



Minutes of the Brize Norton Parish Council meeting held on Monday 9th January 2023 at 7.30 pm at the Sports Pavilion, Brize Norton

258/23	<u>PRESENT</u> Cllr Way – Chairman, Cllr Goble, Cllr State, Cllr Woodward, Cllr Truman and Jo Webb - Clerk. Cllr Pearson (WODC).	<u>ACTION</u>
259/23	<u>1. APOLOGIES</u> Cllr Field-Johnson (OCC) sent his apologies.	
260/23	<u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payment to Chapel Hill Design & Marketing.	
261/23	<u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 5 th December 2022 were agreed. Cllr State proposed and Cllr Woodward seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes. The minutes of the extraordinary meeting on Monday 12 th December 2022 were agreed. Cllr Woodward 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
262/23	<u>4. PUBLIC PARTICIPATION</u> No Members of the public attended the meeting.	
263/23	<u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> OCC - No report was submitted. WODC - The Kilkenny Country Park play area has been closed by WODC following the RoSPA report. An onsite meeting is being arranged.	
264/23	<u>6.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> ● David Golding has resigned from the Parish Council with effect from 12th December 2022. All Cllrs would like to thank David for the hard work he put in during his time as a Councillor. ● Cllr State proposed that Cllr Woodward take over as Vice-Chair. Cllr Truman seconded; all Cllrs agreed and the motion was passed. ● Savills lease land contract - a meeting has been requested. ● OALC Chairmans' Q&As on 6th December had a discussion on how 	

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	<p>to attract new Cllrs.</p> <ul style="list-style-type: none"> ● Elder Bank Hall committee - Cllr Truman and Cllr Woodward are going to have a meeting with Diane Davies and Julie Edwards. 	
265/23	<p><u>6.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> Cllr Goble's report has been circulated to all Cllrs.</p>	
266/23	<p><u>6.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs.</p>	
267/23	<p><u>6.4 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs.</p> <p>Cllr State has reported the blocked drains on fixmystreet.</p> <p>All Cllrs agreed to the draft of the letter to Andrew Gant at OCC regarding the buses/bus stops. It needs to be updated with the information from Cllr State's report to fixmystreet of the pathway on Minster Road. Once updated, it can be sent off</p>	Letter to be updated & sent off
268/23	<p><u>7.1 DISCUSSION AND DECISIONS - 2023/2024 BUDGET AND PRECEPT</u> The 2023/2024 budget and precept was agreed at the extraordinary meeting on 12th December 2022. The paperwork has been sent to WODC.</p>	
269/23	<p><u>7.2 DISCUSSION AND DECISIONS - INVESTMENT FUND</u> This needs to be reviewed. Cllr Way will raise this as at the OALC Chairmans' Q&As in March.</p>	Cllr Way to raise at Chairmans' Q&As
270/23	<p><u>7.3 DISCUSSION AND DECISIONS - INVESTIGATE RECLAIMING VAT</u> Cllr Goble & Cllr Woodward will put some questions together for us to submit to the VAT expert at OALC.</p>	Cllrs Goble & Woodward to draft questions
271/23	<p><u>7.4 DISCUSSION AND DECISIONS - BNPC ORGANISATION CHART</u> It was agreed that this should be reviewed at the end of the year and we should focus our attention on filling the vacant Councillor roles.</p>	
272/23	<p><u>7.5 DISCUSSION AND DECISIONS - CHOOSING THE NAME OF THE NEW MAGAZINE</u> Cllr Woodward proposed 'Brize Breeze' as the new name for the Parish Magazine. Cllr Truman seconded; all Cllrs agreed and the motion was passed. The Amazon voucher prize has been re-donated by the winner. Cllr Way will let Jayne Woodward know.</p>	Cllr Way to advise Jayne Woodward of new name

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273/23	<p><u>8.1 PROGRESS REPORT – MAINTENANCE</u> The current maintenance schedule was reviewed. Cllr Woodward & The Clerk will arrange a meeting with the village handyman to go through the schedule.</p> <p>The cracked paving slabs on the pathway from The Pavilion to the play park need replacing. Cllr Woodward will arrange to get quotes.</p>	Cllr Woodward to obtain quotes
274/23	<p><u>8.2 PROGRESS REPORT – NEAP</u> WODC has confirmed that the NEAP is not fit for purpose. Abby Fettes from WODC is looking into this further.</p>	
275/23	<p><u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> No update to report. We are awaiting the tender pack - Cllr Goble will chase this up with Micjon.</p>	Cllr Goble to chase up tender pack
276/23	<p><u>8.4 PROGRESS REPORT - RISK ASSESSMENT</u> Cllr Woodward will circulate his report.</p>	Cllr Woodward to circulate report
277/23	<p><u>9 PLANNING</u> (See attached Appendix A).</p>	
278/23	<p><u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B).</p> <p>Payments were approved; Cllr Way and Cllr State to authorise online payments.</p> <p>Cllr Goble will check the invoice from Micjon Ltd for £300.00 is correct and advise the Councillors. If the invoice is correct, it was agreed by all that it can be paid.</p>	<p>Cllr Way & Cllr State to authorise online payments</p> <p>Cllr Goble to check Micjon invoice</p>
279/23	<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>	
280/23	<p><u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.</p> <ul style="list-style-type: none"> ● A member of the public has been in contact regarding the stone wall on Burford Road. The resident has been advised that this wall is currently the responsibility of Bloor Homes and that we are in communication with them regarding the repair. ● Cllr State has met with the family who would like to donate a memorial bench. The location was discussed and Cllr State will look into whether the original bench in this location has any association 	Cllr State to look into current bench

