



Minutes of the Brize Norton Parish Council meeting held on Monday 8<sup>th</sup> January 2024 at 7.30 pm at the Sports Pavilion, Brize Norton

262/24	<u>PRESENT</u> Cllr Way - Chair, Cllr Woodward - Vice-Chair, Cllr Goble, Cllr State, Cllr Bennett, Cllr Fothergill and Jo Webb - Clerk.	<u>ACTION</u>
263/24	1. <u>APOLOGIES</u> Cllr Truman, Cllr Pearson (WODC) and Cllr Field-Johnson (OCC) gave their apologies.	
264/24	2. <u>DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payments to Chapel Hill Design & Marketing.	
265/24	3. <u>MINUTES</u> The minutes of the Parish Council meeting on Monday 4 <sup>th</sup> December 2023 were reviewed for accuracy. Cllr State proposed and Cllr Bennett seconded; all Cllrs agreed.  The minutes of the extraordinary meeting on Monday 18 <sup>th</sup> December 2023 were reviewed for accuracy. Cllr Woodward proposed, and Cllr Bennett seconded; all Councillors agreed.  Cllr Way signed both sets of minutes.	Clerk to scan and post minutes to website.
266/24	4. <u>PUBLIC PARTICIPATION</u> No members of the public attending the meeting.	
267/24	5. <u>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.	
268/24	6.1 <u>CHAIRMAN'S REPORT</u> Cllr Way & Cllr State attended a meeting with the solicitor regarding the Elder Bank Hall Committee lease. Information has been circulated to all Cllrs.	
269/24	6.2 <u>COUNCILLOR REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> ● There have been no updates since last month's report. ● The litter is bad on both sides of the fence near the new allotment	Cllr Goble to discuss with Bloor Homes

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	<p>site; Cllr Goble will discuss this with Bloor Homes.</p> <ul style="list-style-type: none"> <li>● There is also a lot of litter by the shops. Cllr Bennett will speak to Co-op and Greggs regarding this. Cllr Bennett will also discuss the possibility of funding and electric supply for a defibrillator.</li> </ul>	Cllr Bennett to discuss litter & defibrillator with Co-op & Greggs
270/24	<p><u>6.3 COUNCILLOR REPORTS - HIGHWAYS COMMITTEE</u></p> <ul style="list-style-type: none"> <li>● OCC has sent some additional speed signage for Manor Road &amp; Carterton Road. Cllr State will put these up.</li> <li>● OCC has confirmed that the Minster Road footpath work is scheduled to be carried out this financial year.</li> <li>● The grip has been cleared on Station Road and the leak by Chapel Hill has been repaired.</li> <li>● OCC has advised that the 6 grips on Manor Road are covered by a maintenance plan. Cllr Way has taken photographs and will contact OCC to query when maintenance was last carried out.</li> </ul>	<p>Cllr State to install signs</p> <p>Cllr Way to contact OCC</p>
271/24	<p><u>7.1 DISCUSSION AND DECISIONS - BIODIVERSITY DUTY FOR PARISH COUNCILS</u></p> <p>Parish Councils are being encouraged to adopt a Biodiversity Policy and Cllrs feel that this should be a community wide project. All Cllrs to have a look at the links and feedback their thoughts.</p>	Cllrs to look at links and feedback
272/24	<p><u>7.2 DISCUSSION AND DECISIONS - OXFORDSHIRE COUNCILS CHARTER SURVEY AND FORUM</u></p> <p>Cllr Goble, Cllr Fothergill and Cllr State are attending a forum at WODC on Tuesday 6<sup>th</sup> February. The Clerk will set up a zoom meeting for Wednesday 7<sup>th</sup> February at 7.30pm for feedback and completion of the survey.</p>	Clerk to set up zoom meeting
273/24	<p><u>7.3 DISCUSSION AND DECISIONS - WELCOME BROCHURE PRINTING</u></p> <p>A quote for £285 has been received for amendments and printing of 100 welcome brochures. All Cllrs were in agreement; Cllr Way to advise of amendments and place order.</p>	Cllr Way to place order
274/24	<p><u>7.4 DISCUSSION AND DECISIONS - BRIZE BREEZE ARTICLE - HOUSING DEVELOPMENT IN WEST OXFORDSHIRE</u></p> <p>Cllrs discussed this and it was unanimously agreed that this article is not relevant for the Parish Magazine. The Clerk will respond to the developer to advise.</p>	Clerk to respond to developer
275/24	<p><u>7.5 DISCUSSION AND DECISIONS - ACCOUNTING SOFTWARE FOR 2024/2025</u></p> <p>All Cllrs were in agreement to purchase Scribe accounting software for 2024/2025. The Clerk will contact Scribe to make arrangements.</p>	Clerk to contact Scribe
276/24	<p><u>7.6 DISCUSSION AND DECISIONS - BARCLAYS SAVINGS ACCOUNT</u></p> <p>A savings account has been opened with Barclays Bank to be used as a separate holding account for reserves and S106 funding.</p>	

