

BRIZE NORTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of the Parish Council on Tuesday 5th July 2021
in the Sports and Social Club

<u>87/22</u>	<u>PRESENT</u>	<u>ACTION</u>
	<p>Cllr Way – Chairman, Cllr Glazier - Vice-chair, Cllr Goble, Cllr Stewart, and Alison Riseley – clerk</p> <p>Cllr Postan (WODC),</p> <p>Member of the public – David Constable, David Golding</p>	
<u>88/22</u>	<u>1 – APOLOGIES</u>	
	<p>Cllr Field-Johnson (OCC), Cllr Campion and Cllr Squire sent their apologies.</p>	
<u>89/22</u>	<u>2.1 – DECLARATIONS OF INTEREST</u>	
	<p>There were no declarations of interests.</p>	
<u>90/22</u>	<u>2.2 – PECUNIARY INTERESTS</u>	
	<p>There were no further pecuniary interests declared.</p>	
<u>91/22</u>	<u>3 – MINUTES</u>	
	<p>The Minutes of the Parish Council Meeting on Monday 7th June 2021 were agreed and signed.</p> <p>Cllr Glazier proposed, and Cllr Stewart seconded. All councillors agreed. The motion was passed. Cllr Way signed the minutes.</p>	<p>Clerk to scan and post minutes to website</p>
<u>92/22</u>	<u>4.1 – PUBLIC PARTICIPATION –</u>	
	<p>Two members of the public attended the meeting this evening in response to the advertisement for the co-option of a councillor. They introduced themselves to the Council.</p>	

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<u>93/22</u>	<p><u>5 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u></p> <p>Cllr Field-Johnson was unable to attend the meeting, but submitted his report which was circulated to the Council.</p> <p>Cllr Postan did not submit a report this month. He commented that he intended to stand at the next elections in May 2022.</p> <p>Cllr Goble asked Cllr Postan if there was any update with regards to the road repairs on Kilkenny Lane. Cllr Postan replied that there has been nothing yet.</p> <p>Cllr Way asked Cllr Postan if he would be able to put any pressure on the Planning Department for a response to our numerous requests for a meeting with them and the developers regarding the Planning Application for the Commercial Area on Brize Meadow.</p>	
<u>94/22</u>	<p><u>6.1 – CHAIRMAN’S REPORT</u></p> <p>The Chairman reported that she and Cllr Goble had attended an informal meeting with the Mayor and deputy Mayor of Carterton Town Council on Thursday 18th June</p> <p>She also informed the Council that the Clerk had tendered her resignation, effective from 10th June 2021, but that she would help with the handover to a new clerk, to be appointed. Cllr Postan thanked her for her support to both him and the Council during her time with us.</p> <p>An advert has been written and approved by all Councillors.</p>	
<u>95/22</u>	<p><u>6.2 – RECORDS OF COUNCILORS’ MEETINGS</u></p> <p>Cllr Goble and Cllr Squire met with Thames Water on Wednesday 16th June detailed in Cllr Gobles Report (APPENDIX D).</p>	Clerk to send minutes for website
<u>96/22</u>	<p><u>7.1 – COMMITTEE REPORTS – NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>Cllr Goble submitted his report to the Councillors in APPENDIX D.</p>	
<u>97/22</u>	<p><u>7.2 – COMMITTEE REPORTS - BRIZE MEADOW UPDATE</u></p> <p>See Cllr Goble’s report in APPENDIX D.</p>	

