



Minutes of the Brize Norton Parish Council meeting held on Monday 2nd September 2024 at 7.30pm at Brize Norton Pavilion

157/25	<u>PRESENT</u> Cllr Goble - Chair, Cllr Woodward – Vice-Chair, Cllr Way, Cllr State, Cllr Fothergill, Cllr Pearson (WODC) and Jo Webb - Clerk.	<u>ACTION</u>
158/25	1. <u>APOLOGIES</u> Apologies were noted from Cllr Bennett, and it was resolved to accept the apologies. Cllr Field-Johnson (OCC) sent his apologies.	
159/25	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.	
160/25	3. <u>MINUTES</u> The minutes of the Parish Council meeting on Monday 5 th August 2024 were reviewed for accuracy. Cllr Way proposed, and Cllr Fothergill seconded; all Cllrs agreed. Cllr Goble signed the minutes.	Clerk to scan and post minutes to website.
161/25	4. <u>PUBLIC PARTICIPATION</u> No members of the public attended the meeting.	
162/25	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.	
163/25	6.1 <u>CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> • The 20-mph proposal for Brize Meadow will go to committee on 5th September 2024. • An email has been received today from Lanpro regarding a consultation for a solar farm on Witney Road. They advised that the Elder Bank Hall has been booked on 13th September for a drop-in session for residents. Cllrs expressed concern as to how the event will be publicised to ensure all residents are aware of the proposal. The Clerk will contact Lanpro for further information on the advertising. 	Clerk to contact Lanpro

164/25	<p><u>6.2 COUNCILLOR REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <ul style="list-style-type: none"> • There is no update to any works. • WODC has been provided with a copy of the signed open space agreement from 2018 between Bloor Homes and BNPC. 	
165/25	<p><u>6.3 COUNCILLOR REPORTS – HIGHWAYS COMMITTEE</u></p> <ul style="list-style-type: none"> • The drain by the Tactical Medical Wing on Carterton Road needs clearing and has been reported. • The Farmer has cut back the hedge on Manor Road, Cllr State has thanked him on behalf of the Parish Council. • The Parish Council asked the resident of a property on Manor Road to cut back the brambles hanging over their wall as it was causing a hazard to pedestrians. This has been attended to promptly; the Clerk will thank the resident. • The damaged rail outside of school has been reported. 	Clerk to thank resident
166/25	<p><u>6.4 COUNCILLOR REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>The Regulation 15 documents are due to be uploaded to the website tomorrow.</p>	
167/25	<p><u>7.1 DISCUSSION AND DECISIONS – TO REVIEW AND APPROVE NEW FINANCIAL REGULATIONS</u></p> <ul style="list-style-type: none"> • Councillors went through the model financial regulations. There is work to do regarding procurement levels; Cllr Woodward and the Clerk will look into this. • It was agreed that we should apply to Barclays for a payment card. The Clerk will contact Barclays. • We need to consider adopting an Investment Strategy and policy. The Clerk will check to see if there are any model policies available. • Adopting the new Financial Regulations to be deferred to next month's meeting. Current Financial Regulations remain in force until such a time as the new ones are agreed and adopted. 	Cllr Woodward and Clerk to look at procurement Clerk to apply for payment card Clerk to check for a model policy
168/25	<p><u>7.2 DISCUSSION AND DECISIONS – RoSPA REPORT – STATION ROAD PLAY PARK</u></p> <p>It was agreed to obtain quotes for medium risk items for next year's budget. It was agreed to seek input from HAGS and look at grant funding for a complete play park replacement.</p>	
169/25	<p><u>7.3 DISCUSSION AND DECISIONS – REVIEW THE ASSET REGISTER</u></p> <p>Deferred until next meeting.</p>	
170/25	<p><u>7.4 DISCUSSION AND DECISIONS – AGREE MENU OF COSTS FOR RECREATION GROUND HIRE</u></p> <p>Cllr Way proposed a schedule of charges for football. Cllr Woodward seconded; all Cllrs agreed.</p>	

