



Minutes of the Brize Norton Parish Council meeting held on Monday 8th April 2024 at 7.30 pm at the Sports Pavilion, Brize Norton

1/25	<u>PRESENT</u> Cllr Way - Chair, Cllr Goble, Cllr State, Cllr Bennett, Cllr Fothergill, Cllr Pearson (WODC) and Jo Webb - Clerk.	<u>ACTION</u>
2/25	1. <u>APOLOGIES</u> Cllr Woodward and Cllr Field-Johnson (OCC) gave their apologies.	
3/25	2. <u>DECLARATIONS OF INTEREST</u> None.	
4/25	3. <u>MINUTES</u> The minutes of the Parish Council meeting on Monday 4 th March 2024 were reviewed for accuracy. Cllr State proposed and Cllr Fothergill seconded; all Cllrs agreed. Cllr Way signed the minutes.	Clerk to scan and post minutes to website.
5/25	4. <u>PUBLIC PARTICIPATION</u> No members of the public attended the meeting.	
6/25	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. The Clerk advised the Councillors that Cllr Field-Johnson has initiated a meeting with OCC and the residents of The Old Bakery regarding the maintenance of the tree on OCC land. The Parish Council expressed their thanks to Cllr Field-Johnson for his assistance with this matter.	
7/25	6.1 <u>CHAIRMAN'S REPORT</u> There are an increasing amount of outstanding items that need attention. The Clerk has produced a spreadsheet and will circulate it to all Cllrs once updated with actions from the April meeting.	Clerk to circulate spreadsheet
8/25	6.2 <u>COUNCILLOR REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Goble's report has been circulated to all Cllrs. WODC Infrastructure team has asked for the status of the Country Park extension and the village green. Cllr Goble has spoken to the team and has arranged a meeting with Andrew Winstone from Bloor Homes.	

J. State


9/25	<p><u>6.3 COUNCILLOR REPORTS - HIGHWAYS COMMITTEE</u></p> <ul style="list-style-type: none"> ● Cllr State has put up some more 20mph signs and will contact James Wright at OCC to advise that the current signage does not appear to be working. ● Cllr Goble has been in touch with OCC to request new signage for Kilkenny Lane stating 'No access to Football Club and Allotments'. ● There has been no response from OCC regarding the repair to Kilkenny Lane following the Taggart Homes development. Cllr Field-Johnson has previously been asked to chase this up on our behalf; Cllr Field-Johnson will be asked to follow this up. ● Minster Road pathway - Cllr Goble will contact OCC as the old pathway is very narrow and not passable with a pushchair or wheelchair. 	<p>Cllr State to contact OCC</p> <p>Cllr Field-Johnson to follow up</p> <p>Cllr Goble to contact OCC</p>
10/25	<p><u>6.4 COUNCILLOR REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>The Final Consultation Statement and Basic Conditions statement are both completed and ready for submission.</p> <p>The Final Submission document has been drafted and is just waiting for the images to be finalised.</p>	
11/25	<p><u>7.1 DISCUSSION AND DECISIONS - D-DAY 80TH ANNIVERSARY</u></p> <p>The Church is not planning any events at Brize Norton and therefore, it was agreed that the Parish Council would not arrange anything.</p>	
12/25	<p><u>7.2 DISCUSSION AND DECISIONS - WAR MEMORIAL MAINTENANCE</u></p> <p>Cllr Woodward was absent from the meeting so no there was no update to report.</p>	
13/25	<p><u>7.3 DISCUSSION AND DECISIONS - PARISH TREE RISK ASSESSMENT</u></p> <p>Cllr Woodward was absent from the meeting so no there was no update to report.</p>	
14/25	<p><u>7.4 DISCUSSION AND DECISIONS - PROGRESS WITH PUBLIC OPEN SPACE, BRIZE MEADOW (S106)</u></p> <p>This matter has been discussed under minute 8/25 - Brize Meadow detailed plan subcommittee report.</p>	
15/25	<p><u>7.5 DISCUSSION AND DECISIONS - FLORIST STALL ENQUIRY</u></p> <p>A florist has contacted the Parish Council to ask about setting up a stall on the recreation ground. All Councillors were in agreement that this should not be approved on the basis that the recreation ground is for sporting activities and a similar enquiry was previously refused permission.</p>	
16/25	<p><u>7.6 DISCUSSION AND DECISIONS - GRASS CUTTING CONTRACT</u></p> <ul style="list-style-type: none"> ● McCracken's quote has been circulated to all Cllrs which is on the basis of a two-year (2024-2025, 2025-2026) contract. All Cllrs were in agreement to go ahead; the Clerk will advise McCracken's. 	<p>Clerk to contact McCracken's</p>

