



Minutes of the Brize Norton Parish Council meeting held on Monday 3<sup>rd</sup> July 2023 at 7.30 pm at the Sports Pavilion, Brize Norton

	<u>PRESENT</u>	<u>ACTION</u>
99/24	Cllr Way - Chair, Cllr Woodward - Vice-Chair, Cllr Goble, Cllr State and Jo Webb - Clerk. Cllr Pearson (WODC) and Cllr Field-Johnson (OCC).	
100/24	<u>1. APOLOGIES</u> Cllr Truman sent his apologies.	
101/24	<u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda items: - 10.1 - Orders for payment - payments to Chapel Hill Design & Marketing - 7.7 - To discuss purchase of display stands for Brize Breeze Magazine.	
102/24	<u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 5 <sup>th</sup> June 2023 and were reviewed for accuracy. Cllr Woodward proposed and Cllr State seconded; all Councillors agreed. There were no matters arising. The minutes of the extraordinary meeting on Wednesday 28 <sup>th</sup> June 2023 were reviewed for accuracy. Cllr State proposed and Cllr Woodward seconded; all Councillors agreed. An additional action from the extraordinary meeting on 28 <sup>th</sup> June 2023 has been highlighted; we need to look at governance more stringently. Cllr Woodward has agreed to take the lead on this.  Cllr Way signed both sets of minutes.	Clerk to scan and post minutes to website  Cllr Woodward to look at governance
103/24	<u>4. PUBLIC PARTICIPATION</u> Adam Bennett attended the meeting.	
104/24	<u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC - Cllr Pearson's report will be sent to the Clerk who will circulate it to all Cllrs. OCC - Cllr Field-Johnson's report has been circulated to all Cllrs.	Cllr Pearson to send report to the Clerk
105/24	<u>6.1 CHAIRMAN'S REPORT</u> ● Cllr Way attended OALC Chairs' Q&As on 6 <sup>th</sup> June. Advice has been taken regarding our Asset Register; Cllr Way and the Clerk will do	

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	<p>some work on this.</p> <ul style="list-style-type: none"> <li>● Cllr Way attended the annual reception at RAF Brize Norton on 20<sup>th</sup> June. A conversation took place with the Community Development Officer and Cllr Way is awaiting confirmation of a further meeting.</li> <li>● Cllr Way attended a meet and greet at Carterton Town Council on 22<sup>nd</sup> June.</li> <li>● Cllr Way spoke to Savills on 27<sup>th</sup> June regarding the lease land contract. It was agreed that they would get back to us by this week.</li> <li>● Cllr State proposed that in Cllr Way's absence, a £500 emergency spend should be approved by Cllr Woodward - Vice Chair if necessary. Cllr Goble seconded; all Cllrs agreed and the motion was passed.</li> <li>● Councillor Vacancies - Cllr Way has had discussions with a prospective candidate and Cllr Woodward is meeting with another prospective candidate this week.</li> </ul> <p>8.15pm - Cllr Field-Johnson left the meeting.</p>	
106/24	<p><u>6.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>The design code has now been completed and the final submission of the reg 14 document has been sent off today to CFO.</p>	
107/24	<p><u>6.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Cllr Goble's report has been circulated to all Cllrs.</p>	
108/24	<p><u>6.4 COMMITTEE REPORTS - HIGHWAYS COMMITTEE</u></p> <p>Cllr State is attending the PTR meeting tomorrow. He will raise the concern over more than one person being unable to report the same issue on fix my street.</p>	Cllr State to raise concern regarding fix my street
109/24	<p><u>6.5 TRAINING AND WORKSHOPS ATTENDED</u></p> <p>Cllr State will circulate his report on the following training/workshops:  Oxfordshire Nature Workshop - 1<sup>st</sup> July  OALC training - Essentials of Employing People - 23<sup>rd</sup> May  Cllr Woodward and the Clerk will liaise to ensure we hold the correct employee documentation.  Cllr Truman attended OALC Cllr Fundamentals training - 6<sup>th</sup> June  Cllr Way &amp; Cllr Goble will be attending the CPRE webinar 'Working together to champion our countryside' on 11<sup>th</sup> July.</p>	<p>Cllr State to circulate report</p> <p>Cllr Woodward &amp; Clerk to check employee documentation</p>
110/24	<p><u>7.1 DISCUSSION AND DECISIONS - TO DISCUSS ATTENDANCE TO THE NALC EVENT WINNING STRATEGIES FOR THE FUNDING GAME 15<sup>TH</sup> DECEMBER</u></p> <p>It was agreed that Cllr Way will attend this event; the Clerk will book a place.</p>	Clerk to book event

