



Minutes of the Brize Norton Parish Council meeting held on Monday, 5 April 2022 at 7.30pm at the Sports Pavilion, Brize Norton

1/23	<u>PRESENT</u> Cllr Way – Chairman, Cllr Glazier - Vice-Chair, Cllr Goble, Cllr Squire, Cllr Golding and Cllr State.	<u>ACTION</u>
2/23	1. <u>APOLOGIES</u> Cllrs Nicholas Field-Johnson and Nick Bamber were unable to attend. Cllr Alex Postan was unable to attend as he is in the "purdah" period prior to the local elections to be held on 5 May 2022. Clerk, Jo Webb sent her apologies as she was unable to attend.	
3/23	2. <u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.	
4/23	3. <u>MINUTES SILENCE OBSERVED IN SUPPORT OF UKRAINE</u> A Minutes silence was observed.	
5/23	4. <u>MINUTES</u> The minutes of the Parish Council meeting on Monday 7 <sup>th</sup> March, 2022 were agreed and signed.  Cllr Squire proposed, and Cllr Goble seconded. All Councillors agreed and the motion was passed. Cllr Way signed the minutes.	Clerk to scan and post minutes to website
6/23	5. <u>PUBLIC PARTICIPATION</u> No members of the public attended the meeting this evening.	
7/23	6. <u>DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> No reports were submitted.	
8/23	7.1 <u>RECORD OF COUNCILLORS' MEETINGS</u> Cllrs Way, Goble, and Golding attended the WODC's Town & Parish Forum held at the WODC offices on 17 <sup>th</sup> March. Cllr Way reported: <ul style="list-style-type: none"> <li>• WODC want to use the Salt Cross Area Action Plan Consultation as an exemplar for future Garden Villages.</li> <li>• A discussion took place about the cost of replacement refuse bins. Cllr Way commented on the way the food waste bins are discarded on the pavements, very often blocking them, by the</li> </ul>	

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	<p>Operatives. If they were more respectful of them after emptying, costs would be reduced. Bill Oddy, UBICO said he would investigate how the bins are left and asked that such occurrences should be reported to him.</p> <p>Cllr Glazier suggested that the telephone number for the Refuse Department should be put on our website.</p>	Cllr Way to forward details to Website Administrator
9/23	<p><u>7.2 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>Cllrs Goble, and State met with WODC on 17<sup>th</sup> March to discuss the biodiversity landscaping being proposed at the Kilkenny Country Park and Mary Ellis Country Park.</p>	Cllr Goble to write item for the Summer Newsletter
10/23	<p><u>7.3 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>Cllr Way attended a virtual training course on Managing Difficult People on 23<sup>rd</sup> March</p>	
11/23	<p><u>7.4 RECORD OF COUNCILLORS' MEETINGS</u></p> <p>Cllrs Goble and Squire attended a meeting with Bloor Homes on 28<sup>th</sup> March. Report was circulated to all Councillors.</p> <p>Cllr Glazier suggested that the PC should ask Bloor Homes to advise how much it costs them to clear the ditch on Burford Road so that we can budget accordingly in the future to do the same once the Brize Meadow development has officially been handed over to BNPC.</p>	
12/23	<p><u>8.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> <li>• <b>Care Home</b> – The list of suggested names for the Care Home has been submitted to Ideal Care Homes and WODC for consideration.</li> </ul> <p>Cllr Way met with Kristyna Hunt, Head of Communications to introduce herself and the PC. Kristyna advised that Ideal Care Homes is very keen to work with us in order to integrate the Care Home into our community.</p> <ul style="list-style-type: none"> <li>• <b>Lease Land Contract</b> - Savills has confirmed that their solicitors have been instructed to proceed with the Contract.</li> <li>• <b>Ukraine</b> – NALC and OALC have given guidance to Councils as to what they can do. The information given is to be put on the Council website.</li> </ul>	Cllr Way to forward information to Website Administrator
13/23	<p><u>8.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>Cllr Goble's report has been circulated to all Cllrs.</p> <p>Subject to availability of the Pavilion, Councillors are to meet on Monday, 25 April for Cllr Goble to take them through the content of the presentation for the Community Engagement booked for Saturday, 28 May 2022 in the EBH.</p> <p>Cllr Goble to write an article for the Summer Newsletter.</p>	Clerk to check availability of Pavilion Cllr Goble to write article for Summer Newsletter
14/23	<p><u>8.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Cllr Goble's report has been circulated to all Cllrs.</p>	

