

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs Jo Webb

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1st September 2026



To the Members of Brize Norton Parish Council

You are hereby summoned to attend the next meeting of Brize Norton Parish Council to be held in the Elder Bank Hall meeting room on **Monday 7th September 2026 at 7.00pm.**

Members of the public may make representations to the Council which will be covered under Point 4 – Public Participation. The meeting will adjourn for this item. Members of the public may speak for a maximum of three minutes each during the period of public participation, in line with Standing Orders. Matters raised shall relate to the items on this agenda. Members of the public may ask questions to the Council, but may not receive a decision until the matter has been debated and a decision taken. Please seek out the Parish Clerk to register before the start of the meeting if you wish to speak so the Chairman can welcome you.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jo Webb', with a stylized flourish at the end.

Jo Webb

Clerk to Brize Norton Parish Council

1) Apologies.

2) Declarations of interest: Councillors are asked to declare an interest regarding items on the agenda this evening.

3) Minutes: To approve the Minutes of the last meeting of the Council on Monday 3rd August 2026.

4) Public Participation: Please see information above.

5) District and County Councillors' reports for information only.

6) Councillor reports:

- 6.1 Cllr Goble - Chairman's Report
- 6.2 Cllr Goble - Brize Meadow
- 6.3 Highways
- 6.4 Cllr State – Public Rights of Way

7) Discussion and Decisions:

- 7.1 To review and approve policies
- 7.2 To consider the adoption of the play park risk management policy
- 7.3 Quote for Elder Bank Hall kitchen unit
- 7.4 Quote for Elder Bank Hall roof repairs
- 7.5 Quote for signs

- 7.6 Quote for Staff and Councillor ID badges
- 7.7 Flood Management
- 7.8 Hand over of WODC land to BNPC
- 7.9 Recreation ground
- 7.10 Brize Breeze articles
- 7.11 Christchurch allotment and bus shelter rent review
- 7.12 OALC Councillor Fundamentals training
- 7.13 Clerk pay scale and 2026/2027 Local Government pay agreement

8) Progress Reports:

- 8.1 Cllr Woodward - Buildings maintenance
- 8.2 Cllr Way - Village maintenance
- 8.3 Cllr Way and Clerk - Play Parks
- 8.4 Cllr Jackson – Emergency Plan
- 8.5 Cllr Woodward – EV Microhub
- 8.6 Outstanding actions list

9) Planning: Review of new planning applications and progress on outstanding applications (on attached Appendix)

10) Finance:

- 10.1 To review orders for payment and payments received (on attached appendix).
- 10.2 To review the bank reconciliation.

11) Correspondence.

12) Date of next meeting – Monday 3rd October 2026 at **Brize Meadow Lodge.**

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

26/01803/RES	HarperCrewe Bloombridge Ltd Land (E) 428789 (E) 208512 Burford Road Brize Norton	Approval of reserved matters (layout, appearance, landscaping, and scale) for the erection of 134 dwellings with associated landscaping, public open space, a community building, drainage, roads and associated works, pursuant to outline planning permission reference 25/00487/OUT Registered: 19th August 2026 Respond: 17th September 2026
26/01849/FUL	Mr & Mrs Hinchly Quarry Dene Burford Road Brize Norton	Erection of a dwelling and associated works to the rear of Quarry Dene Registered: 13th August 2026 Respond: 4th September 2026

PENDING PLANNING DECISIONS:

26/00416/RES	Mr Andrew Winstone Land East of Monahan Way Brize Norton	Reserved Matters application for details of appearance, landscaping, layout and scale for the country park, public open space, structural landscaping and allotments following permission 14/0091/P/OP. (Revised Reserves Matters)
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25/01668/RES	Mr Joe McDermott Land North of Brock Cottage Burford Road Brize Norton	Registered: 19th February 2026 Respond: 14th May 2026 Under consideration
24/03278/FUL	Witney Solar Limited Land (E) 431186 (N) 208772 Witney Road Brize Norton	Reserved matters application for two detached self-build dwellings (amended plans) Registered: 18th August 2025 Respond: 6th January 2026 Under consideration
24/01809/FUL	Crocodiles of the World Burford Road Brize Norton	Construction and operation of a ground-mounded solar farm with battery energy storage system (BESS) and associated infrastructure, access, ancillary works and landscaping Registered: 30th January 2025 Respond: 3rd March 2025 Awaiting decision
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	Construction of new crocodile house and creation of 47 additional parking spaces Registered: 29th August 2024 Respond: 20th September 2024 Awaiting decision
23/01738/POB28	Land East of 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. Registered: 24th July 2024 Respond: 14th August 2024
		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