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<p><u>98/22</u></p>	<p><u>7.3 – COMMITTEE REPORTS – HIGHWAYS - TRAFFIC AND SPEED PROGRESS IN BRIZE NORTON/ OCC HIGHWAYS</u></p> <p>See Cllr Goble’s report in APPENDIX D.</p>	
<p><u>99/22</u></p>	<p><u>7.4 – COMMITTEE REPORTS – ELDER BANK HALL EXTENSION</u></p> <p>See 106/22 8.7 below.</p>	
<p><u>100/22</u></p>	<p><u>8.1 –DISCUSSION AND DECISIONS – TO CO-OPT COUNCILLORS</u></p> <p>Cllr Woodward resigned in April and Cllr Campion has resigned in June, so two new councillors are needed.</p> <p>Mr David Constable and Mr David Golding have volunteered to be co-opted and meet the require criteria.</p> <p>Cllr Glazier proposed Mr Goulding. Cllr Goble seconded. The Council voted and agreed to co-opt Cllr Goulding to the Council.</p> <p>Cllr Goble proposed Mr Constable. Cllr Glazier seconded. The Council voted and agreed to co-opt Cllr Constable to the Council.</p> <p>The Council welcomed the two new councillors to the Council.</p>	<p>Clerk to contact Mr Butler at WODC to arrange co-option papers.</p> <p>Clerk to prepare councillors folders for the new councillors.</p> <p>Mr Woodward to set up two new e-mail account</p>
<p><u>101/22</u></p>	<p><u>8.2 –DISCUSSION AND DECISIONS – TO DISCUSS THE QUEEN’S PLATINUM JUBILEE BEACONS</u></p> <p>A Member of the Public has requested that the Council consider lighting the Beacons on the 2nd June 2022 as one of the ways the village can celebrate the Queens’ Platinum Jubilee Celebrations.</p> <p>Councillors also discussed the possibility that the Village Bash Committee may like to plan further celebrations and a representative from the Council should sit on the committee. Mr Goulding was selected to represent the Council.</p> <p>Cllr Way proposed, Cllr Glazier seconded. All Councillors agreed. The motion was passed.</p> <p>The Clerk is to write to the Member of the Public and advise him that the Council is happy for him to go ahead and arrange the lighting of the beacon and ask if he would like to discuss the possibility of the Village Bash Committee organising an event as he is on this Committee.</p> <p>Cllr Postan left the meeting at 8:42pm.</p>	<p>The Clerk is to write to the MoP</p>

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<p><u>102/22</u></p>	<p><u>8.3 – DISCUSSION AND DECISIONS – TO APPROVE COUNCIL POLICIES</u></p> <p>The Council examined and approved the following documents, subject to the minor changes:</p> <p>Homeworking Grievance & discipline Dignity at Work, Sickness Absence – The Clerk was asked to check if the date of 2019 and the rate of SSP of £94.25 was still correct. Training and Development Policies</p> <p>Cllr Glazier proposed. Cllr Stewart seconded, and all Councillors agreed. The motion was passed to approve the policies.</p>	<p>Clerk to advise the Councillors and amend the policy, if required.</p>
<p><u>103/22</u></p>	<p><u>8.4 – DISCUSSION AND DECISIONS – TO DISCUSS THE E-MAIL FROM A MOP RE: BRIZE MEADOW</u></p> <p>The Council received an e-mail regarding inappropriate behaviour of an individual on Brize Meadow.</p> <p>The Police has been informed of the issues and to ensure every incident has a case number, as recommended by the Council.</p>	
<p><u>104/22</u></p>	<p><u>8.5 – DISCUSSION AND DECISIONS – TO DISCUSS THE E-MAIL FROM A MOP RE: RECREATION GROUND</u></p> <p>The Council received an e-mail asking permission for a children’s party to be held on the recreation ground. Another request had been made by the RAF to hold a cricket match and family day which was passed to the S&SC.</p> <p>As the Council has still not clearly resolved how requests of this nature should be handled it was agreed that a simple contract between lessee and lessor should be put together. Cllr Glazier was asked to look at how this would look and report back to Council.</p>	<p>Cllr Glazier to research simple leases.</p>
<p><u>105/22</u></p>	<p><u>8.6 – DISCUSSION AND DECISIONS – TO DISCUSS NEW APPOINTMENTS</u></p> <p>There have been no applications for the Website Administrator’s position.</p> <p>Cllr Way asked Mr Constable to have a look at the current website and bring some new ideas to Councillors at a separate meeting to be arranged after the APM. He will look to take over the running of the website and will liaise with Mr Woodward regarding a handover.</p>	

