> Cllr Fothergill and Cllr Field-Johnson (OCC) gave their apologies.	
289/24	<u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payments to Chapel Hill Design & Marketing.	
290/24	<u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 8 <sup>th</sup> January 2024 were reviewed for accuracy. Cllr Woodward proposed and Cllr State seconded; all Cllrs agreed.  Cllr Way signed the minutes.	Clerk to scan and post minutes to website.
291/24	<u>4. PUBLIC PARTICIPATION</u> No members of the public attended the meeting.	
292/24	<u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC - Cllr Pearson's report has been circulated to all Cllrs. OCC - Cllr Field-Johnson's report has been circulated to all Cllrs.	
293/24	<u>6.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> <li>● Cllr Way has chased up the fitting of the bike racks with OCC.</li> <li>● With the agreement of all Cllrs, Cllr Way has spoken to the owner of the land at the bottom of the pop socket who is open to selling. We are awaiting information to see if funding is available from Public Art to purchase this for a community orchard.</li> <li>● The Parish Council would like to send best wishes to HM King Charles III and wish him well with his treatment.</li> </ul>	
294/24	<u>6.2 COUNCILLOR REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> The policies are in the process of being re-written based on the feedback.	

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295/24	<p><b><u>6.3 COUNCILLOR REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></b>  Cllr Goble has circulated his report to Cllrs.</p> <p>Cllr Bennett has discussed litter picking in the area with Co-op who has agreed to carry this out fortnightly at a minimum. Cllr Bennett is meeting with Greggs this week to discuss the litter and possible funding for a defibrillator.</p> <p>All Cllrs agreed that another little pick should be arranged for the Brize Meadow and Burford Road area. Interest will be gauged with regard to carrying this out on a monthly basis.</p>	
296/24	<p><b><u>6.4 COUNCILLOR REPORTS - HIGHWAYS COMMITTEE</u></b></p> <ul style="list-style-type: none"> <li>● The flooding at the entrance to the TMW has been reported on fix my street.</li> <li>● The village gates at Elm Grove have been damaged; this has been reported on fix my street.</li> <li>● The damaged fence at the Monahan Way roundabout following an accident in the summer has still not been repaired. Cllr State will report this on fix my street.</li> <li>● OCC has advised they would like to plant a New Horizon Elm tree on the verge of Burford Road near Chapel Hill. Councillors feel that the verge is not wide enough for this variety of tree. The Clerk will contact OCC to establish if there is something smaller that can be planted or whether there is a different location they can consider.</li> <li>● Brize Meadow 20mph speed limit - OCC officers have agreed that as the parish is 20mph, this should include Brize Meadow. Cllr Goble is following up with OCC officers regarding implementing this.</li> </ul> <p>The Parish Council would like to express their condolences to the family and friends of the member of our community who recently lost his life in a cycle accident.</p>	<p>Cllr State to report on fix my street</p> <p>Clerk to contact OCC</p>
297/24	<p><b><u>7.1 DISCUSSION AND DECISIONS - COUNCILLOR VACANCY</u></b>  Darren Truman has resigned from the Parish Council. Councillors would like to thank him for all of his hard work and commitment during his time as a Councillor.</p> <p>The Clerk has advised WODC and vacancy notices have been displayed. Adverts will also need to be posted on social media and in the Brize Breeze.</p>	
298/24	<p><b><u>7.2 DISCUSSION AND DECISIONS - D-DAY 80<sup>TH</sup> ANNIVERSARY</u></b>  It was agreed that Cllr Woodward should obtain quotes to have the memorial professionally cleaned ahead of the 80<sup>th</sup> Anniversary of D-Day.</p> <p>There are several national suggestions for the anniversary on 6<sup>th</sup> June</p>	<p>Cllr Woodward to obtain quotes</p>

