



Minutes of the Brize Norton Parish Council meeting held on Monday 3rd April 2023 at 7.30 pm at the Sports Pavilion, Brize Norton

	<u>PRESENT</u> Cllr Way - Chair, Cllr Woodward - Vice-Chair, Cllr Goble, Cllr State, Cllr Truman and Jo Webb - Clerk. Cllr Pearson (WODC).	<u>ACTION</u>
1/24		
2/24	<u>1. APOLOGIES</u> Cllr Field-Johnson (OCC) sent his apologies.	
3/24	<u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payments to Chapel Hill Design & Marketing. Cllr Way and Cllr State declared an interest in agenda item 8.8 - Allotments.	
4/24	<u>3. MINUTES</u> Cllr Woodward advised that minute 329/23 was incorrect. It was suggested that bi-weekly checks were carried out at the bus stops however, the handyman suggested it would be more appropriate weekly since the removal of the litter bins. The minutes of the Parish Council meeting on Monday 6 th March 2023 were agreed. Cllr Woodward proposed and Cllr State seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.	Clerk to scan and post minutes to website
5/24	<u>4. PUBLIC PARTICIPATION</u> No Members of the public attended the meeting.	
6/24	<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. Cllr Woodward thanked Cllr Pearson for her monthly reports that contain issues of substance and local news.	
7/24	<u>6.1 CHAIRMAN'S REPORT</u> Nothing additional to report.	
8/24	<u>6.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> Cllr Goble's report has been circulated to all Cllrs. The design code has been written and is with the graphics team. It will	

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	then be passed back to the steering group for images to be added. Regulation 14 document has been written and needs to be cross referenced to the design code.	
9/24	<u>6.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Truman will circulate his report this week.	Cllr Truman to circulate report
10/24	<u>6.4 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</u> The speed cushions on Station Road have been reported on fix my street; one has now been patched up. The flooding by the entrance to the TMW has been reported. Missing 20mph repeater signs on the white gates by Rocky Banks on Burford Road have been reported. It was agreed that Manor Road could do with some additional 20mph signage. Cllr State will contact James Wright at OCC regarding this.	Cllr State to contact OCC
11/24	<u>7.1 DISCUSSION AND DECISIONS - PARISH COUNCIL INVESTMENT</u> A zoom meeting took place on 30 th March 2023 with David Reed from Axis Wealth Management. Cllr Woodward will arrange for an additional meeting with another advisor.	Cllr Woodward to arrange meeting
12/24	<u>7.2 DISCUSSION AND DECISIONS - OCC AREA WEIGHT RESTRICTIONS ENGAGEMENT</u> It was agreed that a request should be made for a 7.5 ton weight limit along Station Road except for access and farm vehicles. Cllr State will respond to the consultation.	Cllr State to respond to consultation
13/24	<u>7.3 DISCUSSION AND DECISIONS - GRASS VERGES</u> All Cllrs were in agreement to leave some of the grass verges to wild flowers and bulbs. Cllr Goble and Cllr State will walk the village and propose some suitable areas.	Cllrs Goble & State to propose suitable areas
14/24	<u>7.4 DISCUSSION AND DECISIONS - RAF CHANGE TO AIRSPACE PROPOSAL OPEN MEETING</u> Information needs to be uploaded to social media and notice boards to advertise this meeting. The Clerk will draft some wording for Cllr Woodward and Cllr Truman to approve.	Clerk to draft wording
15/24	<u>8.1 PROGRESS REPORT - MAINTENANCE</u> The village maintenance is going well, the village handyman has been de-mossing and hoeing. Cllr Woodward is arranging quotes to re-set the bollards that were knocked down by the war memorial. The signs for the garage have been picked up and need to be put up. OCC has planted the tree at Chapel Hill; the Clerk will ask for a maintenance schedule. It was agreed that the village handyman should be asked to keep an eye on the upkeep of the tree and Cllr Woodward will ask his Chapel Hill neighbours if they can keep on top of the watering.	Clerk to contact OCC for a maintenance schedule Cllr Woodward to