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111/24	<p><b><u>7.2 DISCUSSION AND DECISIONS – TO REVIEW AND APPROVE POLICIES</u></b>  The following policies have been circulated for approval:  Disciplinary and Grievance  Dignity at Work  Homeworking  Sickness Absence</p> <p>Cllrs to review policies and advise the Clerk of any suggested amendments by Monday 10<sup>th</sup> July; if no amendments are submitted, the documents will be approved.</p> <p>8.45pm - Cllr Pearson left the meeting.</p>	Clerk to be advised of suggested amendments by 10 <sup>th</sup> July 2023
112/24	<p><b><u>7.3 DISCUSSION AND DECISIONS - TO REVIEW AND AGREE TERMS OF REFERENCE FOR PUBLIC ART COMMITTEE</u></b>  These have been circulated to all Cllrs; a minor amendment has been made. The Clerk will forward the updated document to the Chair of the Public Art Committee.</p>	Clerk to update document and forward to chair of the committee
113/24	<p><b><u>7.4 DISCUSSION AND DECISIONS - TO DISCUSS THE OPTIONS FOR ACCOUNTING SOFTWARE AND MICROSOFT 365</u></b>  The Clerk has received two quotations for accounting software and is still awaiting a third. It was agreed that this has not been budgeted for the current financial year but it will be taken into consideration when setting the budget for next year.  It was agreed that Cllr Woodward will obtain three quotations for a laptop with Microsoft 365 for the Clerk's use.</p>	Cllr Woodward to obtain quotes
114/24	<p><b><u>7.5 DISCUSSION AND DECISIONS - TO DISCUSS MEETING WITH VAT SPECIALIST</u></b>  Cllr Goble proposed that a meeting is arranged with the VAT specialist, at a cost of £750 + VAT to get accurate advice, confirmed in writing, on the reclaiming of VAT for the Elder Bank Hall Extension. The Clerk will find out the availability of the hall and arrange some possible dates for the meeting.</p>	Clerk to arrange possible dates for meeting
115/24	<p><b><u>7.6 DISCUSSION AND DECISIONS - TO DISCUSS AND AGREE BRIZE MEADOW PLAY PARK PLANS</u></b>  Cllr Way has shared the Brize Meadow play park plans; all Cllrs are in agreement. Cllr Way will work on the tender documents and circulate them to all Cllrs. Cllr Way will liaise with Bloor Homes to get the site ready for work to commence.</p>	Cllr Way to circulate tender document
116/24	<p><b><u>7.7 DISCUSSION AND DECISIONS - TO DISCUSS PURCHASE OF DISPLAY STANDS FOR BRIZE BREEZE MAGAZINE</u></b>  Cllrs agreed to the purchase of 4 x magazine stands for the locations suggested. The Clerk will discuss with the Magazine Editor and ensure that the locations have agreed to display the stands.</p>	Clerk to discuss with editor

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	Cllr Woodward abstained from the vote.	
117/24	<p><b><u>8.1 PROGRESS REPORT – MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>● Cllrs agreed that the Village Handyman is doing a good job and that Manor Road is much improved.</li> <li>● It was agreed that we need to consider creating a weed spraying policy. Cllr Woodward will draft a policy after consulting neighbouring councils.</li> <li>● McCracken's invoice 14749 dated 30<sup>th</sup> May 2023 for £428.00 + VAT still needs clarifying. It was agreed to pay the charge of £348 + VAT and Cllr Woodward will discuss with McCracken's the additional £80 + VAT that is being queried.</li> <li>● Replacement fence panels - quotation has been received and is being reviewed.</li> </ul>	<p>Cllr Woodward to draft policy</p> <p>Cllr Woodward to query charge</p>
118/24	<p><b><u>8.2 PROGRESS REPORT – BRIZE MEADOW PLAY PARK</u></b></p> <p>As discussed in minute reference 115/24.</p>	
119/24	<p><b><u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u></b></p> <p>We are awaiting a final quotation and should be in a position to receive the tender analysis from the architect by 11<sup>th</sup> August.</p>	
120/24	<p><b><u>8.4 PROGRESS REPORT - ELDER BANK HALL COMMITTEE</u></b></p> <p>The lease is currently being reviewed by the committee. The Parish Council asks that the Elder Bank Hall committee writes to the Parish Council with a list of building improvements that they wish to make, outside and above general maintenance.</p>	
121/24	<p><b><u>8.5 PROGRESS REPORT - RISK ASSESSMENT</u></b></p> <p>Cllr Woodward will circulate the remaining risk assessments.</p>	Cllr Woodward to circulate
122/24	<p><b><u>8.6 PROGRESS REPORT - INVESTMENT</u></b></p> <p>A meeting was held with Charles Stanley Investments on 26<sup>th</sup> June 2023; further research is needed.</p>	
123/24	<p><b><u>9 PLANNING</u></b></p> <p>(See attached Appendix A).</p>	
124/24	<p><b><u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u></b></p> <p>Consider payments to be made (see attached Appendix B).</p> <p>Please see minute reference 117/24 regarding McCracken's invoice. All other payments were approved; Cllr Way and Cllr State to authorise online payments.</p>	Cllr Way & Cllr State to authorise online payments
125/24	<p><b><u>10.2 FINANCE – BANK RECONCILIATION</u></b></p> <p>The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	

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126/24	<b><u>11 CORRESPONDENCE</u></b> The Clerk has shared the correspondence with the Council.	
127/24	<b><u>12 ITEMS IDENTIFIED FOR FUTURE MEETING AGENDA</u></b> (See attached Appendix C)	
128/24	<b><u>13 DATE OF NEXT MEETING</u></b> The next Parish Council Meeting will be held on Monday 7 <sup>th</sup> August 2023 in the Brize Norton Sports Pavilion.	

