



Minutes of the Brize Norton Parish Council meeting held on Monday 7<sup>th</sup> October 2024 at 7.30pm at Brize Norton Pavilion

194/25	<u>PRESENT</u> Cllr Goble - Chair, Cllr Way, Cllr State, Cllr Bennett, Cllr Fothergill, Cllr Pearson (WODC) and Jo Webb - Clerk.	<u>ACTION</u>
195/25	1. <u>APOLOGIES</u> Apologies were noted from Cllr Woodward, and it was resolved to accept the apologies. Cllr Field-Johnson (OCC) sent his apologies.	
196/25	2. <u>DECLARATIONS OF INTEREST</u> None.	
197/25	3. <u>MINUTES</u> The minutes of the Parish Council meeting on Monday 2 <sup>nd</sup> September 2024 were reviewed for accuracy. Cllr Way proposed, and Cllr State seconded; all Cllrs agreed.  Cllr Goble signed the minutes.	Clerk to scan and post minutes to website.
198/25	4. <u>PUBLIC PARTICIPATION</u> Four members of the public attended the meeting.  Richard Cutler from Bloombridge attended the meeting as a member of the public and gave information on a public consultation for a development named 'Middle Norton' on land by Kilkenny Farm. A public event will be held on 8 <sup>th</sup> November in the Elder Bank Hall – all information will be included in the November edition of the Brize Breeze.	
199/25	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.	
200/25	6.1 <u>CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> <li>Cllr Goble attended a meeting with Chris Hargraves, Planning Policy Manager at WODC on 19th September.</li> </ul> The proposed WODC consultation on the 2041 Local Plan which was planned for October, will now not happen due to the changes in the	

	<p>NPPF made by the Labour Government. WODC hopes to have preferred policy options published by March 2025.</p> <p>There is likely to be an uplift in housing numbers in the plan period from the original calculation of c11,000 up to c18,000. WODC's preferred approach would be through community engagement which would allow residents to be more informed with their feedback to the proposed 2041 Local Plan.</p> <ul style="list-style-type: none"> <li>• Cllr Goble and Cllr State attended a meeting regarding the village pond (please see further information under minute ref 212/25).</li> </ul>	
201/25	<p><u>6.2 COUNCILLOR REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Cllr Goble has circulated his report to all Cllrs</p>	
202/25	<p><u>6.3 COUNCILLOR REPORTS - HIGHWAYS COMMITTEE</u></p> <ul style="list-style-type: none"> <li>• Four blocked drains have been reported to OCC.</li> <li>• Obscured street light on the corner of The Fosseyway has been reported to OCC.</li> <li>• Missing signage on the roundabout by the church has been reported again.</li> <li>• Cllr Goble will draft a response to the OCC consultation to reduce the speed limit around The Farmer's Dog.</li> </ul>	Cllr Goble to draft response
203/25	<p><u>6.4 COUNCILLOR REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>The regulation 15 documents have been submitted. The nomination of the examiner has been agreed and they have now been appointed.</p>	
204/25	<p><u>7.1 DISCUSSION AND DECISIONS - MIDDLE NORTON CONSULTATION</u></p> <ul style="list-style-type: none"> <li>• BNPC received an email from Bloombridge dated 26 Sept informing us that they are holding a public consultation which was commencing on the same day, and it will run for two weeks to 7<sup>th</sup> October. However, Bloombridge stated that they will accept comments throughout October.</li> <li>• The PC responded to Bloombridge stating that they have not provided any prior notification to the PC and no information to the public. The PC suggested that to be completely open and transparent with our community, they should hold a public consultation with the relevant advertising in the Brize Breeze, Social Media platforms and public notice boards.</li> <li>• The PC has reserved the Elder Bank Hall on behalf of Bloombridge for Friday 8<sup>th</sup> November between the hours of 3pm and 7pm. With this in mind, the PC requested that consultation be extended to at least 15<sup>th</sup> November. <i>(This date is now confirmed on Bloombridge web site).</i></li> <li>• The PC informed Bloombridge that to advertise the consultation in the next edition of the Brize Breeze, the relevant artwork should be submitted to the editor by the 18 October.</li> <li>• The PC requested that Bloombridge will provide presentation boards, feedback forms and outside welcome board.</li> </ul>	

