



Minutes of the Annual Parish Council Meeting of the Brize Norton Parish Council held on Tuesday 8th May 2024 at 7.30 pm at the Sports Pavilion, Brize Norton

26/25	<p><u>PRESENT</u> Cllr Way - Chair, Cllr Woodward - Vice-Chair, Cllr Goble, Cllr State, Cllr Bennett, Cllr Fothergill, Cllr Pearson (WODC) and Jo Webb - Clerk.</p>	<u>ACTION</u>
27/25	<p>1.1 <u>ELECT CHAIRMAN AND SIGNING OF ACCEPTANCE OF OFFICE</u> Cllr Goble was elected Chairman and signed the acceptance of office in view of the Clerk and the rest of the Council.</p>	
28/25	<p>1.2 <u>ELECT VICE-CHAIR AND SIGNING OF ACCEPTANCE OF OFFICE</u> Cllr Woodward was elected Vice-Chair and signed the acceptance of office in view of the Clerk and the rest of the Council.</p>	
29/25	<p>1.3 <u>TO CONSIDER THE WORKING GROUPS STRUCTURE AND MEMBERSHIP FOR 2024/2025</u> All Cllrs agreed to leave the working groups structure and memberships for 2024/2025 the same as the previous year.</p>	
30/25	<p>1.4 <u>TO CONFIRM THE MEMBERS SERVING ON OUTSIDE BODIES:</u> a) School Governors/Trustees - Cllr Woodward b) Oxfordshire Neighbourhood Plan Alliance - Cllr Goble c) Elder Bank Hall Committee - Cllr Woodward and Cllr Fothergill d) Brize Norton Sports and Social Committee - Cllr State and Cllr Bennett e) Allotment Committee - Cllr Bennett</p>	
31/25	<p>1.5 <u>TO CONFIRM THE USE OF THE CURRENT STANDING ORDERS AND FINANCIAL REGULATIONS</u> The Council examined and approved the use of the current Standing Orders and Financial Regulations. OALC has just issued new model Financial Regulations. The Clerk will circulate these to the Council to consider adoption at the next meeting.</p>	Clerk to circulate model Financial Regulations
32/25	<p>1.6 <u>TO CONFIRM THE CALENDAR OF MEETINGS FOR 2024/2025</u> The Council agreed the dates for the Council meetings until the Annual Parish Meeting in May 2025.</p>	
33/25	<p>2. <u>APOLOGIES</u> Cllr Field-Johnson (OCC) gave his apologies.</p>	

34/25	3. DECLARATIONS OF INTEREST Cllr Woodward declared an interest in agenda item 11.1 - Orders for payment - payments to Chapel Hill Design & Marketing.	
35/25	4. MINUTES The minutes of the Parish Council meeting on Monday 8 th April 2024 were reviewed for accuracy; all Cllrs agreed. Cllr Goble signed the minutes.	Clerk to scan and post minutes to website.
36/25	5. PUBLIC PARTICIPATION Brian Barnett spoke to the Parish Council about the village pond, land drainage and planning in the parish.	
37/25	6. DISTRICT AND COUNTY COUNCILLORS' REPORTS WODC - Cllr Pearson's report has been circulated to all Cllrs. OCC - Cllr Field-Johnson's report has been circulated to all Cllrs.	
38/25	7.1 CHAIRMAN'S REPORT Cllr Way as outgoing Chairman gave her report. <ul style="list-style-type: none"> ● John, Welch, and Stammers have received the details of the Deed of Covenant from Bloor Homes Solicitor for the NEAP. They have been instructed to act on our behalf; all fees will be covered by Bloor Homes. ● The bike racks have been installed outside the pavilion and are being used. ● The bus shelters at the roundabout on Monahan Way are scheduled to be installed on 10th and 11th June. ● Cllr Way attended the 1st anniversary event at Brize Meadow Lodge Care Home which was well attended. ● Cllr Way thanked the Cllrs for their support during her time as Chairman. 	
39/25	7.2 COUNCILLOR REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP There are some technical issues with the final submission which Cllr Goble is pushing to get sorted.	
40/25	7.3 COUNCILLOR REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE There have been no updates to report since the last meeting.	
41/25	7.4 COUNCILLOR REPORTS - HIGHWAYS COMMITTEE <ul style="list-style-type: none"> ● Cllr State has written to James Wright at OCC to ask for his suggestions about the speed limit signage on Manor Road. ● Cllr Goble will ask OCC to include Kilkenny Lane within the 20mph 	Cllr Goble to contact OCC

