

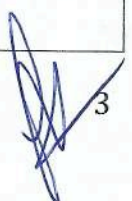


Minutes of the Brize Norton Parish Council meeting held on Monday 3<sup>rd</sup> June 2024 at 7.30 pm at the Sports Pavilion, Brize Norton

56/25	<u>PRESENT</u> Cllr Goble - Chair, Cllr Way, Cllr State, Cllr Bennett, Cllr Fothergill and Jo Webb - Clerk.	<u>ACTION</u>
57/25	<p>1. <u>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>	
58/25	<p>2. <u>DECLARATIONS OF INTEREST</u> None.</p>	
59/25	<p>3. <u>MINUTES</u> The minutes of the Parish Council meeting on Tuesday 7<sup>th</sup> May 2024 were reviewed for accuracy. Cllr Bennett proposed and Cllr State seconded; all Cllrs agreed.</p> <p>Cllr Goble signed the minutes.</p>	Clerk to scan and post minutes to website.
60/25	<p>4. <u>PUBLIC PARTICIPATION</u> No members of the public attended the meeting.</p>	
61/25	<p>5. <u>DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC - Cllr Pearson's annual report was provided at the Annual Parish Meeting; no further information to report. OCC - Cllr Field-Johnson's annual report was provided at the Annual Parish Meeting; no further information to report.</p>	
62/25	<p>6.1 <u>CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> <li>● Cllr Goble, Cllr Way and Cllr Pearson met with Chris Hargraves, Planning Policy Manager, WODC on 16/5/24. The Cllrs walked around the various sites for consideration in the local plan. There is a site that has been omitted from the consultation document; it was discussed about the possibility of raising awareness of the additional site in the Brize Breeze.</li> <li>● Cllr Goble met with the resident of Grove Farm on 22/5/24 to discuss the three options to be considered for the local plan.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Correspondence has been received from Christian Mauz at OCC regarding the 20mph speed limit on Brize Meadow. He has advised that the consultation should start next week.</li> <li>● Cllr Goble and Cllr State met with Bloor Homes on 31/5/24 regarding the outstanding work to be done before handing over the land. Bloor Homes has proposed that the bus stops on Carterton Road should be by the estate entrance. OCC will need to agree this.</li> <li>● Cllr Goble advised that the S106 monies to engage with 3 architects for the new pavilion cannot be claimed until planning permission has been approved. All Cllrs agreed to budget for this next year.</li> </ul>	
63/25	<p><u>6.2 COUNCILLOR REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Cllr Goble and Cllr State met with Bloor Homes to discuss the following outstanding items prior to the hand over:</p> <ul style="list-style-type: none"> <li>● Plant replacement trees - Bloor Homes would like to do this in October with the agreement of WODC/BNPC</li> <li>● Amenity grass</li> <li>● Provision of gates on Burford Road</li> <li>● Play equipment, bat boxes, and benches</li> <li>● Dropped kerb and service the footpath at the Play Park</li> <li>● Footpath/cycle path from the roundabout at the west end of Carterton Road to the entrance to the development (The Greenway). A hoggin path will continue through the southern edge of the country park to the TMW entrance.</li> </ul>	
64/25	<p><u>6.3 COUNCILLOR REPORTS - HIGHWAYS COMMITTEE</u></p> <ul style="list-style-type: none"> <li>● Cllr State and Cllr Goble have an onsite meeting with the OCC engagement team on 12/6/24 to discuss outstanding issues in the parish.</li> <li>● Cllr state has a PTR meeting on 16/7/24.</li> </ul>	
65/25	<p><u>6.4 COUNCILLOR REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>A member of the committee has resigned, another member of the committee has taken up the task of updating the various documents with Cllr Goble.</p>	
66/25	<p><u>6.5 COUNCILLOR REPORTS - OXFORDSHIRE'S LOCAL NATURE RECOVERY STRATEGY</u></p> <p>Cllr State has looked through the document and feels there is nothing relevant to the Biodiversity policy.</p>	
67/25	<p><u>6.6 COUNCILLOR REPORTS - OALC HR LEGAL UPDATE TRAINING</u></p> <p>The Clerk has circulated a report to all Cllrs.</p>	
68/25	<p><u>7.1 DISCUSSION AND DECISIONS - TO REVIEW AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUTABILITY RETURN 2023-2024</u></p> <p>We are still awaiting the Internal Auditor's report so this could not be</p>	