	<ul style="list-style-type: none"> <li>Bloombridge has agreed to our recommendations for the consultation actions.</li> </ul> <p>8.25pm – Three members of the public left the meeting.</p>	
205/25	<p><u>7.2 DISCUSSION AND DECISIONS – 2025/2026 BUDGET</u> All Cllrs were in agreement to hold a separate meeting on Monday 18<sup>th</sup> November 2024 at 7.30pm. The Clerk will send out meeting invites.</p>	Clerk to send out meeting invites
206/25	<p><u>7.3 DISCUSSION AND DECISIONS – OALC SUBSCRIPTION INCREASE</u> All Cllrs were in favour of the OALC proposal to increase the 2025/2026 subscriptions. The Clerk has registered the vote with OALC.</p>	
207/25	<p><u>7.4 DISCUSSION AND DECISIONS – LAND REGISTRY/DEEDS</u> The Solicitor has sent an estimate of charges to register the recreation ground and land around the Elder Bank Hall that is owned by the Parish Council. Cllr State proposed that the Solicitor be instructed to go ahead. Cllr Way seconded; all Cllrs agreed. The Clerk will notify the Solicitor.</p>	Clerk to advise Solicitor to go ahead with land registry
208/25	<p><u>7.5 DISCUSSION AND DECISIONS – BRIZE MEADOW PLAY PARK LITTER BINS</u> It has been recommended that an additional litter bin is installed in Brize Meadow play park. WODC has kindly agreed to supply and install the additional bin free of charge. The cost of 2 litter bins to be emptied twice a week is £33.48 + VAT per week however, the invoice for one bin has already been paid up to 31<sup>st</sup> March 2025. Cllr Way proposed that the additional bin is installed and that S106 funds be used for the additional bin emptying charge for the remainder of the financial year. Cllr Fothergill seconded; all Cllrs agreed. Cllr Way will liaise with WODC.</p>	Cllr Way to liaise with WODC
209/25	<p><u>7.6 DISCUSSION AND DECISIONS – PLAY PARK INSPECTIONS</u> Cllr Goble has liaised with OALC, and it has been highlighted that weekly play park inspections are required for insurance purposes. Cllr Way has previously attended training and is willing to train the other Cllrs. Cllr Goble will check with OALC if this would be acceptable. Cllr Goble will also arrange a quotation from Ubico to carry out the inspections. The Clerk will confirm with our insurers how frequently the checks are actually required.</p>	<p>Cllr Goble to clarify with OALC &amp; obtain quote</p> <p>Clerk to contact insurers</p>
210/25	<p><u>7.7 DISCUSSION AND DECISIONS – POPPY WREATHS</u> All Councillors agreed to order two poppy wreaths for a donation of £40 per wreath. The Clerk will place the order.</p>	Clerk to order wreaths
211/25	<p><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></p> <ul style="list-style-type: none"> <li>Cllr Way is awaiting a quote for a deep clean of the changing rooms and toilets in the pavilion.</li> <li>Cllr Woodward will get a quote for a new door handle with a lock on it.</li> <li>Cllr Woodward is trying to get hold of the pavilion safety compliance documents.</li> </ul>	<p>Cllr Woodward obtaining quote</p> <p>Cllr Woodward obtaining</p>

  
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		compliance documents
212/25	<p><b><u>8.2 PROGRESS REPORT - VILLAGE MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>• The abandoned vehicle in the Elder Bank Hall car park has now been removed.</li> <li>• A quote for pollarding the willow trees in Chestnut Close has been received.</li> <li>• An invoice has been received from McCracken's for the cutting of the recreation ground grass. Cllr Way met with them to discuss the requirements, and it was agreed there would be two cuts and the arisings would be taken away. However, not all of the arisings have been taken away and Cllrs agreed that the invoice should not be paid until these have been taken. Cllr Way will contact McCracken's.</li> <li>• The tree by the pop socket needs attention. This has been reported on 'Fix my street' and forwarded to Cllr Field-Johnson who has asked the OCC tree officer to look into it.</li> <li>• The missing sign on the mini roundabout by the church has been reported again.</li> <li>• The moles by the memorial have been attended to.</li> <li>• Cllr Way thanked Cllrs for helping with the litter pick. On an ongoing basis, Cllr Bennett will co-ordinate the Brize Meadow litter pick and Cllr State will co-ordinate the litter pick from the pavilion.</li> <li>• The village pond has been dug out but will be made deeper. Crocodiles of the World are going to help with surveying this area and Brook Furlong for wildlife. Cllr State is going to meet Shaun and two of his team at the pond later in the week.</li> </ul>	Cllr Way to contact McCracken's
213/25	<p><b><u>8.3 PROGRESS REPORT - PLAY PARKS</u></b></p> <p><u>Brize Meadow Play Park</u> Signs have now been installed and the shackles attached to the swings.</p> <p><u>Station Road Play Park</u> The fence has been replaced and the gate realigned.</p>	
214/25	<p><b><u>8.4 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u></b></p> <p>Cllr Woodward has queried the latest invoice. Cllr Goble proposed to pay the invoice, and any adjustments should be made to the next invoice. All Cllrs agreed.</p>	
215/25	<p><b><u>8.5 PROGRESS REPORT - ELDER BANK HALL LEASE</u></b></p> <p>The draft lease has been approved by Cllrs and has now been sent by the solicitor to the Elder Bank Hall trustees for approval.</p>	
216/25	<p><b><u>8.6 PROGRESS REPORT - OUTSTANDING ACTIONS LIST</u></b></p> <p>The outstanding actions list was discussed and updated accordingly.</p> <ul style="list-style-type: none"> <li>• The website administrator is attending an online session regarding transferring to .gov website and email.</li> </ul> <p>9.30pm - Cllr Pearson left the meeting.</p>	

