



Minutes of the Brize Norton Parish Council meeting held on Monday 6 th March 2023 at 7.30 pm at the Sports Pavilion, Brize Norton		
		ACTION
313/23	<u>PRESENT</u> Cllr Way - Chair, Cllr Goble, Cllr State, Cllr Truman and Jo Webb - Clerk. Cllr Pearson (WODC).	
314/23	<u>1. APOLOGIES</u> Cllr Woodward and Cllr Field-Johnson (OCC) sent their apologies. The Parish Council would like to wish Cllr Field-Johnson a speedy recovery.	
315/23	<u>2. DECLARATIONS OF INTEREST</u> Cllr Way and Cllr State declared an interest in agenda item 7.5 - Allotments.	
316/23	<u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 6 th February 2023 were agreed. Cllr State proposed and Cllr Truman seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.	Clerk to scan and post minutes to website
317/23	<u>4. PUBLIC PARTICIPATION</u> No Members of the public attended the meeting.	
318/23	<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.	
319/23	<u>6.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> ● 23rd February - All Cllrs attended the OALC training opportunities online event. ● 27th February - Cllr Way attended a topping out ceremony at Brize Meadow Lodge Care Home. The open day will be held on 29th April; all Cllrs are invited to attend. ● 6th March - Meeting with Stuart Norridge, Burford School Governor. ● We are still waiting to hear from OCC regarding the installation of the bike racks. 	
320/23	<u>6.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> Cllr Goble's report has been circulated to all Cllrs. Cllrs attended a walk around on 5 th March and will submit feedback forms for the design code.	

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321/23	<p><u>6.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Only items completed since Cllr Truman's report are:</p> <ul style="list-style-type: none"> • Bollard installed to Monahan Way • Hoggin path <p>All agreed that a community litter pick would be beneficial; Cllr Truman will schedule a date. Bags and litter pickers have been received from WODC.</p>	Cllr Truman to arrange litter pick date
322/23	<p><u>6.4 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</u></p> <p>Cllr State attended the PTR meeting on 21st February. There is nothing new to report following this meeting. The meeting representatives were unaware that bases have been laid at the Monahan Way bus stops.</p>	
323/23	<p><u>7.1 DISCUSSION AND DECISIONS - PARISH COUNCIL INVESTMENT</u></p> <p>All were in agreement to explore alternatives to WODC for the investment. Cllr Goble will arrange a zoom meeting with David Reid.</p> <p>Cllr Woodward also has a recommendation so it was agreed to get a meeting set up with this contact.</p> <p>Meetings to be arranged with a view to making a decision at the May meeting.</p>	Cllr Goble to arrange meeting Cllr Woodward to arrange meeting
324/23	<p><u>7.2 DISCUSSION AND DECISIONS - REPLACEMENT MOWER BATTERY</u></p> <p>Cllr Way proposed that a replacement mower battery is purchased at a cost of £150 + VAT. Cllr Goble seconded; all Cllrs agreed and the motion was passed.</p> <p>The Clerk will contact Fred Bellenger to make arrangements for this to be ordered.</p>	Clerk to order replacement battery
325/23	<p><u>7.3 DISCUSSION AND DECISIONS - RAF BRIZE NORTON - AIRSPACE CHANGE PROPOSAL - COMMUNITY ENGAGEMENT</u></p> <p>Cllrs agreed that we should invite RAF Brize Norton to a community event on Tuesday 11th April at 7.30pm so that Cllrs and residents can understand how this proposal will affect us all. The Clerk will draft a meeting invitation to RAF Brize Norton which Cllr Way will approve.</p>	Clerk to draft invitation
326/23	<p><u>7.4 DISCUSSION AND DECISIONS - REVIEW OF EMERGENCY PLAN</u></p> <p>Updates to the Emergency Plan were agreed by all. The Clerk will update the plan and complete the OCC survey.</p>	Clerk to update Emergency Plan and complete

