

**BRIZE NORTON PARISH COUNCIL**

Clerk to the Council: Mrs Jo Webb  
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31<sup>st</sup> December 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 6<sup>th</sup> January 2025 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> December 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 2025/2026 Budget and Precept
  - 7.2 Emergency Plan
  - 7.3 Annual Parish Meeting date
  - 7.4 Process for making payments
  - 7.5 Sexual Harassment and General Harassment policy and procedure – update
  - 7.6 Station Road play park repairs
  - 7.7 Clerk refresher training

- 7.8 Allotment pest control
- 7.9 Recreation ground hire – cricket club charges

**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) Date of next meeting** – Monday 3<sup>rd</sup> February 2025.

**AGENDA ITEM 9**

**NEW PLANNING APPLICATIONS:**

24/02837/FUL	Mr Aniket Chhipa Plot 4 Viscount Industrial Estate Station Road Brize Norton	Erection of four industrial units and associated works <b>Registered: 5<sup>th</sup> December 2024</b> <b>Respond: 14<sup>th</sup> January 2025</b>
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**PENDING PLANNING DECISIONS:**

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> <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>

23/01738/POB28	Land East of Monahan Way Carterton	<p><b>Respond: 6<sup>th</sup> August 2024</b>  <b>Appeal in progress</b></p> <p>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></p>
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DECIDED PLANNING DECISIONS: None

**AGENDA ITEM 10.1**

**ORDERS FOR PAYMENT:**

Payment Type	Date for Approval	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	06/01/2025	Wendy Way	Reimbursement of flowers for Brize Meadow Lodge Care Home		£ 25.00		£ 25.00
DD	06/01/2025	IONOS	Email fees	203045413579	£ 16.80	£ 2.80	£ 14.00
BACS	06/01/2025	OPC	Pressure jet and unblock foul drains	INV-11130	£ 158.40	£ 26.40	£ 132.00
BACS	06/01/2025	Ady State	Reimbursement of emergency bulkhead light fire exit sign		£ 51.80		£ 51.80
BACS	06/01/2025	Specialist Cleaning Ltd	Deep cleaning of pavilion changing rooms		£ 300.00	£ 50.00	£ 250.00
BACS	06/01/2025	Chapel Hill Group	Monthly web, social and design work	INV-0046	£ 384.00	£ 64.00	£ 320.00
BACS	06/01/2025	Chapel Hill Group	Licence for website	INV-0049	£ 41.16	£ 6.86	£ 34.30
BACS	06/01/2025		Salaries				

**PAYMENTS RECEIVED:**

Payment Type	Date	Source	Details	Amount
BACS	30/11/2024	Aston Football Club	Use of recreation ground and outside toilet	£ 195.00
BACS	01/12/2024	Humble Bumble Ltd	Pavilion rent - December 2024	£ 1.00
BACS	02/12/2024	Barclays Bank	Interest earned	£ 369.27

## AGENDA ITEM 10.2

Reconciliation to Bank Account:



31/12/2024

### BNPC FINANCIAL STATEMENT

#### GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£	308,817.47
Less o/standing receipts		£	-
Add o/standing payments			
Less overpayment			
		£	308,817.47
Receipts		£	265,044.56
Payments		£	469,835.74
Plus Transfers			
Balance	31/12/2024	£	104,026.29
Plus o/standing payments		£	3,248.17
Less o/standing lodgements		£	227.50
Cash in Bank	31/12/2024	£	107,046.96
Total Funds in bank	31/12/2024		£107,046.96

Once all outstanding Items approved and paid

January meeting orders for payment

0.00

#### RESERVES INCOME AND EXPENDITURE

##### AVAILABLE FUNDS

General Funds	£	9,468.35
BNPC Precept Reserves	£	15,000.00
BNPC Reserves	£	2,761.26
Elder Bank Hall extension reserves	£	40,404.13
Brize Meadow Play Park reserves	£	34,672.28
Defibrillator Fund	£	275.35
Interest earned to date	£	1,444.92
<b>TOTAL FUNDS</b>	<b>£</b>	<b>104,026.29</b>

Once all outstanding Items approved and paid