



Minutes of the Brize Norton Parish Council meeting held on Monday 4th March 2024 at 7.30 pm at the Sports Pavilion, Brize Norton

314/24	<u>PRESENT</u> Cllr Way - Chair, Cllr Woodward - Vice-Chair, Cllr Goble, Cllr State, Cllr Fothergill, Cllr Pearson (WODC), Cllr Field-Johnson (OCC) and Jo Webb - Clerk.	<u>ACTION</u>
315/24	1. <u>APOLOGIES</u> Cllr Bennett gave his apologies.	
316/24	2. <u>DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payments to Chapel Hill Design & Marketing.	
317/24	3. <u>MINUTES</u> The minutes of the Parish Council meeting on Monday 5 th February 2024 were reviewed for accuracy. Cllr State proposed and Cllr Goble seconded; all Cllrs agreed. Cllr Way signed the minutes.	Clerk to scan and post minutes to website.
318/24	4. <u>PUBLIC PARTICIPATION</u> A resident from Daubigny Mead attended the meeting. A discussion took place regarding the grass cutting in Daubigny Mead. The Clerk will contact Cottsway to clarify who is responsible for this.	Clerk to contact Cottsway
319/24	5. <u>PCSO CONNER'S REPORT</u> <ul style="list-style-type: none"> ● There have been 158 incidents in the last 12 months in Brize Norton. 2 incidents in the old part of the village and 50% are Brize Meadow. Incidents at the BP Garage on RAF Brize Norton are included within these figures. ● The travellers who have been at Monahan Way car park have now moved on. ● PCSO Conner has been visiting Brize Meadow Lodge Care Home and they have not raised any issues. ● Thames Valley Police are undergoing a restructure; 11 local policing areas are being amalgamated into 5 areas. <p>8pm - PCSO Conner left the meeting.</p>	

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320/24	<p><u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC - Cllr Pearson's report has been circulated to all Cllrs.</p> <p>OCC - Cllr Field-Johnson's report has been circulated to all Cllrs. Cllrs discussed the pot holes in the parish (some of which are severe and dangerous) and that despite being reported numerous times on fix my street have still not been fixed. Cllr Field-Johnson advised that there is a lack of funds and the team are overstretched.</p>	
321/24	<p><u>6.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> ● Work has started on Brize Meadow Play Park and the Elder Bank Hall extension. ● OCC are due to start work on installing the bike racks. ● The Chairman thanked Cllrs, residents and Cllr Pearson for participating in the litter pick on 3rd March. <p>8.30pm - Cllr Field-Johnson left the meeting.</p>	
322/24	<p><u>6.2 COUNCILLOR REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> No updates to report.</p> <p>OCC has sent through a consultation for a proposed shared use pedestrian & pedal cycle path - Upavon Way, Carterton Road, Marsh Way & Brize Norton Road (Carterton). All Cllrs agreed the response which the Clerk will send off</p>	Clerk to send response
323/24	<p><u>6.3 COUNCILLOR REPORTS - HIGHWAYS COMMITTEE</u></p> <ul style="list-style-type: none"> ● The gate on Elm Grove has been reported ● Cllr State will report the fence at the Monahan Way roundabout on fix my street. 	
324/24	<p><u>6.4 COUNCILLOR REPORTS - BIODIVERSITY TRAINING REPORT</u> Cllr State attended the OALC training session on 20th February 2024 and has drafted a Biodiversity policy. Cllr State will update the draft policy with suggested amendments and circulate it to Cllrs for approval or refusal.</p>	Cllr State to circulate amended draft policy
325/24	<p><u>6.5 COUNCILLOR REPORTS - WEBSITE ACCESSIBILITY TRAINING REPORT</u> Cllr State attended the OALC training session on 22nd February 2024. Cllr State will liaise with the website administrator to make any updates to ensure compliance.</p>	Cllr State to liaise with website administrator
326/24	<p><u>7.1 DISCUSSION AND DECISIONS - STATION ROAD PLAY PARK INSPECTION REPORT</u> The inspection report has been circulated to all Cllrs. The Clerk will obtain a quote for the tightening of loose bolts and bolts to be covered and any other high risk items. All Cllrs were in agreement to go ahead</p>	Clerk to obtain quote

