



Minutes of the Brize Norton Parish Council meeting held on Monday 4 th November 2024 at 7.30pm at Brize Norton Pavilion		
	<u>PRESENT</u>	<u>ACTION</u>
223/25	Cllr Goble - Chair, Cllr Woodward – Vice-Chair, Cllr Way, Cllr State, Cllr Bennett, Cllr Fothergill, Cllr Pearson (WODC) and Jo Webb - Clerk.	
224/25	1. <u>APOLOGIES</u> Cllr Field-Johnson (OCC) sent his apologies.	
225/25	2. <u>DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 7.2 and 10.1 - Orders for payment - payments to Chapel Hill Group.	
226/25	3. <u>MINUTES</u> The minutes of the Parish Council meeting on Monday 7 th October 2024 were reviewed for accuracy. Cllr State proposed, and Cllr Bennett seconded; all Cllrs agreed. Cllr Goble signed the minutes.	Clerk to scan and post minutes to website.
227/25	4. <u>PUBLIC PARTICIPATION</u> One member of the public attended the meeting to observe.	
228/25	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.	
229/25	6.1 <u>CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> ● 9th October – Meeting attended with Bloor Homes ● 12th October – Neighbourhood Alliance meeting. ● 29th October – Meeting with Minster Lovell Parish Councillors regarding the Neighbourhood Plan. ● Thames Water has asked to delay the November meeting to ensure there is no conflict of interest whilst the Environment Agency look at issues in Witney Catchment Area. 	

 1

230/25	<u>6.2 COUNCILLOR REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Goble gave an update regarding the PROW/native hedge and the drainage.	
231/25	<u>6.3 COUNCILLOR REPORTS – HIGHWAYS COMMITTEE</u> <ul style="list-style-type: none"> • Six items have been added to fix my street. • The tree on Manor Road has been reported on fix my street. • Cllr State will arrange a meeting with the OCC Highways representative to discuss outstanding issues. 	Cllr State to arrange meeting
232/25	<u>6.4 COUNCILLOR REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> Cllr Goble updated Cllrs on the Government stance on Neighbourhood Plans and Brize Norton Parish Council compliance.	
233/25	<u>6.5 COUNCILLOR REPORTS – ALLOTMENT MEETING UPDATE</u> Cllr Bennett updated the Cllrs on the allotment meeting held on 14 th October.	
234/25	<u>6.6 COUNCILLOR REPORTS – RECREATION GROUND BOOKINGS</u> <ul style="list-style-type: none"> • Cllr Way updated the Cllrs on the recreation ground bookings during September and October. • The arisings have still not been collected following the grass cutting of the recreation ground. The Clerk will follow up with the contractor. 	Clerk to follow up with contractor
235/25	<u>6.7 COUNCILLOR REPORTS – EV MICROHUB PILOT</u> Cllr Woodward updated Cllrs on the OCC initiative. The scheme is for the installation of two grant funded EV chargers up to 22kw. A survey of the area is required, and model legal documentation has been sent to all Councils involved in the pilot scheme which will potentially go live in the summer.	
236/25	<u>6.7 COUNCILLOR REPORTS - .GOV WEBSITE AND EMAIL TRAINING REPORT</u> The website administrator recently attended training on this. The Clerk will ask the administrator to provide costs for the switch over.	Clerk to contact website administrator for costs
237/25	<u>6.8 COUNCILLOR REPORTS – NALC LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024/2025</u> The Clerk updated Cllrs that the National Joint Council for Local Government Services has agreed on pay rates applicable from 1 April 2024 to 31 March 2025.	
238/25	<u>7.1 DISCUSSION AND DECISIONS – TO REVIEW AND AGREE SEXUAL AND GENERAL HARASSMENT POLICY AND PROCEDURE FOR NEW LEGISLATION (S40A EQUALITY ACT 2010)</u> From October 2024 new legislation (s40A Equality Act 2010) places greater responsibilities and legal requirements on all employers, to	

