



Minutes of the Brize Norton Parish Council meeting held on Monday 4<sup>th</sup> September 2023 at 7.30 pm at the Sports Pavilion, Brize Norton

152/24	<u>PRESENT</u> Cllr Way - Chair, Cllr Goble, Cllr State, Cllr Bennett and Jo Webb - Clerk. Cllr Pearson (WODC).	<u>ACTION</u>
153/24	<u>1. APOLOGIES</u> Cllr Woodward, Cllr Truman and Cllr Field-Johnson (OCC) sent their apologies.	
154/24	<u>2. DECLARATIONS OF INTEREST</u> Cllr Way and Cllr State declared an interest in agenda item 11 - Other correspondence to note - Allotment pest control.	
155/24	<u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 7 <sup>th</sup> August 2023 were reviewed for accuracy. Cllr State proposed and Cllr Goble seconded; all Councillors agreed.  Cllr Way signed the minutes.	Clerk to scan and post minutes to website
156/24	<u>4. PUBLIC PARTICIPATION</u> A member of the public attended the meeting after expressing an interest in the Parish Council vacancy.	
157/24	<u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC - Cllr Pearson's report will be sent to the Clerk who will circulate it to all Cllrs. OCC - No report submitted.	Cllr Pearson to send report to Clerk for circulation
158/24	<u>6.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> <li>● Cllr Way had a meeting with Cllr Field-Johnson on 11<sup>th</sup> August. Cllr Field-Johnson will arrange a meeting with Andrew Gant (OCC) to discuss the bus shelters, repair to Kilkenny Lane and rolling out 20 mph across the whole of Brize Meadow.</li> <li>● Village Bash - plans are coming together.</li> </ul>	
159/24	<u>6.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u> This is the last week of the consultation. Some members of the public have come to the drop in sessions for more information. All Cllrs are	All Cllrs to respond to consultation

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	encouraged to respond to the consultation.	
160/24	<p><b><u>6.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></b></p> <p>Cllr Goble's report has been circulated to all Cllrs.</p> <ul style="list-style-type: none"> <li>● RAF Brize Norton has agreed to fund a hedge around the North West corner of the country park.</li> <li>● Cllr Goble is arranging a meeting with Bloor Homes to discuss the dry stone wall on Burford Road.</li> <li>● Bloor Homes is organising an audit meeting to ensure that the Northern area of the country park is fit to be handed over. Members of the Parish Council will be involved in this meeting.</li> <li>● Village pond - Cllr Goble and Cllr State are writing an article for the next edition of the Brize Breeze.</li> </ul>	
161/24	<p><b><u>6.4 COMMITTEE REPORTS - HIGHWAYS COMMITTEE</u></b></p> <ul style="list-style-type: none"> <li>● Station Road speed humps have been reports on fix my street.</li> <li>● Cllr State will report the drains on Station Road and Manor Road.</li> <li>● The fields behind Daubigny Mead/The Fosseyway have been ploughed but the mandatory 2 meter wide footpath has not been left on the PROW. Cllr State will discuss this with Brian Barnett.</li> </ul>	<p>Cllr State to report drains</p> <p>Cllr State to discuss PROW</p>
162/24	<p><b><u>7.1 DISCUSSION AND DECISIONS - MOBILE VEHICLE ACTIVATED SPEED SIGN</u></b></p> <p>Cllr Field-Johnson has kindly offered funding of £1200 towards a mobile vehicle activated speed sign which equates to 2 years of funds. Cllr State will contact OCC to look at possible locations and the price of installation of posts before the Council decides the best use of money. The Clerk will look into the Thames Valley Police community fund to see if we may be eligible for a grant to help with the short fall in cost.</p>	<p>Cllr State to contact OCC</p> <p>Clerk to check TVP community fund</p>
163/24	<p><b><u>7.2 DISCUSSION AND DECISIONS - OALC TRAINING FOR COUNCILLORS AND CLERKS</u></b></p> <p>It was agreed to book Cllr Bennett on to the Councillor Fundamentals course on 20<sup>th</sup> November 2023 at a cost of £50 + VAT. The Clerk will make the booking.</p>	<p>Clerk to book training</p>
164/24	<p><b><u>7.3 DISCUSSION AND DECISIONS - DEFIBRILLATOR</u></b></p> <p>Gentian has agreed to make a contribution of £500 towards a defibrillator located at the shops on Brize Meadow. The government funding for community defibrillators has not yet opened but the Clerk has registered an interest in the scheme. British Heart Foundation will soon be opening applications for fully funded defibrillators for community groups. The Clerk will register an interest. Once all information has been received the Council will decide on the best method of funding one.</p>	<p>Clerk to register interest</p>
165/24	<p><b><u>7.4 DISCUSSION AND DECISIONS - REVIEW OF BNS&amp;SC LEASE</u></b></p> <p>The member of the public left the meeting during this discussion.</p>	