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		survey
327/23	<p><u>7.5 DISCUSSION AND DECISIONS - ALLOTMENTS</u> An Arborist has assessed the tree in the allotments; report to follow. Cllr Truman will liaise with the resident concerned when necessary.</p> <p>Cllr Truman is assessing the allotment rents on behalf of the Allotment Committee to ensure the allotments remain sustainable.</p> <p>Amended wording for the communal compost heap was agreed. The Clerk will send this to the allotment committee and with their agreement will email it out to all allotment holders on their behalf.</p>	<p>Cllr Truman to liaise with allotment committee regarding rent</p> <p>Clerk to send wording to allotment committee</p>
328/23	<p><u>7.6 DISCUSSION AND DECISION - KING CHARLES III CORONATION COMMEMORATIVE ITEMS</u></p> <p>The Parish Council has agreed to donate some money to both the Primary School and the Pre-school towards each child receiving a commemorative item for the King's Coronation.</p> <p>Cllr Truman proposed, Cllr Goble seconded this, all Councillors agreed, and the motion was passed.</p>	<p>Clerk to contact Primary School and Pre School for bank details</p>
329/23	<p><u>8.1 PROGRESS REPORT - MAINTENANCE</u> Cllr Woodward and the Clerk met with the village handyman and had a productive meeting. Short of incurring costs to the Council, which would need to be approved by Cllrs, Gary is to make his way through the village and attend to maintenance items on the list as soon as possible.</p> <p>Gary fed back that the storm/rainwater gullies are blocked in the car park causing massive puddling in places. The Clerk has contacted OPC for a quote to clear these and is awaiting a price.</p> <p>Gary has asked if the bus stops can be cleared every other week as since the bins have been removed, he says that there has been an increase in litter. Councillors agreed that we should ask Gary to monitor this over the next 2 months and take photos so we have proof if we decide to ask Publica to reinstate the bins.</p> <p>Gary has also asked if he can use weed killer around the edges of the car park. All Cllrs were in agreement that this would be acceptable, but it would be sensible for this to be carried out during school holidays when there is less footfall in the area. The Clerk will feedback to Gary.</p>	<p>Clerk to ask Gary to monitor bus stops for 2 months</p> <p>Clerk to advise</p>

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	<p>We are still awaiting quotes for the replacement paving slabs and the drain surrounds. Cllr Woodward to chase up.</p> <p>The replacement fence panels for the resident who back onto the rec are still outstanding. Cllr Woodward to chase up the quotation.</p> <p>The quotation for safety signs is outstanding, Cllr Woodward to chase this up. It was also suggested that it would be useful to get a sign for the car parking stating that The Parish Council is not responsible for any loss or damage caused when using the car park. Cllr Woodward to obtain a price.</p>	<p>Cllr Woodward to chase up quotes</p> <p>Cllr Woodward to obtain quote for signs.</p>
330/23	<p><u>8.2 PROGRESS REPORT - NEAP</u> Cllr Way & Cllr Goble attended a meeting on 21st February with Abby Fettes (WODC Planning) and Andrew Winstone (Bloor Homes) to discuss the issues the Parish Council had concerning the area of land set aside for the play area (NEAP). After nine months of waiting for a decision, the Parish Council is now in a position to move forward with the project and it was agreed that a community engagement event would be arranged to invite the children and their parents to share their views on what they would like to see. Cllr Way will suggest some dates.</p>	<p>Cllr Way to arrange an event</p>
331/23	<p><u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> Cllr Goble took the Cllrs through the proposed funding stream for the extension. Cllr Goble and Cllr Woodward have put together some questions for the VAT expert at OALC. The Clerk will submit these.</p>	<p>Clerk to submit questions to OALC</p>
332/23	<p><u>8.4 PROGRESS REPORT - RISK ASSESSMENT</u> This will be carried over to next month's meeting due to Cllr Woodward's absence.</p>	
333/23	<p><u>8.5 PROGRESS REPORT - SAVILLS LEASE LAND CONTRACT</u> A meeting was held on 24th January with Savills. The original lease land contract signed by BNPC in February 2020 was not agreed by the tenant. Savills has suggested an agricultural holdings act tenancy 150 year lease and they will cover the costs involved. Cllr Way has contacted Savills for further information.</p>	
334/23	<p><u>8.6 PROGRESS REPORT - ELDER BANK HALL COMMITTEE</u> Cllr Truman and Cllr Woodward have a meeting scheduled on 16th March with the current Chair and Treasurer to discuss the finances and the day to day management of the hall. The Parish Council will look into the feasibility of running the Elder Bank Hall as a trustee status.</p>	
335/23	<p><u>8.7 PROGRESS REPORT - BRIZE NORTON BREEZE MAGAZINE</u> There have been lots of positive comments about the new magazine. The Parish Council would like to thank Chapel Hill Designs for the work that has gone into this.</p>	<p>WAW 03/01/2023</p>