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15/23	<b>8.4 COMMITTEE REPORTS- HIGHWAYS COMMITTEE</b> Cllr Goble's report has been circulated to all Cllrs.	
16/23	<b>9.1 DISCUSSION AND DECISIONS – CITIZEN'S ADVICE, WEST OXFORDSHIRE</b> The PC received a letter from Citizens Advice West Oxfordshire asking for a contribution towards the ongoing cost of delivering their services in 2022/23. Cllr Squire proposed that we donate £100, Cllr Glazier seconded. All Councillors agreed and the motion was passed. Cllr Way suggested that we also offer to assist the CAWO, where possible, to support members within our community who require the CAWO's services.	Clerk to respond to CAWO
17/23	<b>9.2 DISCUSSION AND DECISIONS – NALC – ADDRESSING ISSUES SPECIFIC TO SMALL COUNCILS</b> It was agreed that we should respond to the NALC with five subjects that would benefit smaller Councils: <ul style="list-style-type: none"> <li>• Provide a standard Cashbook/Financial Management/Reporting/Forecasting template</li> <li>• Provide standard planning requirements that can be used for small developments to ensure District and Planners do not overlook them</li> <li>• Review and update the model employment contract for Clerks</li> <li>• Provide a suite of model policy templates</li> <li>• Pressurise high street banks to provide Councils with a better service</li> </ul>	Clerk to respond to NALC by 30 April 2022
18/23	<b>9.3 DISCUSSION AND DECISIONS – YEAR END FINANCE</b> Cllr Squire is to complete the Trial Balance and AGAR forms. These should be ready by early w/c 11 April.	Cllr Squire
19/23	<b>9.4 DISCUSSION AND DECISIONS – CHANGING BANK</b> Item to be deferred to a later meeting due to Clerk's absence.	
20/23	<b>9.5 DISCUSSION AND DECISIONS – REVIEW OF POLICIES</b> Item to be deferred to next month's meeting due to Cllr Bamber's absence.	
21/23	<b>9.6 DISCUSSION AND DECISIONS – CONTENT FOR ANNUAL PARISH MEETING, 17 MAY 2022</b> Cllr Way to ask the Church if they would be prepared to do the refreshments for a donation. Cllr Glazier proposed an amount of £50, Cllr Golding seconded. All Councillors agreed and the motion was passed. Cllr Way suggested that Councillors meet on Friday afternoon, 13 <sup>th</sup> May for a run-through subject to the EBH being available.	Clerk to contact Diane Davis re EBH availability

