

**BRIZE NORTON PARISH COUNCIL**

Clerk to the Council: Mrs Jo Webb  
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1<sup>st</sup> October 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 7<sup>th</sup> October 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", written in a cursive style.

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 2<sup>nd</sup> September 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 Middle Norton consultation
  - 7.2 2025/2026 Budget
  - 7.3 OALC subscription increase
  - 7.4 Land Registry/Deeds
  - 7.5 Brize Meadow play park litter bins
  - 7.6 Play Park inspections
  - 7.7 Poppy wreaths

**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 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 4<sup>th</sup> November 2024.

**AGENDA ITEM 9**

**NEW PLANNING APPLICATIONS:**

24/01809/FUL	Crocodiles of the World Burford Road Brize Norton	Construction of new crocodile house and creation of 47 additional parking spaces <b>Registered: 29<sup>th</sup> August 2024</b> <b>Respond: 20<sup>th</sup> September 2024</b>
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**PENDING PLANNING DECISIONS:**

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 <b>Registered: 20<sup>th</sup> August 2024</b> <b>Respond: 12<sup>th</sup> September 2024</b> <b>Under Consideration</b>
24/01865/HHD	Mr Chris Gibson Avalon Cottage Manor Road Brize Norton	Erection of two-storey rear extension <b>Registered: 18<sup>th</sup> July 2024</b> <b>Respond: 12<sup>th</sup> August 2024</b> <b>Under Consideration</b>
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. <b>Registered: 24<sup>th</sup> July 2024</b> <b>Respond: 14<sup>th</sup> August 2024</b>

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) <b>Appeal start date: 2<sup>nd</sup> July 2024</b> <b>Respond: 6<sup>th</sup> August 2024</b> <b>Appeal in progress</b>
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. <b>Registered: 23<sup>rd</sup> June 2023</b> <b>Respond: 20<sup>th</sup> July 2023</b> <b>Under Consideration</b>

DECIDED PLANNING DECISIONS:

24/01820/LBC	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Erection of a single-storey extension <b>Registered: 19<sup>th</sup> July 2024</b> <b>Respond: 13<sup>th</sup> August 2024</b> <b>Approved: 12<sup>th</sup> September 2024</b>
24/01819/HHD	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Erection of a single-storey extension <b>Registered: 19<sup>th</sup> July 2024</b> <b>Respond: 12<sup>th</sup> August 2024</b> <b>Approved: 12<sup>th</sup> September 2024</b>

**AGENDA ITEM 10.1**

**ORDERS FOR PAYMENT:**

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	07/10/2024	Ben Smith Carpentry and Building	Elder Bank Hall extension		£ 37,028.79	£ 6,171.46	£ 30,857.33
BACS	07/10/2024	Warefence	Station Road play park fence repairs	17737	£ 799.20	£ 133.20	£ 666.00
BACS	07/10/2024	AK Timms	Cable ties	1002185	£ 4.99	£ 0.83	£ 4.16
BACS	07/10/2024	AK Timms	Key box, replacement keys and tags	1004556	£ 52.42	£ 8.74	£ 43.68
BACS	07/10/2024	AK Timms	Red and white barrier tape	1006286	£ 15.12	£ 2.52	£ 12.60
BACS	07/10/2024	McCracken & Sons Ltd	Grass cutting - August	15465	£ 913.20	£ 152.20	£ 761.00
DD	07/10/2024	IONOS	Email fees	203043881925	£ 10.80	£ 1.80	£ 9.00
BACS	07/10/2024	Community First Oxfordshire	Neighbourhood Plan - Final submission support	686	£ 1,200.00	£ 200.00	£ 1,000.00
BACS	07/10/2024	WODC	Emptying waste bin 1/10/24 - 31/3/25	33594519	£ 261.14	£ 43.52	£ 217.62
BACS	07/10/2024	WODC	Emptying waste bin - Brize Meadow play park - 1/10/24 to 31/3/25	33594519	£ 261.14	£ 43.52	£ 217.62
BACS	07/10/2024	GW Pest Control	Mole trapping	INV-0133	£ 60.00		£ 60.00
BACS	07/10/2024	The Chapel Hill Group	Admin and upload of Neighbourhood Plan	INV-0007	£ 331.50	£ 55.25	£ 276.25
BACS	07/10/2024	Humble Bumble Ltd	Cleaning of outside toilet for pitch bookings	SI-19	£ 24.00	£ 4.00	£ 20.00
BACS	07/10/2024	The Chapel Hill Group	Monthly web, social and design work	INV-0009	£ 384.00	£ 64.00	£ 320.00
BACS	07/10/2024	HAGS	Brize Meadow play park signage	98661	£ 268.80	£ 44.80	£ 224.00
BACS	07/10/2024		Salaries				
BACS	07/10/2024	Wendy Way	Reimbursement of folder, laminator & laminating pouches		£ 37.46		£ 37.46
BACS	07/10/2024	Payman	Payroll processing - Tax year 2024/2025	240969	£ 230.40	£ 38.40	£ 192.00
BACS	07/10/2024	AK Timms	Key cutting	1006580	£ 14.50	£ 2.41	£ 12.09
BACS	07/10/2024	AK Timms	Bin bags & disposable gloves	1008222	£ 28.06	£ 4.68	£ 23.38
BACS	07/10/2024	AK Timms	Lightbulb	1009393	£ 36.00	£ 6.00	£ 30.00
DD	07/10/2024	Water 2 Business	Water bill		£ 679.91		£ 679.91
BACS	07/10/2024	McCracken & Sons Ltd	Grass cutting - recreation ground	15510	£ 330.00	£ 55.00	£ 275.00

## PAYMENTS RECEIVED:

Payment Type		Source	Details	Amount
BACS	28/08/2024	HMRC	VAT refund	£ 2,022.77
BACS	02/09/2024	Barclays Bank	Interest earned	£ 263.55
CASH	05/09/2024	Raffle Tickets	Raffle ticket money taken at Brize Meadow play park opening	£ 75.00
BACS	19/09/2024	WODC	Precept	£ 29,327.00

## AGENDA ITEM 10.2

Reconciliation to Bank Account:



### **BNPC FINANCIAL STATEMENT**

01/10/2024

#### **GENERAL INCOME & EXPENDITURE**

Balance	01/04/2023	£ 308,817.47
Less o/standing receipts		£ -
Add o/standing payments		
Less overpayment		
		£ 308,817.47

Receipts	£ 255,891.02
Payments	£ 457,857.29
Plus Transfers	
Balance	01/10/2024 £ 106,851.20

Once all outstanding items approved and paid

Plus o/standing payments	£ 44,304.13
Less o/standing lodgements	£ 333.00
Cash in Bank	01/10/2024 £ 150,822.33

October meeting orders for payment

Total Funds in bank 01/10/2024 £150,822.33 0.00

#### **RESERVES INCOME AND EXPENDITURE**

##### **AVAILABLE FUNDS**

General Funds	£ 19,320.06
BNPC Precept Reserves	£ 15,000.00
BNPC Reserves	£ 2,761.26
Elder Bank Hall extension reserves	£ 34,232.67
Brize Meadow Play Park reserves	£ 34,420.85
Defibrillator Fund	£ 40.71
Interest earned to date	£ 1,075.65

**TOTAL FUNDS** £ 106,851.20

Once all outstanding items approved and paid