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<u>106/22</u>	<p><u>8.7 – DISCUSSION AND DECISIONS – TO DISCUSS PHASE 2 OF THE ELDER BANK HALL TENDER</u></p> <p>Cllr Squire circulated his report to the Council. He reported that good progress was made in the first two weeks of June, the architect has put together Scopes of Work for the Structural Engineer and Surveyor and sent them out for quotes.</p>	
<u>107/22</u>	<p><u>8.8 – DISCUSSION AND DECISIONS – TO DISCUSS OCC LIST OF INFORMATION REQUIREMENTS FOR VALIDATION OF PLANNING AND RELATED APPLIATIONS</u></p> <p>No comment was required.</p>	
<u>108/22</u>	<p><u>9.1 – PROGRESS REPORTS – MAINTENANCE UPDATE</u></p> <p>Cllr Glazier informed the Council that the dry-stone wall has been repaired. The lines on the tennis court have been re-painted. The leak from the Gigaclear conduit has been reported to Gigaclear, Thames Water and OCC Surface Water drainage unit have been informed. The equipment in the play park will be re-painted within the next month. The play park will also be inspected during July.</p> <p>A Member of the Public reported that the Pop Socket has become overgrown. Although this has now been addressed on this occasion the Councillors agreed that we should ask Cottsway Housing Association if they own the Pop Socket. Cllr Glazier is to write a letter for the Clerk to send.</p>	Cllr Glazier/The Clerk
<u>109/22</u>	<p><u>9.2 – PROGRESS REPORTS – DEFIBRILLATOR</u></p> <p>The battery in the defibrillator has been replaced.</p> <p>Clerk to re-write ELDER BANK HALL on the defibrillator box as an identifier. Check battery and charge monthly and record on sheets inside box.</p>	The Clerk to write identity on exterior of box
<u>110/22</u>	<p><u>9.3 – PROGRESS REPORTS – SPORTS AND SOCIAL CLUB AGREEMENT REGARDING COMMERCIAL USE OF RECREATION GROUND</u></p> <p>The Sports and Social Club have been liaising with local sports clubs regarding the use of the Recreation Ground.</p>	S&SC to agree terms of lease
<u>111/22</u>	<p><u>10 – PLANNING</u></p> <p>No new planning applications have been submitted, however, there was an appeal to the application for 20/03445/FUL</p>	

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	<p>(Appeal APP/D3125/W/21/3272744), Quarry Dene, Burford Road, Brize Norton, (APPENDIX C). No further action required.</p> <p>Application 21/00937/RES, 12/0091/P/OP - Reserved Matters Application for phase 1 of the Brize Meadows Local Centre (including primary school parking). It was agreed that Cllr Goble should continue to try and contact Abbey Fettes at WODC Planning as a matter of urgency and request a meeting.</p>	Cllr Goble
<u>112/22</u>	<p><u>11.1 – FINANCE</u></p> <p>Consider payments to be made (see attached Appendix B).</p> <p>Chairman and Cllr Glazier or Cllr Squire to arrange online payments.</p>	<p>Payments were approved. Cllr Way/ Glazier/ Squire to authorise online payments.</p>
<u>113/22</u>	<p><u>11.2 – TO EXAMINE THE BANK ACCOUNTS DURING JUNE</u></p> <p>The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p> <p>Cllr Squire has examined the finance spread sheet and circulated it to the Council.</p>	
<u>114/22</u>	<p><u>11.3 – TO APPROVE THE ANNUAL GOVERNANCE STATEMENT</u></p> <p>Subject to the report from the internal auditors, the Council was happy that the financial systems in place were adequate and appropriate risk measure were taken and financial procedures were rigorous.</p> <p>Following the Internal Auditor's comments, Cllr Squire has simplified the Accounts and the input and reporting functions of the BNPC Management Accounts, now called the "Cashbook", which will solve issues identified in the Auditor's Report.</p> <p>The Clerk and Chairman signed the statement.</p>	<p>The clerk to scan the AGAR and post on the website.</p> <p>Clerk to send AGAR and supporting documents to external auditors</p>

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<u>115/22</u>	<p><u>11.4 – TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTING STATEMENT FOR 20-21</u></p> <p>Clr Squire has read the statement from the Internal Auditor and has examined the totals declared and is happy that they reflect those supported by the accounts.</p> <p>The Clerk and Chairman signed the statement.</p>	<p>The clerk to scan the AGAR and post on the website.</p> <p>Clerk to send AGAR and supporting documents to external auditors</p>
<u>116/22</u>	<p><u>12 – CORRESPONDENCE</u></p> <p>The Clerk has shared the correspondence with the Council. There were no specific items to highlight.</p>	
<u>117/22</u>	<p><u>13 - ITEMS IDENTIFIED FOR AUGUST'S AGENDA</u> (See attached Appendix A).</p>	

There being no further business the Chairman declared the meeting closed at 9:57pm.

Date of the next Parish Council Meeting will be held on **Monday, 2nd August 2021** in the Sports and Social Club Pavilion.

