



Minutes of the Annual Parish Council Meeting of the Brize Norton Parish Council held on Monday 11th May 2026 at 7.00 pm at the Elder Bank Hall

26/27	<u>PRESENT</u> Cllr Goble - Chair, Cllr Woodward - Vice-Chair, Cllr Way, Cllr State, Cllr Jackson, Cllr Bamber, Cllr Pearson (WODC) and Jo Webb - Clerk.	<u>ACTION</u>
27/27	1.1 <u>ELECT CHAIRMAN AND SIGNING OF ACCEPTANCE OF OFFICE</u> Cllr Goble was elected Chairman and signed the acceptance of office in view of the Clerk and the rest of the Council.	
28/27	1.2 <u>ELECT VICE-CHAIR AND SIGNING OF ACCEPTANCE OF OFFICE</u> Cllr Bamber was elected Vice-Chair and signed the acceptance of office in view of the Clerk and the rest of the Council.	
29/27	1.3 <u>TO CONSIDER THE WORKING GROUPS STRUCTURE AND MEMBERSHIP FOR 2026/2027</u> All Cllrs agreed memberships for 2026/2027 would be the same as the previous year. Working groups will be as follows: Public Art Neighbourhood Plan New sports pavilion Village pond	
30/27	1.4 <u>TO CONFIRM THE MEMBERS SERVING ON OUTSIDE BODIES:</u> a) School Governors/Trustees - Cllr Woodward b) Oxfordshire Neighbourhood Plan Alliance - Cllr Goble c) Elder Bank Hall Committee - Cllr Woodward to be the Parish Council liaison to the committee d) Allotment Committee - The clerk to continue to liaise with the committee	
31/27	1.5 <u>TO CONFIRM THE USE OF THE CURRENT STANDING ORDERS AND FINANCIAL REGULATIONS</u> The Council reviewed and approved the use of the current Standing Orders and Financial Regulations.	

32/27	<u>1.6 TO CONFIRM THE CALENDAR OF MEETINGS FOR 2026/2027</u> The Council agreed the dates for the Council meetings until the Annual Parish Meeting in May 2027.	
33/27	<u>1.7 TO REVIEW THE INSURANCE ARRANGEMENTS FOR 2026/2027</u> There is a 3 year agreement in place with Zurich Insurance until August 2027.	
34/27	<u>2. APOLOGIES</u> Cllr Overton (OCC) was absent.	
35/27	<u>3. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 8.8 – Consider grant application from Elder Bank Hall committee and 11.1 - Orders for payment - payments to Chapel Hill Group.	
36/27	<u>4. MINUTES</u> The minutes of the Parish Council meeting on Tuesday 7 th April 2026 were reviewed for accuracy. Cllr State proposed to accept the minutes and Cllr Way seconded; all Cllrs agreed. Cllr Goble signed the minutes.	Clerk to scan and post minutes to website.
37/27	<u>5. PUBLIC PARTICIPATION</u> Two members of the public attended the meeting. A member of the public expressed concern regarding the lack of waste bins on Brize Meadow. Cllr Goble advised that four waste bin locations have been agreed in principal with Bloor Homes.	
38/27	<u>6. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC – Cllr Pearson's report has been circulated to all Councillors. OCC – Report not provided.	
39/27	<u>7.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> • 16/4/26 – OALC Councillors meeting. Talk by Jane Olds from the Society of Local Council Clerks explaining the benefits of membership. Celebrating Local Clerk week in June. Talking Tables event on 25/6/26 at Benson Village Hall. • 16/4/26 – Walk around with Bloor Homes to discuss the outstanding items with the focus on the North section and the allotments. The bin locations have been decided but they are not as on the latest planning application. • 16/4/26 – Bampton and District Flood Group meeting. Cllr Goble reported on the two large, proposed developments. To assess flood risk and Parish Council actions subsequent to meeting, a walkabout of Highmoor Brook has been arranged with representatives from the EA, OCC Flooding, WODC Flooding and Cotswolds Rivers Trust on 26/5/26. Arrangements have been made with all land owners and householders for access. 	