DECIDED PLANNING DECISIONS: None

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment Method	Date	Net	VAT	Total	Description	Supplier
BACS	07.09.2026				Salaries	
BACS	07.09.2026	£5.55	£1.11	£6.66	Broom	AK Timms
DD	07.09.2026	£50.49	£10.10	£60.59	Website and email fees	IONOS
DD	25.08.2026	£2.50	£0.00	£2.50	Care and Repair subscription for office printer	Currys
DD	25.08.2026	£2.75	£0.00	£2.75	Care and Repair subscription for Samsung TV in meeting room	Currys
DD	25.08.2026	£7.29	£1.46	£8.75	Virtual Landline	Virtual Landline
DD	25.08.2026	£17.49	£3.50	£20.99	Email fees	Hugo Fox Ltd
BACS	07.09.2026	£18.00	£0.00	£18.00	50% cost of August Gigaclear broadband service	Elder Bank Hall Committee
BACS	07.09.2026	£75.00	£0.00	£75.00	Allotment rent 29/9/26 to 28/3/27	Savills
BACS	07.09.2026	£5.00	£0.00	£5.00	Bus shelter access rights 29/9/26 to 28/3/27	Savills
DD	18.08.2026	£9.60	£1.92	£11.52	Microsoft 365 licence	Microsoft
BACS	07.09.2026	£86.02	£17.21	£103.23	Motormix and autocut strimmer line	5A's Tool and Plant Hire
BACS	07.09.2026	£85.00	£17.00	£102.00	Boiler service	G&O Engineers Ltd
BACS	07.09.2026	£73.58	£14.72	£88.30	Shredder and noticeboard for office	Aston and James Office Supplies Ltd
BACS	07.09.2026	£488.45	£97.69	£586.14	Weekly play park inspections	West Oxfordshire District Council
CARD	05.08.2026	£29.16	£5.83	£34.99	Fan for office	Currys
CARD	04.08.2026	£117.81	£0.00	£117.81	Vacuum cleaner and spare bags for office	B&Q
CARD	04.08.2026	£2.71	£0.54	£3.25	Door wedge for office	In 21 Limited
CARD	04.08.2026	£4.99	£1.00	£5.99	Bin for office	Amazon
BACS	07.09.2026	£120.00	£24.00	£144.00	Recreation ground grass cutting	McCracken & Sons LTD
BACS	07.09.2026	£810.00	£162.00	£972.00	Parish grass cutting	RJ Groundcare Limited
BACS	07.09.2026	£280.00	£56.00	£336.00	Grounds maintenance at Brize Meadow play park	RJ Groundcare Limited
BACS	07.09.2026	£29.64	£5.93	£35.57	Wood for bench repair	AK Timms
BACS	07.09.2026	£36.00	£7.20	£43.20	Light fitting for pavilion	AK Timms
BACS	07.09.2026	£212.00	£42.40	£254.40	Sand for recreation ground repairs	AK Timms
BACS	07.09.2026	£1.62	£0.32	£1.94	Battery for recreation ground water meter	AK Timms
BACS	12.08.2026	£15.00	£0.00	£15.00	6 Chairs and a coffee table for office	Adventure Plus Ltd

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	29/07/2026	Elder Bank Hall	Legal Fees (Invoice 2 of 3)	£ 250.00
BACS	01/08/2026	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	11/08/2026	Elder Bank Hall	Legal Fees (Invoice 3 of 3)	£ 250.00
BACS	11/08/2026	Elder Bank Hall	Water bill 1/1/26 to 31/3/26	£ 222.75
BACS	13/08/2026	Humble Bumble Café	Water bill 1/4/26 to 30/6/26	£ 110.00
BACS	01/09/2026	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	01/09/2026	Duxford FC	Recreation ground / changing room hire	£ 50.00

BANK TRANSFERS:

Date	From	To	Amount	Reason
31/07/2026	Business Premium Account	Community Account	£ 5,000.00	To cover August orders for payment
03/08/2026	Business Premium Account	Community Account	£ 3,000.00	To cover additional invoices for insurance and external auditor

AGENDA ITEM 10.2

Reconciliation to Bank Account:

A	Bank Reconciliation at 01/09/2026		
	Cash in Hand 01/04/2026		57,039.33
	ADD Receipts 01/04/2026 - 01/09/2026		59,984.62
	SUBTRACT Payments 01/04/2026 - 01/09/2026		117,023.95 51,467.54
	Cash in Hand 01/09/2026 (per Cash Book)		65,556.41
B	Cash in hand per Bank Statements		
	Petty Cash 01/09/2026	0.00	
	Barclays Bank Community Account 01/09/2026	4,329.10	
	Barclays Business Premium Account 01/09/2026	60,722.76	
			65,051.86
	Less unrepresented payments		
			65,051.86
	Plus unrepresented receipts		504.55
	Adjusted Bank Balance		65,556.41
	A = B Checks out OK		