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	<p>Cllr Way and Cllr Woodward attended a meeting with the solicitor and are awaiting a response with further information.</p> <p>The member of the public re-joined the meeting.</p>	
166/24	<p><b><u>7.5 DISCUSSION AND DECISIONS - EMPLOYEE PENSION SCHEME</u></b>  The Clerk is eligible to join a pension scheme and must have one set up although the Clerk has made the decision to opt out of the scheme. Cllr Goble proposed that Payman processes the necessary paperwork at a cost of £35 + VAT. Cllr State seconded; all Cllrs agreed.  The Clerk will contact Payman to start the paperwork.</p>	Clerk to ask Payman to process paperwork
167/24	<p><b><u>7.6 DISCUSSION AND DECISIONS - ROSPA INSPECTION REPORT</u></b>  Some items have been highlighted for attention on the RoSPA report. Cllr Way has been contacted by Peak Playgound who can provide quotations for repairs. A list of grants has also been sent through by another company so it was agreed that we should set up a sub committee to look at refurbishing the Station Road play park. Cllr Way to set up a committee and advertise for volunteers through word of mouth and social media.</p> <p>Several residents have asked about the broken paving slabs on the pathway from the cafe to the play park. This will be added to the outstanding actions list.</p>	Cllr Way to set up sub committee
168/24	<p><b><u>8.1 PROGRESS REPORT – MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>● Cllr Woodward has chased McCrackens as the grass cutting is now overdue and the village is looking unkempt.</li> <li>● Cllr Woodward has asked the village handyman to attend to the weeds along the paths of Station Road and Manor Road and under the bench at Burford Road.</li> <li>● The car park signs are now in place.</li> <li>● The Clerk will follow up with McCrackens to find out the price increase for 2024/2025 as we will be starting to work on the 2024/2025 budget soon.</li> </ul>	Clerk to contact McCrackens
169/24	<p><b><u>8.2 PROGRESS REPORT – BRIZE MEADOW PLAY PARK</u></b>  The tender deadline has been extended to 15<sup>th</sup> September 2023. Cllr Way has met four potential bidders on site and two tender packs have already been received.  The tenders are being sent through in sealed bids. All Cllrs to attend a meeting on Monday 18<sup>th</sup> September at 7.30pm so that the bids can be opened, discussed and a preferred supplier approved.</p> <p>The area needs clearing prior to work starting. Cllr Way &amp; Cllr Bennett will have an on site meeting to assess the area and then draft a letter to Bloor Homes.</p>	<p>All Cllrs to attend meeting</p> <p>Cllr Way &amp; Cllr Bennett to have on site meeting</p>

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170/24	<b><u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u></b> The tender pack drawings have been submitted. There are some amends to be made and then it will be sent to the planning officer.	
171/24	<b><u>8.4 PROGRESS REPORT - SMOKE FREE PLAY PARK COMMUNITY FUND</u></b> Cllr Truman was absent from the meeting so will give an update next month.	
172/24	<b><u>8.5 PROGRESS REPORT - VAT SPECIALIST MEETING</u></b> We are still awaiting the report following the meeting on 10 <sup>th</sup> August.  9.15pm - Cllr Pearson left the meeting.	
173/24	<b><u>9 PLANNING</u></b> (See attached Appendix A).	
174/24	<b><u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u></b> Consider payments to be made (see attached Appendix B).  A late invoice for £300 from Chapel Hill Design has been received - all Cllrs agreed to make this payment and Clerk is to clarify with supplier regarding deadline dates for the future.  Invoice from Ebuyer for £494.99 inc VAT for the laptop for Clerk's use and Microsoft 365 has been received. This invoice will be paid upon the Clerk's return from holiday so that delivery is not attempted whilst she is away.  Payments were approved; Cllr Way and Cllr State to authorise online payments.	Cllr Way & Cllr State to authorise online payments
175/24	<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.	
176/24	<b><u>11 CORRESPONDENCE</u></b> The Clerk has shared the correspondence with the Council.  <ul style="list-style-type: none"> <li>● Donation request received from West Oxfordshire Citizen's Advice Bureau. Cllr State proposed to donate £100; Cllr Goble seconded and all Cllrs agreed. The Clerk will contact them for their bank details and will process with the orders for payment at next meeting.</li> <li>● Email received from a resident regarding potential dog sitting/walking business rumoured to be making enquiries regarding renting the land by the pop socket to the rear of Daubigny Mead. Cllr Goble will contact WODC planning for further information.</li> </ul>	Clerk to obtain bank information  Cllr Goble to contact WODC planning