	take proactive steps to prevent Sexual Harassment at work. OALC has sent through a policy template that has been shared with the Cllrs. Cllrs would like to find out if there is any specific training or briefings that can be attended regarding this. The Clerk will contact OALC.	Clerk to contact OALC regarding training
239/25	<u>7.2 DISCUSSION AND DECISIONS – TO REVIEW AGREEMENT WITH BRIZE NORTON PRIMARY SCHOOL TO USE THE PLAY PARK</u> The Clerk is awaiting feedback from the school regarding how the arrangement is working. The Councillors agreed in principle to continue the agreement for a further six months subject to no issues being raised by the school.	Clerk to advise Cllrs of school feedback
240/25	<u>7.3 DISCUSSION AND DECISIONS – PLAY PARK INSPECTIONS</u> <ul style="list-style-type: none"> • A quote is awaited from Ubico for the play park inspections. • The Insurers do not have a specific requirement regarding the frequency of inspections but state that it needs to be 'regularly inspected'. Cllr Way will check the information given on the training course as to the recommended frequency of inspections. Cllr Way will carry out in house training and will arrange a convenient time. • Cllr Woodward proposed that Brize Norton Primary School should be approached about the possibility of their caretaker carrying out the inspections for the Station Road play park. Cllr State seconded the motion. Cllr Way did not agree; all other Cllrs agreed, and the motion was passed. Cllr Woodward will discuss with the school. 	Cllr Way to find out frequency of inspections Cllr Way to schedule training Cllr Woodward to contact school
241/25	<u>7.4 DISCUSSION AND DECISIONS – POLLARDING TWO TREES IN CHESTNUT CLOSE</u> A quote for £280 + VAT has been received from McCracken's for the pollarding of two trees in Chestnut Close. Cllr Way proposed we go ahead with this quote. Cllr Woodward seconded; all Cllrs agreed, and the motion was passed. Cllr Way will contact the contractor to make arrangements.	Cllr Way to contact the contractor
242/25	<u>7.5 DISCUSSION AND DECISIONS – DEEP CLEAN OF PAVILION CHANGING ROOMS</u> A quote has been received for £250 + VAT from Empire Environment for the deep clean of the pavilion changing rooms. Other contractors were contacted but did not return quotations. Cllr Way proposed that we go ahead with the quote. Cllr Woodward seconded; all Cllrs agreed, and the motion was passed. Cllr Way will contact the contractor to make arrangements. Once the deep clean has been carried out the area will need painting. Cllr Way will obtain quotes.	Cllr Way to contact the contractor Cllr Way to obtain quotes
243/25	<u>7.6 DISCUSSION AND DECISIONS – APPENDIX 20 INFRASTRUCTURE PROJECTS FOR NEIGHBOURHOOD PLAN</u> All Cllrs should send Cllr Goble details of suggestions with costs if possible.	Cllr to send suggestions to Cllr Goble

244/25	<p><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u> The Parish Council needs to ensure that health and safety compliance inspections are carried out and the required frequencies of the inspections. Cllr Woodward will advise Council regarding this. The previous Sports and Social Club committee has not forwarded the health and safety compliance documents for the pavilion as required. The Clerk will contact the contractors who carried out the boiler service and electrical testing in the pavilion and request duplicate certificates.</p>	Cllr Woodward to advise on inspections and frequencies Clerk to obtain certificates
245/25	<p><u>8.2 PROGRESS REPORT - VILLAGE MAINTENANCE</u></p> <ul style="list-style-type: none"> • The village handyman has been asked to cut the grass around the memorial prior to Remembrance Sunday and to attend to the weeds on Manor Road. • Cllr Way expressed thanks to the members of the community who helped with the litter pick. 	
246/25	<p><u>8.3 PROGRESS REPORT – PLAY PARKS</u> <u>Brize Meadow Play Park</u> Cllr Way has been in discussion with WODC regarding the need for a second waste bin and the frequency of emptying which is currently being monitored. The ‘No Dogs’ signs on the gates have been broken. Cllr Bennett will remove these. Cllr Way agreed there was no need to replace them as there is another sign which states that dogs are not allowed. <u>Station Road Play Park</u> The quarterly inspection report has been received from Ava Recreation. It was agreed that the Clerk should obtain a quote for the medium risk items that have been highlighted.</p>	Cllr Bennet to remove broken signs Clerk to obtain quote
247/25	<p><u>8.4 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> Cllr Goble and Cllr Woodward have a meeting arranged with the builder to discuss the next phase. The windows will also be discussed at this meeting. Cllr Woodward reminded Cllrs that Ben Smith will be putting right the wall in the car park that was damaged when a delivery was made.</p>	
248/25	<p><u>8.5 PROGRESS REPORT – ELDER BANK HALL LEASE</u> The lease is currently with the Elder Bank Hall trustees for signing. 9.00pm – The member of the public left the meeting.</p>	
249/25	<p><u>8.6 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u> The outstanding actions list was discussed and updated accordingly. 9.05pm – Cllr Pearson left the meeting.</p>	
250/25	<p><u>9 PLANNING</u> (See attached Appendix A).</p>	

251/25	<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 invoice for Chapel Hill Group for the design and printing of the Brize Norton Breeze has been submitted and an updated invoice will be submitted once the outstanding advertising payments have been received. All Cllrs were in agreement to make an immediate payment up to a maximum of £1,103.16 + VAT once the updated invoice has been received.</p>	Cllr Way & Cllr State to authorise online payments
252/25	<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>	
253/25	<p><u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.</p> <p>The Elder Bank Hall committee has sent an email with a query regarding the EBH chairman’s allowance. Cllr Goble will liaise with the Elder Bank Hall chairman to ensure the correct procedure.</p> <p>A donation request has been received from Hope after Harm. Cllrs agreed that the donation budget should be used for local projects.</p> <p>Bloombridge has requested a meeting to feedback the results of the Middle Norton consultation. Cllrs suggested meeting prior to the PC meeting on 6th January. The Clerk will contact Bloombridge.</p>	<p>Cllr Goble to liaise with the EBH Chairman</p> <p>Clerk to contact Bloombridge</p>
254/25	<p><u>13 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 2nd December 2024 in the Brize Norton Sports Pavilion.</p>	

There being no further business the Chairman declared the meeting closed at 9.35pm.

