



Minutes of the Brize Norton Parish Council meeting held on Monday 1<sup>st</sup> July 2024 at 7.30 pm at the Sports Pavilion, Brize Norton

87/25	<u>PRESENT</u> Cllr Goble - Chair, Cllr Way, Cllr State, Cllr Bennett, Cllr Fothergill and Jo Webb - Clerk.	<u>ACTION</u>
88/25	<p><u>1. APOLOGIES</u> Apologies were noted from Cllr Woodward, and it was resolved to accept the apologies.</p> <p>Cllr Pearson (WODC) and Cllr Field-Johnson (OCC) also gave their apologies.</p>	
89/25	<p><u>2. DECLARATIONS OF INTEREST</u> Cllr Goble and Cllr Way declared an interest in agenda item 9 - Planning Application 24/01509/HHD - 74 The Willows, Station Road, Brize Norton</p>	
90/25	<p><u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 3<sup>rd</sup> June 2024 and the extra ordinary meeting on Monday 24<sup>th</sup> June 2024 were reviewed for accuracy. Cllr Way proposed and Cllr Bennett seconded; all Cllrs agreed.</p> <p>Cllr Goble signed the minutes.</p>	Clerk to scan and post minutes to website.
91/25	<p><u>4. PUBLIC PARTICIPATION</u> Four members of the public attended the meeting to observe.</p>	
92/25	<p><u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC - Cllr Pearson's report has been circulated to all Cllrs. OCC - Cllr Field-Johnson did not provide a report for this month's meeting.</p>	
93/25	<p><u>6.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> <li>• 6/6/24 - Cllr Goble and Cllr Way attended a meeting with the Solicitor to discuss the BNS&amp;SC lease.</li> <li>• 10/6/24 - Lonestar and Brian Barnett presented to the Parish Council on their vision for land East/North East of Brize Norton.</li> </ul>	

	<ul style="list-style-type: none"> <li>12/6/24 – Cllr Goble and Cllr State attended an on-site meeting with the OCC engagement officer to discuss outstanding items.</li> <li>18/6/24 – Cllr Goble attended the Annual Formal Reception at RAF Brize Norton.</li> </ul>	
94/25	<p><u>6.2 COUNCILLOR REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>A meeting with BNPC, Bloor Homes and WODC is being arranged.</p>	
95/25	<p><u>6.3 COUNCILLOR REPORTS – HIGHWAYS COMMITTEE</u></p> <ul style="list-style-type: none"> <li>The OCC engagement officer has advised that they have now completed 50% of the items on the outstanding list.</li> <li>The school flashing lights are not currently working, and this has already been reported on FixMyStreet. Cllr State will chase this up.</li> <li>There has been a delay with the installation of the bus shelters at Brize Norton roundabout on Monahan Way. OCC have followed up with their contractor and will let us know as soon as they have a revised date.</li> </ul>	Cllr State to chase up school lights
96/25	<p><u>6.4 COUNCILLOR REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>The reg 15 document has been returned by CFO with some recommended amendments.</p>	
97/25	<p><u>6.5 COUNCILLOR REPORTS - REPORT ON COUNCILLOR FUNDAMENTALS TRAINING</u></p> <p>Cllr Fothergill attended an online training session by OALC on 11<sup>th</sup> June 2024 which she found interesting.</p>	
98/25	<p><u>6.6 COUNCILLOR REPORTS - NEW PROTOCOL REQUESTED BY WODC FLOOD PREVENTION OFFICER</u></p> <p>Laurence King – WODC Flood Prevention Officer has requested a new protocol whereby the Parish Council initially contact the riparian owner if a potential problem has been identified on their land.</p>	
99/25	<p><u>7.1 DISCUSSION AND DECISIONS - BRIZE NORTON SPORTS AND SOCIAL CLUB</u></p> <p>Cllr Goble read out statements from Pip Squire (BNPC ex-Chairman 2018) and Ben Champion (ex BNS&amp;SC Secretary and ex owner of the Humble Bumble Café).</p> <p>Cllr Way provided a report on the correspondence leading up to the resignation of the Chairman, Secretary and Treasurer of the Brize Norton Sports and Social Club.</p> <p>Cllr Way and Cllr Goble met with our solicitor on 6<sup>th</sup> June 2024 who advised the PC to:</p>	

1 contact the trustees and advise them that they need to submit a 'Deed of Retirement' because they are still trustees and legally responsible for the debts of the Club.

2 contact all committee members and ask for clarification if they want to continue. If the answer is no, then they all need to apply for a Deed of Surrender.

*A Deed of Surrender allows the early termination of a lease upon the agreement of both parties. Once the Deed of Surrender has been signed by both the BNPC (landlord) and the BNS&SC (tenant) it means that both parties have been relinquished from their interests/obligations towards one another under that lease.*

3 If there are no members, the PC need to request the return of any keys from members and removal of any chattels.

4 Due to the amount of misinformation posted on Social Media the Solicitor advised on a suitable response for the PC to publish on their website.

