



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

283/23	<p><u>PRESENT</u> Cllr Woodward - Vice-Chair, Cllr Goble, Cllr State, Cllr Cllr Truman and Jo Webb - Clerk. Cllr Pearson (WODC).</p> <p>Meeting was chaired by Cllr Woodward.</p>	ACTION
284/23	<p><u>1. APOLOGIES</u> Cllr Way and Cllr Field-Johnson (OCC) sent their apologies.</p>	
285/23	<p><u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payments to Chapel Hill Design & Marketing. Cllr State declared an interest in agenda item 7.3 - Allotments.</p>	
286/23	<p><u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 9th January 2023 were agreed. Cllr State proposed and Cllr Goble seconded. All Councillors agreed and the motion was passed. Cllr Woodward signed the minutes.</p>	Clerk to scan and post minutes to website
287/23	<p><u>4. PUBLIC PARTICIPATION</u> No Members of the public attended the meeting.</p>	
288/23	<p><u>5. 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.</p>	
289/23	<p><u>6.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> ● Cllr Way & Cllr Woodward observed a Lone Star presentation with Carterton Town Council and Shilton Parish Council on 27th January 2023. 	
290/23	<p><u>6.2 THAMES WATER MEETING</u> Parish and District Councillors, along with representatives of flood prevention groups met officials from Thames Water and Robert Courts MP on 27th January 2023. The meeting was to discuss the situation with the pumping station, the negative effect it has on residents and to which the road has deteriorated. Minutes have been circulated to all Cllrs and</p>	

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	<p>to all attendees. Further meetings will be taking place to keep pressure on and monitor progress. The Parish Council will continue to update residents.</p> <p>Keith Glazier - Chairman of Bampton and District Flood group has been advised by OCC that highways must get involved in resolving the situation with the road by the pumping station.</p>	
291/23	<p><u>6.3 ELDER BANK HALL COMMITTEE</u> Cllr Woodward attended the Elder Bank Hall committee meeting on 17th January. The current Chair and Treasurer are standing down from 1st April 2023 but are going to stay on as committee members. Cllr Woodward and Cllr Truman are arranging a meeting with them.</p>	
292/23	<p><u>6.4 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> Cllr Goble's report has been circulated to all Cllrs. Cllr Goble is having a walk around with CFO on 10th February. This is to discuss the design character of the village and any likes/dislikes.</p> <p>The invoice from CFO has now been received but after the cut off date for this meeting. All Cllrs agreed this payment in principal and it will be processed with the orders for payment at the March meeting.</p>	
293/23	<p><u>6.5 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Truman's report has been circulated to all Cllrs.</p>	
294/23	<p><u>6.6 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</u> Cllr State has reported the leak at Chapel Hill on fixmystreet.</p> <p>There has been no further update on the 20mph speed limit on Brize Meadow. No further update on the repair of Kilkenny Lane. Cllr Goble has asked Cllr Field-Johnson for the contact name of the officer dealing with this so we can contact them directly.</p>	
295/23	<p><u>7.1 DISCUSSION AND DECISIONS - CHANGE TO MAY'S ANNUAL PARISH COUNCIL MEETING DUE TO THE EXTRA BANK HOLIDAY</u> As we are no having elections, the Annual Parish Council meeting can be held anytime in May and the Annual Parish Meeting can be held any time between 1st March and 1st June. It was agreed in principal by all Cllrs that the Annual Parish Council meeting will be held on Monday 15th May 2023 and the Annual Parish meeting will be held on Tuesday 23rd May 2023. The Chairman will also need to agree this before dates being published.</p>	Chairman to approve meeting dates
296/23	<p><u>7.2 DISCUSSION AND DECISIONS - ELDER BANK HALL - FLOOD</u> Following the flood in the Elder Bank Hall on 16th January, the OPC operative advised that there was a blockage between the hall and the</p>	Clerk to forward OPC

