



Minutes of the Brize Norton Annual Parish Council meeting held on Monday, 15th May 2023 at 7.30pm
at the Sports Pavilion, Brize Norton

	<u>PRESENT</u> Cllr Way - Chair, Cllr Woodward - Vice-Chair, Cllr Goble, Cllr State, and Jo Webb - Clerk. Cllr Pearson (WODC).	<u>ACTION</u>
30/24	<p><u>1.1 - RESIGNATION & RE-ELECTION OF CHAIRMAN</u> Cllr Way resigned as Chairman of Brize Norton Parish Council.</p> <p>Cllr Woodward proposed that Cllr Way be re-elected as Chairman and Cllr State seconded. All Cllrs were in favour; Cllr Way was elected.</p> <p>Cllr Way advised that she would not be putting herself forward for re-election as Chairman next year.</p> <p>Cllr Way signed the Declaration of Acceptance of Office in view of The Clerk and the rest of the Council.</p>	
31/24	<p><u>1.2 - RESIGNATION & RE-ELECTION OF VICE-CHAIR</u> Cllr Woodward resigned as Vice-Chair of Brize Norton Parish Council.</p> <p>Cllr Way proposed that Cllr Woodward be elected as Vice-Chair and Cllr Goble seconded. All Cllrs were in favour; Cllr Woodward was elected.</p> <p>Cllr Woodward signed the Declaration of Acceptance of Office in view of The Clerk and the rest of the Council.</p>	
32/24	<p><u>2. APOLOGIES</u> Cllr Truman and Cllr Field-Johnson (OCC) sent their apologies.</p>	
33/24	<p><u>3. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 11.1 - Orders for payment - payments to Chapel Hill Design & Marketing.</p>	
34/24	<p><u>4. MINUTES</u> The minutes of the Parish Council meeting on Monday 3rd April 2023 were agreed. Cllr Woodward proposed and Cllr State seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.</p>	Clerk to scan and post minutes to website

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35/24	<u>5. PUBLIC PARTICIPATION</u> No Members of the public attended the meeting.	
36/24	<u>6. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC - Cllr Pearson's report has been circulated to all Cllrs. OCC - no report has been submitted this month.	
37/24	<u>7.1 CHAIRMAN'S REPORT</u> The Coronation weekend went well, 30 people helped out with the litter pick. The tree planting was successful; the commemorative plaque is still to be added. Thank you to all volunteers. On 29 th April Cllr Way cut the ribbon at the official opening of Brize Meadow Lodge Care Home. The event was well supported by Cllrs and Cllr Pearson. OALC are running an Essentials to Employing People training session on 23 rd May at a cost of £30 + VAT per person. Cllr State agreed to attend; the Clerk will book the training.	Clerk to book training
38/24	<u>7.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> Cllr Goble's report has been circulated to all Cllrs. We are awaiting the final wording of the Design Code. The regulation 14 wording has been amended to add Brook Furlong in local landscape character.	
39/24	<u>7.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs. A meeting will be planned with Bloor Homes and the contractors in the next 2 weeks. Cllr Goble will contact the dry stone wall contractor on our approved list to discuss the repair to the wall on Burford Road.	Cllr Goble to contact Mr Cambray
40/24	<u>7.4 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</u> Cllr State will report the missing road sign on the mini roundabout by the church on fixmystreet. Cllr Goble has contacted Andrew Gant at OCC regarding implementing the 20mph speed limit on Brize Meadow who has confirm he will speak to the relevant officer. Cllr Goble has contacted Andrew Gant at OCC regarding the repairs to Kilkenny Lane and he has confirmed he will chase up the relevant officer.	Cllr State to report missing road sign
41/24	<u>8.1 DISCUSSION AND DECISIONS - TO REVIEW AND APPROVE POLICIES</u> The Council examined and approved the following documents, subject to the amendments discussed: Standing Orders Financial Regulations Code of Conduct Freedom of Information Schedule	