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22/23	<p><b><u>10.1 PROGRESS REPORT – MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Glazier to purchase the paint sprayer</li> <li>• Tree work on Manor Road is ongoing</li> <li>• Following a request from a resident of the Fosseway, the bush on the right-hand side of the road junction onto Station Road is to be cut back to improve visibility</li> <li>• Cllr Squire to visually inspect the chains on the swing in the playground and report to Cllr Glazier Cllr Squire suggested that if the PC received any additional funding that some be directed towards updating some of the older equipment in the playground.</li> <li>• Cllr Glazier to prepare a letter to send to Paul Wilson, OCC and Bob Lightfoot, WODC requesting they visit to discuss road sweeping and footpath repairs.</li> <li>• Grass cutting Contract – Cllr Glazier to prepare a letter confirming the amendments to the grass cutting contract for signature by the BNPC and McCrackens.</li> </ul>	<p>Cllr Squire to report to Cllr Glazier condition of chains Cllr Glazier to send letter to the Clerk</p> <p>Cllr Glazier to send letter to Clerk</p>
24/23	<p><b><u>10.2 PROGRESS REPORT – QUEENS PLATINUM JUBILEE</u></b></p> <p>Committee meeting on 12<sup>th</sup> April to discuss layout for the summer Newsletter and update on all arrangements. Cllr Way advised that the BBC had been in touch as they knew we had applied to light a beacon asking for details of the event. This will be discussed at the meeting on the 12<sup>th</sup>.</p>	
25/23	<p><b><u>10.3 PROGRESS REPORT – NEAPS</u></b></p> <p>A formal NEAP Land Offer letter has been received. However, Cllr Way has expressed concerns that not all clauses within the Agreement have been met and that the area of land offered is much reduced. A letter has been drafted, Cllrs have approved it and is ready for the Clerk to send.</p>	Clerk to send letter
26/23	<p><b><u>10.4 PROGRESS REPORT – ELDER BANK HALL EXTENSION</u></b></p> <p>Cllr Squire has prepared a pack to be sent out to Architects to quote for Architectural/Engineering Services and took Cllrs through it. This pack is to be forwarded to the Clerk.</p>	Cllr Squire to forward documents to the Clerk
27/23	<p><b><u>11 – PLANNING</u></b></p> <p>(see attached Appendix A). Cllrs agreed the PC's responses to the three new applications received. Clerk to send the responses to WODC Planning.</p>	Clerk to send responses
28/23	<p><b><u>12.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u></b></p> <p>Consider payments to be made (see attached Appendix B). Cllr Squire asked that the Clerk's and Handyman's holiday pay be added to the Payments Schedule making the total payments for March £2678.41. Cllrs agreed and Cllr Way is to advise the Clerk to amend the schedule accordingly to reflect this.</p>	<p>Payments were approved. Cllr Way to speak to Clerk.</p>

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	Cllr Way and Cllr Glazier or Cllr Squire to arrange online payments.	Cllr Way/Glazier/Squire to authorise online payments
29/23	<b><u>12.2 FINANCE – BANK RECONCILIATION</u></b> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
30/23	<b><u>13 CORRESPONDENCE</u></b> The clerk has shared the correspondence with the Council.  <ul style="list-style-type: none"> <li>• Cllr Glazier reported that on Friday, 1<sup>st</sup> April at 10.30am, he had witnessed a cement mixer that had visited the site of the Radar Tower turn left into Brize Norton village, breaching the conditions set out in the Planning Approval. Cllr Goble to prepare a letter and forward to the Clerk</li> <li>• Another letter is to be sent to RAFBN, Aquilla and WODC Planning requesting an urgent meeting to discuss the outstanding issues from our previous request for clarification on points of the planning application. Cllr Goble to prepare the letter and forward to the Clerk.</li> <li>• Cllr Golding advised the PC that Anna Fairhurst is standing down as the Headteacher at the Primary School at Easter. The PC would like to thank Mrs Fairhurst for her contribution to the school and the wider community of Brize Norton. Clerk to send a letter to Mrs Fairhurst</li> </ul>	Cllr Goble to prepare letter for the Clerk to send  Clerk to send letter to Mrs Fairhurst
31/23	<b><u>14 ITEMS IDENTIFIED FOR MAY'S MEETING'S AGENDA</u></b> (See attached Appendix C)	

There being no further business the Chairman declared the meeting closed at 9.30pm.  
The next Parish Council Meeting will be held on Monday, 9 May 2022 at 7.30pm in the Sports and Social Club Pavilion.

## **APPENDIX A – PLANNING 27/23:**

### **AGENDA ITEM 11**

#### **NEW PLANNING APPLICATIONS:**

22/00676/HHD	Ms M Dalton Devonia Burford Road Brize Norton	Erection of a single storey front and rear extensions <b>Registered: 7<sup>th</sup> March 2022</b> <b>Respond: 7<sup>th</sup> April 2022</b>
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21/03073/HHD	Mr S Finlayson 2 Masons Arms Cottages Burford Road Brize Norton	Erection of a two storey and single storey side extensions (amended) <b>Registered: 15<sup>th</sup> September 2021</b> <b>Respond: 15<sup>th</sup> April 2022</b>
22/00687/HHD	Mr S Morris 42 Chichester Place Brize Norton	Erection of single and two storey rear extension <b>Registered: 21<sup>st</sup> March 2022</b> <b>Respond: 15<sup>th</sup> April 2022</b>

