



Minutes of the Brize Norton Parish Council meeting held on Monday 6th November 2023 at 7.30 pm at the Sports Pavilion, Brize Norton

210/24	<u>PRESENT</u> Cllr Way - Chair, Cllr Woodward - Vice-Chair, Cllr Goble, Cllr Woodward, Cllr State, Cllr Truman, Cllr Fothergill, and Jo Webb - Clerk.	<u>ACTION</u>
211/24	<u>1. APOLOGIES</u> Cllr Bennet, Cllr Pearson (WODC) and Cllr Field- Johnson (OCC) gave their apologies.	
212/24	<u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 11.1 - Orders for payment - payments to Chapel Hill Design & Marketing.	
213/24	<u>3. CO-OPT A NEW COUNCILLOR</u> Cllr Woodward proposed to co-opt Carol Fothergill as our new Councillor. Cllr Goble seconded; all Councillors agreed. The Register of Members' Interests and Declaration of Acceptance of Office forms were completed and signed; the Clerk will submit the completed paperwork to WODC. Welcome to Cllr Fothergill.	Clerk to submit signed paperwork
214/24	<u>4. MINUTES</u> The minutes of the Parish Council meeting on Monday 2 nd October 2023 were reviewed for accuracy. Cllr Goble proposed, and Cllr State seconded; all Councillors agreed. Cllr Way signed the minutes.	Clerk to scan and post minutes to website.
215/24	<u>5. PUBLIC PARTICIPATION</u> No Members of the public attended the meeting.	
216/24	<u>6. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC - Cllr Pearson's report has been circulated to all Cllrs. OCC - Cllr Field-Johnson's report has been circulated to all Cllrs.	
217/24	<u>7. CHAIRMAN'S REPORT</u> ● Local Plan Consultation Cllrs attended two meetings to discuss the BNPC's response to the consultation. Cllrs Way and Goble also attended the 'drop-in' Local Plan exhibition held at the Carterton Town Hall and the Town and Parish Council	

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	<p>workshop held at WODC's offices to gather further information. The PC's response was sent by email on 30th October 2023.</p> <ul style="list-style-type: none"> ● OCC Council Charter Summit held on 26th October 2023. Cllrs Way and Goble attended virtually. There were 58 on-line participants. There were two questions asked of the attendees: <ol style="list-style-type: none"> 1. What does "stronger partnership working" look like? 2. How can we enhance local democracy in our communities? The main message from all attendees was that better communication is essential. <p>Next steps:</p> <ol style="list-style-type: none"> a) Online survey 27/10/23 - 10/12/23 b) Draft charter development c) Consultation on the draft charter to be launched January 2024 d) Charter to be launched March 2024. <ul style="list-style-type: none"> ● Christmas Market - Parking on the recreation ground. Communication has been received from BNS&SC regarding allowing vendors to drive onto the rec to unload and park. It was agreed unanimously that vehicles will not be allowed as the ground is very wet and the Parish Council does not have the funds to make any repairs. A response will be sent suggesting a meeting with Cllr Way, Tim Gush, and the Christmas Market organiser. 	Response to be sent to BNS&SC
218/24	<p>8.1 DISCUSSION AND DECISIONS - DONATIONS</p> <ul style="list-style-type: none"> ● Royal British Legion - a donation of £60 was agreed for two poppy wreaths. Cllr Way will lay a wreath at Brize Norton and Cllr Woodward will lay a wreath at Norton Way. ● Oxfordshire Mind - a donation of £50 was agreed. The Clerk will include this with the orders for payment at the December meeting. ● Fred Bellenger retirement gift - a £50 gift voucher for a restaurant was agreed. Cllr Truman to confirm which restaurant would be preferred. 	<p>Clerk to include with December's orders for payment.</p> <p>Cllr Truman to confirm restaurant</p>
219/24	<p>8.2 DISCUSSION AND DECISIONS - 2024/2025 BUDGET</p> <p>Cllrs started work on the setting the budget for 2024/2025. A further meeting has been scheduled for Monday 20th November at 7.30pm.</p>	<p>Cllrs to attend meeting 20th November at 7.30pm</p>
220/24	<p>9.1 PROGRESS REPORT - MAINTENANCE</p> <ul style="list-style-type: none"> ● Cllr Woodward has gone through the list with the village handyman. Weeds on Manor Road are now a priority and brambles overhanging the wall of the Manor House need cutting back. The resident will be asked to cut these back. ● Cllr Truman will liaise with the Humble Bumble Cafe to arrange a litter pick. ● Cllr would like to thank Mr & Mrs Bellenger for planting flowers and tidying the area around the war memorial. 	<p>Resident to be asked to cut back brambles.</p> <p>Cllr Truman to arrange litter pick.</p>