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277/24	<p><b><u>7.7 DISCUSSION AND DECISIONS - ADOPTION OF BRIZE MEADOW FOOTPATHS AND CYCLE PATHS BY OCC</u></b></p> <p>The Cllrs agreed in principal to the OCC adoption subject to clarification of the following points:</p> <ul style="list-style-type: none"> <li>● Brize Norton Parish Council, OCC and Bloor Homes to agree the exact areas to be adopted.</li> <li>● Has OCC seen and agreed the extent of the tarmac foot/cycle paths?</li> <li>● What maintenance regime will OCC put in place to maintain the foot/cycle paths?</li> <li>● Who will maintain the foot/cycle paths or is there an expectation that it will be delegated back to the PC?</li> <li>● Confirmation that the cross-over road between the highway and the allotment car park will be tarmacked as 'Hoggin' is unacceptable due to the vehicular traffic driving across it.</li> <li>● Confirmation of who will be responsible for the grasscrete allotment car park.</li> </ul> <p>Cllr Goble will contact Bloor Homes for clarification.</p>	Cllr Goble to contact Bloor Homes
278/24	<p><b><u>8.1 PROGRESS REPORT – MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>● Cllr Woodward is awaiting quotes for the Station Road play park fence repair.</li> <li>● Cllr Woodward to provide a further contact for the repair of the rec/allotment dry stone wall.</li> <li>● Cllr Woodward to draft letter to be sent to BNS&amp;SC &amp; EBH committee regarding health and safety documents that BNPC needs sight of.</li> <li>● Cllr Way met with McCrackens to discuss the following items: Price increase for 2024/2025 Quote for recreation ground Maintenance of trees Dates of scheduled cuts Invoicing Quality of cuts</li> </ul>	<p>Cllr Woodward to provide contact</p> <p>Cllr Woodward to draft letter</p>
279/24	<p><b><u>8.2 PROGRESS REPORT – BRIZE MEADOW PLAY PARK</u></b></p> <ul style="list-style-type: none"> <li>● Cllr Way has arranged an on site meeting with HAGS and Hickman Brothers for 9<sup>th</sup> January; Andrew and Daniel from Bloor Homes have also been invited to attend.</li> <li>● Thank you to Bloor Homes for leveling the site.</li> <li>● S106 monies have been applied for and agreed by WODC in principal once the reserved matters has been approved and the land has been transferred to BNPC.</li> <li>● Cllr Fothergill is looking into grant opportunities for the refurbishment of Station Road play park.</li> </ul>	
280/24	<p><b><u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u></b></p> <p>Updated information has been received and we are awaiting a revised</p>	

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	quote from the contractor.	
281/24	<u>8.4 PROGRESS REPORT - BRIZE NORTON PAVILION</u> Architects have been approached for this project; a report is being prepared.	
282/24	<u>9 PLANNING</u> (See attached Appendix A).	
283/24	<u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B). It was agreed to transfer £22,761.26 reserves to the savings account. This is value of the investment fund that has been repaid by WODC.  Payments were approved; Cllr Way and Cllr State to authorise online payments.	Cllr Way & Cllr State to authorise online payments
284/24	<u>10.2 FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
285/24	<u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.	
286/24	<u>12 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 5 <sup>th</sup> February 2024 in the Brize Norton Sports Pavilion.	

There being no further business the Chairman declared the meeting closed at 9.50pm.

