



Minutes of the Brize Norton Parish Council meeting held on Monday 4th December 2023 at 7.30 pm at the Sports Pavilion, Brize Norton

227/24	<p><u>PRESENT</u></p> <p>Cllr Way - Chair, Cllr Woodward - Vice-Chair, Cllr Goble, Cllr Woodward, Cllr State, Cllr Bennett, Cllr Fothergill, and Jo Webb - Clerk. Cllr Pearson (WODC).</p>	<p><u>ACTION</u></p>
228/24	<p><u>1. APOLOGIES</u></p> <p>Cllr Truman and Cllr Field-Johnson (OCC) gave their apologies.</p>	
229/24	<p><u>2. DECLARATIONS OF INTEREST</u></p> <p>Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payments to Chapel Hill Design & Marketing.</p>	
230/24	<p><u>3. MINUTES</u></p> <p>The minutes of the Parish Council meeting on Monday 6th November 2023 were reviewed for accuracy. Cllr State proposed, and Cllr Bennett seconded; all Councillors agreed.</p> <p>Cllr Way signed the minutes.</p>	<p>Clerk to scan and post minutes to website.</p>
231/24	<p><u>4. PUBLIC PARTICIPATION</u></p> <p>A member of the public attended the meeting to observe.</p>	
232/24	<p><u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u></p> <p>WODC - Cllr Pearson's report has been circulated to all Cllrs. OCC - Cllr Field-Johnson's report has been circulated to all Cllrs.</p>	
233/24	<p><u>6.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> ● Cllr Way thanked Bev and Ben Campion for setting up the Humble Bumble Cafe and wishes them all the best for the future. ● Cllr Way thanked the Cllrs for their support this year and wished them a Merry Christmas. 	
234/24	<p><u>6.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <ul style="list-style-type: none"> ● WODC has advised that a Strategic Environmental Assessment and Habitats Regulation Assessment is not required for the Brize Norton Neighbourhood Plan. ● The steering group is working with CFO on a consultation statement 	

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1

235/24	<p><u>6.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Cllr Goble has circulated this months report.</p> <ul style="list-style-type: none"> ● Thames Water has confirmed that the power supply cable for the Carterton Road SPS will be installed in February. ● Air Tanker has agreed the quote for the hedge around the North West corner of the TMW; Bloor Homes will install the hedge. 	
236/24	<p><u>6.4 COMMITTEE REPORTS - HIGHWAYS COMMITTEE</u></p> <ul style="list-style-type: none"> ● Cllr State has met with Brian Barnett and walked the footpaths. They are happy that the 3m requirement has been met. The stream has been cleared and brambles have been cut back at the far side of the field and the stream and hedges on Chestnut Close side will be carried out when the weather permits. The Clerk will feed this back to the resident who raised the concern. ● OCC has been contacted regarding the traffic surveys and we are awaiting a response. ● Cllrs feel that the 20mph signage on Manor Road and Carterton Road is ineffective. Cllr State will contact OCC to see if more signage can be installed. ● OCC has advised that they will be investigating installing a footpath on Burford Road next year. ● OCC has advised that the bus shelters are going to be installed by Monahan Way/Minster Road roundabout. They would ideally like to schedule the job to be done at the same time as other jobs in the local area which would mean a delay of approx 12 weeks. All Cllrs agreed they are happy for the work to be carried out more cost effectively with other scheduled jobs. The Clerk will respond to OCC. ● Missing signage on the mini roundabout by the church has been reported on fix my street. ● The blocked drains on Station Road have been reported on fix my street. 	<p>Clerk to respond to resident</p> <p>Cllr State to contact OCC</p> <p>Clerk to respond to OCC</p>
237/24	<p><u>6.5 CLLR BENNETT'S REPORT - COUNCILLOR FUNDAMENTALS TRAINING</u></p> <p>Cllr Bennett attended this training on 20th November which he found useful.</p>	
238/24	<p><u>6.6 COUNCILLORS' REPORT - CARTERTON STRATEGIC PLAN MEETING</u></p> <p>All Cllrs took part in a meeting on 27th November and gave their feedback.</p>	
239/24	<p><u>7.1 DISCUSSION AND DECISIONS - SWITCHING WATER SUPPLIER AT END OF CONTRACT</u></p> <p>It was agreed that the Clerk should look into alternative water suppliers when the contract is up at the end of March 2024.</p>	<p>Clerk to look into alternative suppliers</p>

