




Minutes of the Brize Norton Parish Council meeting held on Monday 2nd December 2024 at 7.30pm at Brize Meadow Lodge Care Home

258/25	<u>PRESENT</u> Cllr Goble - Chair, Cllr Way, Cllr State, Cllr Bennett, Cllr Fothergill, Cllr Pearson (WODC), Cllr Field-Johnson (OCC) and Jo Webb - Clerk.	<u>ACTION</u>
259/25	1. <u>APOLOGIES</u> Apologies were noted from Cllr Woodward, and it was resolved to accept the apologies.	
260/25	2. <u>DECLARATIONS OF INTEREST</u> None.	
261/25	3. <u>MINUTES</u> The minutes of the Parish Council meeting on Monday 4 th November 2024 and the extraordinary meeting on Monday 18 th November 2024 were reviewed for accuracy. Cllr Way proposed, and Cllr Bennett seconded; all Cllrs agreed. Cllr Goble signed the minutes.	Clerk to scan and post minutes to website.
262/25	4. <u>PUBLIC PARTICIPATION</u> One member of the public attended the meeting to address the Parish Council regarding the proposed decision to withdraw funding for the grass cutting of the churchyards from April 2025. A request was made for a contribution towards the cost of the PCC appointing a contractor to carry out the work. Cllr Way and the Clerk will gather the answers to the points made in a previous email and arrange a meeting to discuss this further. 7.43pm – The member of the public left the meeting.	Cllr Way and Clerk to arrange meeting
263/25	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.	

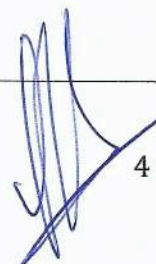
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264/25	<ul style="list-style-type: none"> • <u>6.1 CHAIRMAN'S REPORT</u> • 4/11 – All Cllrs attended a presentation by Savills & Bloor Homes with an update on their proposal. • A new local plan working group has been set up which consists of Councillors from Brize Norton Parish Council and Carterton Town Council. Cllr Goble and Cllr Way attended a meeting on 7/11 and have been invited to join the working group. All Councillors will be invited to attend relevant meetings where presentations are due to be made. • 8/11 – Bloombridge held a Middle Norton consultation event at the Elder Bank Hall. • 12/11 – Cllr Goble attended an OALC meeting and the new OCC Nature Recovery Officer was introduced. 	
265/25	<p><u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <ul style="list-style-type: none"> • Cllr Goble will be attending a meeting on 6/12 to discuss the PROW and north country park surface water drainage. • There have been a number of near accidents on the cross roads on Bellenger Way near the sales office. It was felt that these incidents have been caused by the lack of road markings and the overgrown hedges. Councillor Goble will raise this issue with Bloor Homes. <p>8.18pm – Cllr Field-Johnson left the meeting.</p>	
266/25	<p><u>6.3 COUNCILLOR REPORTS – HIGHWAYS COMMITTEE</u></p> <ul style="list-style-type: none"> • Cllr State is awaiting a date for a meeting with OCC officers to discuss outstanding issues. • Items have been reported on fix my street that need attention. 	
267/25	<p><u>6.4 COUNCILLOR REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>The Neighbourhood Plan is now with the examiner. Permission has been given to update the map which has now been amended.</p>	
268/25	<p><u>6.5 COUNCILLOR REPORTS – LOCAL ENVIRONMENT GROUPS CONFERENCE REPORT</u></p> <p>Cllr State and Cllr Pearson attended this event. Cllr State has sent the Neighbourhood Plan website links to the OCC Nature Recovery Officer.</p>	
269/25	<p><u>7.1 DISCUSSION AND DECISIONS – 2025/2026 BUDGET AND PRECEPT</u></p> <p>Several quotations are still awaited; a budget meeting has been arranged for Monday 16th December.</p>	
270/25	<p><u>7.2 DISCUSSION AND DECISIONS – GOVERNMENT CONSULTATION ON ENABLING REMOTE ATTENDANCE AT LOCAL AUTHORITY MEETINGS</u></p> <p>Cllrs agreed the response to the consultation; the Clerk will submit the response on behalf of the Parish Council.</p>	<p>Clerk to submit response</p> 

