



Minutes of the Brize Norton Parish Council meeting held on Monday 2nd October 2023 at 7.30 pm at the Sports Pavilion, Brize Norton

	<u>PRESENT</u>	<u>ACTION</u>
179/24	Cllr Way - Chair, Cllr Woodward - Vice-Chair, Cllr Goble, Cllr Woodward, Cllr State, Cllr Truman, Cllr Bennett and Jo Webb - Clerk. Cllr Pearson (WODC) and Cllr Field-Johnson (OCC)	
180/24	<u>1. APOLOGIES</u> None	
181/24	<u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payments to Chapel Hill Design & Marketing. Cllr Way & Cllr State declared an interest in agenda item 8.8 - Allotment pest control.	
182/24	<u>3. MINUTES</u> The minutes of the Parish Council meeting on Monday 4 th September 2023 were reviewed for accuracy. Cllr Truman proposed and Cllr Bennett seconded; all Councillors agreed. Cllr Way signed the minutes.	Clerk to scan and post minutes to website
183/24	<u>4. PUBLIC PARTICIPATION</u> A member of the public attended the meeting after expressing an interest in the Parish Council vacancy.	
184/24	<u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC - Cllr Pearson's report has been circulated to all Cllrs. Cllr Goble has been invited to attend a meeting at Carterton Town Football Club with Cllr Phil Godfrey from Carterton Town Council and developers Bloombridge. It was agreed that Cllr Goble will attend the meeting as an observer. OCC - Cllr Field-Johnson's report has been circulated to all Cllrs.	
185/24	<u>6.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> ● The site for the bike racks by the pavilion has been agreed. ● Two previous prospective applicants for the Parish Councillor vacancy have now withdrawn. All Cllrs were in agreement that the remaining applicant be co-opted at the next meeting. The Clerk will 	Clerk to arrange co-option

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	<p>arrange the paperwork.</p> <p>8.04pm - Cllr Field-Johnson left the meeting.</p>	paperwork
186/24	<p><u>6.2 COMMITTEE REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>The consultation deadline was extended to 21st September. The Parish Council is disappointed with the negative response from Lonestar. The next step is for the steering group to analyse the data with CFO.</p>	
187/24	<p><u>6.3 COMMITTEE REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Cllr Goble's report has been circulated to all Cllrs.</p> <ul style="list-style-type: none"> ● The MOD/Air Tanker has agreed to fund screening around the North West corner of the Tactical Medical Wing. ● Cllrs Goble, State & Woodward attended an audit meeting with Bloor Homes to ensure that the Northern area of the country park is fit to be handed over. There is significant work to be carried out before the handover can take place. 	
188/24	<p><u>6.4 COMMITTEE REPORTS - HIGHWAYS COMMITTEE</u></p> <ul style="list-style-type: none"> ● The drains on Station Road and Manor Road have been reported. ● The footpaths over the fields behind Chestnut Close have now been rolled. ● Cllr State is meeting with Brian Barnett this week. They will discuss the correspondence from a Chestnut Close resident regarding the overgrown hedge and brook. 	
189/24	<p><u>7.1 DISCUSSION AND DECISIONS - IONOS PRICE INCREASE</u></p> <p>IONOS are increasing their 1&1 fees by 33% with effect from 5/11/23. All Cllrs were happy for this additional spend. The SSL fees will also be increasing with effect from April 2024 so this will need to be taken into consideration when setting the 2024/2025 budget.</p>	
190/24	<p><u>7.2 DISCUSSION AND DECISIONS - RECREATION GROUND GRASS CUTTING</u></p> <p>Fred Bellenger has stepped down from cutting the recreation ground grass. The Parish Councillors would like to express their thanks to Fred for his many years of looking after the rec.</p> <p>At the time of going out to tender for the village grass cutting contract, McCrackens quoted £54 + VAT per cut to add the rec to the schedule. The lease will need to be checked to confirm who is responsible for the additional cost and we should liaise with BNS&SC regarding a grass cutting contract for the future.</p> <p>Cllr Truman will discuss the previous grass cutting schedule with Fred Bellenger and find out what would normally be done between now and the end of March.</p> <p>All Cllrs agreed that a voucher of up to £50 should be donated as a retirement gift and that we should find out if BNS&SC are planning a gift</p>	<p>Cllr Truman to liaise with Fred Bellenger</p> <p>Cllr Woodward to</p>