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42/24	<p><u>8.2 DISCUSSION AND DECISIONS - TO AGREE THE COUNCIL'S MEETING SCHEDULE UP TO THE 2024 ANNUAL PARISH COUNCIL MEETING</u> The Council agreed the dates for the Council meetings until the next Annual Parish Meeting in May 2024.</p>	
43/24	<p><u>8.3 DISCUSSION AND DECISIONS - TO APPROVE YEAR END FINANCES</u> All Cllrs agreed the end of year accounts - the Clerk will send them off to the Internal Auditor. The Clerk thanked Cllr Goble for his support with the budgeting and finance.</p>	Clerk to send off accounts to Internal Auditor
44/24	<p><u>8.4 DISCUSSION AND DECISIONS - TO APPROVE CLLR TRUMAN'S ATTENDANCE OF COUNCILLOR FUNDAMENTALS TRAINING</u> All Cllrs agreed to Cllr Truman attending OALC's Councillor Fundamentals training on 6th June 2023. Cllr Woodward proposed that Cllr Way attends the OALC routine inspection of play areas training at a cost of £120 + VAT. Cllr Goble seconded; all Cllrs agreed and the motion was passed. The Clerk will book the training.</p>	Clerk to book training
45/24	<p><u>8.5 DISCUSSION AND DECISION - REPAIR OF ALLOTMENT/RECREATION GROUND WALL</u> It was agreed to obtain a quote for the repair of this wall. The Clerk will contact the dry stone wall contractor on our approved list for a quote. The village handyman will be asked to cordon off the area for safety. There are also two pieces of stone that have come out of the wall in the play park which need to be repaired; the Clerk will ask the contractor to look at this too.</p>	Clerk to arrange quote for repair of wall
46/24	<p><u>8.6 DISCUSSION AND DECISIONS - TO AGREE THE LOCATION OF PLANTING OF TREE DONATED BY BRIZE NGS OPEN GARDENS MEMBERS</u> Cllr Goble met with RAF Brize Norton and discussed the possibility of a tree being planted in the triangular grassed area near the entrance to the TMW. The RAF are checking the drainage survey and need to know what species the tree will be. The Clerk will contact the Brize NGS Open Gardens members to find out and to advise the members that they must take responsibility for the upkeep of the tree.</p>	Clerk to contact Brize NGS Open Gardens Members
47/24	<p><u>8.7 DISCUSSION AND DECISIONS - TO AGREE SIGNING THE LAND ACCEPTANCE FOR THE NEAP ARE INTO THE PARISH COUNCIL'S OWNERSHIP</u> Councillors have reservations about signing the land acceptance for the NEAP without reserved matters. Cllr Way will write to Bloor Homes.</p>	Cllr Way to liaise with Bloor Homes
48/24	<p><u>8.8 DISCUSSION AND DECISIONS - TO AGREE A CONTRIBUTION TOWARDS CHRISTINE LALLEY, OALC RETIREMENT</u> All Cllrs agreed to a donation of £10. Cllr Way and Cllr State will authorise the online payment.</p>	Cllr Way & Cllr State to approve online payment

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49/24	<p><u>8.9 DISCUSSION AND DECISIONS - RAFBN PROPOSED CHANGE TO AIRSPACE</u> Cllrs attended a meeting with RAF Brize Norton on 25th April 2023 to discuss this. There are no implications to the Parish at this stage.</p>	
50/24	<p><u>9.1 PROGRESS REPORT - MAINTENANCE</u></p> <ul style="list-style-type: none"> ● Repair to fence at rear of property on Station Road - Cllr Woodward to chase up the quote. ● The area around the bench on Elm Grove needs tidying up - Cllr Woodward has asked the village handyman to attend to this. ● Weeds on Manor Road and The Pop Socket - McCrackens have been asked to attend to these. ● Cllrs agreed that the April grass cut was sub standard. Cllr Woodward has been trying to contact McCrackens regarding this and will draft a letter for the Clerk to send. ● Cllr Woodward will ask McCrackens to cut the grass close to the Open Gardens which is being held on 11th June this year. ● Cllr Woodward to ask McCrackens for invoicing to be per cut rather than billed monthly over the 12 month period. ● Cllrs agreed areas of the village for wild flowers and daffodil bulbs. Cllr Way will purchase the wild flower seed and will provide the Parish Council with the receipt for reimbursement. <p>9.25pm - Cllr Pearson left the meeting.</p>	<p>Cllr Woodward to chase up quote</p> <p>Cllr Woodward to draft letter</p> <p>Cllr Woodward to liaise with McCrackens</p> <p>Cllr Way to purchase seeds</p>
51/24	<p><u>9.2 PROGRESS REPORT - BRIZE MEADOW PLAY PARK</u> The company that Cllr Way has been working with are designing a plan.</p>	
52/24	<p><u>9.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> The tender sum analysis should be available for the next meeting. Elder Bank Hall Committee - the Treasurer has now retired and the Chair is retiring on 29th May. There is an interim committee in place. It was agreed that we should arrange some flowers and cards for the retiring members. The Clerk will arrange flower bouquets from our approved contractor and Cllr Woodward will deliver these. Cllr Way will purchase cards.</p>	<p>Clerk to order flowers</p> <p>Cllr Way to purchase cards</p>
53/24	<p><u>9.4 PROGRESS REPORT - RISK ASSESSMENT</u> All Cllrs to sign and return Risk Assessments to the Clerk.</p>	<p>Cllrs to sign and return to Clerk</p>
54/24	<p><u>9.5 PROGRESS REPORT - INVESTMENT</u> Cllr Woodward will follow up arranging a meeting with another Investment advisor.</p>	<p>Cllr Woodward to follow up</p>
55/24	<p><u>10 PLANNING</u> (See attached Appendix A).</p>	