There being no further business the Chairman declared the meeting closed at 10.10pm.

## **APPENDIX A – PLANNING 123/24:** **AGENDA ITEM 9**

### **NEW PLANNING APPLICATIONS:**

23/01474/HHD	Mr & Mrs Dunkley 24 Bellenger Way Brize Norton	Proposed detached garden building (retrospective) <b>Registered: 26<sup>th</sup> May 2023</b> <b>Respond: 5<sup>th</sup> July 2023</b>
23/01463/HHD	Mr Ty Senior Westbrook House Burford Road Brize Norton	Erection of single storey outbuilding (retrospective) <b>Registered: 26<sup>th</sup> May 2023</b> <b>Respond: 4<sup>th</sup> July 2023</b>

### **PENDING PLANNING DECISIONS:**

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>
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)

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22/03539/FUL	Mr Andrew Winstone Land (E) 429494 (N) 207689 Monahan Way Carterton	Registered: 19 <sup>th</sup> January 2023 Respond: 13 <sup>th</sup> February 2023 Under Consideration  Construction of 99 dwellings (to include 35 affordable homes) garages, estate roads and drainage infrastructure Registered: 13 <sup>th</sup> January 2023 Respond: 8 <sup>th</sup> February 2023 Awaiting Decision
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**DECIDED PLANNING DECISIONS:**

23/00960/HHD	Mr & Mrs C Grove 1 Squires Close Brize Norton	Single storey side extension and removal of existing side porch Registered: 4 <sup>th</sup> April 2023 Respond: 18 <sup>th</sup> May 2023 Approved: 30 <sup>th</sup> May 2023
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**APPENDIX B - FINANCE 124/24 & 125/24:**

**AGENDA ITEM 10.1**

**ORDERS FOR PAYMENT:**

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	03/07/2023	McCracken & Sons LTD	Grass cutting	14749	£ 513.60	£ 85.60	428.00
DD	03/07/2023	IONOS	Email fees	203036577171	£ 10.80	£ 1.80	9.00
DD	03/07/2023	Everflow Water	Forecast water use 10/7/23 to 10/8/23	2307427	£ 479.67		479.67
BACS	03/07/2023	Crescent Accountancy Solutions	Carry out Internal Audit fo the period ended 31 March 202	Y-23-06-7717	£ 330.00	£ 55.00	275.00
BACS	03/07/2023	SLCC	Annual Membership Fee	MEM244752-1	£ 177.00		177.00
BACS	03/07/2023	Chapel Hill Design	Website and social media management	CHD-INV-0035	£ 300.00		300.00
BACS	03/07/2023	OPC	Empty three gullies and pressure jet	INV-1356	£ 201.60	£ 33.60	168.00
BACS	03/07/2023	Salaries					
BACS	03/07/2023	Payman	Payroll Processing	230661	£ 90.00	£ 15.00	75.00
BACS	03/07/2023	Community First Oxfordshire	Neighbourhood Plan Design Code Support	542	£ 1,200.00	£ 200.00	1000.00

**PAYMENTS RECEIVED:**

Payment Type	Date Received	Source	Details	Amount
BACS	07/06/2023	Allotment Holder	Allotment Rent	£ 13.60
BACS	13/06/2023	Allotment Holder	Allotment Rent	£ 6.55
			<b>Total</b>	<b>20.15</b>

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## AGENDA ITEM 10.2

### Reconciliation to Bank Account:



#### BNPC FINANCIAL STATEMENT

27th June 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		£	28,908.50
Payments		£	12,749.45
Plus Transfers			
Balance	27/06/2023	£	30,917.63

VAT Reconciliation o/standing

Plus o/standing payments		£	4,371.00
Less o/standing lodgements		£	-
Cash in Bank	27/06/2023	£	35,288.63

Outstanding Items + Orders for Payment

Current Account	27/06/2023	£35,288.63	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		£	30,917.63
WODC Reserves		£	22,305.43
<b>TOTAL FUNDS</b>		£	<b>53,223.06</b>

VAT Reconciliation o/standing

## APPENDIX C – ADDITIONAL ITEMS FOR FUTURE AGENDAS:

### 128/24

- Review of Policies
- Laptop & Microsoft 365 quotes
- Internal Auditor
- Attenuation Pond
- Savills lease land contract

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