

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs Jo Webb

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28th May 2024

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 3rd June 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) 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 Tuesday 7th May 2024.

4) Public Participation: Please see information above.

5) District and County Councillors' reports for information only.

6) Councillor reports:

6.1 Cllr Goble - Chairman's Report

6.2 Cllr Goble - Brize Meadow detailed plan sub committee

6.3 Cllr State - Highways committee

6.4 Cllr Goble - Neighbourhood Plan Steering Group

6.5 Cllr State - Oxfordshire's Local Nature Recover Strategy

6.6 Clerk - OALC HR Legal Update training

7) Discussion and Decisions:

7.1 To review and approve the Annual Governance and Accountability Return 2023-2024

7.2 To approve and sign the Annual Governance Statement 2023-2024

7.3 To approve and sign the Accounting Statements 2023-2024

7.4 To review and approve policies

7.5 To review and approve the BNPC Organisation Chart

- 7.6 Play park inspection report
- 7.7 Allotment sign
- 7.8 Management of sports pitches
- 7.9 OALC employment training
- 7.10 Brize Norton Open Gardens tree donation

8) Progress Reports:

- 8.1 Cllr Woodward - Maintenance
- 8.2 Cllr Way & Cllr Fothergill - Play Parks
- 8.3 Cllr Goble & Cllr Woodward – Elder Bank Hall extension
- 8.4 All Cllrs - Outstanding actions list

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) Date of next meeting – Monday 1st July 2024.

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

24/01301/CND	Mr Chris French Country Park Kilkenny Lane Brize Norton	Discharge of conditions 3 (materials) or planning permission 22/01593/FUL - Extension of car park Registered: 17th May 2024 Respond: 10th June 2024
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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. Registered: 23rd June 2023 Respond: 20th July 2023 Under Consideration
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

AGENDA ITEM 10.1
ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount	
BACS	07/05/2024	HAGS	Brize Meadow play park installation	095711	£ 118,766.24	£19,794.37	£ 98,971.87	Paid
BACS	28/05/2024	Ben Smith Carpentry and Building	Elder Bank Hall extension		£ 6,600.99	£ 1,100.16	£ 5,500.83	
DD	03/06/2024	IONOS	Email fees	203041887951	£ 44.39	£ 7.40	£ 36.99	
DD	03/06/2024	Everflow Water	Forecast water use up to 9-7-24	3265051	£ 58.94		£ 58.94	
BACS	03/06/2024	Ava Recreation	Playpark inspection, maintenance & replacement swing chains & caps	AVAA3221	£ 457.72	£ 76.29	£ 381.43	
BACS	03/06/2024	5As Tool & Plant Hire	Motomix	132183	£ 49.99	£ 8.33	£ 41.66	
BACS	03/06/2024	5As Tool & Plant Hire	Strimmer service	132265	£ 208.29	£ 34.71	£ 173.58	
CHQ	03/06/2024	Information Commissioner's Office	Data Protection renewal fee	ZA263900	£ 40.00		£ 40.00	
BACS	03/06/2024	Brize Norton PCC	Donation for Annual Parish Meeting refreshments		£ 50.00		£ 50.00	
BACS	03/06/2024	McCracken & Sons Ltd	Grass cutting - May	15315	£ 913.20	£ 152.20	£ 761.00	
BACS	03/06/2024	Chapel Hill Design	Social media and website management	CHD-INV-0122	£ 320.00		£ 320.00	
BACS	03/06/2024		Salaries					
							£ -	

PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACS	17/05/2024	HMRC	VAT Refund	£ 23,689.40

AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

28/05/2024

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£ 308,817.47	
Less o/standing receipts		£ 233.26	Elder Bank Hall water bill outstanding
Add o/standing payments			
Less overpayment			
		£ 308,584.21	
Receipts		£ 110,880.83	
Payments		£ 276,506.49	
Plus Transfers			
Balance	28/05/2024	£ 142,958.55	Once all outstanding Items approved and paid
Plus o/standing payments		£ 11,519.22	
Less o/standing lodgements		£ -	May meeting orders for payment
Cash in Bank	28/05/2024	£ 154,477.77	
Total Funds in bank	28/05/2024	£154,477.77	0.00

RESERVES INCOME AND EXPENDITURE

AVAILABLE FUNDS

General Funds	£ 10,989.68	
BNPC Precept Reserves	£ 12,000.00	
BNPC Reserves	£ 2,761.26	
Elder Bank Hall extension reserves	£ 30,845.01	
Brize Meadow Play Park reserves	£ 86,362.60	
Interest earned on savings account		
TOTAL FUNDS	£ 142,958.55	Once all outstanding Items approved and paid