271/25	<p><u>7.3 DISCUSSION AND DECISIONS – PLAYPARK INSPECTIONS</u> A quote has been received from Publica for the weekly inspections for both Brize Meadow play park and Station Road play park for the remainder of the financial year. Cllr Way proposed that we go ahead with immediate effect. Cllr State seconded; all Cllrs agreed and the motion was passed. The Clerk will advise Publica to go ahead. Cllr Way will contact Publica to get clarification on whether quarterly inspections will still be required.</p>	Clerk to advise Publica Cllr Way to clarify regarding quarterly inspections
272/25	<p><u>7.4 DISCUSSION AND DECISIONS – CHAIRMAN TRAINING – 9TH JANUARY 2025</u> All Cllrs were in agreement that Cllr Goble should attend the OALC training on Leading your Council on 9th January 2025.</p>	
273/25	<p><u>7.5 DISCUSSION AND DECISIONS – FLOODING IN THE VILLAGE</u></p> <ul style="list-style-type: none"> • Cllr Goble has contacted Thames Water to arrange a further meeting. • A Thames Water Engineer is going to arrange a site visit regarding Elder Bank Hall and Café foul water drains. • The recent flooding has highlighted the need to review our Emergency Plan which will be added to the January meeting agenda. Brize Meadow Lodge has kindly agreed to be an emergency community hub. 	Emergency plan to be reviewed at January meeting
274/25	<p><u>7.6 DISCUSSION AND DECISIONS – TO REVIEW AND AGREE SEXUAL AND GENERAL HARASSMENT POLICY AND PROCEDURE FOR NEW LEGISLATION (S40A EQUALITY ACT 2010)</u> All Cllrs reviewed the Sexual and General Harassment Policy and Procedure. Cllr Bennett proposed that the policy be adopted. Cllr Fothergill seconded; all Cllrs agreed and the motion was passed. The policy will be reviewed in two years.</p>	
275/25	<p><u>7.7 APPENDIX 20 INFRASTRUCTURE PROJECTS FOR NEIGHBOURHOOD PLAN</u> Suggested projects are to replace the tennis court with a MUGA and new notice boards for Burford Road and the Elder Bank Hall.</p>	
276/25	<p><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u> Certificates have now been received for the boiler servicing in the pavilion. The electrical inspection report has been received and circulated to Cllrs. The Fire Safety documents are still awaited. 9.10pm – Cllr Pearson left the meeting.</p>	
277/25	<p><u>8.2 PROGRESS REPORT - VILLAGE MAINTENANCE</u></p> <ul style="list-style-type: none"> • OCC has pollarded the tree outside the Old Bakery • The tree on Manor Road has been re-staked. • The Council would like to thank the village handyman for tidying the memorial area prior to remembrance Sunday. 	



278/25	<p><u>8.3 PROGRESS REPORT – PLAY PARKS</u></p> <p><u>Brize Meadow Play Park</u> Ubico has monitored the waste bins and feel that an additional bin is not required, but the current bin needs emptying 3 times a week. There will be an additional cost for the extra emptying for the remainder of the financial year. Cllr Way proposed to go ahead and Cllr State seconded. All Cllrs agreed and the motion was passed. Cllr Way will contact Ubico to advise.</p> <p><u>Station Road Play Park</u> A quotation has been received for the medium risk items at the most recent quarterly inspection. The decision was deferred to the next meeting to assess funding.</p>	Cllr Way to contact Ubico
279/25	<p><u>8.4 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> External works comprising windows and doors, guttering and downpipes, cladding, and landscaping should be completed by the end of January.</p>	
280/25	<p><u>8.5 PROGRESS REPORT – ELDER BANK HALL LEASE</u> The lease has been signed on the behalf of the Parish Council and we are now awaiting the Elder Bank Hall trustee signatures.</p>	
281/25	<p><u>8.6 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u> The outstanding actions list was discussed and updated accordingly.</p>	
282/25	<p><u>9 PLANNING</u> (See attached Appendix A).</p>	
283/25	<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>	Cllr Way & Cllr State to authorise online payments
284/25	<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>	
285/25	<p><u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.</p>	
286/25	<p><u>13 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 6th January 2025 in the Brize Norton Sports Pavilion.</p>	



There being no further business the Chairman declared the meeting closed at 9.50pm.

