



Minutes of the Brize Norton Parish Council meeting held on Monday 5th June 2023 at 7.30 pm at the Sports Pavilion, Brize Norton

61/24	<p><u>PRESENT</u> Cllr Way - Chair, Cllr Woodward - Vice-Chair, Cllr Goble, Cllr State, Cllr Truman and Jo Webb - Clerk. Cllr Pearson (WODC).</p>	<u>ACTION</u>
62/24	<p><u>1. APOLOGIES</u> Cllr Field-Johnson (OCC) was absent from the meeting.</p>	
63/24	<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.</p>	
64/24	<p><u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 15th May 2023 were agreed. Cllr Truman proposed and Cllr Woodward seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.</p>	Clerk to scan and post minutes to website
65/24	<p><u>4. PUBLIC PARTICIPATION</u> Adam Bennett attended the meeting.</p>	
66/24	<p><u>5. 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.</p>	
67/24	<p><u>6.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> ● Cllr Way thanked all Cllrs for their support at the Annual Parish Meeting. ● Cllr Way attended the OALC monthly Chairs' Q&As on 23/5/23 - all participants agreed that they find it useful. ● Cllr Way has spoken to someone who is interested in finding out more about becoming a Councillor. ● The OALC Playground Inspection training course is fully booked so Cllr Way is unable to attend. 	
68/24	<p><u>6.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> The regulation 14 documents have been issued today along with the first draft of the design code. Amendments have been sent off. The steering group is putting forward certain areas for local green space. Cllr</p>	

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	Woodward proposed that a letter of support from the Parish Council would be appropriate. Cllr State seconded; all Cllrs agreed and the motion was passed. Cllr Way will draft a letter. Cllr Pearson has also agreed to send a letter of support.	Cllr Way to draft letter of support
69/24	<u>6.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> There are still 32 outstanding items on the list to be attended to. The replacement Burford Road sign has been done. A meeting has been scheduled for 20 th June at Brook Furlong. Thank you to Cllr State for providing a comprehensive report on the flora and fauna.	
70/24	<u>6.4 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</u> The drain by the allotment gate is blocked and needs reporting. It was agreed that it would be good to get the road sweeper through the village before the open gardens on 11 th June. Cllr Pearson has offered to speak to WODC to try and arrange this.	Cllr State to report blocked drain. Cllr Pearson to contact WODC to arrange road sweeper
71/24	<u>7.1 DISCUSSION AND DECISIONS - TO REVIEW AND SIGN OFF 2022/2023 END OF YEAR ACCOUNTS FOLLOWING INTERNAL AUDIT</u> The internal auditor has not yet completed the review of the 2022/2023 end of year accounts. It will therefore be necessary to hold an extraordinary meeting once they have been completed so that we can meet the deadline set by the external auditor.	Clerk to issue extra ordinary meeting agenda
72/24	<u>7.2 DISCUSSION AND DECISIONS – TO REVIEW AND AGREE THE TERMS OF REFERENCE FOR COMMITTEES</u> Neighbourhood plan committee terms of reference have been completed. Elder Bank Hall committee terms of reference are in process of being finalised. Allotment committee terms of reference - the Clerk will check if this has previously been completed and if not will liaise with Cllr Truman regarding this.	Clerk to check allotment committee terms of reference
73/24	<u>7.3 DISCUSSION AND DECISIONS - APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES</u> It was agreed there are no changes to the members of existing committees.	
74/24	<u>7.4 DISCUSSION AND DECISIONS - TO REVIEW THE ASSET REGISTER</u> We have an up to date inventory and we need guidance on monetary values for the asset register. Cllr Way will ask OALC at the next Chairs' Q&As.	Cllr Way to get guidance from OALC

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75/24	<p><u>7.5 DISCUSSION AND DECISIONS - TO REVIEW AND APPROVE POLICIES</u> The Council examined and approved the following documents, subject to the amendments discussed: Organisation Community Engagement Equal Opportunities Freedom of Information</p>	
76/24	<p><u>7.6 DISCUSSION AND DECISIONS - TO AGREE DONATION FOR THE CHURCH FOR PROVIDING REFRESHMENTS AT THE ANNUAL PARISH MEETING</u> All Cllrs agreed to make a £50 donation to St Britius Church for providing refreshments at the Annual Parish Meeting.</p>	
77/24	<p><u>7.7 DISCUSSION AND DECISIONS - NOMINATIONS FOR OALC EXECUTIVE COMMITTEE</u> No Cllrs were put forward for nomination.</p>	
78/24	<p><u>7.8 DISCUSSION AND DECISIONS - TO DISCUSS THE OPTIONS FOR ACCOUNTING SOFTWARE AND MICROSOFT 365</u> The Clerk is still awaiting all pricing options so this will be carried over to next month's agenda.</p>	
79/24	<p><u>8.1 PROGRESS REPORT – MAINTENANCE</u></p> <ul style="list-style-type: none"> ● Cllr Woodward has queried the charges on McCracken's grass cutting bill. It was agreed to put a hold on the payment until this has been clarified. ● McCracken's has agreed to cut the grass on Thursday/Friday this week ahead of the open gardens. ● OPC has jetted the gully by the Elder Bank Hall car park wall. Cllr Woodward is obtaining a quote for the repair of the other drains. ● Cllr Woodward will chase the quote for the fence repair. ● Burford Road bench area - this is on the village handyman's list. ● Cllr State to give advice on which wild flower seeds to purchase. 	Cllr State to advise on wild flower seeds
80/24	<p><u>8.2 PROGRESS REPORT – BRIZE MEADOW PLAY PARK</u> Cllr Way has a meeting this week to have a look at the first plan.</p>	
81/24	<p><u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> Cllr Goble and Cllr Woodward have a meeting this week to discuss the 4 quotes and will then arrange a meeting with the architect.</p>	
82/24	<p><u>8.4 PROGRESS REPORT - ELDER BANK HALL COMMITTEE</u> The first week with the interim committee in place has gone well. There is a key box now located on the wall at The Chapel. Safety assessments are in the process of being carried out.</p>	
83/24	<p><u>8.5 PROGRESS REPORT - RISK ASSESSMENT</u> All Cllrs have signed the document confirming they have received and</p>	Clerk to send risk