WAW
08/01/2024
2

240/24	<p><u>7.2 DISCUSSION AND DECISIONS - AMENDMENT TO AGAR FOLLOWING EXTERNAL AUDITOR REPORT</u></p> <p>The Clerk has heard back from Moore who advised that the AGAR figures should not be amended retrospectively. The correct procedure is to show the amended figures for 2022/2023 on the AGAR for 2023/2024 and mark them as 'restated'. The Clerk will restate the figures to include the admin fee and interest received on the investment with WODC.</p> <p>The Clerk also referred Moore to their comment that they had not received the required information regarding the investment. The Clerk advised them that this information had not been requested or was it stated in the required information for submission. Moore responded that during their post season review they noted a need to improve the information requests to add clarity to when and what additional information will be required to be sent with the 2024 AGAR.</p>	
241/24	<p><u>7.3 DISCUSSION AND DECISIONS - ELDER BANK HALL LEASE</u></p> <p>Cllr Way has made an appointment with the solicitor on 7th December; Cllr State will also attend the meeting.</p>	
242/24	<p><u>7.4 DISCUSSION AND DECISIONS - MAINTENANCE OF MONAHAN WAY BUS SHELTERS</u></p> <p>Carterton Town Council has been contacted by an advertising company who would like to take over the maintenance of the bus shelters. CTC are liaising with this company and will feed back to us with further information.</p>	
243/24	<p><u>7.5 DISCUSSION AND DECISIONS - PLAYPARK INSPECTIONS AND MAINTENANCE</u></p> <p>All Cllrs agreed to Ava Recreation carrying out 3 monthly play park inspections of the Station Road play park. The cost is £75 per inspection with an additional £35 per inspection to carry out any urgent maintenance. The annual inspection is still required to be carried out by RoSPA. It may be necessary to look into some signs for the play park advising users to contact BNPC if they notice any cause for concern.</p> <p>Cllr Fothergill has offered to look into grant opportunities for the refurbishment of Station Road play park.</p>	Cllr Fothergill to look into grants
244/24	<p><u>7.6 DISCUSSION AND DECISIONS - OALC/OCC COUNCILS CHARTER CONSULTATION</u></p> <p>All Cllrs to attend a zoom meeting on 5th December at 7pm to agree a response to the consultation. The Clerk will set up the meeting.</p>	Clerk to set up zoom meeting
245/24	<p><u>7.7 DISCUSSION AND DECISIONS - OCC LANE RENTAL SCHEME PROPOSAL CONSULTATION</u></p> <p>All Cllrs were in agreement not to take part in this consultation.</p>	

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246/24	<u>7.8 DISCUSSION AND DECISIONS - BOTLEY WEST CONSULTATION BRIEFING</u> Cllr State will attend the briefing at WODC on 7 th December 2023.	
247/24	<u>8.1 PROGRESS REPORT – MAINTENANCE</u> <ul style="list-style-type: none"> ● The weeds on Manor Road have been cleared and the village handyman is getting around to the other jobs on the spreadsheet. ● The pavilion electrical inspection certificate is out of date. It needs to be established in the lease whether the landlord or tenant is responsible for this. ● A litter pick around Brize Meadow still needs to be arranged. Cllr Truman and Cllr Bennett to liaise and arrange this. ● Cllr Woodward will obtain a quote for replacing the pavilion garage doors. ● Cllr Way & Cllr Woodard will arrange a meeting with McCrackens to discuss the increase in grass cutting charge for 2024/2025 and a quote for the cutting of the recreation ground. 	Lease to be checked Cllrs Truman and Bennett to arrange litter pick Cllr Woodward to obtain quote Cllrs Way & Woodward to set up meeting
248/24	<u>8.2 PROGRESS REPORT – BRIZE MEADOW PLAY PARK</u> Bloor Homes has started clearing the land. Landscaping quotes have been received; all Cllrs agreed to award the contract to Hickman Brothers.	
249/24	<u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> Cllrs have been updated on the progress; further information is pending.	
250/24	<u>8.4 PROGRESS REPORT - BRIZE NORTON PAVILION</u> Meetings have been held with two architects with a third to be arranged. Feedback to follow.	
251/24	<u>9 PLANNING</u> (See attached Appendix A). 9.15pm - Cllr Pearson left the meeting.	
252/24	<u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B). Payments were approved; Cllr Way and Cllr State to authorise online payments. Cllr Truman has been added as a signatory to the bank account but does not yet have access to online banking. The Clerk will follow this up. It was agreed that a Barclays instant access savings account should be	Cllr Way & Cllr State to authorise online payments Online banking to be arranged for Cllr Truman

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	opened. The Clerk will contact Barclays Bank to arrange this. An extraordinary meeting will be held on Monday 18 th December to finalise the 2024/2025 budget and precept.	Clerk to contact bank
253/24	<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.	
254/24	<u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council. It was agreed that follow up correspondence should be sent to the owner of the land at the pop socket expressing an interest in using the space for a community project. The Clerk will send a letter.	Clerk to send letter
255/24	<u>12 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 8 th January 2024 in the Brize Norton Sports Pavilion.	