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	with repairs up to a maximum cost of £350.	
327/24	<p><u>7.2 DISCUSSION AND DECISIONS – ELDER BANK HALL COMMITTEE</u> It was agreed that Cllr Fothergill be appointed as the second Parish Council liaison on the Elder Bank Hall committee alongside Cllr Woodward.</p> <p>To be consistent, it was agreed that Cllr State and Cllr Goble would be the Parish Council liaisons on for the BNS&SC.</p>	
328/24	<p><u>7.3 DISCUSSION AND DECISIONS - ANNUAL PARISH MEETING SET THE DATE</u> All Cllrs were in agreement to hold the Annual Parish Meeting on Tuesday 28th May at 7.30pm. The Clerk will book the Elder Bank Hall.</p>	Clerk to book Elder Bank Hall
329/24	<p><u>7.4 DISCUSSION AND DECISIONS - WATER SUPPLIER CONTRACT</u> The Clerk is still awaiting a quote from Zenergi. Everflow has advised that if they do not hear from us by 9th April, they will put us onto a 12 month contract. The Clerk will circulate the quote as soon as it is received.</p> <p>9.17pm - Cllr Pearson left the meeting. 9.20pm - Cllr State left the meeting.</p>	Clerk to circulate quote once received
330/24	<p><u>7.5 DISCUSSION AND DECISIONS - USE OF TENNIS COURTS BY ELDER BANK HALL HIRERS</u> An enquiry has been received from a holiday kids club regarding using the tennis courts when hiring the Elder Bank Hall. It was agreed that on a trial basis, the kids club and pre school may use the tennis courts on the condition that the net is taken down and put back up at the end of the hire. This will allow residents to still make use of the tennis courts during late afternoon/evening. The Clerk will draft a response to the kids club and pre school.</p>	Clerk to draft response to pre school and kids club
331/24	<p><u>7.6 DISCUSSION AND DECISIONS - NEW BUS SHELTERS ON MONAHAN WAY</u> OCC has advised that the new bus shelters at the Brize Norton roundabout on Monahan Way will soon be installed. All Cllrs were in agreement for the bus shelters to be added to our list of Parish owned shelters.</p>	
332/24	<p><u>7.7 DISCUSSION AND DECISIONS - ALLOTMENTS</u> A spreadsheet of the allotment income and expenditure has been circulated. All Cllrs were in agreement that the allotment rent will remain the same as last year. An allotment holders' meeting has been scheduled for Monday 25th March 2024.</p>	

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333/24	<p><u>7.8 DISCUSSION AND DECISIONS - ENQUIRY FROM RESIDENT REGARDING SAFETY AROUND THE ATTENUATION POND ON EAST SIDE OF MANOR ROAD</u></p> <p>The attenuation pond in question is known as 'Attenuation Pond 4'. The land on which it is built, is owned by Christchurch College Oxford; Savills are their land agent and Brian Barnet is the tenant farmer. The attenuation pond was paid for and constructed by Bloor Homes Ltd and designed by their consulting engineers, Cole Easdon.</p> <p>It was agreed that the resident's email be forwarded to Savills, Brian Barnett, Bloor Homes and Laurence King (Flood Prevention Officer at WODC). The Clerk will forward the email and advise the resident.</p>	Clerk to forward email and advise resident
334/24	<p><u>8.1 PROGRESS REPORT - MAINTENANCE</u></p> <ul style="list-style-type: none"> ● Cllr Woodward is awaiting quotes for the war memorial cleaning. ● Cllr Woodward has met with BNS&SC regarding inspections and repairs and would like to commend BNS&SC for receiving the advice and guidance professionally. ● Tree risk assessment report is awaited. ● The Clerk has had a discussion with McCrackens regarding the 2024/2025 grass cutting costs as there was confusion as to the length of the original contract. Steve McCracken will provide their best possible quote for the coming year. ● A resident has made contact regarding the pathway from HBC to the play park that becomes flooded after heavy rain. This has been a problem for many years and the Councillors understand the resident's frustration. The recreation ground is a high water table area and we do not have the funds to raise the pathway. It is recommended that the school is accessed from the front when the path becomes inaccessible. The Clerk will respond to the resident. 	Clerk to respond to resident
335/24	<p><u>8.2 PROGRESS REPORT - PLAY PARKS</u></p> <p>The land transfer for Brize Meadow Play Park is now complete; thank you to Bloor Homes for helping to move this along. The project started on 26th February and Cllrs would like to note their thanks to Cllr Way for her hard work in moving this project forward. The MUGA fence has arrived in the wrong colour; all Cllrs agreed to keep the blue fence that has been delivered to prevent any delay to the work. Cllr Way is liaising with HAGS regarding a discount.</p>	
336/24	<p><u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u></p> <p>Work has started on the extension and is moving along swiftly. The defibrillator is being relocated on 8th March.</p> <p>There are currently two invoices outstanding for the architect. All Cllrs agreed to pay the £500 invoice upon confirmation of S73 approval and to pay the £2,000 invoice once all correct drawings are received.</p>	

