

**BRIZE NORTON PARISH COUNCIL**

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1<sup>st</sup> May 2024

To the Members of Brize Norton Parish Council

You are hereby summoned to attend the Annual Parish Council Meeting of the Brize Norton Parish Council to be held at Brize Norton Pavilion on **Tuesday, 7th May 2024 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) Election of Chairman and Vice-chair:**

- 1.1 To elect the Chairman and signing of Acceptance of Office
- 1.2 To elect the Vice-chair signing of Acceptance of Office
- 1.3 To consider the Working Groups structure and membership for 2024/2025
- 1.4 To confirm the Members serving on outside bodies:
  - a) School Governors/Trustee
  - b) Oxfordshire Neighbourhood Plan Alliance
  - c) Elder Bank Hall Committee
  - d) Brize Norton Sports & Social Committee
  - e) Allotment Committee
- 1.5 To confirm the use of the current Standing Orders and Financial Regulations
- 1.6 To confirm the calendar of meetings for 2024/25

**May Meeting:**

- 2) **Apologies.**
- 3) **Declarations of interest:** Councillors are asked to declare an interest regarding items on the agenda this evening
- 4) **Minutes:** To approve the Minutes of the last meeting of the Council on Monday 8<sup>th</sup> April 2024.
- 5) **Public Participation.**
- 6) **District and County Councillors' reports for information only.**

**7) Councillor reports:**

- 7.1 Cllr Way – Chairman’s Report
- 7.2 Cllr Goble – Neighbourhood Plan Steering Group
- 7.3 Cllr Goble & Cllr Bennett – Brize Meadow detailed planning sub committee
- 7.4 Cllr State – Highways committee

**8) Discussion and Decisions:**

- 8.1 To approve End of Year finances
- 8.2 Managing precept funds
- 8.3 Brize Norton Sports and Social Club sub lease
- 8.4 Request for a donation from Enrych Oxfordshire
- 8.5 Brize Meadow Playpark – supply and fit bicycle rack and provide secure housing around the water and electric services

**9) Progress Reports**

- 9.1 Cllr Woodward - Maintenance
- 9.2 Cllr Way & Cllr Fothergill - Play Parks
- 9.3 Cllr Goble & Cllr Woodward – Elder Bank Hall extension

**10) Planning:** Review of new planning applications and progress on outstanding applications (on attached appendix)

**11) Finance:**

- 11.1 To consider payments to be made (on attached appendix)
- 11.2 To examine the bank accounts (income and expenditures)

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

**13) Items for future agenda**

**14) Date of next meeting** – Monday 3<sup>rd</sup> June 2024.

**AGENDA ITEM 10**

NEW PLANNING APPLICATIONS: None

PENDING PLANNING DECISIONS:

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:

24/00455/HHD	Mr G Tilton The Old Dairy 116B Station Road Brize Norton	Erection of two storey rear extension <b>Registered: 5<sup>th</sup> March 2024</b> <b>Respond: 27<sup>th</sup> March 2024</b> <b>Refused: 24<sup>th</sup> April 2024</b>
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. <b>Registered: 30<sup>th</sup> January 2024</b> <b>Respond: 26<sup>th</sup> February 2024</b> <b>Refused: 22<sup>nd</sup> April 2024</b>
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. <b>Registered: 30<sup>th</sup> January 2024</b> <b>Respond: 23<sup>rd</sup> February 2024</b> <b>Refused: 22<sup>nd</sup> April 2024</b>
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>Refused: 2<sup>nd</sup> April 2024</b>

## AGENDA ITEM 11.1

### ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	14/04/2024	HAGS	Brize Meadow play park installation	095196	£ 118,692.04	£19,782.00	£ 98,910.04
BACS	07/05/2024	Scribe	Scribe Accounts subscription and set up fee	INV-5426	£ 788.40	£ 131.40	£ 657.00
DD	07/05/2024	IONOS	Website and email fees	203041394391	£ 58.79	£ 9.80	£ 48.99
BACS	07/05/2024	Oxfordshire Neighbourhood Plans All	Associate membership fee		£ 25.00		£ 25.00
DD	07/05/2024	Everflow Water	Forecast water use up to 10/5/24	3040226	£ 15.42		£ 15.42
BACS	07/05/2024	OALC	Clerk training - HR legal update - 18th April 2024	W-3260	£ 12.00	£ 2.00	£ 10.00
BACS	25/04/2024	Ben Smith Carpentry and Building	Elder Bank Hall extension		£ 22,585.24	£ 3,764.20	£ 18,821.04
BACS	07/05/2024	Chapel Hill Design	Social media and website management	CHD-INV-00119	£ 320.00		£ 320.00
BACS	07/05/2024		Salaries				
DD	07/05/2024	Everflow Water	Forecast water use up to 9/6/24 (due to delay in water supplier switch over)	3144407	£ 135.89		£ 135.89
BACS	07/05/2024	McCracken & Sons Ltd	Grass cutting - April x 2 cuts	15276	£ 1,790.40	£ 298.40	£ 1,492.00
BACS	07/05/2024	Chapel Hill Design	Design and printing of Brize Norton Breeze	CHD-INV-0120	£ 1,184.51		£ 1,184.51

### PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACS	April	Allotment Holders	Allotment rent	£ 803.27
BACS	10/04/2024	OCC	Grass cutting grant	£ 828.00
BACS	18/04/2024	WODC	Precept	£ 29,327.00
BACS	15/04/2024	BNS&SC	Pavilion water bill	£ 165.33

## AGENDA ITEM 11.2

### Reconciliation to Bank Account:



#### BNPC FINANCIAL STATEMENT

30/04/2024

#### GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£ 308,817.47
Less o/standing receipts		£ 233.26
Add o/standing payments		
Less overpayment		
		£ 308,584.21

Elder Bank Hall water bill outstanding

Receipts		£ 30,958.27
Payments		£ 147,302.21
Plus Transfers		
Balance	30/04/2024	£ 192,240.27

Once all outstanding Items approved and paid

Plus o/standing payments		£ 5,814.83
Less o/standing lodgements		£ -
Cash in Bank	30/04/2024	£ 198,055.10

May meeting orders for payment

Total Funds in bank 30/04/2024 £198,055.10 0.00

#### RESERVES INCOME AND EXPENDITURE

##### AVAILABLE FUNDS

General Funds	£ 31,211.68
BNPC Reserves	£ 2,761.26
Elder Bank Hall extension reserves	£ 19,310.69
Brize Meadow Play Park reserves	£ 138,956.64
Interest earned on savings account	
<b>TOTAL FUNDS</b>	<b>£ 192,240.27</b>

Once all outstanding Items approved and paid