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	voucher and possibly arrange a combined gift. Cllr Woodward will draft a letter to BNS&SC.	draft letter
191/24	<u>7.3 DISCUSSION AND DECISIONS - WODC LOCAL PLAN 2041 CONSULTATION</u> All Cllrs to attend a meeting on Tuesday 10 th October to agree a response to this consultation. The Clerk will check the pavilion availability.	Cllrs to attend meeting. Clerk to check pavilion availability
192/24	<u>7.4 DISCUSSION AND DECISIONS - 2024/2025 BUDGET</u> Cllrs are requested to think about our wish list for the 2024/2025 budget for discussion at the November meeting. <ul style="list-style-type: none"> ● It was agreed that we should keep a list of trees in the parish and assess any that need pollarding. Cllr Truman and Cllr Woodward will start a plan and Cllr Truman contact a tree arborist. Cllr Pearson will try and find out from WODC which trees are their responsibility within the parish. ● CiLCA - The Clerk will get prices for the CiLCA training. ● Accounting software - The Clerk will get quotations. ● Dry stone wall repairs - Cllr Bennett will cost these repairs. ● Play Park maintenance - Cllr Way to obtain quotes for maintenance following the RoSPA inspection. 	Cllr Truman & Cllr Woodward to start plan of trees Cllr Truman to contact arborist Cllrs & Clerk to obtain quotes
193/24	<u>7.5 DISCUSSION AND DECISIONS - CROCODILES OF THE WORLD COMPETITION</u> The winner of the family annual pass was picked from a hat. The Brize Breeze editor will be advised and will contact the winner.	
194/24	<u>8.1 PROGRESS REPORT - MAINTENANCE</u> <ul style="list-style-type: none"> ● It was agreed that the traffic signs need to be cleaned. ● The village handyman has been asked to remove the weeds on Manor Road. ● The tennis net needs to be taken down at the end of the month. ● The Clerk will contact the village handyman regarding correspondence from a resident. 	
195/24	<u>8.2 PROGRESS REPORT - BRIZE MEADOW PLAY PARK</u> A meeting was held on 18 th September where the sealed tenders were opened, and an analysis was carried out. HAGS has been appointed as the preferred supplier. Cllr Way will draft letters to all contractors advising of our decision. A letter has been sent to Bloor Homes asking for the area to be cleared in preparation of the work starting in January. Cllr Way has contacted two companies for landscaping quotations and will contact a third. The reserved matters planning application has now been submitted.	

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196/24	<u>8.3 PROGRESS REPORT - ELDER BANK HALL EXTENSION</u> Four tenders have been submitted and the preferred supplier has now submitted all costs. Cllr Goble and Cllr Woodward have a meeting with the builder this week.	
197/24	<u>8.4 PROGRESS REPORT - SMOKE FREE PLAY PARK COMMUNITY FUND</u> Funding of £300 has been granted; Cllr Truman will circulate the documents. It was suggested that the pre school and primary school should be contacted for the children to design the signs.	Cllr Truman to circulate documents
198/24	<u>8.5 PROGRESS REPORT - VAT SPECIALIST REPORT</u> The report has been circulated. Clarification is needed regarding the water bill re-charge. Cllr Goble will draft a response to Steve Parkinson.	Cllr Goble to draft response
199/24	<u>8.6 PROGRESS REPORT - MOBILE VEHICLE ACTIVATED SPEED SIGN</u> Cllr State has been in touch with OCC regarding possible locations and is awaiting a response. Cllr Field-Johnson has offered to chase this up if no response is received in the next 2 weeks.	
200/24	<u>8.7 PROGRESS REPORT - MEETING WITH WODC LEISURE PROJECTS OFFICER</u> Cllr Goble has met with the WODC leisure projects officer. It has been noted that in order to meet the S106 criteria for the pavilion re-build, the building has to be classified as a 'sports pavilion' and not a 'community hub'.	
201/24	<u>8.8 PROGRESS REPORT - ALLOTMENT PEST CONTROL</u> It was agreed at the allotment holders' meeting that the Clerk will write to all allotment holders to establish the extent of the vermin problem and then the allotment committee will analyse the results.	Clerk to write to all allotment holders
202/24	<u>8.9 PROGRESS REPORT - VILLAGE BASH</u> The event went ahead with a good turnout despite the weather.	
203/24	<u>8.10 PROGRESS REPORT - MONAHAN WAY BUS SHELTERS</u> The bus shelters are likely to be in next year's OCC budget, but transport is reported to be way down the list. Cllrs expressed concern over residents having to cross busy unlit roads during the winter months and it was agreed to keep the pressure on OCC.	
204/24	<u>8.11 PROGRESS REPORT - EXTERNAL AUDIT COMPLETION REPORT</u> Moore has sent through the external audit completion report. There was a query over the WODC investment admin fee and interest which were not included within the total receipts and total payments for the year. The Clerk will contact Moore to establish how this amendment should be shown on the AGAR.	Clerk to contact external auditor