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	road. It was therefore agreed that the invoice from OPC for drain clearance should be forwarded to the hall committee. The invoice for £70 for the carpet cleaning has already been forwarded. Due to the £250 excess, it was felt that an insurance claim was not the way forward.	invoice to Elder Bank Hall committee
297/23	<p><u>7.3 DISCUSSION AND DECISIONS - ALLOTMENTS</u></p> <p>The Clerk has produced an allotment income and expenditure spreadsheet. There is currently a short fall of income of approx £100. The Cllrs feel there is also a need to build up a contingency pot. The Clerk will liaise with Cllr Truman regarding the current plot sizes and costs and a decision will be made regarding rent increase next meeting.</p> <p>There is a tree in the allotments that is in need of attention as it is leaning towards the garden and sheds of a property in South Mere. The resident has removed two large sections from the tree but he has his doubts about being able to remove the third and largest limb of the tree. The member of public is prepared to contribute towards the cost of getting the work done as he would like to avoid the potential damage it may cause on his property and he would like to get it done as soon as possible. It was agreed that we should seek some arboriculture advice. Cllr Truman will arrange for someone to come out and have a look</p> <p>Fred Bellenger has decided to step down from the Allotment Committee. The Parish Councillors would like to thank Fred for all of his help and hard work with the allotments over the years. Dave Gardner has agreed to take over from Fred on the committee; all Cllrs were happy with this arrangement.</p> <p>All Cllrs were happy with Tony Shillingford's suggestion for the communal compost heap. It was agreed that this should be discussed at the next allotment holders' meeting in April and at that point discuss whether a sign should be made up. Cllr Pearson has offered to arrange for an article on composting to be submitted for the next newsletter.</p> <p>9.00pm - Cllr Pearson left the meeting.</p>	<p>Clerk & Cllr Truman to look at allotment plot sizes & rent</p> <p>Cllr Truman to arrange for advice</p> <p>Cllr Pearson to arrange composting article</p>
298/23	<p><u>7.4 DISCUSSION AND DECISIONS - KING'S CORONATION</u></p> <p>The Clerk provided information on official merchandise for the King's Coronation that has been sent through. It was agreed that we should liaise with the Primary School and Pre School to find out if they have any plans and if so, let them know we have a modest budget and would like to support them.</p>	Clerk to contact Primary School and Pre School
299/23	<p><u>7.5 DISCUSSION AND DECISIONS - PURCHASE OF NEW BATTERY FOR LAWNMOWER</u></p> <p>Fred Bellenger has advised Cllr Way that the lawnmower needs a new battery. As Cllr Way has given apologies for this meeting we are</p>	To be included in March

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	unaware of the cost involved, therefore it was agreed that this be carried over to the next meeting for a decision.	meeting agenda
300/23	<u>8.1 PROGRESS REPORT – MAINTENANCE</u> The Clerk and Cllr Woodward have been unable to meet with the village handyman. Some more dates have been put forward for a potential meeting and we are awaiting a response.	
301/23	<u>8.2 PROGRESS REPORT – NEAP</u> A meeting is being arranged with Cllr Way, WODC Planners, Cllr Pearson, and Bloor Holmes.	
302/23	<u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> Cllr Goble has suggested a briefing meeting with Micjon and all Parish Councillors. Friday 24 th February at 2pm was proposed; The Clerk will check the Elder Bank Hall availability.	Clerk to check availability
303/23	<u>8.4 PROGRESS REPORT - RISK ASSESSMENT</u> Cllr Woodward will discuss this with the village handyman at their meeting and feedback at the next meeting. It may be necessary to look at the budget for some PPE.	
304/23	<u>8.5 PROGRESS REPORT - GIGACLEAR COMMUNITY HUB RENEWAL</u> The free of charge Gigaclear Community Hub has been renewed for another year. As requested, the details and a link have been placed on our website.	
305/23	<u>8.6 PROGRESS REPORT - SAVILLS - LEASE LAND CONTRACT</u> This will be reviewed at the next meeting.	To be included in March meeting agenda
306/23	<u>8.7 PROGRESS REPORT - ELDER BANK HALL COMMITTEE</u> Cllr Woodward and Cllr Truman are arranging a meeting with the current Chairman and Treasurer.	
307/23	<u>9 PLANNING</u> (See attached Appendix A). All were in agreement with responses for 22/01593/FUL and 22/03539/FUL. Cllr Goble will draft responses.	Cllr Goble to draft responses
308/23	<u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Cllr Woodward recused himself as Chair for item 10.1 and Cllr Goble took over as Chair. Consider payments to be made (see attached Appendix B). Payments were approved with the exception of OPC Drain Services as per agenda item 7.2; Cllr Way and Cllr State to authorise online payments.	Cllr Way & Cllr State to authorise online payments

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	Cllr Woodward reverted back as Chair.	
309/23	<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.	
310/23	<u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council. Correspondence has been received regarding repairs required to a fence on a property that belongs to the Parish Council. Cllr Woodward has discussed this with the resident and will arrange for a quotation for the repair. Correspondence received from Ministry of Defence regarding airspace change proposal. The document is very technical and it was agreed that the Clerk will ask for clarification in layman’s terms to establish the impact on Brize Norton Village. All Cllrs were in agreement with the memorial bench suggestion; Cllr State to discuss the location with the family members. Cllr Goble highlighted articles in the Witney Gazette referring to Brize Meadow as being in Carterton. Cllrs agreed that the Clerk should write to the Witney and West Oxfordshire reporter and send a map of the Parish boundary.	Cllr Woodward to obtain quote Clerk to email for clarification Cllr State to discuss location Clerk to write to Witney Gazette reporter
311/23	<u>12 ITEMS IDENTIFIED FOR NOVEMBER’S MEETING AGENDA</u> (See attached Appendix C)	
312/23	<u>13 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 6 th March 2023 in the Brize Norton Pavilion.	