PENDING PLANNING DECISIONS:

21/04101/FUL	Mr D Bond Kielder 48 Station Road Brize Norton	Erection of a detached dwelling with associated works <b>Registered: 13<sup>th</sup> January 2022</b> <b>Respond: 8<sup>th</sup> February 2022</b> <b>Under Consideration</b>
21/03830/S73	Mr Park-Pearson The Old Vicarage Carterton Road Brize Norton	Variation of condition 2 & 3 of planning permission 10/0472/P/FP to allow a reduction in the size of the proposed extension and to allow the use of stone in place of render (part retrospective). <b>Registered 25<sup>th</sup> November 2021</b> <b>Respond: 29<sup>th</sup> December 2021</b> <b>Awaiting Decision</b>
21/03586/LBC	Ms Lisa Clements 22 Carterton Road Brize Norton	Internal & external alterations to include erection of single storey extension with balcony above together with the painting of all new and existing windows and doors <b>Registered: 8<sup>th</sup> November 2021</b> <b>Respond: 4<sup>th</sup> January 2022</b> <b>Awaiting Decision</b>
21/03585/HHD	Ms Lisa Clements 22 Carterton Road Brize Norton	Erection of single storey extension with balcony above <b>Registered: 8<sup>th</sup> November 2021</b> <b>Respond: 4<sup>th</sup> January 2022</b> <b>Awaiting Decision</b>
21/02727/RES 14/0091/P/OP	Mr Andrew Winstone Bloor Homes	Reserved Matters application for details of appearance, landscaping, layout and scale for the country park, public open space, structural landscaping and allotments following Outline planning permission (14/0091/P/OP).

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Registered: 16th August 2021  
Respond: 6th September 2021  
Awaiting decision

**PLANNING APPEAL:**

APP/D3125/W/ 21/3274197	C/o Agent Brock Cottage Burford Road Brize Norton	Self-build and/or custom housebuilding plots for 2 detached dwellings. Original planning application 20/01915/OUT <b>Respond: 12<sup>th</sup> November 2021</b> <b>Hearing Date: 8<sup>th</sup> March 2022</b>
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**DECIDED PLANNING DECISIONS:**

None

**APPENDIX B – FINANCE 28/23 & 29/23:**

**AGENDA ITEM 12.1**

**ORDERS FOR PAYMENT:**

				<b>Brize Norton Parish Council</b>		<b>SUMMARY PAYMENTS MADE</b>			
PAYMENTS SCHEDULE - FY 2021/2022						Totals to date	Gross Payments	VAT	Nett Payments
						£ 35,213.76	£ 2,537.48	£ 32,676.28	
ORDERS FOR PAYMENT									
Payment Type	Date Approved	Payee	Details	Invoice number	Ref No.	Gross Amount	VAT	Nett Amount	
DD	04/04/2022	Everflow Water	Forecast water use up to 9/5/22	1409984	132/22	£ 212.37		£ 212.37	
DD	04/04/2022	ChristChurch	Bus Shelter Rent	47415	133/22	£ 5.00		£ 5.00	
DD	04/04/2022	ChristChurch	Allotment Rent	47418	134/22	£ 75.00		£ 75.00	
BACs	04/04/2022	OPFA	Annual Membership		135/22	£ 45.00		£ 45.00	
BACs	04/04/2022	Mister Mowerman	Recreation ground mower repair	22057	136/22	£ 135.00		£ 135.00	
BACs	04/04/2022	Royal Images	Royal Portrait	40702	137/22	£ 114.00	£ 19.00	£ 95.00	
BACs	04/04/2022	Jayne Woodward	IONOS Monthly Payment extra email storage	CHD-M-007	138/22	£ 14.40		£ 14.40	
BACs	04/04/2022	Jayne Woodward	Website Admin	CHD-M-006	139/22	£ 352.50		£ 352.50	
BACs	04/04/2022	Gary Jarvis	Handyman wages - March		140/22	£ 309.38		£ 309.38	
BACs	04/04/2022	Jo Webb	Clerk wages - March		141/22	£ 361.43		£ 361.43	
BACs	04/04/2022	HMRC	Tax payable on Clerk wages - March		142/22	£ 85.80		£ 85.80	
BACs	04/04/2022	McCracken	Grass Cutting		143/22	£ 370.24	£ 61.71	£ 308.53	
<b>Total</b>						<b>£ 2,080.12</b>	<b>£ 80.71</b>	<b>£ 1,999.41</b>	