## APPENDIX A – PLANNING 282/24: AGENDA ITEM 9

### NEW PLANNING APPLICATIONS:

23/03111/FUL	Mr Aniket Chhipa Plot 4 Viscount Industrial Estate Station Road Brize Norton	Erection of four industrial units and associated works <b>Registered: 6<sup>th</sup> December 2023</b> <b>Respond: 29<sup>th</sup> December 2023</b>
23/02708/OUT	Messrs McShane, Thomas, Yule and Harris Land Parcel to North East of Carterton Football Club	Erection of five age restricted dwellings (55 years) with re-sited access, conveyance of part of site as nature recovery network land (outline application with all matters reserved)

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23/03152/HHD	<p>Swinbrook Road Carterton</p> <p>Mr D Bond 48B Station Road Brize Norton</p>	<p><b>Registered: 5<sup>th</sup> December 2023</b> <b>Respond: 29<sup>th</sup> December 2023</b></p> <p>Erection of a detached double carport with home office in roof space. <b>Registered: 27<sup>th</sup> November 2023</b> <b>Respond: 28<sup>th</sup> December 2023</b></p>
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PENDING PLANNING DECISIONS:

23/02554/RES	Mr Andrew Winstone Land East of Monahan Way Carterton	<p>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 <b>Registered: 10<sup>th</sup> October 2023</b> <b>Respond: 10<sup>th</sup> November 2023</b> <b>Under Consideration</b></p>
23/01738/POB28	Land East of Monahan Way Carterton	<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>
23/00136/OUT	Mr T Hinchly Quarry Dene Burford Road Brize Norton	<p>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) <b>Registered: 15<sup>th</sup> February 2023</b> <b>Respond: 24<sup>th</sup> March 2023</b> <b>Awaiting Decision</b></p>
22/03539/FUL	Mr Andrew Winstone Land (E) 429494 (N) 207689 Monahan Way Carterton	<p>Construction of 99 dwellings (to include 35 affordable homes) garages, estate roads and drainage infrastructure <b>Registered: 13<sup>th</sup> January 2023</b> <b>Respond: 8<sup>th</sup> February 2023</b> <b>Awaiting Decision</b></p>

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DECIDED PLANNING DECISIONS:

23/02782/HHD	Mrs C Chanvrier 10 Sandpits Drive Brize Norton	Erection of conservatory to the rear of the property. <b>Registered: 2<sup>nd</sup> November 2023</b> <b>Respond: 24<sup>th</sup> November 2023</b> <b>Approved: 18<sup>th</sup> December 2023</b>
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APPENDIX B - FINANCE 283/24 & 284/24:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	21/12/2023	WODC	Building control application fee for Elder Bank Hall extension	23/00985/OALFP	£ 457.20	£ 76.20	381.00
BACS	08/01/2024	5As Tool & Plant Hire	Motormix cannister, oil, thermal gripper gloves	128137	£ 57.37	£ 9.56	47.81
BACS	08/01/2024	McCracken & Sons LTD	Grass Cutting	15047	£ 442.80	£ 73.80	369.00
DD	08/01/2024	IONOS	Email fees	203039415344	£ 10.80	£ 1.80	9.00
BACS	08/01/2024	John Welch & Stammers	Legal charges - BNS&SC lease	8235-3	£ 600.00	£ 100.00	500.00
DD	08/01/2024	Everflow Water	Forecast water use 10/1/24 to 9/2/24	EFW243033-0	£ 186.30		186.30
BACS	08/01/2024	5As Tool & Plant Hire	Motormix cannister, orange barrier fencing, fence pins	128552	£ 66.49	£ 11.09	55.40
BACS	08/01/2024		Salaries				
BACS	08/01/2024	Les Goble	Reimbursement of retirement gift voucher		£ 50.00		50.00
BACS	08/01/2024	Chapel Hill Design	Website & social media management	CHD-INV-0083	£ 300.00		300.00

Paid 21/12/23

PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACS	01/12/2023	Elder Bank Hall	Water bill	£ 250.24
BACS	01/12/2023	WODC	Release of investment funds	£ 22,761.26

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## AGENDA ITEM 10.2

### Reconciliation to Bank Account:



#### BNPC FINANCIAL STATEMENT

02/01/2024

#### 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		£	75,927.07
Payments		£	43,048.28
Plus Transfers			
Balance	02/01/2024	£	<u>47,637.37</u>

VAT Reconciliation o/standing

Plus o/standing payments		£	3,182.20
Less o/standing lodgements		£	-
Cash in Bank	02/01/2024	£	<u>50,819.57</u>

Outstanding Items + Orders for Payment

Current Account	02/01/2024	£50,819.57	0.00
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#### RESERVES INCOME AND EXPENDITURE

Balance 1/4/2023		£	22,305.43
Plus Interest		£	493.11
Less Admin Fee		£	37.28
Less Transfers		£	22,761.26
Current Reserves		£	<u>-</u>

WODC Investment

#### AVAILABLE FUNDS

General Funds		£	47,637.37
WODC Reserves		£	-
<b>TOTAL FUNDS</b>		£	<u>47,637.37</u>

VAT Reconciliation o/standing

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