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APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS 117/21:

- Cllr Goble – Neighbourhood Plan
- Cllr Goble – OCC Highways
- Cllrs Squire, Goble and Stewart - Bloor Homes
- Cllr Squire – Elder Bank Hall Extension Tender
- Cllr Stewart – Emergency Response Plan (Sept)
- Cllr Glazier – Pavilion funding grants
- Cllr Glazier / Cllr Squire –Maintenance Man wage
- Cllr Way – newsletter
- All Cllrs – organisation and responsibilities (Sept)
- All Cllrs – planning budget for 2022

APPENDIX B – FINANCE 112/22 & 113/22:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

BACS	£300.00	Crescent Accounting	Internal audit
BACS	£382.00	UBICO	Waste bin emptying service
BACS	£213.52	Castle Water	Water Bill (April-May)
BACS	£95.00	SLCC	1-year renewal
BACS	£362.00	Kevin Cambray	Stone Wall repair
BACS	£294.50	Maintenance	June wage
BACS	£371.83	Clerk	June wage
BACS	£370.28	McCracken Ltd	Grass Cutting May 2020 (#10090)
	£2,389.13	TOTAL	

PAYMENTS RECEIVED

10/06/21	£80.00	Christchurch Oxford	Repayment of allotment and bus payments
	£		
	£80.00	TOTAL	

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AGENDA ITEM 11.2



BNPC FINANCIAL STATEMENT

Jun-21

GENERAL INCOME & EXPENDITURE

Balance	01/04/2021	£ 11,728.34	
Less o/standing cheques		£ -	Notes
Add o/standing lodgements		£ -	
		<u>£ 11,728.34</u>	
Receipts		£ 19,790.75	Includes VAT Refund
Payments		£ 10,621.77	Includes VAT to be Refunded
Plus Transfers			
Balance	19/06/2021	<u>£ 20,897.32</u>	VAT Reconciliation o/standing
Plus o/standing payments		£ 1,764.30	Cheques paid, but still to be cashed
Less o/standing lodgements		£ -	
Cash in Bank	19/06/2021	<u>£ 22,661.62</u>	
Current Account	19/06/2021	£22,661.62	0.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2020		£ 21,870.00	WODC funds
Plus Receipts			
Less Transfers			
Current Reserves		<u>£ 21,870.00</u>	

AVAILABLE FUNDS

General Funds		£ 20,897.32	
WODC Reserves		£ 21,870.00	VAT Reconciliation o/standing
TOTAL FUNDS		<u>£ 42,767.32</u>	

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APPENDIX C – PLANNING 111/22:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

20/03445/FUL Appeal APP/D3125/W/21/ 3272744	Terry Hinchly Quarry Dene	Proposed Conversion and Extension of Detached Garage to form New 2 Bedroom Dwelling. Appeal Start date: 4th June 2021 Respond: 9th July 2021
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PENDING PLANNING DECISIONS

21/01859/HHD	Mr Mark Webb 45 Chichester Place Brize Norton Carterton	Demolition of conservatory, erection of single storey rear extension Registered: 18th May 2021 Respond: 16th June 2021
21/01772/HHD	Mr & Mrs J O'Shea 38 Chichester Place Brize Norton Carterton	Single storey front and rear extensions and rear dormer Registered: 17th May 2021 Respond: 15th June 2021
21/01197/FUL PP- 09697382	Tactical Medical Wing RAF Brize Norton Carterton Road Brize Norton Oxfordshire	Tactical Medical Wing RAF Brize Norton Carterton Road Brize Norton Oxfordshire Installation of a new Primary Surveillance Radar on a new radar tower together with associated works and a new ground-based equipment cabin. Registered: 18th May 2021 Respond: 11th June 2021
21/00937/RES 12/0091/P/OP	Mr Aiden Murray Land East Of Monahan Way Carterton	Reserved Matters Application for phase 1 of the Brize Meadows Local Centre (including primary school parking). Registered: 19th March 2021 Respond: 10th June 2021 Development comprising up to 700 houses, an employment area of 1.5 hectares (use classes B1 and B8, together with car showroom use which is sui generis), a local centre of 1 hectare (use classes A1 to A5, B1(a), C1, C2, C3, D1 and D2), a primary school with a site of 2.2 hectares, playing fields, allotments, informal open space, landscaping, drainage improvements and associated engineering works such as highways, cycleways and footways
21/01140/HHD	Mr John Wootton 4 Rocky Banks Brize Norton Carterton	First floor extension to rear elevation Registered: 31st March 2021 Respond: 28th May 2021



