



Minutes of the Brize Norton Parish Council meeting held on Monday 5th August 2024 at 7.30 pm at Brize Meadow Lodge Care Home, Brize Norton

122/25	<p><u>PRESENT</u> Cllr Goble - Chair, Cllr Way, Cllr Bennett, Cllr Fothergill, Cllr Pearson (WODC) and Jo Webb - Clerk.</p> <p>Cllrs express their thanks to Brize Meadow Lodge Care Home for hosting the meeting.</p>	<u>ACTION</u>
123/25	<p>1. <u>APOLOGIES</u> Apologies were noted from Cllr Woodward and Cllr State, and it was resolved to accept the apologies.</p> <p>Cllr Field-Johnson (OCC) gave his apologies.</p>	
124/25	<p>2. <u>DECLARATIONS OF INTEREST</u> None</p>	
125/25	<p>3. <u>MINUTES</u> The minutes of the Parish Council meeting on Monday 1st July 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.
126/25	<p>4. <u>PUBLIC PARTICIPATION</u> Four members of the public attended the meeting to observe.</p>	
127/25	<p>5. <u>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.</p>	
128/25	<p>6.1 <u>CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> • Cllr Goble and the Clerk attended a meeting with the Clerk and Deputy Clerk of Carterton Town Council. • Cllr Goble and Cllr Way attended a meeting with Aston Football Club to discuss the use of the recreation ground. • Cllr Goble attended a meeting with Bloor Homes and the planning officer from WODC to discuss the hand over of the 	

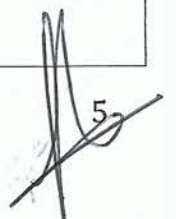
	<p>northern section of the Mary Ellis Country Park. There are a number of outstanding items to be attended to before the land can be handed over.</p> <ul style="list-style-type: none"> • Cllr Goble and Cllr Way met with WODC regarding the waste bin in the new playpark. WODC has agreed to empty it three times a week for the duration of the school holidays. The invoice has been received for weekly emptying and WODC has kindly agreed the additional two empties will be free of charge. The rubbish in the overflow car park by Greggs has settled down so it was agreed to leave installing a bin for the time being. It will be monitored and the land owner has agreed to a bin being installed in the future if necessary. 	
129/25	<p><u>6.2 COUNCILLOR REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <ul style="list-style-type: none"> • Please see minute ref 128/25 for information on a meeting with Bloor Homes and WODC. • OCC are still looking to take ownership of the tarmac pathways. 	
130/25	<p><u>6.3 COUNCILLOR REPORTS - HIGHWAYS COMMITTEE</u> Cllr State was absent from the meeting so no report was provided.</p> <ul style="list-style-type: none"> • The bus shelters at the Brize Norton roundabout on Monahan Way have now been installed. • OCC has cleared the paths on Manor Road and Minster Road. • The road sweeper has been through the village. 	
131/25	<p><u>6.4 COUNCILLOR REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> All documents have now been finished for Regulation 15. The information is with the website administrator to update the website and once completed, the Clerk will send a letter to WODC advising them.</p>	Clerk to send letter to WODC once updates completed
132/25	<p><u>7.1 DISCUSSION AND DECISIONS - TO REVIEW AND APPROVE NEW FINANCIAL REGULATIONS AND POLICIES</u> The Council examined and approved the following documents, subject to the amendments discussed: CCTV policy Complaints procedure policy High consequence infectious disease policy Marking the death of a senior national figure protocol</p> <p>As two of the Councillors were absent from the meeting, it was agreed to discuss the new NALC model financial regulations at the next meeting.</p>	
133/25	<p><u>7.2 DISCUSSION AND DECISIONS - INSURANCE POLICY RENEWAL</u> The insurance policy has been renewed with Zurich and a 3 year long term agreement was agreed for a reduced premium.</p>	