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	<p>The mower is not being serviced this month. Fred Bellenger has confirmed that this will be his last season of cutting the grass as he is going to step down. The Parish Council would like to thank Fred for cutting the grass for many years.</p> <p>The Clerk has contacted OPC about clearing the drain in the Elder Bank Hall car park during the Easter school holidays. Cllr Woodward will speak to OPC to confirm if a date has been scheduled.</p>	<p>ask neighbours to water tree</p> <p>Cllr Woodward to chase OPC</p>
16/24	<p><u>8.2 PROGRESS REPORT - NEAP</u> 30 children attended the community engagement on 31st March; Cllr Way has circulated the analysis. HAGS will use this information to start the design process.</p>	
17/24	<p><u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> The extension is moving forward and the quotes are in; trial pits are being done on 11th April. Cllr Goble has chased ACRE regarding the Platinum Jubilee Village Hall grant.</p> <p>Cllr Woodard and Cllr Truman gave a verbal update on the Elder Bank Hall committee; further information to follow.</p>	
18/24	<p><u>8.4 PROGRESS REPORT - RISK ASSESSMENT</u> Risk assessments have been circulated; all Cllrs to sign and return them to the Clerk. More Risks Assessments to follow.</p>	Cllrs to sign and return Risk Assessments
19/24	<p><u>8.5 PROGRESS REPORT - INVESTMENT</u> A zoom meeting was held on 30th March. Please see minute 11/24.</p>	
20/24	<p><u>8.6 PROGRESS REPORT - BUS SERVICE AND BUS STOPS</u> A response has been received from Andrew Gant; Cllr Way will draft a response and circulate to all Cllrs.</p>	Cllr Way to draft response
21/24	<p><u>8.7 PROGRESS REPORT - SAVILLS LEASE LAND CONTRACT</u> Savills has had a meeting with their solicitor who has confirmed that the original lease is no longer relevant so a new one will need to be arranged. Cllr Way will arrange another meeting with Savills to discuss next steps.</p>	Cllr Way to arrange meeting
22/24	<p><u>8.8 PROGRESS REPORT - ALLOTMENTS - ARBORIST REPORT</u> The report has been received and will be circulated to all Cllrs. Pollarding the tree has been recommended; we need to obtain three quotes. Cllr Truman has spoken to the resident and given an update.</p>	Cllr Truman to obtain quotes
23/24	<p><u>9 PLANNING</u> (See attached Appendix A).</p> <p>9.35pm - Cllr Pearson left the meeting.</p>	

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24/24	<p><u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B).</p> <p>Payment to Ubico for £780.40 + VAT was not approved. It was agreed at a meeting with Publica in November 2021 that we would not be liable for the cost of emptying these bins from April 2022 onwards. The Clerk will contact Ubico to let them know. All other payments were approved; Cllr Way and Cllr State to authorise online payments.</p> <p>Cllr Woodward has agreed to carry out the quarterly finance checks. As Cllr Woodward has declared an interest in payments being made to Chapel Hill Design, he feels that counter signatories are required.</p> <p>Cllr Woodward is finding that email storage space is becoming an issue. Cllr State proposed that we purchase additional storage. Cllr Truman seconded; all Cllrs agreed and the motion was passed. Cllr Woodward will arrange for this to be updated.</p>	<p>Clerk to contact Ubico</p> <p>Cllr Way & Cllr State to authorise online payments</p> <p>Cllr Woodward to update additional email storage</p>
25/24	<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>	
26/24	<p><u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.</p> <p>Cllr State has been in contact with the family who would like to arrange for a memorial bench. It was agreed that an approved contractor should be used for the concrete base. Cllr State will liaise with the contractor and family.</p> <p>An email has been received from a resident regarding the unfinished work at the build out on Carterton Road. A response has been agreed for the Clerk to send.</p>	<p>Cllr State to liaise with contractor and family</p> <p>Clerk to send response</p>
27/24	<p><u>12 ITEMS IDENTIFIED FOR FUTURE MEETING AGENDA</u> (See attached Appendix C)</p>	
28/24	<p><u>13 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 15th May 2023 in the Brize Norton Pavilion.</p>	

There being no further business the Chairman declared the meeting closed at 10.05pm.