APPENDIX A – PLANNING 282/25:
AGENDA ITEM 9

NEW PLANNING APPLICATIONS: None

PENDING PLANNING DECISIONS:

24/01809/FUL	Crocodiles of the World Burford Road Brize Norton	Construction of new crocodile house and creation of 47 additional parking spaces Registered: 29th August 2024 Respond: 20th September 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: 23rd June 2023 Respond: 20th July 2023 Under Consideration

DECIDED PLANNING DECISIONS:

24/01865/HHD	Mr Chris Gibson Avalon Cottage Manor Road Brize Norton	(Amended description) Erection of single storey rear extension Registered: 18th July 2024 Respond: 12th August 2024 Approved: 14th November 2024
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APPENDIX B - FINANCE 283/25 & 284/25:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Type	Date for Approval	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	02/12/2024	AK Timms	Light fitting	1013747	£ 11.34	£ 1.89	£ 9.45
BACS	02/12/2024	Jo Webb	Reimbursement of Brize Breeze postage		£ 31.50		£ 31.50
BACS	02/12/2024	McCracken & Sons Ltd	Grass cutting x 2 - October	15555	£ 1,826.40	£ 304.40	£ 1,522.00
DD	02/12/2024	IONOS	Email fees	203044900122	£ 44.39	£ 7.40	£ 36.99
BACS	02/12/2024	McCracken & Sons Ltd	Grass cutting - Recreation ground extra cut	15554	£ 108.00	£ 18.00	£ 90.00
DD	02/12/2024	Water 2 Business	Water bill	TECB90756477	£ 160.54		£ 160.54
BACS	02/12/2024	SAs Tool & Plant Hire	Motormix, strimmer nylon line, resin solvent, flexi spectacles	137118	£ 137.50	£ 22.92	£ 114.58
BACS	02/12/2024	Wendy Way	Reimbursement of plants for war memorial		£ 50.22		£ 50.22
BACS	02/12/2024	OALC	Training - Cllr Goble - Leading your Council 9.1.25	W-3623	£ 72.00	£ 12.00	£ 60.00
BACS	02/12/2024	Les Goble	Reimbursement of Chains of Office engraving		£ 20.00		£ 20.00
BACS	02/12/2024	Les Goble	Reimbursement of petrol for leaf collector		£ 6.90		£ 6.90
BACS	02/12/2024	Chapel Hill Group	Monthly web, social and design work	INV-0036	£ 384.00	£ 64.00	£ 320.00
BACS	02/12/2024	Chapel Hill Group	A4 printing and binding for Brize Norton Neighbourhood Plan	INV-0037	£ 29.51	£ 4.92	£ 24.59
BACS	02/12/2024		Salaries				
BACS	02/12/2024	Humble Bumble Ltd	Cleaning of outside toilet for pitch bookings	SI-21	£ 36.00	£ 6.00	£ 30.00

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	01/11/2024	Humble Bumble Ltd	Pavilion rent - November 2024	£ 1.00
BACS	11/11/2024	Aston Football Club	Use of recreation ground and outside toilet	£ 340.00
BACS	18/11/2024	HMRC	VAT refund	£ 7,551.09
BACS	21/11/2024	Ben Notridge	Defibrillator fundraising from Co-op	£ 234.64



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AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

26/11/2024

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£	308,817.47
Less o/standing receipts		£	-
Add o/standing payments			
Less overpayment			
		£	308,817.47
Receipts		£	264,261.79
Payments		£	466,900.77
Plus Transfers			
Balance	26/11/2024	£	106,178.49
Plus o/standing payments		£	5,328.96
Less o/standing lodgements		£	10.00
Cash in Bank	26/11/2024	£	111,497.45
Total Funds in bank	26/11/2024		£111,497.45

Once all outstanding items approved and paid

December meeting orders for payment

0.00

RESERVES INCOME AND EXPENDITURE

AVAILABLE FUNDS

General Funds	£	11,989.82
BNPC Precept Reserves	£	15,000.00
BNPC Reserves	£	2,761.26
Elder Bank Hall extension reserves	£	40,404.13
Brize Meadow Play Park reserves	£	34,672.28
Defibrillator Fund	£	275.35
Interest earned to date	£	1,075.65

TOTAL FUNDS

£ 106,178.49

Once all outstanding items approved and paid