171/25	<u>7.5 DISCUSSION AND DECISIONS – CIL CONTRIBUTIONS – CONSULTATION</u> All Cllrs were in agreement not to respond to the consultation.	
172/25	<u>7.6 DISCUSSION AND DECISIONS – OALC SUBSCRIPTIONS VOTE</u> Correspondence has been received from OALC regarding a proposal for an increase in the 2025/2026 subscriptions. All PCs have been offered the opportunity to vote on the proposal at their extraordinary general meeting; all votes must be in by 4 th October 2024. Subscriptions are based on the number of electorate as determined by District Council in January 2025. As we do not have any information on the number of electorate, the Cllrs were unable to make a decision without a more accurate figure. The Clerk will contact OALC for more information.	Clerk to contact OALC
173/25	<u>7.7 DISCUSSION AND DECISIONS – TREE MAINTENANCE</u> The Chairman has been contacted by a resident of Chestnut Close regarding three trees that need pollarding. The resident has offered to do the work, but Cllrs agreed that although it is a kind offer, we cannot allow this for health and safety reasons. Cllr Way will contact McCracken's for a quote. Clerk to notify resident of decision.	Cllr Way to obtain quote Clerk to write response
174/25	<u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u> <ul style="list-style-type: none"> • There have been no compliance documents received for the Pavilion; Cllr Woodward will follow this up. • Cllr Woodward has kindly offered to paint the outside toilet and changing rooms. 	Cllr Woodward to follow up compliance documents
175/25	<u>8.2 PROGRESS REPORT - VILLAGE MAINTENANCE</u> The contractor who has been appointed to deal with the mole(s) by the memorial has advised that the traps were removed by a third party. They have now been replaced.	
176/25	<u>8.3 PROGRESS REPORT – PLAY PARKS</u> <u>Brize Meadow Play Park</u> Cllr Way has liaised with HAGS regarding the following: Adjustment of gate Zip wire to be re-tensioned Bolt has come out of the scorpion <u>Station Road Play Park</u> It was agreed to seek input from HAGS and look at grant funding for a complete play park replacement.	
177/25	<u>8.4 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> The scaffolding has been extended and work will re-commence on Monday 9 th September. Cllr Woodward will liaise with the pre-school staff.	Cllr Woodward to liaise with pre-school staff
178/25	<u>8.5 PROGRESS REPORT – ELDER BANK HALL LEASE</u> A draft lease has been received. Cllr Goble will look into what is required regarding the break clause for grant funding.	

	The Elder Bank Hall committee has agreed to paying 50% of the legal costs for the lease. They do not currently have the funds in place for this so Cllrs agreed that a staged payment plan could be arranged.	
179/25	<u>8.6 PROGRESS REPORT – BRIZE NORTON SPORTS AND SOCIAL CLUB</u> <ul style="list-style-type: none"> • A letter has been sent to Minster Lovell Cricket Club regarding the grass cutting and advising that Brize Norton still owns the lawn mower. MLCC will discuss this at their next committee meeting. • Cllr Way is meeting McCracken's this week to instruct them to cut the recreation ground and agree a schedule. 	
180/25	<u>8.7 PROGRESS REPORT – TENANCY AT WILL AGREEMENT</u> Cllr Goble has drafted the agreement. It is not possible to sub-let with a Tenancy at Will agreement so it was agreed that a letter should be issued to the Post Office giving permission to use the Pavilion free of charge until the building is knocked down. Cllr Goble will finalise the agreement.	Cllr Goble to finalise agreement
181/25	<u>8.8 PROGRESS REPORT – MANAGEMENT OF MONAHAN WAY PAVILION AND SPORTS PITCHES</u> Cllr Goble is waiting to hear back from WODC regarding a meeting.	
182/25	<u>8.9 PROGRESS REPORT – WEBSITE ACCESSIBILITY COMPLIANCE</u> Cllr State has requested a meeting with the website administrator.	
183/25	<u>8.10 PROGRESS REPORT – EV MICROHUB PILOT</u> Cllr Woodward will circulate the information.	Cllr Woodward to circulate information
184/25	<u>8.11 PROGRESS REPORT – SSE UNIT UPGRADE</u> We are awaiting information from the solicitor regarding the deeds of this land so that we can proceed with registering it with the land registry. In the meantime, SSE has advised they would be willing to lease the land as the process may take some time. 9.55pm – Cllr Pearson left the meeting.	
185/25	<u>8.12 PROGRESS REPORT – GOV.UK EMAIL ADDRESSES AND WEBSITE</u> The website administrator is in the process of getting prices.	
186/25	<u>8.13 PROGRESS REPORT – ELDER BANK HALL – END OF YEAR ACCOUNTS</u> The end of year accounts are still with the accountant for audit. Cllr Fothergill and Cllr Woodward as EBH committee liaisons will report back to Council once the accounts are available.	
187/25	<u>8.14 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u> The outstanding actions list was discussed and updated accordingly.	