There being no further business the Chairman declared the meeting closed at 9.45pm.

APPENDIX A – PLANNING 251/24: **AGENDA ITEM 9**

NEW PLANNING APPLICATIONS:

23/02782/HHD	Mrs C Chanvrier 10 Sandpits Drive Brize Norton	Erection of conservatory to the rear of the property. Registered: 2nd November 2023 Respond: 24th November 2023
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PENDING PLANNING DECISIONS:

23/02554/RES	Mr Andrew Winstone Land East of Monahan Way Carterton	Reserved Matters application for the construction of a neighbourhood equipped play area and the provision of associated landscaping and boundary fencing at Land East of Monahan Way, Carterton, Oxfordshire Registered: 10th October 2023 Respond: 10th November 2023 Under Consideration
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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
23/00136/OUT	Mr T Hinchly Quarry Dene Burford Road Brize Norton	Outline planning for the sub-division of site for the creation of self build/custom house building plot for a single storey dwelling (with all matters reserved) Registered: 15th February 2023 Respond: 24th March 2023 Awaiting Decision
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 Awaiting Decision

DECIDED PLANNING DECISIONS:

23/02546/NMA	Mr Andrew Winstone Land East of Monahan Way Carterton	Reserved matters application for Phase 3A comprising 164 dwellings with associated landscaping, highway and drainage and infrastructure (non material amendment to allow design changes for 2 plots) Registered: 26th September 2023 Respond: 19th October 2023 Approved: 19th October 2023
23/02298/HHD	Mr David Hartley 66 Miles Drive Brize Norton	Erection of a summer house in rear garden Registered: 9th October 2023 Respond: 6th November 2023 Approved: 17th November 2023

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APPENDIX B – FINANCE 252/24 & 253/24:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	04/12/2023	McCracken & Sons LTD	Grass Cutting	14946	£ 442.80	£ 73.80	369.00
BACS	04/12/2023	McCracken & Sons LTD	Grass Cutting	14994	£ 442.80	£ 73.80	369.00
BACS	04/12/2023	AK Timms	Pruner, tool holster, bin bags	953557	£ 47.50	£ 7.92	39.58
BACS	04/12/2023	Payman	Payroll Processing & Pension Enrolment	231052	£ 193.20	£ 32.20	161.00
DD	04/12/2023	IONOS	Website & Email fees	203038923327	£ 44.39	£ 7.40	36.99
BACS	04/12/2023	Wendy Way	Reimbursement of map		£ 16.99		16.99
BACS	04/12/2023	Oxfordshire Mind	Donation		£ 50.00		50.00
BACS	04/12/2023	Jo Webb	Reimbursement of postage for Brize Breeze		£ 33.60		33.60
BACS	04/12/2023		Salaries				
BACS	04/12/2023	Jason Peach	Replacement of two posts in Elder Bank Hall car park	326/24	£ 412.80	£ 68.80	344.00
BACS	04/12/2023	Fred Botton	Supply & fit two fence panels at rear of 14 Station Road		£ 280.00		280.00
BACS	04/12/2023	Chapel Hill Design	Website & social media management	CHD-INV-0081	£ 300.00		300.00

PAYMENTS RECEIVED: NONE

AGENDA ITEM 11.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

28/11/2023

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£	14,758.68
Less o/standing receipts			
Add o/standing payments			
Less overpayment		£	0.10
		£	14,758.58

Notes - 0.10 overpaid amount on invoice 62/23 dated 6/10/22

Receipts		£	52,915.57
Payments		£	39,211.78
Plus Transfers			
Balance	17/11/2023	£	28,462.37

VAT Reconciliation o/standing

Plus o/standing payments		£	4,524.92
Less o/standing lodgements		£	-
Cash in Bank	17/11/2023	£	32,987.29

Outstanding Items + Orders for Payment

Current Account	17/11/2023	£32,987.29	0.00
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RESERVES INCOME AND EXPENDITURE

Balance 1/4/2023		£	22,305.43
Plus Receipts			
Less Transfers			
Current Reserves		£	22,305.43

WODC Investment

AVAILABLE FUNDS

General Funds		£	28,462.37
WODC Reserves		£	22,305.43
TOTAL FUNDS		£	50,767.80

VAT Reconciliation o/standing

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