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21/00655/HHD	Mr and Mrs Johnson Karimar, Burford Road Brize Norton	Erection of a two-story rear extension and canopy over front entrance along with construction of a detached garage with office above. Alterations to include changes to fenestration, internal alterations to create an annex and creation of a new vehicular access. Registered: 7th April 2021 Respond: 4th May 2021
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DECIDED PLANNING DECISIONS:

21/01283/HHD	Mr And Mrs Simon Morrison 42 Chichester Place Brize Norton Carterton	Single and two storey rear extension conversion of garage to utility/shower room. Erect new single garage Registered: 1st April 2021 Respond: 28th May 2021 Decided: Approve Date: 24th June 2021
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APPENDIX D – REPORT FROM CLLR GOBLE JULY 2021 96-98/22

NEIGHBOURHOOD PLAN

- 1) Proof copies of revised and updated 'Village Character Assessment' and 'Village Character Appendices' due w/c 05/07/2020.
- 2) NPSG urgently need website working correctly and latest documents uploaded. Web site also needs to function correctly for operation of interlinks between documents and external reference documents.

ROADS/PATHS

- 1) Three buildouts – Works to start during w/c 26th July and are anticipated to last approximately 6 weeks.
- 2) 'Brize Norton' gates on Monahan Way – Painting of the gates has been finished. M.V. Kelly have the 'BRIZE NORTON' signs on site and will install once the painting has been finished.
- 3) PROW 143/3 temporary closure – PC have agreed temporary 'green route' for public use whilst PROW 143/3 is closed for safety reasons.
- 4) PROW's - Email and map indicating six issues with stiles and bridges sent to Mr Barnet. He has agreed to work through the list ASAP.
- 5) PROW 143/7 through Willow Farm – No update
- 6) Footways on Manor Road and Station Road - awaiting feedback from OCC officer – No update.
- 7) Carterton Road combined foot/cycle way - OCC and Bloor Homes consultants are in dialogue about this. Working Group submitted initial feedback to Bloor Homes on 04/06/2021 which is under consideration – No update.

BLOOR HOMES

- 1) Attenuation Pond 4 - Pond constructed but headwall and reinstatement of PROW still to be completed.
- 2) Thames Water Pumping Station – Fence and gates now installed. SEE still to install new supply cable. Bloor awaiting update from Thames Water as to completion/anticipated operational date/s.2
- 3) Culvert upgrade in field south of Carterton Road – Bloor Homes and PC have received initial feedback from TW as follows:

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- We have built the hydraulic model and undertaken some runs. Initial results show a sensitivity to a slight build-up of silt in the surface water sewer.
 - We have met our network operational colleagues. They are going to arrange for a team to CCTV and subsequently clean the 150mm diameter surface water line to confirm its condition.
 - We'll advise once we get an indication of a date for the surveys
- 4) Attenuation Ponds Carterton Road – Hydrobrake is connected, however some remedial works to the basins still to be undertaken, which will pick up issues with the central basin not draining into the western basin – No update.
 - 5) Benches - Bloor Homes have agreed to install three benches on village green. Landscape drawings being updated to show location of all benches.
 - 6) NEAP – PC should now be considering the design for this area as we should not be leaving it 'Empty and unusable' as this will upset the residents of Brize Meadow - PC to action
 - 7) Spring Field – All drainage works will be completed by 9th July. These land drainage provisions have not been issued or approved by WODC as currently they only capture the spring water within the development and the actual outfall connection is not planned to be undertaken at this time (due to additional earthworks required at the location of the PROW to complete this area). Bloor will arrange for the proposals to be formally discussed with WODC drainage officer with further detailed drawings of the proposed storage areas and outfall.
 - 8) Ragwort Weed - Bloor agreed to investigate the clearing of ragwort from the area which will become the football pitches because if this is allowed to grow in the summer, the seeds will blow onto the areas already cleared and hence cause a long-term problem. Bloor to discuss with landscape contractor – No update.
 - 9) Boundary trees have been planted on the south side of the attenuation ponds. However, one tree has not been planted in the indicated location and is blocking the entrance into the Country Park from Carterton Road. This location is where BNPC will need to bring grass cutting equipment into the Country Park. The landscape contractor has been instructed to resite the tree.

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