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	<ul style="list-style-type: none"> ● In future, the village handyman should be asked to tidy the church way entrance a week before Remembrance Day and before open gardens. ● Recreation Ground grass cutting - There is still some work to do on this before we can arrange a meeting with BNS&SC. We need to know the football fixture list/hire dates so that a cutting schedule can be agreed. It was also agreed that McCracken's should be contacted for a quote. ● Correspondence has been received from OCC regarding the grass cutting which has raised some concerns. The Clerk will draft a response for the Cllrs to approve. 	<p>McCracken's to be asked to quote.</p> <p>Clerk to draft response to OCC</p>
221/24	<p><u>9.2 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> Cllr Goble and Cllr Woodward have circulated a report. It was proposed to appoint Ben Smith's company, Carpentry and Building and all Cllrs agreed. There is a shortfall of S106 funds available of £27,000 for this project. It was agreed that £20,000 should be used from the BNPC reserve fund and the remaining £7,000 to be budgeted in the 2024/2025 precept.</p>	
222/24	<p><u>10 PLANNING</u> (See attached Appendix A).</p>	
223/24	<p><u>11.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B). An additional payment has been submitted and approved for Fred Bellenger for £72.41 for memorial flowers and mower fuel. Payments were approved; Cllr Way and Cllr State to authorise online payments.</p> <p>Chapel Hill Design has submitted an invoice for £793.68 for the design and printing of Brize Norton Breeze magazine. All Cllrs agreed to payment of this invoice once the magazine has been received.</p>	<p>Cllr Way & Cllr State to authorise online payments.</p> <p>Invoice to be paid upon receipt of magazine.</p>
224/24	<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>	
225/24	<p><u>12 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.</p> <ul style="list-style-type: none"> ● An email has been received from Hyas Associates requesting an online meeting to discuss the Carterton Strategic Plan. All Cllrs agreed to a meeting on Monday 27th November at 7.30pm. The Clerk will liaise with Hyas Associates to make arrangements. ● Savills has asked to meet with the Parish Council to explain the proposals which have been submitted to WODC in relation to land north of Brize Norton and south of the A40. It was agreed to make 	<p>Clerk to make meeting arrangements.</p> <p>Clerk to advise Savills of deferring the</p>

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	<p>arrangements for a meeting in the new year to hear their proposals but that this is not to be treated as a consultation.</p> <ul style="list-style-type: none"> ● Bloombridge has requested a meeting to discuss the Neighbourhood Plan and the West Oxfordshire Local Plan. It was agreed that we will not discuss these matters with Bloombridge but only receive a presentation on their vision for land north west of Brize Norton (Kilkenny Farm) but that this is not to be treated as a consultation. It was agreed to make arrangement for a meeting in the new year. ● Carterton Town Council has been in contact regarding the four bus shelters on Monahan Way. Although these bus shelters are in Brize Norton they originally served Shilton Park residents in Carterton. With the bus shelters now also serving Brize Meadow it was agreed that the Clerk will contact CTC and establish if they have estimates for maintenance for consideration with setting the 2024/2025 budget and decide how to proceed. 	<p>meeting until January.</p> <p>Clerk to advise Bloombridge of deferring the meeting until January but we will not discuss Local & neighbourhood Plans.</p> <p>Clerk to contact Carterton Town Council</p>
226/24	<p>13 DATE OF NEXT MEETING</p> <p>The next Parish Council Meeting will be held on Monday 4th December 2023 in the Brize Norton Sports Pavilion.</p>	

There being no further business the Chairman declared the meeting closed at 10.15pm.