There being no further business the Chairman declared the meeting closed at 9.45pm.

APPENDIX A – PLANNING 307/23:
AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

23/00014/S73	Mr D Bond Kielder 48 Station Road Brize Norton	Removal of condition 5 due to building works above ground already commenced and variation of condition 2 to allow changes to fenestration, external flue for log burner and updated layout and oak porch, both of permission
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22/03539/FUL	Mr Andrew Winstone Land (E) 429494 (N) 207689 Monahan Way Carterton	21/04101/FUL (part retrospective) Registered: 19th January 2023 Respond: 13th February 2023 Construction of 99 dwellings (to include 35 affordable homes) garages, estate roads and drainage infrastructure Registered: 13th January 2023 Respond: 8th February 2023
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PENDING PLANNING DECISIONS:

22/03396/FUL	Miss R Kendrew Land West of Kipling Court Brize Norton	Installation of six rapid electric vehicle charging stations within the car park of Gentian Investments Property Ltd. Six parking spaces will become EV charging bays, along with associated equipment Registered: 8th December 2022 Respond: 12th January 2023 Awaiting Decision
22/01593/FUL	Mr C French Kilkenny Lane Country Park Elmhurst Way Brize Norton	Extension of car park (amended) Registered: 8th June 2022 Response: 9th January 2023 Under Consideration

DECIDED PLANNING DECISIONS:

22/03324/HHD	Mr & Mrs A Eykyn Chance Cottage Kilkenny Lane Brize Norton	Remove outbuilding and replace with annexe (amendment to 22/00941/HHD) Registered: 1st December 2022 Response: 6th January 2023 Approved: 19th January 2023
22/03342/HHD	Mr Hicks 2 Honeyham Close Brize Norton	Demolition of existing conservatories, erection of two storey rear extension. Registered: 5th December 2022 Response: 3rd January 2023 Approved: 30th January 2023

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APPENDIX B – FINANCE 308/23 & 309/23:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACs	06/02/2023	AK Timms	Key cutting	1376504	£ 6.50	£ 1.08	5.42
BACs	06/02/2023	Wendy Way	Reibursement of training course fees		£ 38.93		38.93
DD	06/02/2023	IONOS	Additional email storage	203034293570	£ 10.80	£ 1.80	9.00
BACs	06/02/2023	McCracken & Sons LTD	Grass Cutting		£ 417.60	£ 69.60	348.00
BACs	06/02/2023	OPC Drain Services	Investigate blocked drain	45827	£ 96.00	£ 16.00	80.00
BACs	06/02/2023	Gary Jarvis	Handyman wages - January		£ 219.56		219.56
BACS	06/02/2023	Jo Webb	Clerk wages - January		£ 456.53		456.53
BACs	06/02/2023	HMRC	Tax payable on Clerk wages - January		£ 114.20		114.20
BACs	06/02/2023	Chapel Hill Design	Website & Social Media Admin	CHD-M-050	£ 300.00		300.00
BACs	06/02/2023	Chapel Hill Design	Newsletter design & Printing	CHD-D-051	£ 1,152.49		1152.49
							0.00
				Total	2812.61	88.48	2724.13

PAYMENTS RECEIVED: None

AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

30th January 2023

GENERAL INCOME & EXPENDITURE

Balance	01/04/2022	£ 13,926.76
Less o/standing receipts		
Add o/standing payments		
		<u>£ 13,926.76</u>
Receipts		£ 50,646.00
Payments		£ 34,006.00
Plus Transfers		
Balance	30/01/2023	<u>£ 30,566.76</u>
Plus o/standing payments		£ 2,801.71
Less o/standing lodgements		£ -
Cash in Bank	30/01/2023	<u>£ 33,368.47</u>
Current Account	30/01/2023	£33,368.47

VAT Reconciliation o/standing

Outstanding Items + Orders for Payment

0.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2020	£ 21,838.09
Plus Receipts	
Less Transfers	
Current Reserves	<u>£ 21,838.09</u>

WODC funds

AVAILABLE FUNDS

General Funds	£ 30,566.76
WODC Reserves	£ 21,838.09
TOTAL FUNDS	<u>£ 52,404.85</u>

VAT Reconciliation o/standing

*WA Way
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APPENDIX C – ADDITIONAL ITEMS FOR FURTHER AGENDAS

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- Review of Emergency Plan and completion of survey
- Lawnmower battery
- Allotment rent
- Savills - Lease land contract