336/23	9 PLANNING (See attached Appendix A).	
337/23	10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED 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
338/23	10.2 FINANCE – BANK RECONCILIATION The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
339/23	11 CORRESPONDENCE The Clerk has shared the correspondence with the Council.	
340/23	12 ITEMS IDENTIFIED FOR FUTURE MEETING AGENDA (See attached Appendix C)	
341/23	13 DATE OF NEXT MEETING The next Parish Council Meeting will be held on Monday 3 rd April 2023 in the Brize Norton Pavilion.	

There being no further business the Chairman declared the meeting closed at 10.00pm.

APPENDIX A – PLANNING 336/23: **AGENDA ITEM 9**

NEW PLANNING APPLICATIONS: None

PENDING PLANNING DECISIONS:

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 Under Consideration

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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: None

APPENDIX B – FINANCE 337/23 & 338/23:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
DD	06/03/2023	IONOS	Website & Email fees	203034741565	£ 35.96	£ 5.99	29.97
BACs	06/03/2023	AK Timms	Paint & Brushes	906293	£ 31.01	£ 5.17	25.84
BACs	06/03/2023	Community First Oxfordshire	Annual Membership		£ 70.00		70.00
BACs	06/03/2023	Community First Oxfordshire	Neighbourhood Plan Design Code Support	510	£ 4,785.60	£ 797.60	3988.00
DD	06/03/2023	Everflow Water	Forecast water use up to 9/4/23	2050482	£ 211.85		211.85
BACs	06/03/2023	Chapel Hill Design & Marketing	Website admin	CHD-INV-0006	£ 300.00		300.00
BACs	06/03/2023	Gary Jarvis	Handyman wages - February		£ 269.46		269.46
BACs	06/03/2023	Jo Webb	Clerk wages - February		£ 590.23		590.23
BACs	06/03/2023	HMRC	Tax payable on Clerk wages - February		£ 141.20		141.20
BACs	06/03/2023	McCracken & Sons LTD	Grass Cutting	14614	£ 417.60	£ 69.60	348.00
BACs	06/03/2023	Chapel Hill Design & Marketing	Public Art design & web page	CHD-D-014	£ 180.00		180.00
BACs	06/03/2023	OALC	Annual Membership	B00075/2023/3	£ 308.70	£ 51.45	257.25
BACs	06/03/2023	OPFA	Annual Membership		£ 45.00		45.00
				Total	7386.61	929.81	6456.80

PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACs	06/02/2023	BNS&SC	Water Bill	£ 134.19
BACs	22/02/2023	Christ Church	Refund of duplicate payment	£ 75.00
BACs	22/02/2023	Christ Church	Refund of duplicate payment	£ 5.00
CHQ	25/02/2023	Elder Bank Hall	Water Bill	£ 154.12
			Total	368.31

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AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

27th February 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		£	51,014.31
Payments		£	41,296.61
Plus Transfers			
Balance	27/02/2023	£	<u>23,644.46</u>
Plus o/standing payments		£	7,138.70
Less o/standing lodgements		£	-
Cash in Bank	27/02/2023	£	<u>30,783.16</u>
Current Account	27/02/2023	£30,783.16	0.00

VAT Reconciliation o/standing

Outstanding Items + Orders for Payment

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		£	23,644.46
WODC Reserves		£	21,838.09
TOTAL FUNDS		£	<u>45,482.55</u>

VAT Reconciliation o/standing

APPENDIX C – ADDITIONAL ITEMS FOR FUTURE AGENDAS

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- Elder Bank Hall - Cost analysis
- Investment
- VAT Professional Advice

*W A Way
03/09/2023*