Cllr Goble read out the Minutes from the BNS&SC dated 24 August 2023.

Cllr Way proposed that the Solicitor writes to the remaining committee members on behalf of the PC. Cllr Bennett seconded; all Cllrs agreed.

Cllr Way proposed that the Solicitor should also write to the existing Trustees regarding the Deed of Retirement and Deed of Surrender. Cllr State seconded; all Cllrs agreed.

All Cllrs agreed to create an interim 'Tenancy of Will' with the HBC until such times as Notice has to be given when the existing pavilion is demolished. Cllr Way will liaise with the Post Office regarding arrangements.

It was agreed that McCracken's should be asked to proceed with the recreation ground grass cutting except for the cricket square which Minster Lovell Cricket Club should maintain. Cllr Way will contact McCracken's to make arrangements and the Clerk will contact Minster Lovell Cricket Club.

It was agreed that the Solicitor's letter should include a request for the future fixture dates, future bookings and the contact list along with their insurance details. It should also include a request for the Health and Safety certificates and compliance information.

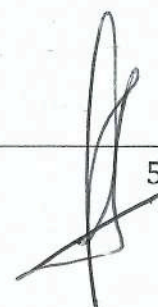
It was agreed that if the PC does not get any interest from someone in setting up a new Sports and Social Club then the PC will need to set up an interim committee to enable the existing clubs/hirers to use the recreation ground moving forward.

Cllr Way to liaise with the Post Office

Cllr Way to contact McCrackens Clerk to contact cricket club

100/25	<u>7.2 DISCUSSION AND DECISIONS – ELDER BANK HALL LEASE</u> To obtain charity status and apply for grant funding, the lease will need to be a minimum of 21 years. The Solicitor has been advised accordingly.	
101/25	<u>7.3 DISCUSSION AND DECISIONS - TO REVIEW AND APPROVE POLICIES</u> The Council examined and approved the following documents, subject to the amendments discussed: Health and Safety Policy Information and Data Protection Policy Social Media and Electronic Communication Policy Cllr Bennett proposed that the Council adopt the Biodiversity Policy. Cllr State seconded; all Cllrs agreed and the policy was adopted.	
102/25	<u>7.4 DISCUSSION AND DECISIONS - TO APPROVE BNPC ORGANISATION CHART</u> All Cllrs agreed to the updated BNPC Organisation chart with the addition of Cllr Bennet to HR.	
103/25	<u>7.5 DISCUSSION AND DECISIONS - MANAGEMENT OF MONAHAN WAY PAVILION AND SPORTS PITCHES</u> Cllr Goble has fed back to WODC S106 Team regarding the impracticalities of this as the changing facilities are managed by the Leisure Centre. WODC has asked if we would like to manage the whole thing including the pavilion. It was agreed that Cllr Goble will discuss this further and establish if WODC would be willing to employ/fund a facilities manager. It would also be useful to know how they currently run other facilities and whether there are any plans to upgrade the pitches to the relevant standard. Cllr Goble will also ask at the next Chairs' forum what other PCs do.	Cllr Goble to discuss with WODC and at Chairs' forum
104/25	<u>7.6 DISCUSSION AND DECISIONS - REVIEW ASSET REGISTER</u> To be discussed at the next meeting.	
105/25	<u>7.7 DISCUSSION AND DECISIONS - CARTERTON COMMUNITY SAFETY CENTRE</u> We have been alerted to a resident's post on the Brize Meadow Facebook page that there is a consultation taking place and the deadline for registering to take part was 27 <sup>th</sup> June. It is very disappointing that we were not contacted directly to participate in this consultation and the Clerk has contacted Morgan Sindall to let them know that we would like to submit a response.	
106/25	<u>7.8 DISCUSSION AND DECISIONS - AGREE DATE FOR MEETING WITH THE WODC FLY TIPPING OFFICER</u> Cllrs agreed that a meeting would be useful and a suggestion of 7pm before the August meeting was made. The Clerk will contact Cllr Pearson to suggest this.	Clerk to contact Cllr Pearson