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	<p>2024 as follows:          Lighting of a beacon at 9.15pm.          Lamp light of peace at 9.15pm (Cost of each lamp is £55)          Ring out for peace (bell ringing) at 6.30pm.</p> <p>It was suggested that we contact the church and Brize Meadow Lodge care home to see if they are planning anything.</p>	<p>Clerk to contact church and Brize Meadow Lodge</p>
299/24	<p><u>7.3 DISCUSSION AND DECISIONS - ELDER BANK HALL LEASE</u>          Our solicitor has suggested a Tenancy at Will however, it was felt that this would not be suitable as in order to apply for grants and funding, there will need to be a lease in place. Cllr Woodward will look at the points that need to be included within the lease.</p> <p>As Darren Truman has resigned from the Council, a replacement Parish Council Liaison will need to be appointed onto the Elder Bank Hall committee.</p>	<p>Cllr Woodward to look at lease</p>
300/24	<p><u>7.4 DISCUSSION AND DECISIONS - OCC HIGHWAYS SURVEY</u>          The closing date for this survey is 28<sup>th</sup> February 2024. Cllr State to advise what headings we need to respond to.</p>	<p>Cllr State to advise on responding</p>
301/24	<p><u>7.5 DISCUSSION AND DECISIONS - OALC TRAINING FOR CLLR WAY - PARKS, PLAY AREAS AND EQUIPMENT, SPORT AND FITNESS AREAS</u>          All Cllrs were in agreement that Cllr Way should attend this training on 6<sup>th</sup> March 2024.</p>	
302/24	<p><u>7.6 DISCUSSION AND DECISIONS - OALC TRAINING FOR CLLR STATE - ADDRESSING THE BIODIVERSITY CRISIS</u>          All Cllrs were in agreement that Cllr State should attend this training on 20<sup>th</sup> February 2024. The Clerk will forward the model Biodiversity Policy to Cllr State.</p>	<p>Clerk to forward model policy</p>
303/24	<p><u>7.7 DISCUSSION AND DECISIONS - HM KING CHARLES III OFFICIAL PORTRAIT</u>          Town and Parish Councils will be eligible for a free official portrait of HM King Charles III some time this month. It was agreed that the Clerk will place the order once it becomes available.</p>	<p>Clerk to order portrait</p>
304/24	<p><u>7.8 DISCUSSION AND DECISIONS - BNS&amp;SC MEETING 30<sup>TH</sup> JANUARY 2024</u></p> <ul style="list-style-type: none"> <li>● The BNS&amp;SC requested a meeting with the Parish Council to discuss a number of matters. The Clerk will circulate the meeting notes and the Parish Council looks forward to working together with the BNS&amp;SC.</li> <li>● We are still awaiting information regarding the grass cutting contract. Until this is resolved, we have advised that BNPC would be willing to gift the mower and spare parts to BNS&amp;SC on the</li> </ul>	<p>Clerk to circulate meeting notes</p>



	<p>understanding that they would take on the responsibility of maintenance of the mower, insurance and providing the necessary PPE. BNS&amp;SC will discuss this with the committee.</p> <ul style="list-style-type: none"> <li>● Cllr Woodward has subsequently met with the BNS&amp;SC Chairman to discuss Health and Safety requirements and they have mapped a way forward.</li> </ul>	
305/24	<p><b>8.1 PROGRESS REPORT – MAINTENANCE</b></p> <ul style="list-style-type: none"> <li>● Cllr Woodward and Cllr State have completed their tree walk and there are approx 170 trees on Parish Council land. Cllr Woodward is in the process of contacting Arborists for quotes for the cost of tree risk assessment and reports.</li> <li>● McCrackens has sent a query regarding the 3 year grounds maintenance contract. Cllr Woodward will draft a response for all Cllrs to approve.</li> </ul>	<p>Cllr Woodward to obtain arborist quotes</p> <p>Cllr Woodward to draft response</p>
306/24	<p><b>8.2 PROGRESS REPORT – PLAY PARKS</b></p> <ul style="list-style-type: none"> <li>● The Station Road play park inspection has been carried out and we are awaiting the report.</li> <li>● The Reserved Matters have been approved for Brize Meadow play park. The legal documents are being processed for the hand over of the land.</li> <li>● Cllr Way has met with HAGS and Hickman Brothers on site at Brize Meadow play park. As Bloor Homes was unable to hand over the site with top soil, that there will be an additional cost incurred to de-compact the soil after construction works where the wildflower area and turf is to be, excavate the shrub beds, hedge line and the defensive mix and supply and spread the topsoil in these areas. HAGS and Hickman Brothers Landscapes agreed that Hickmans would complete this work and that HAGS would deduct the cost of the topsoil amounting to £2,370 from their final invoice to BNPC. Hickman Brothers has sent a revised quotation for £64,777.45 (an additional cost of £25,473.95) which will be covered by the 10% contingency set aside. All Cllrs were in agreement to the additional costs. The Clerk will complete the acceptance form and send it off to Hickman Brothers.</li> <li>● Cllr Way has contacted Publica regarding prices for providing and emptying waste bins for Brize Meadow play park.</li> </ul>	<p>Clerk to complete acceptance form</p>
307/24	<p><b>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</b></p> <ul style="list-style-type: none"> <li>● Correspondence has been sent to the architect as drawings have been submitted to planning without our instruction. The Planning department has advised that we have 2 weeks to submit new drawings and therefore, the architect has been advised that these need to be sent to the Parish Council for approval by 7<sup>th</sup> February ahead of a meeting on 9<sup>th</sup> February.</li> <li>● Micjon has submitted an invoice for £2,000; all Cllrs agreed that payment should not be made until matter have been resolved.</li> <li>● The plan is to break ground before the end of February 2024.</li> </ul>	