	<p>zone as it's currently the national speed limit (60mph).</p> <ul style="list-style-type: none"> ● There are a number of highways items outstanding; Cllr Goble will follow up with Wayne Barker at OCC. 	Cllr Goble to follow up
42/25	<p><u>8.1 DISCUSSION AND DECISIONS - TO APPROVE END OF YEAR FINANCES</u></p> <p>Cllr Goble and the Clerk took Cllrs through the end of year finances. All Cllrs are happy for the Clerk to submit the documents to the Internal Auditor.</p> <p>The Clerk advised Cllrs that the VAT claim for 2023/2024 has been reduced by HMRC by £161.12. This reflects the VAT payable on the churchyard portion of the grass cutting invoices. We are unable to claim back the VAT on this as the churchyards are not owned by the Parish Council and therefore the service was not received by us.</p> <p>It was discussed whether the interested earned on S106 monies has to be spend on the relevant projects or whether it can be allocated to general funds. Cllr Way will ask the S106 team.</p>	<p>Clerk to submit documents to Internal Auditor</p> <p>Cllr Way to contact S106 team</p>
43/25	<p><u>8.2 DISCUSSION AND DECISIONS - MANAGING PRECEPT FUNDS</u></p> <p>All Cllrs were in agreement that the precept funds should be transferred into the deposit account leaving a working balance in the community account.</p>	
44/25	<p><u>8.3 DISCUSSION AND DECISIONS - BRIZE NORTON SPORTS AND SOCIAL CLUB LEASE</u></p> <p>Cllrs discussed this and need to seek objective answers. Cllr Woodward will draft a response.</p>	Cllr Woodward to draft response
45/25	<p><u>8.4 DISCUSSION AND DECISIONS - REQUEST FOR A DONATION FROM ENRYCH OXFORDSHIRE</u></p> <p>All Cllrs agreed that we will not provide a donation. There are limited funds and as such donations will need to be prioritised for parish projects.</p>	
46/25	<p><u>8.5 DISCUSSION AND DECISIONS - BRIZE MEADOW PLAY PARK - SUPPLY AND FIT BICYCLE RACK AND PROVIDE SECURE HOUSING AROUND THE WATER AND ELECTRIC SERVICES</u></p> <p>Cllr Way has received a quote for £837.92 + VAT for bike racks. Cllr State proposed that we go ahead. Cllr Woodward seconded, and all Cllrs agreed.</p> <p>Cllr Way has received a quote for £4,818.41 to build secure housing around the water and electric services. Cllrs suggested that Cllr Way contact HAGS to see if this is something they can include as part of their work. Cllrs also suggested contacting Steve Hawkins to obtain a third quotation</p>	Cllr Way to contact HAGS and Hawkins