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	<ul style="list-style-type: none"> ● The Clerk is awaiting a response from Cottsway regarding the responsibility of the grass cutting in Daubigny Mead. It was agreed to ask McCracken's to add it the schedule for the time being until we have a definitive answer. The Clerk will contact McCracken's with the request. ● McCracken's has quoted £90 + VAT for the cutting of the recreation ground based on 15 cuts. Cllrs agreed that an acceptable amount to re-charge BNS&SC would be £40 per cut. Alternatively, BNS&SC can accept our offer of gifting the lawnmower and spare parts and be responsible for the cutting of the whole recreation ground. The Clerk will write to BNS&SC and let them know the options. ● As the cost of grass cutting is spiralling, Cllr Way proposed that this should be final year of funding the churchyard grass cutting. Cllr Bennett seconded, and a vote was taken. 4 Cllrs were for and 1 against; the motion was passed. The Clerk will draft a letter to the Church. 	<p>Clerk to write to BNS&SC</p> <p>Clerk to draft letter to the Church</p>
17/25	<p><u>7.7 DISCUSSION AND DECISIONS - BRIZE NORTON PRIMARY SCHOOL - USE OF PLAY PARK REQUEST</u></p> <p>The School's request for using the play park Monday-Friday each morning for 15 minutes on an ongoing basis was discussed. The Cllrs agreed to this request on a temporary basis for 6 months when it will be reviewed again. The Clerk will write to the School to let them know and also advise them of the following information:</p> <ol style="list-style-type: none"> a) The Play Park is a Village Asset and as such is for the use of other children at all times. b) Quarterly inspections are carried out by two Independent Companies (Ava Recreation Ltd) and RoSPA (Playsafety). The Parish Council will endeavour to give notice if possible, when an inspection is imminent. c) Should any work need to be carried out that involves closing off part of or all of the play area, it is at the Parish Council's discretion to do so. The Parish Council will endeavour to give notice if possible. d) Whilst the area is being used by Brize Norton Primary School, the safety of the children is the school's responsibility. e) Should any problems be found with any of the play equipment, this must be reported to the Clerk as soon as possible. 	<p>Clerk to send letter to School and schedule a review in 6 months</p>
18/25	<p><u>8.1 PROGRESS REPORT - MAINTENANCE</u></p> <ul style="list-style-type: none"> ● The strimmer is in need of repair and service. The village handyman has had a quote from 5As for £173.58 + VAT; all Cllrs agreed to the spend. ● The allotment sign for the gate needs replacing; the Clerk will get a quote from AK Timms. ● The dry stone wall still needs repairing at the recreation ground/allotment. Cllr Woodward to follow up quotes. ● OCC Changes to S101 agreement for grass cutting - all Cllrs agreed 	<p>Clerk to get quote</p> <p>Cllr Woodward to follow up quotes</p>

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	they were happy for the Clerk to sign the amended agreement.	Clerk to sign agreement
19/25	<p>8.2 PROGRESS REPORT – PLAY PARKS</p> <p>Brize Meadow Play Park - The first HAGS invoice has been paid and the second invoice has now been received. All Cllrs are happy to go ahead and pay this. Cllr Way has circulated a progress report; they are approx. 1 week behind at the moment due to the weather. Cllr Goble will follow up with Bloor Homes regarding the transfer of the water meter from Bloor Homes to us as Everflow has advised that this has to be initiated by Bloor Homes to their water supplier.</p> <p>Station Road Play Park - Cllr Way has carried out two recent inspections and will continue to do this on a fortnightly basis. The village handyman has been asked to cut the grass due to the delay in agreeing our grass cutting contract. Cllr Fothergill will circulate a report to all Cllrs regarding quotes for the painting of the equipment and possible grants.</p> <p>Cllr State has offered to repair the bench which is in need of repair and get a cost for the replacement wooden slats.</p>	<p>Cllr Goble to follow up transfer of water meter</p> <p>Cllr Fothergill to circulate report</p> <p>Cllr State to provide a cost and repair the bench</p>
20/25	<p>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</p> <p>Work is well under way and the building control officer is happy with what is being constructed and will not return until the roof is on. All drawings are now completed, and Cllrs agreed to pay the final MicJon invoice EBH/005 of £2000. Cllr Way & Cllr State will authorise the online payment.</p>	Cllr Way & Cllr State to authorise online payment
21/25	<p>9 PLANNING (See attached Appendix A).</p> <p>9.30pm - Cllr Pearson left the meeting.</p>	
22/25	<p>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</p> <p>Consider payments to be made (see attached Appendix B).</p> <p>Payments were approved; Cllr Way and Cllr State to authorise online payments.</p>	Cllr Way & Cllr State to authorise online payments
23/25	<p>10.2 FINANCE – BANK RECONCILIATION</p> <p>The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	
24/25	<p>11 CORRESPONDENCE</p> <p>The Clerk has shared the correspondence with the Council.</p> <p>OALC are running an HR Legal Update training session on 18th April at a</p>	


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	cost of £10+VAT. All Cllrs were in agreement for the Clerk to attend. The session will be booked. OPFA has sent through their membership renewal. Cllrs were all in agreement not to renew this year as it is not good value for money.	Clerk to book training
25/25	12 DATE OF NEXT MEETING The next Parish Council Meeting will be held on Tuesday 7 th May 2024 in the Brize Norton Sports Pavilion.	

There being no further business the Chairman declared the meeting closed at 9.55pm.