134/25	<p><u>7.3 DISCUSSION AND DECISIONS - MANAGEMENT OF MONAHAN WAY PAVILION AND SPORTS PITCHES</u></p> <p>Councillors would like to understand more about funding and how management of the pavilion and sports pitches currently works. Cllr Goble will arrange a meeting.</p>	Cllr Goble to arrange a meeting
135/25	<p><u>7.4 DISCUSSION AND DECISIONS – PARKRUN – AGREE RESPONSE TO WODC</u></p> <p>The proposal for the Parkrun was discussed and Cllr Goble will draft a response to WODC for Cllrs to approve. All Cllrs were in agreement that we are not in a position to provide funding for a defibrillator for the Parkrun as we are currently fundraising for our own defibrillator. The Clerk will respond to the donation request.</p>	Cllr Goble to draft response to WODC Clerk to respond to donation request
136/25	<p><u>7.5 DISCUSSION AND DECISIONS – ELDER BANK HALL LEASE AND FUNDING OF LEGAL FEES</u></p> <p>Cllr Goble proposed that the Elder Bank Hall committee should be asked to contribute 50% of the legal fees for the lease. Cllr Bennett seconded; all Cllrs agreed. The Clerk will contact the EBH Chair.</p>	Clerk to contact EBH Chair
137/25	<p><u>7.6 DISCUSSION AND DECISIONS – CHARLIE MAYNARD MP AGREE IF WE WOULD LIKE AN ONGOING ARTICLE FOR BRIZE BREEZE</u></p> <p>Charlie Maynard MP has submitted an article for this edition of the Brize Breeze. Councillors agreed a regular non-political article would be useful for residents but we reserve the right to edit the content if necessary. The Clerk will respond.</p>	Clerk to respond to Charlie Maynard
138/25	<p><u>7.7 DISCUSSION AND DECISIONS – REVIEW THE ASSET REGISTER</u></p> <p>It was agreed to defer this to next month. Cllr State and Cllr Goble will liaise and assess the list for any items that we no longer have. The Brize Meadow play park equipment will need to be added to the asset register.</p>	Cllr State and Cllr Goble to assess
139/25	<p><u>7.8 DISCUSSION AND DECISIONS – ASTON FOOTBALL CLUB FIXTURES</u></p> <p>Cllr Way & Cllr Goble attended a meeting with Aston Football Club on 22/7/24. They would like to run a boys' 9 a side team on a Sunday morning and a boys' 5 a side team on a Saturday. The Men's team would like to use the football pitch as and when Aston's home ground is unavailable. They have their own football nets and are looking to get a volunteer to cut the grass. They are going to contact The Chequers to see if they can offer assistance with parking.</p>	
140/25	<p><u>7.9 DISCUSSION AND DECISIONS – TENANCY AT WILL AGREEMENT</u></p> <p>Cllr Goble proposed that a Tenancy at Will Agreement is drawn up for the Humble Bumble Café. Cllr Bennett seconded; all Cllrs agreed. The Clerk will find a document template.</p>	Clerk to find document template

141/25	<p><u>7.10 DISCUSSION AND DECISIONS – ALLOTMENT COMMITTEE – TERMS OF REFERENCE</u> Cllr Bennett proposed that the Allotment Committee terms of reference be approved. Cllr Way seconded; all Cllrs agreed.</p>	
142/25	<p><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u> No report was provided as Cllr Woodward was absent from the meeting.</p>	
143/25	<p><u>8.2 PROGRESS REPORT - VILLAGE MAINTENANCE</u></p> <ul style="list-style-type: none"> • The Manor Road and Minster Road pathways have been cleared. • The village handyman will be asked to start clearing the weeds around the Elder Bank Hall, the memorial and cemetery. • The posts have been fixed by the war memorial. • A pest control officer is dealing with the moles by the war memorial. 	
144/25	<p><u>8.3 PROGRESS REPORT – PLAY PARKS</u> <u>Brize Meadow Play Park</u></p> <ul style="list-style-type: none"> • The play park was officially opened on 27th July and Cllr Way thanked all Cllrs for helping with the opening event. Raffle tickets were sold and it was agreed that £50 of the takings would be donated to Brize Norton Brownies and the remainder would be used for the defibrillator fund. • WODC has agreed to empty the bin three times a week during the summer holidays and the additional two empties will be free of charge. It will be monitored to see if a second bin is required. • Complaints have been received from a resident regarding the noise from teenagers in the evenings. Cllr Way has contacted PCSO Richard Conner who advised that residents should contact the police and they will carry out patrols of the area. Cllr Way will contact the resident. • HAGS are monitoring a few things in the play park and will come back to assess them in a couple of weeks. • The Play Park may be eligible for a Bronze Award accreditation by PIPA (Play Inclusive Play Areas). Cllr Way will liaise with HAGS regarding the application. <p><u>Station Road Play Park</u></p> <ul style="list-style-type: none"> • Cllr Way proposed that the quote from Warefencing is accepted subject to confirmation of the wording. Cllr Fothergill seconded; all Cllrs agreed. Cllr Way will confirm with Warefencing. • The RoSPA report has been received and will be on the agenda for discussion next month's meeting. 	<p>Cllr Way to contact resident</p> <p>Cllr Way to liaise with HAGS to apply</p> <p>Cllr Way to liaise with Warefencing</p>
145/25	<p><u>8.4 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> The next instalment of S106 funds has been approved by WODC. Ben Smith will be advised to continue work on the project.</p>	Ben Smith to be advised to continue work