	approved at tonight's meeting.	
69/25	<u>7.2 DISCUSSION AND DECISIONS - TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT 2023-2024</u> We are still awaiting the Internal Auditor's report so this could not be approved at tonight's meeting.	
70/25	<u>7.3 DISCUSSION AND DECISIONS - TO APPROVE AND SIGN THE ACCOUNTING STATEMENT 2023-2024</u> We are still awaiting the Internal Auditor's report so this could not be approved at tonight's meeting.	
71/25	<u>7.4 DISCUSSION AND DECISIONS - TO REVIEW AND APPROVE POLICIES</u> The Council examined and approved the following documents, subject to the amendments discussed: Code of Conduct Policy Risk Assessment Policy Planning and Procedures Policy	
72/25	<u>7.5 DISCUSSION AND DECISIONS - TO REVIEW AND APPROVE THE BNPC ORGANISATION CHART</u> The Cllrs agreed updates to the organisation chart. The Clerk will update document and circulate to all Cllrs.	Clerk to update organisation chart
73/25	<u>7.6 DISCUSSION AND DECISIONS - PLAY PARK INSPECTION REPORT</u> The latest play park inspection report has been received. <ul style="list-style-type: none"> <li>● Cllr Way will arrange a quote for the repair of the fence.</li> <li>● Cllr Fothergill has applied for a grant with the Lottery Community Fund for the play park refurbishment.</li> <li>● Cllr Way to check that the signage is appropriate.</li> </ul>	Cllr Way to obtain quote & check signage
74/25	<u>7.7 DISCUSSION AND DECISIONS - ALLOTMENT SIGN</u> Cllr Way proposed that we order a new sign from AK Timms for the allotment gate. Cllr State seconded; all Cllrs agreed. The Clerk will clarify the wording with the allotment committee and order the sign.	Clerk to order sign
75/25	<u>7.8 DISCUSSION AND DECISIONS - MANAGEMENT OF SPORTS PITCHES</u> WODC S106 team has been in touch to ask if the PC would consider taking over the management of the 2 new sports pitches on Carterton Road. Cllrs discussed the impracticalities of this as the changing facilities are managed by the Leisure Centre. Cllrs are interested to know if the pitches are solely football or whether there will be the provision for other sports such as hockey. Cllr Goble will discuss this with the S106 team.	Cllr Goble to discuss with S106 team
76/25	<u>7.9 DISCUSSION AND DECISIONS - OALC EMPLOYMENT TRAINING</u> Cllr State previously attending this training and provided a report to all	



	<p>Cllrs. It was agreed that it was not necessary for the rest of the Cllrs to attend.</p> <p>Cllr Bennett proposed that Cllr Fothergill attend the OALC Councillor Fundamentals training session on 11<sup>th</sup> June. Cllr State seconded; all Cllrs agreed, and the Clerk will book this.</p>	Clerk to book training session
77/25	<p><u>7.10 DISCUSSION AND DECISIONS - BRIZE NORTON OPEN GARDENS TREE DONATION</u></p> <p>The Brize Norton Open Gardens committee has made the very kind offer of donating a tree and has suggested next to the Elder Bank Hall to replace the broken tree. All Cllrs agreed this is a very kind offer and the location is suitable on the basis that the Open Gardens committee would be responsible for the watering regime for the first two years whilst it gets established. The Clerk will respond to the committee.</p>	Clerk to respond to the Open Gardens committee
78/25	<p><u>8.1 PROGRESS REPORT – MAINTENANCE</u></p> <ul style="list-style-type: none"> <li>● Cllr Way will follow up the quote for the posts by the memorial.</li> <li>● Cllr State will have a look at repairing the pavilion garage doors.</li> <li>● Cllr Way would like to arrange a meeting with the village handyman. The Clerk will arrange this.</li> </ul>	Cllr Way to follow up quote Cllr State to look at garage doors
79/25	<p><u>8.2 PROGRESS REPORT – PLAY PARKS</u></p> <p><u>Brize Meadow Play Park</u> - Ben Smith has provided a quotation to construct a secure housing around the water and electric services. HACS are unable to provide this service and Cllr Way has asked Steve Hawkins for a quote. If no further quotes are received, Cllr Way proposed that we proceed with Ben Smith as an approved supplier. Cllr State seconded; all Cllrs agreed.</p> <p>Hickman Brothers will be starting the landscaping this week. They will be supplying 3 loads of sub soil and there may be an additional charge to remove the large stones.</p> <p><u>Station Road Play Park</u> - Cllr Fothergill has applied for grant funding from the Lottery Community Fund. Cllr Way will get quotes for the fence repair.</p>	Cllr Way to get quote for fence repair
80/25	<p><u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u></p> <p>Work is progressing well, but it was agreed that the value of the works being carried out should not exceed the value of the funds that are currently available. The next available S106 funding is due when Bloor Homes obtain planning permission for the additional 99 houses. This should be agreed by WODC within the next two weeks.</p>	
81/25	<p><u>8.4 PROGRESS REPORT - OUTSTANDING ACTIONS LIST</u></p> <ul style="list-style-type: none"> <li>● Allotment Terms of Reference - Clerk to liaise with Cllr Bennett.</li> <li>● Clerk's laptop - Cllr State has offered to have a look at this.</li> <li>● Clerk to write to village handyman to ensure correct documents are on file.</li> </ul>	