APPENDIX A – PLANNING 21/25: **AGENDA ITEM 9**

NEW PLANNING APPLICATIONS:

24/00455/HHD	Mr G Tilton The Old Dairy 116B Station Road Brize Norton	Erection of two storey rear extension Registered: 5th March 2024 Respond: 27th March 2024
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PENDING PLANNING DECISIONS:

24/00175/HHD	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Erection of a single storey extension with attached garage and wood store. Registered: 30th January 2024 Respond: 26th February 2024 Awaiting Decision
24/00285/LBC	Mrs Fiona Gove Olde Well Cottage 109 Station Road Brize Norton	Internal and external alterations to include erection of a single storey extension with attached garage and wood store. Registered: 30th January 2024 Respond: 23rd February 2024 Awaiting Decision
23/03111/FUL	Mr Aniket Chhipa Plot 4 Viscount Industrial Estate	Erection of four industrial units and associated works Registered: 6th December 2023

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23/01738/POB28	Station Road Brize Norton	Respond: 29th December 2023 Awaiting Decision
23/00136/OUT	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. Registered: 23rd June 2023 Respond: 20th July 2023 Under Consideration
22/03539/FUL	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) Registered: 15th February 2023 Respond: 24th March 2023 Awaiting Decision
	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 Registered: 13th January 2023 Respond: 8th February 2023 Awaiting Decision

DECIDED PLANNING DECISIONS:

23/03344/S73	Brize Norton Parish Council Elder Bank Hall Station Road Brize Norton	Variation of conditions 2 and 3 of permission 21/00063/FUL to allow changes to roof height, omission of a roof light and relocation of a ground floor window and change doors and windscreen from UPVC to Antracite Grey Aluminium framed. Registered: 22nd January 2024 Respond: 20th February 2024 Approved: 11th March 2024
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APPENDIX B - FINANCE 22/25 & 23/25:

AGENDA ITEM 10.1 ORDERS FOR PAYMENT:

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	12/03/2024	Micjon Ltd	Full set of planning drawings & S73 application	EBH/006 Rev A	£ 500.00		500.00
BACS	29/03/2024	Ben Smith Carpentry & Building	Elder Bank Hall extension		£ 42,003.88	£ 7,000.61	35003.07
BACS	29/03/2024	HAGS SMP Ltd	Brize Meadow Play Park installation	094980	£ 278,341.21	£ 48,390.20	231051.01
BACS	08/04/2024	McCracken & Sons LTD	Grass Cutting	15178	£ 442.80	£ 73.80	369.00
DEP	08/04/2024	IONOS	Email fees	2000402860028	£ 10.00	£ 1.80	8.00
DD	08/04/2024	Everflow Water	Forceful water use 10/4/24 to 9.5.24	2940101	£ 106.75		106.75
BACS	08/04/2024	Community First Oxfordshire	Neighbourhood Plan final submission support	654	£ 3,000.00	£ 500.00	2500.00
BACS	08/04/2024	Chapel Hill Design	Website & social media management	CHD INV 0103	£ 300.00		300.00
BACS	08/04/2024	McCracken & Sons LTD	Grass cutting	15217	£ 442.80	£ 73.80	369.00
BACS	08/04/2024	GAs Tool & Plant Hire	Motomix controller, ear protectors, thermal gloves, resin solvent	131023	£ 60.08	£ 11.51	57.57
BACS	08/04/2024		Salaries				
BACS	08/04/2024	Jo Webb	Reimbursement of flowers for resident		£ 30.00		30.00

PAYMENTS RECEIVED:

Payment Type	Date Received	Source	Details	Amount
BACS	29/02/2024	WODC	S106 - Elder Bank Hall Extension	£ 63,899.61
BACS	14/03/2024	WODC	S105 - Brize Meadow Play Park	£ 535,969.89

AGENDA ITEM 10.2 Reconciliation to Bank Account:



BNPC FINANCIAL STATEMENT

31st March 2024

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£ 14,750.58
Receipts		£ 910,304.69
Payments		£ 1,000,250.79
Balance	31/03/2024	£ 70,282.58
Plus outstanding payments		£ 287,273.89
Less outstanding payments		£
Cash in Bank	31/03/2024	£ 216,936.17

Includes receipts & S106 bank transferred from WODC
Includes transfer of reserves from current account to deposit account

Additional £78,347 to be transferred into current account to cover remaining bal of HAGS invoice

Outstanding items and April orders for payment

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2023 (WODC investment)	£ 22,305.43
Plus Interest	£ 403.11
Less Admin Fee	£ 37.28
Less Transfers to BNPC	£ 22,791.28
Current Reserves	£ 22,161.26

Transferred to BNPC deposit account

AVAILABLE FUNDS

Cash in current account	£ 70,282.52
BNPC Reserves	£ 22,761.26
Elder Bank Hall extension reserves	£ 21,895.83
Brize Meadow Play Park reserves	£ 335,969.89
Unpaid earned on deposit account	£ 58.32
TOTAL FUNDS	£ 310,418.88

Additional £78,347 to be transferred into current account to cover remaining bal of HAGS invoice

Additional £78,347 to be transferred from reserves to cover remaining bal of HAGS invoice

VAT RECONCILIATION OUTSTANDING YEAR TO DATE £ 56,394.28

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