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	<p>to residents.</p> <ul style="list-style-type: none"> An email has been received from a resident regarding the Thames Water issue at the Bampton end of the village and fly tipping. Cllr Way has responded. 	
281/23	<u>12 ITEMS IDENTIFIED FOR NOVEMBER'S MEETING AGENDA</u> (See attached Appendix C)	
282/23	<u>13 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 6 th February 2023 in the Brize Norton Pavilion.	

There being no further business the Chairman declared the meeting closed at 9.55pm.

APPENDIX A – PLANNING 277/23: **AGENDA ITEM 9**

NEW PLANNING APPLICATIONS:

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
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
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
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

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PENDING PLANNING DECISIONS: None

DECIDED PLANNING DECISIONS:

22/02927/HHD	Ms Elizabeth Bellenger Fennell Cottage Chapel Hill Brize Norton	Demolition of existing bathroom and store. Erection of single storey front and rear extensions (Part Retrospective) Registered: 11th November 2022 Response: 5th December 2022 Approved: 23rd December 2022
22/02866/ADV	Ms Debbie Richings Unit 1 Kipling Court Brize Norton	Erection of three internally illuminated fascia signs, eight non-illuminated signs and non illuminated window graphics Registered: 17th October 2022 Response: 17th November 2022 Approved: 12th December 2022
22/02718/S73	Aquila ATMS Ltd on behalf of UK MOD Land for Tactical Medical Wing RAF Brize Norton Carterton	Variation of condition 10 and removal of condition 11 of permission 21/01197/FUL to allow changes to the biodiversity enhancement and landscaping scheme and removal of the tree/hedge/shrub planting/replacement scheme Registered: 4th October 2022 Respond: 3rd November 2022 Approved: 6th December 2022

APPENDIX B - FINANCE 278/23 & 279/23:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount	
BACS	21/12/2022	Tim Gush	Welcome Brochure		265.00		265.00	Paid
DD	09/01/2023	IONOS	Additional email storage	203033868015	10.80	1.80	9.00	
BACS	09/01/2023	Oxfordshire County Council	Bicycle Racks	3920590368	534.22		534.22	
BACS	09/01/2023	Micjon Ltd	Architectural Services	EBH/002	300.00		300.00	
BACS	09/01/2023	Gary Jarvis	Handyman wages		279.44		279.44	
BACS	09/01/2023	Jo Webb	Clerk wages		564.10		564.10	
BACS	09/01/2023	HMRC	Tax on Clerk's wages		134.40		134.40	
BACS	09/01/2023	McCracken & Sons LTD	Grass Cutting		417.60	69.60	348.00	
BACS	09/01/2023	Chapel Hill Design	Website Admin		300.00		300.00	
				Total	2805.56	71.4	2734.16	

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PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACS	16/12/2022	Groundworks UK	Neighbourhood Plan Grant	7975.00
CHQ	21/12/2022	Elder Bank Hall	Water Bill	193.96
			Total	8168.96

AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

Friday, December 16, 2022

GENERAL INCOME & EXPENDITURE

Balance	01/04/2022	£	13,926.76
Less o/standing receipts			
Add o/standing payments			
		£	13,926.76

Receipts	£	50,646.00
Payments	£	31,193.39
Plus Transfers		
Balance	16/12/2022	£ 33,379.37

Plus o/standing payments	£	2,805.46
Less o/standing lodgements	£	193.96
Cash in Bank	16/12/2022	£ 35,990.87

Current Account	16/12/2022	£35,990.87
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VAT Reconciliation o/standing

Outstanding Items + Orders for Payment

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RESERVES INCOME AND EXPENDITURE

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

WODC funds

AVAILABLE FUNDS

General Funds	£	33,379.37
WODC Reserves	£	21,838.09
TOTAL FUNDS	£	55,217.46

VAT Reconciliation o/standing

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APPENDIX C – ADDITIONAL ITEMS FOR FURTHER AGENDAS

281/23:

- May meeting
- Savills lease land
- Elder Bank Hall Committee

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