188/25	<u>9 PLANNING</u> (See attached Appendix A).	
189/25	<p><u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B).</p> <p>All payments were approved; Cllr Way and Cllr State to authorise online payments.</p> <p>The Clerk has requested a paying in book from Barclays several times so that the cash from the raffle ticket sales can be paid in; it has still not arrived. Barclays gave the Clerk poor advice to pay the money directly into her account and then transfer it across to the BNPC account. We have taken advice from OALC on this matter. Cllr Woodward proposed that in the absence of any other option, that the RFO should pay the £75.00 cash into her personal bank account and transfer the money to the BNPC account and provide a full record of the transactions. Cllr State seconded; all Cllrs agreed.</p> <p>Cllr Goble proposed that the work carried out by Chapel Hill Design on the Neighbourhood plan reg 15 documents is paid from the Chairman's allowance. Cllr Way seconded; Cllr Woodward abstained but all other Cllrs agreed.</p>	Cllr Way & Cllr State to authorise online payments
190/25	<p><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.</p>	
191/25	<p><u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.</p>	
192/25	<p><u>12 ITEMS FOR FUTURE AGENDA</u></p> <ul style="list-style-type: none"> • Financial Regulations • Asset register • 2025/2026 budget 	
193/25	<p><u>13 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 7th October 2024 in the Brize Norton Sports Pavilion.</p>	

There being no further business the Chairman declared the meeting closed at 10.24pm.

APPENDIX A - PLANNING 188/25:

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

24/02010/S73	Mr Paul Pagett Grange Cottage Burford Road Brize Norton	Variation of conditions 2 and 3 of planning permission 11/0974/P/FPEXT to allow alterations to the design and materials Registered: 20th August 2024 Respond: 12th September 2024
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PENDING PLANNING DECISIONS:

24/01820/LBC	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Erection of a single-storey extension Registered: 19th July 2024 Respond: 13th August 2024 Under Consideration
24/01819/HHD	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Erection of a single-storey extension Registered: 19th July 2024 Respond: 12th August 2024 Under Consideration
24/01865/HHD	Mr Chris Gibson Avalon Cottage Manor Road Brize Norton	Erection of two-storey rear extension Registered: 18th July 2024 Respond: 12th August 2024 Under Consideration
R3.0075/24	Oxfordshire County Council Vacant site located to the south of Brize Meadow Lodge Care Home and to the east of and accessed from Monahan Way, Carterton	Development of the site to provide a two-storey community safety centre and smoke house training facility, with associated access, parking, training yard and landscaping. Registered: 24th July 2024 Respond: 14th August 2024
24/00023/APPEAL APP/D3125/W/ 24/3344330	Messrs McShane, Thomas, Yule and Harris Land Parcel to North East of Carterton Football Club Swinbrook Road	Development of 5 age restricted dwellings with re-sited access conveyance of part of site as nature recovery network land (outline application with all matters reserved) Appeal start date: 2nd July 2024 Respond: 6th August 2024 Appeal in progress
23/01738/POB28	Land East of Monahan Way Carterton	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.

