

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs Jo Webb
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25th June 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 1st July 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 Monday 3rd June 2024 and the extraordinary meeting on Monday 24th June 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 Fothergill - Report on Councillor Fundamentals training session
 - 6.6** Clerk - New protocol requested by WODC Flood Prevention Officer
- 7) Discussion and Decisions:**
 - 7.1** Brize Norton Sports and Social Club
 - 7.2** Elder Bank Hall Lease
 - 7.3** To review and approve policies
 - 7.4** To approve the updated BNPC Organisation Chart

- 7.5 Management of Monahan Way pavilion and sports pitches
- 7.6 Review the asset register
- 7.7 Carterton Community Safety Centre
- 7.8 Agree date for meeting with the WODC fly tipping officer
- 7.9 Abandoned car in Elder Bank Hall car park
- 7.10 Brize Norton Breeze magazine

8) Progress Reports:

- 8.1 Cllr Woodward - Buildings maintenance
- 8.2 Cllr Way - Village maintenance
- 8.3 Cllr Way & Cllr Fothergill - Play Parks
- 8.4 Cllr Goble & Cllr Woodward – Elder Bank Hall extension
- 8.5 All Cllrs - Outstanding actions list
- 8.6 Brize Norton Open Gardens committee tree donation
- 8.7 Village handyman - pension scheme update

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) Items for future agenda

13) Date of next meeting – Monday 5th August 2024.

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

24/01509/HHD	Mr & Mrs Fitzsimmons The Willows 74 Station Road Brize Norton	Conversion of existing garage to habitable space with new flat roof and flush glaze rooflights over Registered: 11th June 2024 Respond: 3rd July 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 Application Withdrawn: 11th June 2024

DECIDED PLANNING DECISIONS:

24/01383/NMA	Mr Andrew Winstone Land East of Monahan Way Carterton	Reserved Matters application for phase 3A comprising 164 dwellings with associated landscaping, highway and draining and infrastructure Registered: 29th May 2024 Respond: 21st June 2024 Approved: 11th June 2024
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 Approved subject to legal agreement: 13th June 2024
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 Approved: 30th May 2024

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount	
BACS	10/06/2024	Community First Oxfordshire	Annual Membership fee		£ 70.00		£ 70.00	Paid
BACS	01/07/2024	Ben Smith Carpentry and Building	Elder Bank Hall extension		£ 37,251.21	£ 6,208.53	£ 31,042.68	
BACS	01/07/2024	AK Timms	Wood for play park bench repair	990101	£ 42.04	£ 7.01	£ 35.03	
BACS	01/07/2024	OALC	Clr Fothergill training - Councillor Fundamentals - 11th June 2024	W-3328	£ 72.00	£ 12.00	£ 60.00	
DD	01/07/2024	IONOS	Email fees	203042384488	£ 10.80	£ 1.80	£ 9.00	
BACS	01/07/2024	SLCC	Annual membership fee	MEM249714-1	£ 183.00		£ 183.00	
BACS	01/07/2024	WODC	Emptying waste bins	3357482X	£ 261.14	£ 43.52	£ 217.62	
BACS	01/07/2024	Crescent Accountancy Solutions	Internal Audit for period ended 31 March 2024	Z-24-05-8158	£ 420.00	£ 70.00	£ 350.00	
BACS	01/07/2024	Chapel Hill Design	Social media and website management	CHD-INV-0124	£ 320.00		£ 320.00	
BACS	01/07/2024		Salaries					
BACS	01/07/2024	OALC	Clr Way training - Contractor management - 2nd July 2024	W-3371	£ 18.00	£ 3.00	£ 15.00	
BACS	01/07/2024	Chapel Hill Design	Design of Brize Norton Breeze and add to Facebook	CHD-INV-0120	£ 370.00		£ 370.00	Replaces invoice submitted 7/5/24
							£	

PAYMENTS RECEIVED:

Payment Type		Source	Details	Amount	
BACS	30/05/2024	Allotment Holder	Allotment rent	£ 30.60	
BACS	03/06/2024	Elder Bank Hall	Water bill	£ 233.26	Owing from 2023/2024 financial year
BACS	03/06/2024	Barclays Bank	Interest earned	£ 812.10	
BACS	05/06/2024	Allotment Holder	Allotment rent	£ 6.12	
BACS	06/06/2024	Allotment Holder	Allotment rent	£ 47.96	
BACS	07/06/2024	Allotment Holder	Allotment rent	£ 33.41	
BACS	24/06/2024	HMRC	VAT refund	21394.22	

AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

25/06/2024

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£ 308,817.47
Less o/standing receipts		£ -
Add o/standing payments		
Less overpayment		
		£ 308,817.47
Receipts		£ 133,205.24
Payments		£ 316,029.59
Plus Transfers		
Balance	25/06/2024	£ 125,993.12
Plus o/standing payments		£ 40,666.81
Less o/standing lodgements		£ -
Cash in Bank	25/06/2024	£ 166,659.93
Total Funds in bank	25/06/2024	£166,659.93

* Once all outstanding Items approved and paid

July meeting orders for payment

0.00