

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs Jo Webb

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27th August 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 Norton Pavilion on **Monday 2nd September 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

A handwritten signature in black ink, appearing to read "Jo Webb".

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 5th August 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

7.2 RoSPA report – Station Road play park

7.3 Review the Asset Register

7.4 Agree menu of costs for recreation ground hire

7.5 CIL Contributions – Consultation

7.6 OALC Subscription vote

7.7 Tree maintenance

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 Elder Bank Hall lease
- 8.6 Cllr Way – Brize Norton Sports and Social Club
- 8.7 Cllr Goble – Tenancy at Will agreement
- 8.8 Cllr Goble - Management of Monahan Way pavilion and sports pitches
- 8.9 Cllr State – Website accessibility compliance
- 8.10 Cllr Woodward – EV Microhub pilot
- 8.11 SSE – Unit upgrade
- 8.12 Gov.uk email addresses and website
- 8.13 Elder Bank Hall – End of year accounts
- 8.14 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) Items for future agenda

13) **Date of next meeting** – Monday 7th October 2024.

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

24/02010/S73	Mr Paul Pagett Grange Cottage Burford Road Brize Norton	Variation of conditions 2 and 3 of planning permission 11/0974/P/FPEXT to allow alterations to the design and materials Registered: 20th August 2024 Respond: 12th September 2024
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PENDING PLANNING DECISIONS:

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 Under Consideration
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 Under Consideration
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 Under Consideration

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
24/00023/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
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:

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 Approved: 6th August 2024
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AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	15/08/2024	HAGS	Installation of bicycle racks at Brize Meadow play park	97721	£ 1,005.50	£ 167.58	£ 837.92
BACS	02/09/2024	AK Timms	Hose connector	1000039	£ 5.09	£ 0.85	£ 4.24
BACS	02/09/2024	5As Tool & Plant Hire	Generator and petrol for Brize Meadow play park clean up	134216	£ 43.68	£ 7.28	£ 36.40
BACS	02/09/2024	5As Tool & Plant Hire	Motormix, flexi spectacles, square line orange	134359	£ 81.38	£ 13.56	£ 67.82
BACS	02/09/2024	McCracken & Sons Ltd	Grass cutting - July	15412	£ 913.20	£ 152.20	£ 761.00
BACS	02/09/2024	RoSPA	Station Road play park annual inspection	82116	£ 93.60	£ 15.60	£ 78.00
BACS	02/09/2024	Wendy Way	Reimbursement of purchase of no dogs signs		£ 28.77		£ 28.77
DD	02/09/2024	IONOS	Email fees	203043382887	£ 44.39	£ 7.40	£ 36.99
BACS	02/09/2024	Jo Webb	Reimbursement of Brize Breeze postage		£ 27.30		£ 27.30
BACS	02/09/2024	1st Brize Norton Brownies	Donation		£ 50.00		£ 50.00
BACS	02/09/2024	OALC	CILCA Mentoring for Clerk	W-3465	£ 330.00	£ 55.00	£ 275.00
BACS	02/09/2024	Ady State	Reimbursement of replacement locks for pavilion		£ 35.87		£ 35.87
BACS	02/09/2024	Chapel Hill Design	Social media and website management	CHD-INV-0138	£ 320.00		£ 320.00
BACS	02/09/2024	Chapel Hill Design	Additional work required for Brize Norton Neighbourhood Plan	CHD-INV-0139	£ 192.00		£ 192.00
BACS	02/09/2024	Savills	Bus shelter access rights 29/9/24 to 28/3/25	942572	£ 5.00		£ 5.00
BACS	02/09/2024	Savills	Allotment rent 29/9/24 to 28/3/25	942763	£ 75.00		£ 75.00
			Salaries				

PAYMENTS RECEIVED:

Payment Type		Source	Details	Amount
BACS	05/08/2024	HMRC	VAT refund	£ 18,341.35
BACS	06/08/2024	Zurich Insurance	Insurance claim	£ 100.00
BACS	19/08/2024	Chapel Hill Design	Raffle ticket money taken by card at Brize Meadow play park opening	£ 15.71
BACS	21/08/2024	Zurich Insurance	Refund of duplicate payment made in error	£ 1,505.66
BACS	22/08/2024	WODC	S106 - Elder Bank Hall extension	£ 70,358.97

AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

27/08/2024

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£ 308,817.47
Less o/standing receipts		£ -
Add o/standing payments		
Less overpayment		
		<u>£ 308,817.47</u>
Receipts		£ 223,869.70
Payments		£ 412,862.45
Plus Transfers		
Balance	27/08/2024	<u>£ 119,824.72</u>
Plus o/standing payments		£ 3,895.41
Less o/standing lodgements		£ -
Cash in Bank	27/08/2024	<u>£ 123,720.13</u>
Total Funds in bank	27/08/2024	£123,720.13

Once all outstanding Items approved and paid

September meeting orders for payment

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RESERVES INCOME AND EXPENDITURE

AVAILABLE FUNDS

General Funds	£ 4,570.65
BNPC Precept Reserves	£ 12,000.00
BNPC Reserves	£ 2,761.26
Elder Bank Hall extension reserves	£ 71,261.46
Brize Meadow Play Park reserves	£ 33,126.76
TOTAL FUNDS	<u>£123,720.13</u>

Once all outstanding Items approved and paid