APPENDIX A – PLANNING 222/24:
AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

23/02554/RES	Mr Andrew Winstone Land East of Monahan Way Carterton	Reserved Matters application for the construction of a neighbourhood equipped play area and the provision of associated landscaping and boundary fencing at Land East of Monahan Way, Carterton, Oxfordshire Registered: 10th October 2023 Respond: 10th November 2023
23/02298/HHD	Mr David Hartley 66 Miles Drive Brize Norton	Erection of a summer house in rear garden Registered: 9th October 2023 Respond: 6th November 2023
23/02546/NMA	Mr Andrew Winstone Land East of Monahan Way Carterton	Reserved matters application for Phase 3A comprising 164 dwellings with associated landscaping, highway and drainage and infrastructure (non material amendment to

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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

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DECIDED PLANNING DECISIONS: None

APPENDIX B – FINANCE 223/24 & 224/24:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	06/11/2023	WODC	Emptying of recreation ground litter bin 1/4/23 to 1/9/23	33546146	£ 261.14	£ 43.52	217.62
DD	06/11/2023	IONOS	Email fees	203038444752	£ 10.80	£ 1.80	9.00
DD	06/11/2023	Everflow Water	Forecast water use 10/11/23 to 9/12/23	2575953	£ 73.79		73.79
BACS	06/11/2023	5As Tool & Plant Hire	Motormix cannister, oil, bulk line orange	126878	£ 68.41	£ 11.40	57.01
STO	06/11/2023	Christ Church	Bus Shelter Rent		£ 5.00		5.00
STO	06/11/2023	Christ Church	Allotment rent		£ 75.00		75.00
BACS	06/11/2023	Tricorn Consultants	Services for Elder Bank Hall extension	TC/1389/01	£ 1,595.00		1595.00
BACS	06/11/2023		Salaries				
CHQ	06/11/2023	Royal British Legion	Donation for Poppy Wreaths		£ 60.00		60.00
BACS	06/11/2023	Chapel Hill Design	Website & social media management	CHD-INV-0069	£ 300.00		300.00
							0.00

PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACS	13/10/2023	BNS&SC	Pavilion rent x 4 years	£ 4.00
BACS	13/10/2023	BNS&SC	Water bill	£ 227.60
			Total	231.60

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AGENDA ITEM 11.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

31st October 2023

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£	14,758.68
Less o/standing receipts			
Add o/standing payments			
Less overpayment		£	0.10
		£	<u>14,758.58</u>

Notes - 0.10 overpaid amount on invoice 62/23 dated 6/10/22

Receipts		£	52,915.57
Payments		£	33,696.72
Plus Transfers			
Balance	31/10/2023	£	<u>33,977.43</u>

VAT Reconciliation o/standing

Plus o/standing payments		£	4,122.90
Less o/standing lodgements		£	-
Cash in Bank	31/10/2023	£	<u>38,100.33</u>

Outstanding Items + Orders for Payment

Current Account 31/10/2023 £38,100.33 0.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2023		£	22,305.43
Plus Receipts			
Less Transfers			
Current Reserves		£	<u>22,305.43</u>

WODC Investment

AVAILABLE FUNDS

General Funds		£	33,977.43
WODC Reserves		£	22,305.43
TOTAL FUNDS		£	<u>56,282.86</u>

VAT Reconciliation o/standing

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