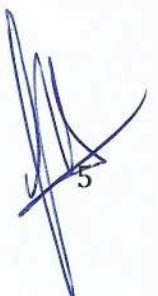
82/25	<b><u>9 PLANNING</u></b> (See attached Appendix A).	
83/25	<b><u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u></b> Consider payments to be made (see attached Appendix B).  Payments were approved; Cllr Way and Cllr State to authorise online payments.  It was agreed that Cllr Bennett be added as a signatory to the bank account. Cllr Fothergill will carry out the quarterly finance checks.	Cllr Way & Cllr State to authorise online payments  Clerk to contact Barclays to add signatory
84/25	<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.	
85/25	<b><u>11 CORRESPONDENCE</u></b> The Clerk has shared the correspondence with the Council.	
86/25	<b><u>12 DATE OF NEXT MEETING</u></b> The next Parish Council Meeting will be held on Monday 1 <sup>st</sup> July 2024 in the Brize Norton Sports Pavilion.	

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

**APPENDIX A – PLANNING 82/25:**  
**AGENDA ITEM 9**

**NEW PLANNING APPLICATIONS:**

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>
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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>
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>Awaiting Decision</b>

**DECIDED PLANNING DECISIONS:** None

**APPENDIX B – FINANCE 83/25 & 84/25:**

**AGENDA ITEM 10.1**

**ORDERS FOR PAYMENT:**

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	07/05/2024	HAGS	Brize Meadow play park installation	095711	£ 118,766.24	£19,794.37	£ 98,971.87
BACS	28/05/2024	Ben Smith Carpentry and Building	Elder Bank Hall extension		£ 6,600.99	£ 1,100.16	£ 5,500.83
DD	03/06/2024	IONOS	Email fees	203041887951	£ 44.39	£ 7.40	£ 36.99
DD	03/06/2024	Everflow Water	Forecast water use up to 9-7-24	3265051	£ 58.94		£ 58.94
BACS	03/06/2024	Ava Recreation	Playpark inspection, maintenance & replacement swing chains & caps	AVAA3221	£ 457.72	£ 76.29	£ 381.43
BACS	03/06/2024	5As Tool & Plant Hire	Motomix	132183	£ 49.99	£ 8.33	£ 41.66
BACS	03/06/2024	5As Tool & Plant Hire	Strimmer service	132265	£ 208.29	£ 34.71	£ 173.58
CHQ	03/06/2024	Information Commissioner's Office	Data Protection renewal fee	ZA263900	£ 40.00		£ 40.00
BACS	03/06/2024	Brize Norton PCC	Donation for Annual Parish Meeting refreshments		£ 50.00		£ 50.00
BACS	03/06/2024	McCracken & Sons Ltd	Grass cutting - May	15315	£ 913.20	£ 152.20	£ 761.00
BACS	03/06/2024	Chapel Hill Design	Social media and website management	CHD-INV-0122	£ 320.00		£ 320.00
BACS	03/06/2024		Salaries				£ -

**PAYMENTS RECEIVED:**

Payment Type	Date Received	Source	Details	Amount
BACS	17/05/2024	HMRC	VAT Refund	£ 23,689.40

# AGENDA ITEM10.2

## Reconciliation to Bank Account:



### BNPC FINANCIAL STATEMENT

28/05/2024

#### GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£ 308,817.47	
Less o/standing receipts		£ 233.26	Elder Bank Hall water bill outstanding
Add o/standing payments			
Less overpayment			
		£ 308,584.21	
Receipts		£ 110,880.83	
Payments		£ 276,506.49	
Plus Transfers			
Balance	28/05/2024	£ 142,958.55	Once all outstanding Items approved and paid
Plus o/standing payments		£ 11,519.22	
Less o/standing lodgements		£ -	May meeting orders for payment
Cash in Bank	28/05/2024	£ 154,477.77	
Total Funds in bank	28/05/2024	£154,477.77	0.00

#### RESERVES INCOME AND EXPENDITURE

##### AVAILABLE FUNDS

General Funds	£ 10,989.68	
BNPC Precept Reserves	£ 12,000.00	
BNPC Reserves	£ 2,761.26	
Elder Bank Hall extension reserves	£ 30,845.01	
Brize Meadow Play Park reserves	£ 86,362.60	
Interest earned on savings account		
<b>TOTAL FUNDS</b>	<b>£ 142,958.55</b>	Once all outstanding Items approved and paid