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205/24	9 PLANNING (See attached Appendix A).	
206/24	10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED Consider payments to be made (see attached Appendix B). Payments were approved; Cllr Way and Cllr State to authorise online payments.	Cllr Way & Cllr State to authorise online payments
207/24	10.2 FINANCE – BANK RECONCILIATION The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
208/24	11 CORRESPONDENCE The Clerk has shared the correspondence with the Council. Correspondence has been received from BNS&SC regarding the pavilion lease & sub-lease. Cllr Way will draft a response.	Cllr Way to draft response
209/24	12 DATE OF NEXT MEETING The next Parish Council Meeting will be held on Monday 6 th November 2023 in the Brize Norton Sports Pavilion.	

There being no further business the Chairman declared the meeting closed at 10.30pm.

APPENDIX A – PLANNING 205/24: **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. Registered: 23rd June 2023 Respond: 20th July 2023 Under Consideration
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)

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22/03539/FUL	Mr Andrew Winstone Land (E) 429494 (N) 207689 Monahan Way Carterton	Registered: 15th February 2023 Respond: 24th March 2023 Awaiting Decision 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
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DECIDED PLANNING DECISIONS: None

APPENDIX B – FINANCE 206/24 & 207/24:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

BACS	02/10/2023	Kingdom Signs.com	Supply & fit car park signs	KS644313	£ 468.62	£ 78.10	390.52
BACS	02/10/2023	McCracken & Sons LTD	Grass cutting - August	14896	£ 442.80	£ 73.80	369.00
BACS	02/10/2023	OALC	Clr Bennett training - Councillor Fundamentals	W-2829	£ 60.00	£ 10.00	50.00
BACS	02/10/2023	Citizens Advice West Oxfordshire	Donation		£ 100.00		100.00
DD	02/10/2023	IONOS	Email fees	203037969197	£ 10.80	£ 1.80	9.00
BACS	02/10/2023	Parkinson Partnersip	VAT report on Village Hall extensin	1188	£ 900.00	£ 150.00	750.00
CHQ	02/10/2023	Fred Bellenger	Petrol for mower, mower drive belts, manure for war memorial		£ 208.21		208.21
BACS	02/10/2023	Moore	Completion of 2022/2023 external auditor's limited assurance review	16947/979	£ 378.00	£ 63.00	315.00
BACS	02/10/2023	Chapel Hill Design	Website & social media management	CHD-INV-0060	£ 300.00		300.00
BACS	02/10/2023	Micjon Ltd	extension. 50% M&E services fees for Stage 5-6 & 50% Architectural	EBH/004	£ 2,400.00		2400.00
BACS	02/10/2023		Salaries				
							0.00

PAYMENTS RECEIVED:

BACS	21/09/2023	WODC	Precept		£ 23,183.50		
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AGENDA ITEM 10.2

Reconciliation to Bank Account:



26th September 2023

BNPC FINANCIAL STATEMENT

GENERAL INCOME & EXPENDITURE

Balance	01/04/2023	£	14,758.68
Less o/standing receipts			
Add o/standing payments			
Less overpayment		£	0.10
		£	<u>14,758.58</u>
Receipts		£	52,683.97
Payments		£	29,409.23
Plus Transfers			
Balance	26/09/2023	£	<u>38,033.32</u>
Plus o/standing payments		£	7,039.14
Less o/standing lodgements		£	-
Cash in Bank	26/09/2023	£	<u>45,072.46</u>
Current Account	26/09/2023		<u>£45,072.46</u>

Notes - 0.10 overpaid amount on invoice 62/23 dated 6/10/2

VAT Reconciliation o/standing

Outstanding Items + Orders for Payment

0.00

RESERVES INCOME AND EXPENDITURE

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

WODC Investment

AVAILABLE FUNDS

General Funds		£	38,033.32
WODC Reserves		£	22,305.43
TOTAL FUNDS		£	<u>60,338.75</u>

VAT Reconciliation o/standing

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