Please note: The Summary of Payments Made at the top of the table shows what BNPC has paid/committed to pay year to date in terms of:

- Gross Payments these are total payments made for goods and services including VAT.
- VAT amount, this is the amount of VAT the Parish Council is able to claim back.
- Net Payments, this is the amount we have paid after VAT is reclaimed and is what is measured in our Budget

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• PAYMENTS RECEIVED:



**RECEIPTS SCHEDULE  
- FY 2021/2022**

**SUMMARY OF RECEIPTS**

Totals to date

Amount

£ 37,570.65

**PAYMENTS MADE**

Payment Type	Date Advise	Source	Details	Account Code	Amount
BACs	21/01/2022	BNS&SC	Water Reimbursement	2.1	£ 133.14
BACS	14/03/2022	State	Allotment Rent	2.2	£ 8.40
BACs	14/03/2022	Hyland	Allotment Rent	2.2	£ 17.33
BACs	15/03/2022	Shepherd & Perks	Allotment Rent	2.2	£ 8.66
BACs	15/03/2022	Thrift	Allotment Rent	2.2	£ 17.33
BACs	15/03/2022	Claridge	Allotment Rent	2.2	£ 30.46
BACs	15/03/2022	Band	Allotment Rent	2.2	£ 13.13
BACs	16/03/2022	Davies	Allotment Rent	2.2	£ 10.19
BACs	17/03/2022	Borland	Allotment Rent	2.2	£ 9.19
BACs	17/03/2022	Morris	Allotment Rent	2.2	£ 15.75
BACs	22/03/2022	Curley	Allotment Rent	2.2	£ 9.19
BACs	23/03/2022	Lawrence	Allotment Rent	2.2	£ 18.38
				<b>Total</b>	<b>£ 291.15</b>

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## **AGENDA ITEM 12.2**

### **Reconciliation to Bank Account 24/3/22:**



#### **BNPC FINANCIAL STATEMENT**

**24th March 2022**

#### **GENERAL INCOME & EXPENDITURE**

Balance	01/04/2021	£	11,728.34	Notes
Less o/standing cheques		£	-	
Add o/standing lodgements		£	-	
		£	<u>11,728.34</u>	
Receipts		£	37,279.50	Includes VAT Refund
Payments		£	35,213.66	Includes VAT to be Refunded
Plus Transfers				
Balance	24/03/2022	£	<u>13,794.18</u>	VAT Reconciliation o/standing
Plus o/standing payments		£	1,867.75	Outstanding Items + Orders for Payment
Less o/standing lodgements		£	-	
Cash in Bank	24/03/2022	£	<u>15,661.93</u>	
Current Account	24/03/2022		£15,661.93	<b>-0.00</b>

#### **RESERVES INCOME AND EXPENDITURE**

Balance 1/4/2020		£	21,870.00	WODC funds
Plus Receipts				
Less Transfers				
Current Reserves		£	<u>21,870.00</u>	

#### **AVAILABLE FUNDS**

General Funds		£	13,794.18	VAT Reconciliation o/standing
WODC Reserves		£	21,870.00	
<b>TOTAL FUNDS</b>		£	<u>35,664.18</u>	

## **APPENDIX C – ADDITIONAL ITEMS FOR FURTHER AGENDAS**

### **31/23:**

- Policies
- Co-opting new Councillors
- Allotments

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