APPENDIX A – PLANNING 250/25:
AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

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
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PENDING PLANNING DECISIONS:

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 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: 23rd June 2023 Respond: 20th July 2023 Under Consideration

DECIDED 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 Approved: 12th September 2024
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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 Approved: 12th September 2024
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APPENDIX B - FINANCE 251/25 & 252/25:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	07/10/2024	Ben Smith Carpentry and Building	Elder Bank Hall extension		£ 37,028.79	£ 6,171.46	£ 30,857.33
BACS	07/10/2024	Warefence	Station Road play park fence repairs	17737	£ 799.20	£ 133.20	£ 666.00
BACS	07/10/2024	AK Timms	Cable ties	1002185	£ 4.99	£ 0.83	£ 4.16
BACS	07/10/2024	AK Timms	Key box, replacement keys and tags	1004556	£ 52.42	£ 8.74	£ 43.68
BACS	07/10/2024	AK Timms	Red and white barrier tape	1006286	£ 15.12	£ 2.52	£ 12.60
BACS	07/10/2024	McCracken & Sons Ltd	Grass cutting - August	15465	£ 913.20	£ 152.20	£ 761.00
DD	07/10/2024	IONOS	Email fees	203043881925	£ 10.80	£ 1.80	£ 9.00
BACS	07/10/2024	Community First Oxfordshire	Neighbourhood Plan - Final submission support	686	£ 1,200.00	£ 200.00	£ 1,000.00
BACS	07/10/2024	WODC	Emptying waste bin 1/10/24 - 31/3/25	33594519	£ 261.14	£ 43.52	£ 217.62
BACS	07/10/2024	WODC	Emptying waste bin - Brize Meadow play park - 1/10/24 to 31/3/25	33594519	£ 261.14	£ 43.52	£ 217.62
BACS	07/10/2024	GW Pest Control	Mole trapping	INV-0133	£ 60.00		£ 60.00
BACS	07/10/2024	The Chapel Hill Group	Admin and upload of Neighbourhood Plan	INV-0007	£ 331.50	£ 55.25	£ 276.25
BACS	07/10/2024	Humble Bumble Ltd	Cleaning of outside toilet for pitch bookings	SI-19	£ 24.00	£ 4.00	£ 20.00
BACS	07/10/2024	The Chapel Hill Group	Monthly web, social and design work	INV-0009	£ 384.00	£ 64.00	£ 320.00
BACS	07/10/2024	HAGS	Brize Meadow play park signage	98661	£ 268.80	£ 44.80	£ 224.00
BACS	07/10/2024		Salaries				
BACS	07/10/2024	Wendy Way	Reimbursement of folder, laminator & laminating pouches		£ 37.46		£ 37.46
BACS	07/10/2024	Payman	Payroll processing - Tax year 2024/2025	240969	£ 230.40	£ 38.40	£ 192.00
BACS	07/10/2024	AK Timms	Key cutting	1006580	£ 14.50	£ 2.41	£ 12.09
BACS	07/10/2024	AK Timms	Bin bags & disposable gloves	1008222	£ 28.06	£ 4.68	£ 23.38
BACS	07/10/2024	AK Timms	Lightbulb	1009393	£ 36.00	£ 6.00	£ 30.00
DD	07/10/2024	Water 2 Business	Water bill		£ 679.91		£ 679.91
BACS	07/10/2024	McCracken & Sons Ltd	Grass cutting - recreation ground	15510	£ 330.00	£ 55.00	£ 275.00

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	28/08/2024	HMRC	VAT refund	£ 2,022.77
BACS	02/09/2024	Barclays Bank	Interest earned	£ 263.55
CASH	05/09/2024	Raffle Tickets	Raffle ticket money taken at Brize Meadow play park opening	£ 75.00
BACS	19/09/2024	WODC	Precept	£ 29,327.00



AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

01/10/2024

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		£	255,891.02
Payments		£	457,857.29
Plus Transfers			
Balance	01/10/2024	£	<u>106,851.20</u>
Plus o/standing payments		£	44,304.13
Less o/standing lodgements		£	333.00
Cash in Bank	01/10/2024	£	<u>150,822.33</u>
Total Funds in bank	01/10/2024	£	150,822.33

Once all outstanding items approved and paid

October meeting orders for payment

0.00

RESERVES INCOME AND EXPENDITURE

AVAILABLE FUNDS

General Funds	£	19,320.06
BNPC Precept Reserves	£	15,000.00
BNPC Reserves	£	2,761.26
Elder Bank Hall extension reserves	£	34,232.67
Brize Meadow Play Park reserves	£	34,420.85
Defibrillator Fund	£	40.71
Interest earned to date	£	1,075.65

TOTAL FUNDS

£	<u>106,851.20</u>
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Once all outstanding items approved and paid

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2/12/25