146/25	<u>8.5 PROGRESS REPORT – BRIZE NORTON SPORTS AND SOCIAL CLUB</u> Cllrs agreed a response to the ex-chairman of BNS&SC regarding the ownership of the lawnmower. Cllr Goble will follow up with the solicitor to establish a timescale for the issue of the letter to the trustees.	Cllr Goble to follow up with solicitor
147/25	<u>8.6 PROGRESS REPORT – EV MICROHUB PILOT</u> No report was provided as Cllr Woodward was absent.	
148/25	<u>8.6 PROGRESS REPORT - OUTSTANDING ACTIONS LIST</u> The outstanding actions list was discussed and updated accordingly.	
149/25	<u>8.7 PROGRESS REPORT – COMMENTS ON THE ELDER BANK HALL AGM</u> There were no comments from Cllrs.	
150/25	<u>9 PLANNING</u> (See attached Appendix A). Cllr Bennett and Cllr Goble will draft a response to the planning consultation for the community fire safety centre. 9.20pm – Cllr Pearson left the meeting.	Cllr Bennett & Cllr Goble to draft response
152/25	<u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B). Cllrs agreed to withhold payment to Chapel Hill Design for the Brize Breeze until the magazine has been issued. All other payments were approved; Cllr Way and Cllr State to authorise online payments. Payment has been received from Humble Bumble for their half of the pavilion water bill. Cllrs agreed not to pursue BNS&SC for the remaining 50% of the bill.	Cllr Way & Cllr State to authorise online payments
153/25	<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.	
154/25	<u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council. <ul style="list-style-type: none"> • Donation requests have been received from My Vision and Trax. All Cllrs agreed that as funds are limited, donations should be kept within the parish. • Correspondence has been received from Blush Street Bakery regarding the baked goods stall at the recent Primary School sports day. Cllrs agreed the response which the Clerk will send. • A request has been received from Tower Hill Under 14 Vixens regarding the use of the recreation ground for football training over the summer. Cllrs agreed a cost of £10 per hour which will 	Clerk to send response



	include the external toilet. Goal nets do not belong to the PC so these will not be available to use. The Clerk will respond to the request and establish which evenings they are looking to book. Cllr Way will confirm the fixtures with Minster Lovell Cricket Club to ensure there are no clashes.	Clerk to respond Cllr Way to confirm cricket fixtures
155/25	<u>12 ITEMS FOR FUTURE AGENDA</u> <ul style="list-style-type: none"> • Financial Regulations • Asset Register • EV Microhub Pilot • Agree menu of costs for hire of recreation ground and diary • SSE unit upgrade 	
156/25	<u>13 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 2 nd September 2024 in the Brize Norton Sports Pavilion.	

There being no further business the Chairman declared the meeting closed at 9.40pm.

APPENDIX A - PLANNING 150/25: AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

24/01820/LBC	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Erection of a single-storey extension Registered: 19th July 2024 Respond: 13th August 2024
24/01819/HHD	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Erection of a single-storey extension Registered: 19th July 2024 Respond: 12th August 2024
24/01865/HHD	Mr Chris Gibson Avalon Cottage Manor Road Brize Norton	Erection of two-storey rear extension Registered: 18th July 2024 Respond: 12th August 2024
R3.0075/24	Oxfordshire County Council Vacant site located to the south of Brize Meadow Lodge Care Home and to the	Development of the site to provide a two-storey community safety centre and smoke house training facility, with associated access, parking, training yard and landscaping.

24/01746/NMA	<p>east of and accessed from Monahan Way, Carterton</p> <p>Mr Paul Pagett Grange Cottage Burford Road Brize Norton</p>	<p>Registered: 24th July 2024 Respond: 14th August 2024</p> <p>Erection of two storey extension and entrance canopy to se elevation (non-material amendment to 11/0974/P/FPEXT to allow removal of proposed fireplace and chimney, replace french door and window on ground floor north east elevation with bifold door, additional 500 x 900mm window to north west elevation, two ground floor windows to south west elevation, reconfiguration of utility/lobby space, a light tunnel to first floor ensuite, and approval of the use of alternative building stone for external leaf of the extension.</p> <p>Registered: 3rd July 2024 Respond: 30th July 2024</p>
--------------	--	---

PENDING PLANNING DECISIONS:

24/00023/APPEAL APP/D3125/W/ 24/3344330	Messrs McShane, Thomas, Yule and Harris Land Parcel to North East of Carterton Football Club Swinbrook Road	<p>Development of 5 age restricted dwellings with re-sited access conveyance of part of site as nature recovery network land (outline application with all matters reserved)</p> <p>Appeal start date: 2nd July 2024 Respond: 6th August 2024 Appeal in progress</p>
24/01509/HHD	Mr & Mrs Fitzsimmons The Willows 74 Station Road Brize Norton	<p>Conversion of existing garage to habitable space with new flat roof and flush glaze rooflights over</p> <p>Registered: 11th June 2024 Respond: 3rd July 2024 Under Consideration</p>
23/01738/POB28	Land East of Monahan Way Carterton	<p>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.</p> <p>Registered: 23rd June 2023 Respond: 20th July 2023 Under Consideration</p>