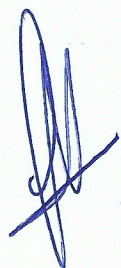
47/25	<p>9.1 PROGRESS REPORT – MAINTENANCE</p> <ul style="list-style-type: none"> ● The weeds have been cut back on Manor Road. ● Ben Smith is going to fix the car park wall that was hit by the cement lorry. ● Two of the posts around the war memorial have been hit by a motorist. The Clerk has registered the claim with our insurers and Cllr Woodward is obtaining a quote for the repairs. ● PCSO Conner has advised that the Volvo in the Elder Bank Hall car park is not insured, nor does it have a current MOT. Cllrs agreed that the Clerk will write to the owner asking for it to be removed as it is not a public car park. Clerk to draft letter and send to Cllr Goble for approval. ● A quote for £600 has been received for the parish tree survey to inspect and tag the trees. Cllr Woodward will circulate the tree list to all Cllrs. Cllr Woodward proposed that we make a start on the trees on the rec and at the front of the Elder Bank Hall up to a value of £500. Cllr Bennett seconded; all Cllrs agreed. ● A quote of £3,380 +VAT has been received for the cleaning of the war memorial. All Cllrs were in agreement that we should look at budgeting for this project next year. ● Cllr State has the wood and will repair the bench in the play park. 	<p>Cllr Woodward to obtain quote</p> <p>Clerk to draft letter</p> <p>Cllr Woodward to circulate tree list and instruct arborist</p> <p>Cllr State to repair bench</p>
48/25	<p>9.2 PROGRESS REPORT – PLAY PARKS</p> <p><u>Brize Meadow Play Park</u> - The project is approx.. 1 week behind schedule due to weather delays. Hickman Brothers will potentially start landscaping next week.</p> <p><u>Station Road Play Park</u> - Ava Recreation will shortly be carrying out the next inspection and the requested repairs. Cllr Fothergill has circulated information to all Cllrs regarding repairs and grants.</p> <p>9.45pm - Cllr Pearson left the meeting.</p>	
49/25	<p>9.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</p> <ul style="list-style-type: none"> ● Cllr Woodward and Cllr Goble updated the Cllrs and advised that there is additional structural work required. ● Cllr Goble will produce a cash flow analysis. ● Broadband has now been installed into the Elder Bank Hall. ● Cllr Woodward will circulate information regarding an off the shelf lease for the Elder Bank Hall committee. Once all Cllrs agree, a meeting with the solicitor will need to be arranged. 	<p>Cllr Goble to produce cash flow analysis</p> <p>Cllr Woodward to circulate lease information</p>
50/25	<p>10 PLANNING (See attached Appendix A).</p>	

51/25	<p><u>11.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B).</p> <p>Cllr agreed that the payment to Chapel Hill Design for the Brize Breeze should be paid once the magazine has been received. Cllr Way has received the next HAGS invoice of £98,971.87 + VAT. All Cllrs approved the payment.</p> <p>Payments were approved; Cllr Way and Cllr State to authorise online payments.</p>	Cllr Way & Cllr State to authorise online payments
52/25	<p><u>11.2 FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	
53/25	<p><u>12 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.</p> <p>A resident has emailed concerns over the untidiness after grass cutting. McCracken’s and the village handyman had cut grass on both sides of Manor Road on the same day. McCracken’s are not paid to take away the grass cuttings as this is a costly addition. Cllrs to monitor the situation.</p>	
54/25	<p><u>13 ITEMS FOR FUTURE AGENDA</u></p> <ul style="list-style-type: none"> ● OALC Employment training for Cllrs ● BNPC Organisation Chart ● Committees ● Policies ● Thames Water meeting update 	
55/25	<p><u>14 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 3rd June 2024 in the Brize Norton Sports Pavilion.</p>	

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

APPENDIX A – PLANNING 50/25:
AGENDA ITEM 10

NEW PLANNING APPLICATIONS: None



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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:

24/00455/HHD	Mr G Tilton The Old Dairy 116B Station Road Brize Norton	Erection of two storey rear extension Registered: 5th March 2024 Respond: 27th March 2024 Refused: 24th April 2024
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 Refused: 22nd April 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 Refused: 22nd April 2024

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 Refused: 2nd April 2024
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APPENDIX B – FINANCE 51/25 & 52/25:

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	<u>£ 308,817.47</u>
Less o/standing receipts		£ 233.26
Add o/standing payments		
Less overpayment		
		<u>£ 308,584.21</u>

Elder Bank Hall water bill outstanding

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

Once all outstanding items approved and paid

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

May meeting orders for payment

Total Funds in bank	30/04/2024	£198,055.10	0.00
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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	
TOTAL FUNDS	<u>£ 192,240.27</u>

Once all outstanding items approved and paid