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337/24	<p>9 PLANNING (See attached Appendix A).</p> <p>Planning Application 23/03111/FUL - Erection of 4 Industrial Units - Viscount Court, Station Road.</p> <p>The comment below is taken from the latest OCC consultation document dated 27/02/2024:</p> <p><i>The OCC Highways Agreements team state that 'the assessment should track the existing site access as it appears that the proposal is to use larger vehicles than currently access the site. We would need assurance that they are able to do so safely.' Swept path analysis of the largest anticipated vehicles should be undertaken at the site access with Station Road in order to demonstrate safe two-way operation.</i></p> <p>This is concerning to BNPC we have not been made aware of the possibility of larger vehicles coming through the village. It was agreed that Cllr Way will draft an email to the planning officer.</p>	Cllr Way to draft email
338/24	<p>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED Consider payments to be made (see attached Appendix B).</p> <p>All Cllrs approved a payment of £55.00 to Cllr Goble for reimbursement of litter pickers.</p> <p>Cllr Goble proposed that Cllrs agreed to pass invoices from HAGS, Hickman Brothers, Ben Smith Carpentry and Building and Micjon for stage payments. Cllr Fothergill seconded and all Cllrs agreed.</p> <p>Payments were approved; Cllr Way and Cllr State to authorise online payments.</p>	Cllr Way & Cllr State to authorise online payments
339/24	<p>10.2 FINANCE – BANK RECONCILIATION The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	
340/24	<p>11 CORRESPONDENCE The Clerk has shared the correspondence with the Council.</p>	
341/24	<p>12 DATE OF NEXT MEETING The next Parish Council Meeting will be held on Monday 8th April 2024 in the Brize Norton Sports Pavilion.</p>	

There being no further business the Chairman declared the meeting closed at 10.30pm.

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APPENDIX A - PLANNING 337/24:
AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

24/00175/HHD	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Erection of a single storey extension with attached garage and wood store. Registered: 30th January 2024 Respond: 26th February 2024
24/00285/LBC	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Internal and external alterations to include erection of a single storey extension with attached garage and wood store. Registered: 30th January 2024 Respond: 23rd February 2024

PENDING PLANNING DECISIONS:

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. Registered: 22nd January 2024 Respond: 20th February 2024 Under Consideration
23/03111/FUL	Mr Aniket Chhipa Plot 4 Viscount Industrial Estate Station Road Brize Norton	Erection of four industrial units and associated works Registered: 6th December 2023 Respond: 29th December 2023 Under Consideration
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 Under Consideration

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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) 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: None

APPENDIX B - FINANCE 338/24 & 33/24:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
CHQ	04/03/2024	Brize Norton PCC	Donation for cemetery path		£ 100.00		100.00
DD	04/03/2024	IONOS	Email fees	203040384941	£ 44.39	£ 7.40	36.99
BACS	04/03/2024	AVA Recreation Ltd	Station Road Play Park inspection	AVAA3162	£ 90.00	£ 15.00	75.00
DD	04/03/2024	Everflow Water	Forecast water use 10/3/24 to 9/4/24	2863942	£ 45.93		45.93
BACS	04/03/2024	OALC	Cllr State training - Website accessibility for Parish and Town Councils	W-3147	£ 72.00	£ 12.00	60.00
BACS	04/03/2024	WODC	Emptying of waste bine 1/10/23 to 31/3/24	33556830	£ 261.14	£ 43.52	217.62
BACS	04/03/2024	Jo Webb	Reimbursement of postage for Brize Breeze		£ 38.70		38.70
BACS	04/03/2024	Christ Church	Bus Shelter Rent		£ 5.00		5.00
BACS	04/03/2024	Christ Church	Allotment Rent		£ 75.00		75.00
BACS	04/03/2024	OALC	Annual Membership Fee		£ 349.73	£ 58.29	291.44
BACS	04/03/2024	Chapel Hill Design	Website & social media management	CHD-INV-0101	£ 300.00		300.00
BACS	04/03/2024		Salaries				

PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACS	31/01/2024	BNS&SC	Water bill	£ 179.48
BACS	12/02/2024	Elder Bank Hall	Water bill	£ 204.96
			Total	384.44

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AGENDA ITEM 10.2

Reconciliation to Bank Account:



27th February 2024

BNPC FINANCIAL STATEMENT

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£	<u>14,758.58</u>
Receipts		£	53,550.25
Receipt (WODC Reserves)		£	<u>22,761.26</u>
Total Receipts		£	<u>76,311.51</u>
Payments		£	50,790.11
Transfer to BNPC Reserves		£	<u>22,761.26</u>
Current account balance		£	<u>17,518.72</u>

Includes March 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		£	17,518.72
Cash in reserves		£	<u>22,761.26</u>
TOTAL FUNDS		£	<u>40,279.98</u>

VAT RECONCILIATION OUTSTANDING YEAR TO DATE £ 2,342.56

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