			Registered: 23 rd June 2023 Respond: 20 th July 2023 Under Consideration
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DECIDED PLANNING DECISIONS:

24/01509/HHD	Mr & Mrs Fitzsimmons The Willows 74 Station Road Brize Norton	Conversion of existing garage to habitable space with new flat roof and flush glaze rooflights over Registered: 11 th June 2024 Respond: 3 rd July 2024 Approved: 6 th August 2024
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APPENDIX B - FINANCE 189/25 & 190/25:

**AGENDA ITEM 10.1
ORDERS FOR PAYMENT:**

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	15/08/2024	HAGS	Installation of bicycle racks at Brize Meadow play park	97721	£ 1,005.50	£ 167.58	£ 837.92
BACS	02/09/2024	AK Timms	Hose connector	1000039	£ 5.09	£ 0.85	£ 4.24
BACS	02/09/2024	5As Tool & Plant Hire	Generator and petrol for Brize Meadow play park clean up	134216	£ 43.68	£ 7.28	£ 36.40
BACS	02/09/2024	5As Tool & Plant Hire	Motormix flexi spectacles, square line orange	134359	£ 81.38	£ 13.56	£ 67.82
BACS	02/09/2024	McCracken & Sons Ltd	Grass cutting - July	15412	£ 913.20	£ 152.20	£ 761.00
BACS	02/09/2024	RoSPA	Station Road play park annual inspection	82116	£ 93.60	£ 15.60	£ 78.00
BACS	02/09/2024	Wendy Way	Reimbursement of purchase of no dogs signs		£ 28.77		£ 28.77
DD	02/09/2024	IONOS	Email fees	203043382887	£ 44.39	£ 7.40	£ 36.99
BACS	02/09/2024	Jo Webb	Reimbursement of Brize Breeze postage		£ 27.30		£ 27.30
BACS	02/09/2024	1st Brize Norton Brownies	Donation		£ 50.00		£ 50.00
BACS	02/09/2024	OALC	CILCA Mentoring for Clerk	W-3465	£ 330.00	£ 55.00	£ 275.00
BACS	02/09/2024	Ady State	Reimbursement of replacement locks for pavilion		£ 35.87		£ 35.87
BACS	02/09/2024	Chapel Hill Design	Social media and website management	CHD-INV-0138	£ 320.00		£ 320.00
BACS	02/09/2024	Chapel Hill Design	Additional work required for Brize Norton Neighbourhood Plan	CHD-INV-0139	£ 192.00		£ 192.00
BACS	02/09/2024	Savills	Bus shelter access rights 29/9/24 to 28/3/25	942572	£ 5.00		£ 5.00
BACS	02/09/2024	Savills	Allotment rent 29/9/24 to 28/3/25	942763	£ 75.00		£ 75.00
			Salaries				

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	05/08/2024	HMRC	VAT refund	£ 18,341.35
BACS	06/08/2024	Zurich Insurance	insurance claim	£ 100.00
BACS	19/08/2024	Chapel Hill Design	Raffle ticket money taken by card at Brize Meadow play park opening	£ 15.71
BACS	21/08/2024	Zurich Insurance	Refund of duplicate payment made in error	£ 1,505.66
BACS	22/08/2024	WODC	S106 - Elder Bank Hall extension	£ 70,358.97

AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

27/08/2024

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	<u>£ 308,817.47</u>
Less o/standing receipts		£ -
Add o/standing payments		
Less overpayment		
		<u>£ 308,817.47</u>
Receipts		£ 223,869.70
Payments		£ 412,862.45
Plus Transfers		
Balance	27/08/2024	<u>£ 119,824.72</u>
Plus o/standing payments		£ 3,895.41
Less o/standing lodgements		£ -
Cash in Bank	27/08/2024	<u>£ 123,720.13</u>
Total Funds in bank	27/08/2024	£123,720.13

Once all outstanding Items approved and paid

September meeting orders for payment

0.00

RESERVES INCOME AND EXPENDITURE

AVAILABLE FUNDS

General Funds	£ 4,570.65
BNPC Precept Reserves	£ 12,000.00
BNPC Reserves	£ 2,761.26
Elder Bank Hall extension reserves	£ 71,261.46
Brize Meadow Play Park reserves	£ 33,126.76

TOTAL FUNDS £123,720.13

Once all outstanding Items approved and paid


07/10/24