217/25	<u>9 PLANNING</u> (See attached Appendix A).	
218/25	<u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B).  All payments were approved; Cllr Way and Cllr State to authorise online payments.  The Clerk reported that the defibrillator pads are due to expire in both defibrillators at the end of the month. It was agreed to order 2 sets of pads and budget for second sets in the next financial year. The Clerk will place the order.	Cllr Way & Cllr State to authorise online payments  Clerk to order two sets of pads
219/25	<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.	
220/25	<u>11 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.	
221/25	<u>12 ITEMS FOR FUTURE AGENDA</u> <ul style="list-style-type: none"> <li>• 2025/2026 Budget</li> <li>• Minster Lovell Cricket Club fees</li> </ul>	
222/25	<u>13 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 4 <sup>th</sup> November 2024 in the Brize Norton Sports Pavilion.	

There being no further business the Chairman declared the meeting closed at 10.00pm.

**APPENDIX A – PLANNING 217/25:**  
**AGENDA ITEM 9**

**NEW PLANNING APPLICATIONS:**

24/01809/FUL	Crocodiles of the World Burford Road Brize Norton	Construction of new crocodile house and creation of 47 additional parking spaces <b>Registered: 29<sup>th</sup> August 2024</b> <b>Respond: 20<sup>th</sup> September 2024</b>
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PENDING PLANNING DECISIONS:

24/02010/S73	Mr Paul Pagett Grange Cottage Burford Road Brize Norton	Variation of conditions 2 and 3 of planning permission 11/0974/P/FPEXT to allow alterations to the design and materials <b>Registered: 20<sup>th</sup> August 2024</b> <b>Respond: 12<sup>th</sup> September 2024</b> <b>Under Consideration</b>
24/01865/HHD	Mr Chris Gibson Avalon Cottage Manor Road Brize Norton	Erection of two-storey rear extension <b>Registered: 18<sup>th</sup> July 2024</b> <b>Respond: 12<sup>th</sup> August 2024</b> <b>Under Consideration</b>
R3.0075/24	Oxfordshire County Council Vacant site located to the south of Brize Meadow Lodge Care Home and to the east of and accessed from Monahan Way, Carterton	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. <b>Registered: 24<sup>th</sup> July 2024</b> <b>Respond: 14<sup>th</sup> August 2024</b>
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	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) <b>Appeal start date: 2<sup>nd</sup> July 2024</b> <b>Respond: 6<sup>th</sup> August 2024</b> <b>Appeal in progress</b>
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>

DECIDED PLANNING DECISIONS:

24/01820/LBC	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Erection of a single-storey extension <b>Registered: 19<sup>th</sup> July 2024</b> <b>Respond: 13<sup>th</sup> August 2024</b> <b>Approved: 12<sup>th</sup> September 2024</b>
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24/01819/HHD	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Erection of a single-storey extension <b>Registered: 19<sup>th</sup> July 2024</b> <b>Respond: 12<sup>th</sup> August 2024</b> <b>Approved: 12<sup>th</sup> September 2024</b>
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## APPENDIX B - FINANCE 218/25 & 219/25:

### AGENDA ITEM 10.1

#### ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	07/10/2024	Ben Smith Carpentry and Building	Elder Bank Hall extension		£ 37,028.79	£ 6,171.46	£ 30,857.33
BACS	07/10/2024	Warefence	Station Road play park fence repairs	17737	£ 799.20	£ 133.20	£ 666.00
BACS	07/10/2024	AK Timms	Cable ties	1002185	£ 4.99	£ 0.83	£ 4.16
BACS	07/10/2024	AK Timms	Key box, replacement keys and tags	1004556	£ 52.42	£ 8.74	£ 43.68
BACS	07/10/2024	AK Timms	Red and white barrier tape	1006286	£ 15.12	£ 2.52	£ 12.60
BACS	07/10/2024	McCracken & Sons Ltd	Grass cutting - August	15465	£ 913.20	£ 152.20	£ 761.00
DD	07/10/2024	IONOS	Email fees	203043881925	£ 10.80	£ 1.80	£ 9.00
BACS	07/10/2024	Community First Oxfordshire	Neighbourhood Plan - Final submission support	686	£ 1,200.00	£ 200.00	£ 1,000.00
BACS	07/10/2024	WODC	Emptying waste bin 1/10/24 - 31/3/25	33594519	£ 261.14	£ 43.52	£ 217.62
BACS	07/10/2024	WODC	Emptying waste bin - Brize Meadow play park - 1/10/24 to 31/3/25	33594519	£ 261.14	£ 43.52	£ 217.62
BACS	07/10/2024	GW Pest Control	Mole trapping	INV-0133	£ 60.00		£ 60.00
BACS	07/10/2024	The Chapel Hill Group	Admin and upload of Neighbourhood Plan	INV-0007	£ 331.50	£ 55.25	£ 276.25
BACS	07/10/2024	Humble Bumble Ltd	Cleaning of outside toilet for pitch bookings	SI-19	£ 24.00	£ 4.00	£ 20.00
BACS	07/10/2024	The Chapel Hill Group	Monthly web, social and design work	INV-0009	£ 384.00	£ 64.00	£ 320.00
BACS	07/10/2024	HAGS	Brize Meadow play park signage	98661	£ 268.80	£ 44.80	£ 224.00
BACS	07/10/2024		Salaries				
BACS	07/10/2024	Wendy Way	Reimbursement of folder, laminator & laminating pouches		£ 37.46		£ 37.46
BACS	07/10/2024	Payman	Payroll processing - Tax year 2024/2025	240969	£ 230.40	£ 38.40	£ 192.00
BACS	07/10/2024	AK Timms	Key cutting	1006580	£ 14.50	£ 2.41	£ 12.09
BACS	07/10/2024	AK Timms	Bin bags & disposable gloves	1008222	£ 28.06	£ 4.68	£ 23.38
BACS	07/10/2024	AK Timms	Lightbulb	1009393	£ 36.00	£ 6.00	£ 30.00
DD	07/10/2024	Water 2 Business	Water bill		£ 679.91		£ 679.91
BACS	07/10/2024	McCracken & Sons Ltd	Grass cutting - recreation ground	15510	£ 330.00	£ 55.00	£ 275.00

#### PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	28/08/2024	HMRC	VAT refund	£ 2,022.77
BACS	02/09/2024	Barclays Bank	Interest earned	£ 263.55
CASH	05/09/2024	Raffle Tickets	Raffle ticket money taken at Brize Meadow play park opening	£ 75.00
BACS	19/09/2024	WODC	Precept	£ 29,327.00



# AGENDA ITEM 10.2

## Reconciliation to Bank Account:



### BNPC FINANCIAL STATEMENT

01/10/2024

#### GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£	308,817.47
Less o/standing receipts		£	-
Add o/standing payments			
Less overpayment			
		£	308,817.47
Receipts		£	255,891.02
Payments		£	457,857.29
Plus Transfers			
Balance	01/10/2024	£	106,851.20
Plus o/standing payments		£	44,304.13
Less o/standing lodgements		£	333.00
Cash in Bank	01/10/2024	£	150,822.33
Total Funds in bank	01/10/2024	£	150,822.33

Once all outstanding Items approved and paid

October meeting orders for payment

0.00

#### RESERVES INCOME AND EXPENDITURE

##### AVAILABLE FUNDS

General Funds	£	19,320.06
BNPC Precept Reserves	£	15,000.00
BNPC Reserves	£	2,761.26
Elder Bank Hall extension reserves	£	34,232.67
Brize Meadow Play Park reserves	£	34,420.85
Defibrillator Fund	£	40.71
Interest earned to date	£	1,075.65

##### TOTAL FUNDS

£ 106,851.20

Once all outstanding Items approved and paid