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APPENDIX A - PLANNING 23/24:
AGENDA ITEM 9

NEW PLANNING APPLICATIONS: None

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
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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

DECIDED PLANNING DECISIONS:

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 Approved: 10th March 2023
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22/01593/FUL	Mr C French Kilkenny Lane Country Park Elmhurst Way Brize Norton	Extension of car park (amended) Registered: 8 th June 2022 Response: 9 th January 2023 Approved: 28 th March 2023
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APPENDIX B - FINANCE 24/24 & 25/24:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
03/04/2023	IONOS	Email fees				
03/04/2023	Everflow Water	Forecast water use up to 9/5/23	203035202091	£ 10.80	£ 1.80	9.00
03/04/2023	ChristChurch	Bus Shelter Rent	2111507	£ 26.87		26.87
03/04/2023	ChristChurch	Allotment Rent	49546	£ 5.00		5.00
03/04/2023	Micjon Ltd	Architectural Services for Elder Bank Hall ex	49548	£ 75.00		75.00
03/04/2023	Ubico Ltd	Weekly empty of 2x bins Monahan Way 1/4/	EBH/003	£ 300.00		300.00
03/04/2023	5As Tool & Plant Hire	Motmix 5ltr, Safety Glasses, 2 stroke oil	60059073	£ 936.48	£ 156.08	780.40
03/04/2023	AK Timms	Display boards for Public Art event	120982	£ 60.39	£ 10.06	50.33
03/04/2023	Community First Oxfordshire	Neighbourhood Plan - support with finalisatio	898215	£ 52.62	£ 8.77	43.85
03/04/2023	Community First Oxfordshire	Neighbourhood Plan Design Code Support	531	£ 1,200.00	£ 200.00	1000.00
03/04/2023	Fred Bellenger	Replacement mower battery	532	£ 3,585.60	£ 597.60	2988.00
03/04/2023	Fred Bellenger	Petrol for mower		£ 180.00		180.00
03/04/2023	McCracken & Sons LTD	Grass Cutting		£ 32.19		32.19
03/04/2023	Chapel Hill Design & Marketing	Website Admin		£ 417.60	£ 69.60	348.00
03/04/2023	Gary Jarvis	Handman wages - March	CHD-INV-0013	£ 300.00		300.00
03/04/2023	Jo Webb	Clerk wages - March		£ 726.85		726.85
03/04/2023	HMRC	Tax & NI payable on Clerk wages - March		£ 982.09		982.09
03/04/2023	Chapel Hill Design & Marketing	Create digital banners for Public Art for webs		£ 277.37		277.37
03/04/2023	Tim Gush	Printing of Welcome Brochure	CHD-D-014	£ 30.00		30.00
03/04/2023	Tim Gush	Printing of the Public Art Project Posters	pcwb	£ 285.00		285.00
			pap01	£ 338.40		338.40
		Total		9822.26	1043.91	8778.35

PAYMENTS RECEIVED: None

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AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

28th March 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		£	50,165.47
Plus Transfers			
Balance	28/03/2023	£	<u>14,775.60</u>

Plus o/standing payments		£	8,831.09
Less o/standing lodgements		£	-
Cash in Bank	28/03/2023	£	<u>23,606.69</u>

Current Account	28/03/2023	£	23,606.69
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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		£	<u>21,838.09</u>

WODC funds

AVAILABLE FUNDS

General Funds		£	14,775.60
WODC Reserves		£	21,838.09
TOTAL FUNDS		£	<u>36,613.69</u>

VAT Reconciliation o/standing

APPENDIX C – ADDITIONAL ITEMS FOR FUTURE AGENDAS:

27/24

- Annual Parish Meeting - agenda

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