DECIDED PLANNING DECISIONS: None



APPENDIX B - FINANCE 152/25 & 153/25:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount	
BACS	16/07/2024	Hickman Brothers Landscapes Ltd	Grass watering - Brize Meadow Play Park	IN832	£ 4,080.00	£ 680.00	£ 3,400.00	Paid
BACS	16/07/2024	Hickman Brothers Landscapes Ltd	Works carried out for utilities housing	INV842	£ 2,268.00	£ 378.00	£ 1,890.00	Paid
BACS	05/08/2024	5As Tool & Plant Hire	Motomix & Resin Solvent	133537	£ 56.49	£ 9.41	£ 47.08	
BACS	05/08/2024	McCracken & Sons Ltd	Grass cutting - June	15365	£ 913.20	£ 152.20	£ 761.00	
BACS	05/08/2024	AK Timms	Wood for pavilion garage door repair	992072	£ 49.58	£ 8.26	£ 41.32	
BACS	05/08/2024	AK Timms	Paint for pavilion garage door	992741	£ 52.70	£ 8.78	£ 43.92	
BACS	05/08/2024	AK Timms	Padlock for Brize Meadow Play Park	994192	£ 29.04	£ 4.84	£ 24.20	
BACS	05/08/2024	AK Timms	Allotment sign	995637	£ 25.00	£ 4.17	£ 20.83	
BACS	05/08/2024	Clean Slate	Donation		£ 25.00		£ 25.00	
DD	05/08/2024	IONOS	Email fees	203042883975	£ 10.80	£ 1.80	£ 9.00	
BACS	05/08/2024	Jason Peach	Reinstatement of wooden posts at War memorial	344/25	£ 240.00	£ 40.00	£ 200.00	
BACS	05/08/2024	Chapel Hill Design	Social media and website management	CHD-INV-0126	£ 320.00		£ 320.00	
BACS	05/08/2024	WODC	Emptying waste bin - Brize Meadow play park - 30/7/24 to 30/9/24	33580273	£ 80.35	£ 13.39	£ 66.96	
BACS	05/08/2024	Chapel Hill Design	Banner for Brize Meadow play park opening	CHD-INV-0128	£ 75.90		£ 75.90	
BACS	05/08/2024	Wendy Way	Salaries					
BACS	05/08/2024		Reimbursement of purchase of raffle ticket book		£ 4.99		£ 4.99	
BACS	30/07/2024	Zurich Insurance Company Ltd	Insurance renewal		£ 1,505.66		£ 1,505.66	Paid
BACS	30/07/2024	Zurich Insurance Company Ltd	Insurance renewal (Brize Meadow play park equipment)		£ 944.66		£ 944.66	Paid
BACS	30/07/2024	HAGS	Brize Meadow play park installation	96810	£ 3,980.38	£ 663.40	£ 3,316.98	Paid
BACS	30/07/2024	HAGS	Brize Meadow play park inspection	096810-1	£ 506.40	£ 84.40	£ 422.00	Paid
BACS	05/08/2024	Chapel Hill Design	Design and printing of Brize Norton Breeze	CHD-INV-0129	£ 1,213.72		£ 1,213.72	

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	04/07/2024	Allotment Holder	Allotment rent	£ 8.50
BACS	09/07/2024	Humble Bumble Ltd	Water bill	£ 117.58
BACS	16/07/2024	Allotment Holder	Allotment rent	£ 34.34
BACS	24/07/2024	Everflow	Refund due from overpayment of water bill	£ 167.75



AGENDA ITEM 10.2

Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

30/07/2024

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	<u>£ 308,817.47</u>
Less o/standing receipts		£ -
Add o/standing payments		
Less overpayment		
		<u>£ 308,817.47</u>
Receipts		£ 133,548.01
Payments		£ 406,411.49
Plus Transfers		
Balance	30/07/2024	<u>£ 35,953.99</u>
Plus o/standing payments		£ 5,112.96
Less o/standing lodgements		£ -
Cash in Bank	30/07/2024	<u>£ 41,066.95</u>
Total Funds in bank	30/07/2024	£41,066.95

Once all outstanding items approved and paid

August meeting orders for payment

0.00

RESERVES INCOME AND EXPENDITURE

AVAILABLE FUNDS

General Funds	£ 4,284.46
BNPC Precept Reserves	£ 12,000.00
BNPC Reserves	£ 2,761.26
Elder Bank Hall extension reserves	-£ 5,306.04
Brize Meadow Play Park reserves	£ 22,214.31

TOTAL FUNDS

£ 35,953.99

Once all outstanding items approved and paid