	<ul style="list-style-type: none"> • 22/4/26 – Oxfordshire Neighbourhood Plan Alliance. Regulatory changes have been made which clarifies what a neighbourhood plan can do. New and reviewed plans will provide rewording of basic conditions statements to comply with the local authority plan. • 22/4/26 – RAF Brize Norton meeting was cancelled due to the current situation on base. Cllr Goble has circulated the presentation to all Cllrs. • 5/5/26 – Cllr Goble and the clerk had an online meeting with the Co-op regarding the location of the defibrillator on Brize Meadow. It was agreed that having a battery operated unit will make things much simpler. It was agreed that the best place for the defibrillator is on the wall of Wingers. The Co-op will liaise with their legal team regarding a hosting agreement. • 7/5/26 – Cllr Goble and the clerk had a meeting with a Brize Meadow resident who is keen to set up a community garden. Cllr Goble explained that the PC do not currently own any land on Brize Meadow. However, once the land is in the one year maintenance period, we can speak to Bloor Homes to see if some space can be allocated. • 7/5/26 – Cllr Goble met with the builder regarding the snagging list for the Elder Bank Hall extension. Work is expected to be carried out this week. 	
40/27	<p><u>7.2 COUNCILLOR REPORTS - BRIZE MEADOW</u></p> <p>Bloor Homes is working on the Northern area and is trying to get it ready for WODC and S106 team agreement to place this area into a one-year maintenance period before passing it over to the Parish Council. Brize Norton Parish Council and a number of residents have raised concerns regarding the location of the native hedge in two areas. The Parish Council has written to Bloor Homes regarding this matter along with the submitted emails received in support from residents.</p>	
41/27	<p><u>7.3 COUNCILLOR REPORTS - HIGHWAYS COMMITTEE</u></p> <ul style="list-style-type: none"> • The temporary patching has been carried out on Station Road. • The flags for the bus stops on Carterton Road are still awaited. 	
42/27	<p><u>7.4 COUNCILLOR REPORTS – PUBLIC RIGHTS OF WAY</u></p> <p>Cllr State has walked 70-80% of the public rights of way in the parish. Issues such as missing stiles and signs have been reported to OCC.</p> <p>8.00pm – A member of the public left the meeting.</p>	
43/27	<p><u>8.1 DISCUSSION AND DECISIONS – INTERNAL AUDITOR REPORT FOR FINANCIAL YEAR ENDING 31ST MARCH 2026</u></p> <p>The internal auditor has submitted the report and made recommendations as follows:</p> <ul style="list-style-type: none"> • Publish the budget. Whilst this is not a statutory requirement, it would support transparency. It was agreed that it will be published on the new website. 	

	<ul style="list-style-type: none"> • The Asset Register includes individual asset values however; it does not include a total value of assets. The clerk has now updated this. • A website accessibility statement is not published on the website. This will be published on the new website. • Digital and data governance. Data protection policies are in place and cyber security controls are applied. Council controlled email addresses are used. The recommendation is that the Parish Council should complete planned improvements to website accessibility and ensure that digital governance arrangements continue to be reviewed and strengthened. The new website and email addresses are planned to go live on 1st June 2026. 	
44/27	<p><u>8.2 DISCUSSION AND DECISIONS – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT 2025-2026</u></p> <p>The Council was happy with the Annual Governance statement and all Cllrs approved the document. The Chairman and Clerk signed the document.</p>	Clerk to scan and send the AGAR off to the external auditor
45/27	<p><u>8.3 DISCUSSION AND DECISIONS – TO APPROVE AND SIGN THE ACCOUNTING STATEMENTS 2025-2026</u></p> <p>The Council was happy with the Accounting Statements and all Cllrs approved the document. The Chairman and Clerk signed the document.</p>	Clerk to scan and send the AGAR off to the external auditor
46/27	<p><u>8.4 DISCUSSION AND DECISIONS – ELECTORS RIGHTS – DATES OF THE EXERCISE OF PUBLIC RIGHTS</u></p> <p>The dates of the Exercise of Public Rights were agreed as 11th June 2026 to 22nd July 2026. The clerk will display the notice the day before the start of the period as required.</p>	Clerk to display notice
47/27	<p><u>8.5 DISCUSSION AND DECISIONS – CRICKET AND FOOTBALL CHARGES</u></p> <p>Cricket club and football club draft charges have been circulated to all Cllrs. Cllr Way proposed that these fees are accepted. Cllr Jackson seconded and all Cllrs agreed.</p> <p>Aston Youth FC, Siege FC and Deer Park Rangers will be using the recreation ground as their home ground next season. Carterton Utd will be using the recreation ground for training over the summer.</p>	
48/27	<p><u>8.6 DISCUSSION AND DECISIONS – CAR PARK LINE MARKING QUOTE</u></p> <p>A quote has been received from A40 Road Markings Ltd to mark up three hatched areas in the EBH car park. It was also discussed that the disabled bay that was originally planned during the building work has not been marked up and it may be more cost effective to have this done at the same time.</p>	