308/24	<u>8.4 PROGRESS REPORT - BRIZE NORTON PAVILION</u> No further update.  9.45pm - Cllr Pearson left the meeting.	
309/24	<u>9 PLANNING</u> (See attached Appendix A).	
310/24	<u>10.1 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.  The Clerk has been in contact with Zenergi regarding a water supplier comparison quote. All Cllrs are happy to proceed with obtaining quotations; the Clerk will confirm the notice period with Everflow for the end of the contract on 10 <sup>th</sup> May 2024.  Chapel Hill Design has submitted an invoice for £1,104.33 for the Brize Breeze which may have a discount applied once it goes to print. All Councillors were in agreement to pay up to £1,104.33 once the magazine has been received and is ready for delivery.  Cllr Way proposed that a donation of £100 is made to the Church towards the new cemetery path. Cllr Woodward seconded; all Cllrs agreed. The Clerk will include this with the orders for payment at the next meeting.	Cllr Way & Cllr State to authorise online payments  Clerk to confirm Everflow notice period  Clerk to include donation in orders for payment at March meeting
311/24	<u>10.2 FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
312/24	<u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.  OALC has advertised a talking tables event which Cllr Way has offered to attend if Cllrs think it would be useful. The Clerk will find out the cost of the event.	Clerk to find out cost of event
313/24	<u>12 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 4 <sup>th</sup> March 2024 in the Brize Norton Sports Pavilion.	

There being no further business the Chairman declared the meeting closed at 10.20pm.

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**APPENDIX A - PLANNING 309/24:**  
**AGENDA ITEM 9**

**NEW PLANNING APPLICATIONS:**

23/03344/S73	Brize Norton Parish Council Elder Bank Hall Station Road Brize Norton	Variation of conditions 2 and 3 of permission 21/00063/FUL to allow changes to roof height, omission of a roof light and relocation of a ground floor window and change doors and windscreen from UPVC to Antracite Grey Aluminium framed. <b>Registered: 22<sup>nd</sup> January 2024</b> <b>Respond: 20<sup>th</sup> February 2024</b>
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**PENDING PLANNING DECISIONS:**

23/03111/FUL	Mr Aniket Chhipa Plot 4 Viscount Industrial Estate Station Road Brize Norton	Erection of four industrial units and associated works <b>Registered: 6<sup>th</sup> December 2023</b> <b>Respond: 29<sup>th</sup> December 2023</b> <b>Under Consideration</b>
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. <b>Registered: 23<sup>rd</sup> June 2023</b> <b>Respond: 20<sup>th</sup> July 2023</b> <b>Under Consideration</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>Awaiting Decision</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:

23/02708/OUT	Messrs McShane, Thomas, Yule and Harris Land Parcel to North East of Carterton Football Club Swinbrook Road Carterton	Erection of five age restricted dwellings (55 years) with re-sited access, conveyance of part of site as nature recovery network land (outline application with all matters reserved) <b>Registered: 5<sup>th</sup> December 2023</b> <b>Respond: 29<sup>th</sup> December 2023</b> <b>Refused: 25<sup>th</sup> January 2024</b>
23/03152/HHD	Mr D Bond 48B Station Road Brize Norton	Erection of a detached double carport with home office in roof space. <b>Registered: 27<sup>th</sup> November 2023</b> <b>Respond: 28<sup>th</sup> December 2023</b> <b>Approved: 26<sup>th</sup> January 2024</b>
23/02554/RES	Mr Andrew Winstone Land East of Monahan Way Carterton	Reserved Matters application for the construction of a neighbourhood equipped play area and the provision of associated landscaping and boundary fencing at Land East of Monahan Way, Carterton, Oxfordshire <b>Registered: 10<sup>th</sup> October 2023</b> <b>Respond: 10<sup>th</sup> November 2023</b> <b>Approved: 29<sup>th</sup> January 2024</b>

**APPENDIX B - FINANCE 310/24 & 311/24:**

**AGENDA ITEM 10.1**

**ORDERS FOR PAYMENT:**

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount	
TFR	09/01/2024	BNPC - Deposit Account	Transfer of reserves from current account to deposit account		£ 22,761.26		22761.26	Transferred 9/1/24
BACS	16/01/2024	WODC	Planning section 73 application fee - Elder Bank Hall extension	23/03344/S73	£ 146.50		146.50	Paid 16/1/24
BACS	05/02/2024	McCracken & Sons LTD	Grass Cutting	15094	£ 442.80	£ 73.80	369.00	
DD	05/02/2024	IONOS	Email fees	203039885954	£ 10.80	£ 1.80	9.00	
BACS	05/02/2024	OALC	Cllr Way training - Parks, play areas and equipment, sport and fitness area	W-3102	£ 132.00	£ 22.00	110.00	
BACS	05/02/2024	Tim Gush	Printing of Welcome Brochure	pcwb	£ 285.00		285.00	
DD	05/02/2024	Everflow Water	Forecast water use 10/2/24 to 9/3/24	2788726	£ 136.96		136.96	
BACS	05/02/2024		Salaries					
BACS	05/02/2024	McCracken & Sons LTD	Grass cutting	15134	£ 442.80	£ 73.80	369.00	
BACS	05/02/2024	Chapel Hill Design	Website & social media management	CHD-INV-0097	£ 300.00		300.00	
BACS	05/02/2024	OALC	Cllr State training - Addressing the Biodiversity Crisis for Parish and Town	W-3111	£ 60.00	£ 10.00	50.00	

**PAYMENTS RECEIVED: None**

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## **AGENDA ITEM 10.2**

### **Reconciliation to Bank Account:**



#### **BNPC FINANCIAL STATEMENT**

30th January 2024

#### **GENERAL INCOME & EXPENDITURE**

Balance	01/04/2023	£	<u>14,758.58</u>
Receipts		£	53,165.81
Receipt (WODC Reserves)		£	<u>22,761.26</u>
Total Receipts		£	<u>75,927.07</u>
Payments		£	46,699.45
Transfer to BNPC Reserves		£	<u>22,761.26</u>
Current account balance		£	<u>21,224.94</u>

Includes February orders for payment not yet approved

Once all payments approved and paid

#### **RESERVES INCOME AND EXPENDITURE**

Balance 1/4/2023 (WODC Investment)	£	22,305.43
Plus Interest	£	493.11
Less Admin Fee	£	37.28
Balance to transfer to BNPC reserves	£	<u>22,761.26</u>
Balance of reserves now in BNPC deposit account	£	<u>22,761.26</u>

Transferred to deposit account

#### **AVAILABLE FUNDS**

Cash in current account	£	21,224.94
Cash in reserves	£	<u>22,761.26</u>
<b>TOTAL FUNDS</b>	£	<u><b>43,986.20</b></u>

**VAT RECONCILIATION OUTSTANDING YEAR TO DATE** £ 2,206.35