107/25	<p><u>7.9 DISCUSSION AND DECISIONS - ABANDONED CAR IN ELDER BANK HALL CAR PARK</u></p> <p>The resident has not responded to our request to remove the car. Cllr Goble suggested that he should contact Bill Oddy at WODC for some advice on the next steps.</p>	Cllr Goble to contact Bill Oddy
108/25	<p><u>7.10 DISCUSSION AND DECISIONS - BRIZE NORTON BREEZE MAGAZINE</u></p> <p>The May magazine was unable to be produced due to the Editor's ill health; time sensitive items have been advertised on social media. Cllr Way will arrange a meeting with the Editor to discuss plans for the next publication.</p>	Cllr Way to arrange meeting
109/25	<p><u>8.1 PROGRESS REPORT - BUILDINGS MAINTENANCE</u></p> <p>No updates provided as Cllr Woodward was absent from the meeting.</p>	
110/25	<p><u>8.2 PROGRESS REPORT - VILLAGE MAINTENANCE</u></p> <ul style="list-style-type: none"> <li>• A quote has been received from Jason Peach for £200 + VAT for the reinstatement of the posts by the memorial. Cllr Goble proposed we go ahead and Cllr Bennett seconded; all Cllrs agreed. The Clerk will ask Jason to go ahead and send the quote off to the insurers.</li> <li>• A quote has been received for the play park fence repair of £1,378 + VAT. We are awaiting another quote and all Cllrs agreed to go ahead with the cheapest supplier.</li> </ul>	Clerk to advise Jason Peach to go ahead with repairs and send off quote
111/25	<p><u>8.3 PROGRESS REPORT - PLAY PARKS</u></p> <p><u>Brize Meadow Play Park</u> - Landscaping has been completed; Tom Hickman and his team have worked very hard to keep the grass watered. We are awaiting an invoice for the watering. A provisional date of Saturday 27<sup>th</sup> July for the play park opening has been agreed.</p> <p><u>Station Road Play Park</u> - A quote for £7,022 to replace the fence including the two gates has been received; it was agreed to include this in any future grant applications. Cllr State has fixed the seat back onto the seesaw.</p>	
112/25	<p><u>8.4 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u></p> <p>The cost of the scaffolding has been negotiated down. The next phase of S106 monies has been applied for.</p>	
113/25	<p><u>8.5 PROGRESS REPORT - OUTSTANDING ACTIONS LIST</u></p> <p>The outstanding actions list was discussed and updated accordingly.</p>	
114/25	<p><u>8.6 PROGRESS REPORT - BRIZE NORTON OPEN GARDENS COMMITTEE TREE DONATION</u></p> <p>The open gardens committee has agreed to be responsible for the watering regime of the new tree for the first two years and are planning to plant it in Autumn.</p>	



115/25	<p><b><u>8.7 PROGRESS REPORT - VILLAGE HANDYMAN - PENSION SCHEME UPDATE</u></b>  The Handyman has been contacted by the payroll team advising him of the conditions under which he may enrol in a pension scheme now or in the future.</p>	
116/25	<p><b><u>9 PLANNING</u></b>  (See attached Appendix A).</p>	
117/25	<p><b><u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u></b>  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>We are awaiting an invoice from Hickman Brothers; all Cllrs agreed an immediate payment upon receipt.  Following June meeting's orders for payment, a direct debit has been set up for ICO for the data protection renewal. This method of payment reduces the annual fee to £35 – a saving of £5.</p>	Cllr Way & Cllr State to authorise online payments
118/25	<p><b><u>10.2 FINANCE – BANK RECONCILIATION</u></b>  The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	
119/25	<p><b><u>11 CORRESPONDENCE</u></b>  The Clerk has shared the correspondence with the Council.</p> <ul style="list-style-type: none"> <li>• A donation request has been received from Clean Slate. Cllr Fothergill proposed a donation of £25. Cllr State seconded; all Cllrs agreed. The Clerk will process this with next month's orders for payment.</li> <li>• A donation request has been received from Marie Curie. All Cllrs agreed that as the donation budget is tight, local projects should be prioritised.</li> <li>• The Clerk has been copied into correspondence between the residents of The Old Bakery and OCC regarding maintenance of the tree. All parties attended a meeting and maintenance is planned to take place.</li> <li>• OALC has scheduled a training session on Contractor Management. All Cllrs agreed that Cllr Way should attend.</li> </ul>	Clerk to process donation next month
120/25	<p><b><u>12 ITEMS FOR FUTURE AGENDA</u></b></p> <ul style="list-style-type: none"> <li>• Asset register</li> <li>• Insurance renewal</li> </ul>	
121/25	<p><b><u>13 DATE OF NEXT MEETING</u></b>  The next Parish Council Meeting will be held on Monday 5<sup>th</sup> August 2024 in the Brize Norton Sports Pavilion.</p>	

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

## **APPENDIX A - PLANNING 116/25:** **AGENDA ITEM 9**

### **NEW PLANNING APPLICATIONS:**

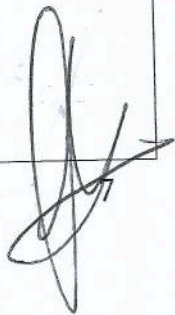
24/01509/HHD	Mr & Mrs Fitzsimmons The Willows 74 Station Road Brize Norton	Conversion of existing garage to habitable space with new flat roof and flush glaze rooflights over <b>Registered: 11<sup>th</sup> June 2024</b> <b>Respond: 3<sup>rd</sup> July 2024</b>
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### **PENDING PLANNING DECISIONS:**