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	<ul style="list-style-type: none"> <li>● The Village Bash committee has asked for permission for two guide dogs to be present at the event for fund raising purposes. All Cllrs approved this - the Clerk will advise the committee.</li> <li>● WODC has sent through details of the Local Plan 2041 consultation. Cllrs to attend a meeting on Monday 25<sup>th</sup> September at 7.30pm to draft a response.</li> <li>● BNPC has been contacted by the WODC Leisure Officer offering to help with the sport pavilion project. Cllr Goble will make contact to arrange a meeting.</li> <li>● We are awaiting quotations for the allotment pest control. Cllr Truman will draft a response to the allotment committee as this information will need to be passed on to the allotment holders at the meeting in October.</li> </ul>	<p>Clerk to advise Village Bash committee</p> <p>Cllrs to attend meeting Cllr Goble to arrange meeting Cllr Truman to draft response to allotment committee</p>
177/24	<b>12 ITEMS IDENTIFIED FOR FUTURE MEETING AGENDA</b> (See attached Appendix C)	
178/24	<b>13 DATE OF NEXT MEETING</b> The next Parish Council Meeting will be held on Monday 2 <sup>nd</sup> October 2023 in the Brize Norton Sports Pavilion.	

There being no further business the Chairman declared the meeting closed at 9.50pm.

## **APPENDIX A - PLANNING 173/24:** **AGENDA ITEM 9**

**NEW PLANNING APPLICATIONS:** None

**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>

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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>
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**DECIDED PLANNING DECISIONS:**

23/01684/ADV	Mr A Murray Unit 5 Kipling Court Brize Norton	Erection of free standing and fascia signage including 6 fascia signs, 7 illuminated signs and 4 non-illuminated signs <b>Registered: 30<sup>th</sup> June 2023</b> <b>Respond: 26<sup>th</sup> July 2023</b> <b>Approved: 4<sup>th</sup> August 2023</b>
23/01424/FUL	Mr A Shipway Kilkenny Farm Kilkenny Lane Brize Norton	Erection of 24 ground mounted solar panels <b>Registered: 30<sup>th</sup> June 2023</b> <b>Respond: 25<sup>th</sup> July 2023</b> <b>Approved: 9<sup>th</sup> August 2023</b>

**APPENDIX B - FINANCE 174/24 & 175/24:**

**AGENDA ITEM 10.1**

**ORDERS FOR PAYMENT:**

Payment Type	Date Approved	Payee	Details	Invoice Number	Gross Amount	VAT	Net Amount
BACS	05/09/2023	McCracken & Sons LTD	Grass Cutting - July	14849	£ 442.80	£ 73.80	369.00
DD	05/09/2023	IONOS	Email fees	203037502381	£ 35.96	£ 5.99	29.97
BACS	05/09/2023	5As Tool & Plant Hire	Motormix cannister, oil, gloves, safety glasses, bulk line orange	125272	£ 96.77	£ 16.12	80.65
BACS	05/09/2023	Jo Webb	Reibursement of postage for Brize Breeze		£ 29.60		29.60
BACS	05/09/2023	Tim Gush	Printing of the Neighbourhood Plan appendices and reg 14 brochure	BNNPapp	£ 250.00		250.00
BACS	05/09/2023	RoSPA	Annual Inspection - The Recreation Ground	73974	£ 127.80	£ 21.30	106.50
BACS	05/09/2023		Salaries				

**PAYMENTS RECEIVED:**

Payment Type	Date Received	Source	Details	Amount
BACS	21/08/2023	Brize Norton Sports & Social Club	Water Bill	£ 269.77

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## AGENDA ITEM 10.2

### Reconciliation to Bank Account:



#### BNPC FINANCIAL STATEMENT

29th August 2023

#### GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£	14,758.68
Less o/standing receipts			
Add o/standing payments			
Less overpayment		£	0.10
		£	14,758.58

Notes - 0.10 overpaid amount on invoice 62/23 dated 6/10/22

Receipts		£	29,500.47
Payments		£	22,059.29
Plus Transfers			
Balance	29/08/2023	£	22,199.76

VAT Reconciliation o/standing

Plus o/standing payments		£	2,810.26
Less o/standing lodgements		£	-
Cash in Bank	29/08/2023	£	25,010.02

Outstanding Items + Orders for Payment

Current Account	29/08/2023	£	25,010.02
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#### RESERVES INCOME AND EXPENDITURE

Balance 1/4/2023		£	22,305.43
Plus Receipts			
Less Transfers			
Current Reserves		£	22,305.43

WODC Investment

#### AVAILABLE FUNDS

General Funds		£	22,199.76
WODC Reserves		£	22,305.43
TOTAL FUNDS		£	44,505.19

VAT Reconciliation o/standing

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