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	read the risk assessments. The Clerk will ensure that the village handyman is also sent copies of the documents.	assessments to village handyman
84/24	<u>8.6 PROGRESS REPORT - ALLOTMENT TREE</u> Quotes have been received in the region of £675 + VAT for the removal of the tree in the allotments. There are no funds for this in the budget this year but it needs to be included in the 2023/2024 budget. Cllr Truman will draft a letter to the resident to advise.	Cllr Truman to draft letter to resident
85/24	<u>8.7 PROGRESS REPORT - WODC/WILD OXFORDSHIRE TOWN AND PARISH COUNCIL BIODIVERSITY SURVEY</u> Cllr Goble completed this survey on behalf of the Parish Council on 29 th May 2023.	
86/24	<u>8.8 PROGRESS REPORT - COUNCILLOR VACANCIES</u> Adam Bennett has attended tonight's meeting with a view to finding out more about becoming a Councillor. All Councillors to give some thought to others who may be keen to apply.	
87/24	<u>9 PLANNING</u> (See attached Appendix A).	
88/24	<u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B). All payments were approved; Cllr Way and Cllr State to authorise online payments.	Cllr Way & Cllr State to authorise online payments
89/24	<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.	
90/24	<u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.	
91/24	<u>12 ITEMS IDENTIFIED FOR FUTURE MEETING AGENDA</u> (See attached Appendix C)	
92/24	<u>13 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 3 rd July 2023 in the Brize Norton Pavilion.	

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There being no further business the Chairman declared the meeting closed at 9.52pm.

APPENDIX A – PLANNING 87/24:
AGENDA ITEM 9

NEW PLANNING APPLICATIONS: None

PENDING PLANNING DECISIONS:

23/00960/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 Awaiting Decision
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 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 21/04101/FUL (part retrospective) Registered: 19th January 2023 Respond: 13th February 2023 Under Consideration
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 88/24 & 89/24:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
DD	05/06/2023	IONOS	Website & Email fees	203036109001	£ 35.96	£ 5.99	29.97
DD	05/06/2023	Everflow	Forecast water use 10/6/23 to 9/7/23	2238914	£ 190.66		190.66
BACS	05/06/2023	OCC	Supply of salt bin	3920629300	£ 300.00	£ 50.00	250.00
BACS	05/06/2023	Chapel Hill Design	Postage for Brize Breeze	CHD-INV-0030	£ 32.99		32.99
BACS	05/06/2023	OALC	Citr State training - Essentials of Employing People	W-2566	£ 36.00	£ 6.00	30.00
CHQ	05/06/2023	Information Commissioner's Office	Data Protection renewal fee	ZA263900	£ 40.00		40.00
BACS	05/06/2023	Rachael Youd	Flowers for Elder Bank Hall retiring committee members	BrizePC25MAY	£ 60.00		60.00
CHQ	05/06/2023	Brize Norton PCC	Donation for Annual Parish Meeting refreshments		£ 50.00		50.00
BACS	05/06/2023	Wendy Way	Reimbursement of thank you cards		£ 4.12		4.12
BACS	05/06/2023	Chapel Hill Design	Website and social media management	CHD-INV-0031	£ 300.00		300.00
BACS	05/06/2023	Salaries					

Paid

PAYMENTS RECEIVED: None

Payment Type	Date Received	Source	Details	Amount
BACS	15/05/2023	Allotment Holder	Allotment rent	£ 11.88
CHQ	15/05/2023	Allotment Holder	Allotment rent	£ 106.66
BACS	19/05/2023	Allotment Holder	Allotment rent	£ 15.81
BACS	26/05/2023	HMRC	VAT refund April 2022 - March 2023	£ 3,670.06
			Total	3804.41

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AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

30th 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		£	28,888.35
Payments		£	7,927.98
Plus Transfers			
Balance	30/06/2023	£	<u>35,718.95</u>

VAT Reconciliation o/standing

Plus o/standing payments		£	2,036.62
Less o/standing lodgements		£	-
Cash in Bank	30/06/2023	£	<u>37,755.57</u>

Outstanding Items + Orders for Payment

Current Account	30/06/2023	£37,755.57	0.00
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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		£	35,718.95
WODC Reserves		£	22,305.43
TOTAL FUNDS		£	<u>58,024.38</u>

VAT Reconciliation o/standing

APPENDIX C - ADDITIONAL ITEMS FOR FUTURE AGENDAS:

91/24

- Accounting Software packages & Microsoft 365
- Investment
- Review of policies
- Feedback of OALC training - Essentials of employing people

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