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. <b>Registered: 23<sup>rd</sup> June 2023</b> <b>Respond: 20<sup>th</sup> July 2023</b> <b>Under Consideration</b>
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) <b>Registered: 15<sup>th</sup> February 2023</b> <b>Respond: 24<sup>th</sup> March 2023</b> <b>Awaiting Decision</b> <b>Application Withdrawn: 11<sup>th</sup> June 2024</b>

### **DECIDED PLANNING DECISIONS:**

24/01383/NMA	Mr Andrew Winstone Land East of Monahan Way Carterton	Reserved Matters application for phase 3A comprising 164 dwellings with associated landscaping, highway and draining and infrastructure <b>Registered: 29<sup>th</sup> May 2024</b> <b>Respond: 21<sup>st</sup> June 2024</b> <b>Approved: 11<sup>th</sup> June 2024</b>
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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 <b>Registered: 13<sup>th</sup> January 2023</b> <b>Respond: 8<sup>th</sup> February 2023</b> <b>Approved subject to legal agreement: 13<sup>th</sup> June 2024</b>
24/01301/CND	Mr Chris French Country Park Kilkenny Lane Brize Norton	Discharge of conditions 3 (materials) or planning permission 22/01593/FUL - Extension of car park <b>Registered: 17<sup>th</sup> May 2024</b> <b>Respond: 10<sup>th</sup> June 2024</b> <b>Approved: 30<sup>th</sup> May 2024</b>

## APPENDIX B – FINANCE 117/25 & 118/25:

### AGENDA ITEM 10.1 ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount	
BACS	10/06/2024	Community First Oxfordshire	Annual Membership fee		£ 70.00		£ 70.00	Paid
BACS	01/07/2024	Ben Smith Carpentry and Building	Elder Bank Hall extension		£ 37,251.21	£ 6,208.53	£ 31,042.68	
BACS	01/07/2024	AK Timms	Wood for play park bench repair	990101	£ 42.04	£ 7.01	£ 35.03	
BACS	01/07/2024	OALC	Clr Fothergill training - Councillor Fundamentals - 11th June 2024	W-3328	£ 72.00	£ 12.00	£ 60.00	
DD	01/07/2024	IONOS	Email fees	203042384488	£ 10.80	£ 1.80	£ 9.00	
BACS	01/07/2024	SLCC	Annual membership fee	MEM249714-1	£ 183.00		£ 183.00	
BACS	01/07/2024	WODC	Emptying waste bins	3357482X	£ 261.14	£ 43.52	£ 217.62	
BACS	01/07/2024	Crescent Accountancy Solutions	Internal Audit for period ended 31 March 2024	Z-24-05-8158	£ 420.00	£ 70.00	£ 350.00	
BACS	01/07/2024	Chapel Hill Design	Social media and website management	CHD-INV-0124	£ 320.00		£ 320.00	
BACS	01/07/2024		Salaries					
BACS	01/07/2024	OALC	Clr Way training - Contractor management - 2nd July 2024	W-3371	£ 18.00	£ 3.00	£ 15.00	
BACS	01/07/2024	Chapel Hill Design	Design of Brize Norton Breeze and add to Facebook	CHD-INV-0120	£ 370.00		£ 370.00	Replaces invoice submitted 7/5/24
							£	

### PAYMENTS RECEIVED:

Payment Type		Source	Details	Amount	
BACS	30/05/2024	Allotment Holder	Allotment rent	£ 30.60	
BACS	03/06/2024	Elder Bank Hall	Water bill	£ 233.26	Owing from 2023/2024 financial year
BACS	03/06/2024	Barclays Bank	Interest earned	£ 812.10	
BACS	05/06/2024	Allotment Holder	Allotment rent	£ 6.12	
BACS	06/06/2024	Allotment Holder	Allotment rent	£ 47.96	
BACS	07/06/2024	Allotment Holder	Allotment rent	£ 33.41	
BACS	24/06/2024	HMRC	VAT refund	21394.22	

# AGENDA ITEM 10.2

## Reconciliation to Bank Account:



25/06/2024

### BNPC FINANCIAL STATEMENT

#### GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£ 308,817.47
Less o/standing receipts		£ -
Add o/standing payments		
Less overpayment		£ 308,817.47
Receipts		£ 133,205.24
Payments		£ 316,029.59
Plus Transfers		
Balance	25/06/2024	£ 125,993.12
Plus o/standing payments		£ 40,666.81
Less o/standing lodgements		£ -
Cash in Bank	25/06/2024	£ 166,659.93
Total Funds in bank	25/06/2024	£166,659.93

\* Once all outstanding items approved and paid

July meeting orders for payment

0.00