

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs Jo Webb

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30th July 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 Brize Meadow Lodge Care Home on **Monday 5th August 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 1st July 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
- 7) Discussion and Decisions:**
 - 7.1** To review and approve new Financial Regulations and policies
 - 7.2** Insurance policy renewal
 - 7.3** Management of Monahan Way pavilion and sports pitches
 - 7.4** Parkrun – Agree response to WODC
 - 7.5** Elder Bank Hall lease and funding of legal fees
 - 7.6** Charlie Maynard MP – Agree if we would like an ongoing article for Brize Breeze
 - 7.7** Review the asset register

- 7.8 Aston Football Club fixtures
- 7.9 Tenancy at Will agreement
- 7.10 Allotment Committee – Terms of reference

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 – Brize Norton Sports and Social Club
- 8.6 Cllr Woodward – EV Microhub Pilot
- 8.6 All Cllrs - Outstanding actions list
- 8.7 All Cllrs – Comments on Elder Bank Hall AGM

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 2nd September 2024.

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

24/01820/LBC	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Erection of a single-storey extension Registered: 19th July 2024 Respond: 13th August 2024
24/01819/HHD	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Erection of a single-storey extension Registered: 19th July 2024 Respond: 12th August 2024
24/01865/HHD	Mr Chris Gibson Avalon Cottage Manor Road Brize Norton	Erection of two-storey rear extension Registered: 18th July 2024 Respond: 12th August 2024
R3.0075/24	Oxfordshire County Council Vacant site located to the south of Brize Meadow Lodge Care Home and to the east of and accessed from Monahan Way, Carterton	Development of the site to provide a two-storey community safety centre and smoke house training facility, with associated access, parking, training yard and landscaping. Registered: 24th July 2024 Respond: 14th August 2024

24/01746/NMA	Mr Paul Pagett Grange Cottage Burford Road Brize Norton	Erection of two storey extension and entrance canopy to se elevation (non-material amendment to 11/0974/P/FPEXT to allow removal of proposed fireplace and chimney, replace french door and window on ground floor north east elevation with bifold door, additional 500 x 900mm window to north west elevation, two ground floor windows to south west elevation, reconfiguration of utility/lobby space, a light tunnel to first floor ensuite, and approval of the use of alternative building stone for external leaf of the extension. Registered: 3rd July 2024 Respond: 30th July 2024
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PENDING PLANNING DECISIONS:

24/00023/APPEAL APP/D3125/W/ 24/3344330	Messrs McShane, Thomas, Yule and Harris Land Parcel to North East of Carterton Football Club Swinbrook Road	Development of 5 age restricted dwellings with re-sited access conveyance of part of site as nature recovery network land (outline application with all matters reserved) Appeal start date: 2nd July 2024 Respond: 6th August 2024 Appeal in progress
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 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

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	16/07/2024	Hickman Brothers Landscapes Ltd	Grass watering - Brize Meadow Play Park	IN832	£ 4,080.00	£ 680.00	£ 3,400.00	Paid
BACS	16/07/2024	Hickman Brothers Landscapes Ltd	Works carried out for utilities housing	INV842	£ 2,268.00	£ 378.00	£ 1,890.00	Paid
BACS	05/08/2024	5As Tool & Plant Hire	Motomix & Resin Solvent	133537	£ 56.49	£ 9.41	£ 47.08	
BACS	05/08/2024	McCracken & Sons Ltd	Grass cutting - June	15365	£ 913.20	£ 152.20	£ 761.00	
BACS	05/08/2024	AK Timms	Wood for pavilion garage door repair	992072	£ 49.58	£ 8.26	£ 41.32	
BACS	05/08/2024	AK Timms	Paint for pavilion gagage door	992741	£ 52.70	£ 8.78	£ 43.92	
BACS	05/08/2024	AK Timms	Padlock for Brize Meadow Play Park	994192	£ 29.04	£ 4.84	£ 24.20	
BACS	05/08/2024	AK Timms	Allotment sign	995637	£ 25.00	£ 4.17	£ 20.83	
BACS	05/08/2024	Clean Slate	Donation		£ 25.00		£ 25.00	
DD	05/08/2024	IONOS	Email fees	203042883975	£ 10.80	£ 1.80	£ 9.00	
BACS	05/08/2024	Jason Peach	Reinstatement of wooden posts at War memorial	344/25	£ 240.00	£ 40.00	£ 200.00	
BACS	05/08/2024	Chapel Hill Design	Social media and website managment	CHD-INV-0126	£ 320.00		£ 320.00	
BACS	05/08/2024	WODC	Emptying waste bin - Brize Meadow play park - 30/7/24 to 30/9/24	33580273	£ 80.35	£ 13.39	£ 66.96	
BACS	05/08/2024	Chapel Hill Design	Banner for Brize Meadow play park opening	CHD-INV-0128	£ 75.90		£ 75.90	
BACS	05/08/2024		Salaries					
BACS	05/08/2024	Wendy Way	Reimbursement of purchase of raffle ticket book		£ 4.99		£ 4.99	
BACS	30/07/2024	Zurich Insurance Company Ltd	Insurance renewal		£ 1,505.66		£ 1,505.66	Paid
BACS	30/07/2024	Zurich Insurance Company Ltd	Insurance renewal (Brize Meadow play park equipment)		£ 944.66		£ 944.66	Paid
BACS	30/07/2024	HAGS	Brize Meadow play park installation	96810	£ 3,980.38	£ 663.40	£ 3,316.98	Paid
BACS	30/07/2024	HAGS	Brize Meadow play park inspection	096810-1	£ 506.40	£ 84.40	£ 422.00	Paid
BACS	05/08/2024	Chapel Hill Desien	Design and printing of Brize Norton Breeze	CHD-INV-0129	£ 1,213.72		£ 1,213.72	

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	04/07/2024	Allotment Holder	Allotment rent	£ 8.50
BACS	09/07/2024	Humble Bumble Ltd	Water bill	£ 117.58
BACS	16/07/2024	Allotment Holder	Allotment rent	£ 34.34
BACS	24/07/2024	Everflow	Refund due from overpayment of water bill	£ 167.75

AGENDA ITEM 10.2

Reconciliation to Bank Account:



30/07/2024

BNPC FINANCIAL STATEMENT

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	<u>£ 308,817.47</u>
Less o/standing receipts		£ -
Add o/standing payments		
Less overpayment		
		<u>£ 308,817.47</u>
Receipts		£ 133,548.01
Payments		£ 406,411.49
Plus Transfers		
Balance	30/07/2024	<u>£ 35,953.99</u>
Plus o/standing payments		£ 5,112.96
Less o/standing lodgements		£ -
Cash in Bank	30/07/2024	<u>£ 41,066.95</u>
Total Funds in bank	30/07/2024	£41,066.95

Once all outstanding Items approved and paid

August meeting orders for payment

0.00

RESERVES INCOME AND EXPENDITURE

AVAILABLE FUNDS

General Funds	£ 4,284.46
BNPC Precept Reserves	£ 12,000.00
BNPC Reserves	£ 2,761.26
Elder Bank Hall extension reserves	-£ 5,306.04
Brize Meadow Play Park reserves	£ 22,214.31
TOTAL FUNDS	<u>£ 35,953.99</u>

Once all outstanding Items approved and paid