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56/24	<u>11.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B). Payments were approved; Cllr Way and Cllr State to authorise online payments.	Cllr Way & Cllr State to authorise online payments
57/24	<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.	
58/24	<u>12 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.	
59/24	<u>13 ITEMS IDENTIFIED FOR FUTURE MEETING AGENDA</u> (See attached Appendix C)	
60/24	<u>14 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 5 th June 2023 in the Brize Norton Pavilion.	

There being no further business the Chairman declared the meeting closed at 10pm.

APPENDIX A – PLANNING 55/24: **AGENDA ITEM 10**

NEW PLANNING APPLICATIONS:

23/00860/HHD	Mr & Mrs C Grove 1 Squires Close Brize Norton	Single storey side extension and removal of existing side porch Registered: 4th April 2023 Respond: 18th May 2023
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PENDING PLANNING DECISIONS:

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 Under Consideration
23/00014/S73	Mr D Bond Kielder 48 Station Road	Removal of condition 5 due to building works above ground already commenced and variation of condition 2 to allow changes to fenestration

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PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACS	13/04/2023	OCC	Grass Cutting Grant	£ 828.00
BACS	17/04/2023	BNS&SC	Water Bill	£ 119.25
BACS	17/04/2023	Allotment Holders	Allotment Rent	£ 10.20
BACS	18/04/2023	Allotment Holders	Allotment Rent	£ 81.94
BACS	19/04/2023	WODC	Precept	£ 23,183.50
BACS	19/04/2023	Allotment Holders	Allotment Rent	60.18
BACS	20/04/2023	Allotment Holders	Allotment Rent	90.95
BACS	21/04/2023	Allotment Holders	Allotment Rent	38.08
BACS	24/04/2023	Allotment Holders	Allotment Rent	88.57
BACS	25/04/2023	Allotment Holders	Allotment Rent	135.34
CHQ	26/04/2023	Elder Bank Hall	Water Bill	216.37
CHQs	26/04/2023	Allotment Holders	Allotment Rent	193.09
BACS	27/04/2023	Allotment Holders	Allotment Rent	6.12
BACS	04/05/2023	Allotment Holders	Allotment Rent	18.36
BACS	09/05/2023	Allotment Holders	Allotment Rent	13.99
			Total	25083.94

AGENDA ITEM 11.2:

RECONCILIATION TO BANK ACCOUNT:



BNPC FINANCIAL STATEMENT

9th May 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		£ 25,083.94
Payments		£ 5,594.74
Plus Transfers		
Balance	09/05/2023	<u>£ 34,247.78</u>

VAT Reconciliation o/standing

Plus o/standing payments		£ 5,410.77
Less o/standing lodgements		£ -
Cash in Bank	09/05/2023	<u>£ 39,658.55</u>

Outstanding Items + Orders for Payment

Current Account 09/05/2023 £39,658.55 0.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2022		£ 21,838.09
Plus Receipts		
Less Transfers		
Current Reserves		<u>£ 21,838.09</u>

WODC funds

AVAILABLE FUNDS

General Funds		£ 34,247.78
WODC Reserves		£ 21,838.09
TOTAL FUNDS		<u>£ 56,085.87</u>

VAT Reconciliation o/standing

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APPENDIX C – ADDITIONAL ITEMS FOR FUTURE AGENDAS:
59/24

- Review and approve policies
- Accounting software
- Savills Lease Land