	<p>Cllr Way proposed that we go ahead with the work and if the additional cost for the disabled bay is less than an extra £250 + VAT, to go ahead with this too. Cllr Woodward seconded and all Cllrs agreed. Cllr Way will contact the supplier to go ahead and to obtain the updated quote.</p>	<p>Cllr Way to contact supplier</p>
49/27	<p><u>8.7 DISCUSSION AND DECISIONS – SOCIAL MEDIA TRAINING FOR THE CLERK</u> OALC is advertising a 'getting started with social media training for local councils' training session at a cost of £35 + VAT. Cllr Way proposed that the clerk attend the training. Cllr Woodward seconded and all Cllrs agreed. The clerk will book the training.</p>	<p>Clerk to book training</p>
50/27	<p><u>8.8 DISCUSSION AND DECISIONS – CONSIDER GRANT APPLICATION FROM ELDER BANK HALL COMMITTEE</u> A grant application has been received from the Elder Bank Hall committee for hall booking software, remote locks and installation and access lock software. 1 year and 2 year software options were both presented. Cllr Bamber proposed that a grant is awarded for £1,588.20 for the 1 year software option. Cllr State seconded; Cllr Woodward abstained and all other Cllrs agreed. The clerk will contact the Elder Bank Hall committee to inform them of the decision.</p>	<p>Clerk to contact EBH committee</p>
51/27	<p><u>8.9 DISCUSSION AND DECISIONS – CONSIDER GRANT APPLICATION FROM BRIZE NORTON PAROCHIAL CHURCH COUNCIL</u> A grant application has been received from the PCC for £384 for the open churchyard grass cutting. Cllr Woodward proposed that the grant is awarded. Cllr State seconded and all Cllrs agreed. The clerk will contact the PCC and inform them of the decision.</p>	<p>Clerk to contact PCC</p>
52/27	<p><u>8.10 DISCUSSION AND DECISIONS – AMORTISATION OF INTEREST</u> All Cllrs agreed that the bank interest earned should continue to be shown separately on the budget sheets.</p>	
53/27	<p><u>8.11 DISCUSSION AND DECISIONS – VERBAL ABUSE TO PARISH COUNCILLORS</u> A disappointing situation recently occurred where verbal abuse was aimed at a Councillor. Parish Councillors abide by a code of conduct and it is not unrealistic to expect residents to be civil and respectful to Councillors in return.</p>	
54/27	<p><u>9.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></p> <ul style="list-style-type: none"> • The builder has agreed the snagging list and will be attending to it this week. • The boiler in the pavilion has been repaired. • The engineer attended to replace the internal stop cock in the pavilion prior to booking the water leak detector. The stop cock could not be repaired as the outside stop valve could not be 	<p>Cllr State and Cllr Woodward to locate outside stop valve</p>

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	located. Cllr State and Cllr Woodward will investigate where this is located.	
55/27	<p><u>9.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u></p> <ul style="list-style-type: none"> • The village handyman will be asked to trim around the hedge behind the bench on the Burford Road and sweep the tennis court during half term. • The bench at the bottom of Kilkenny Lane has a broken slat. Cllr State has kindly offered to repair this. • It was agreed that we should ask RJ Groundcare if they would cut the grass in the parish the week leading up to the open gardens on 14th June. 	<p>Cllr State to repair bench</p> <p>Clerk to contact RJ Groundare</p>
56/27	<p><u>9.3 PROGRESS REPORT – PLAY PARKS</u></p> <ul style="list-style-type: none"> • The Titan at Brize Meadow play park is awaiting repair under the maintenance plan. • The harness of the accessible swing has broken. The clerk will get a quote for it to be replaced. <p>9.15pm – Cllr Pearson left the meeting.</p>	<p>Clerk to obtain quote</p>
57/27	<p><u>9.4 PROGRESS REPORTS – OUTSTANDING ACTIONS LIST</u></p> <p>The outstanding actions list was discussed and updated accordingly.</p>	
58/27	<p><u>10 PLANNING</u></p> <p>(See attached Appendix A).</p>	
59/27	<p><u>11.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u></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> <p>All Cllrs agreed that the usual donation of £50 is made to the PCC as they will be providing refreshments at the Annual Parish Meeting. The clerk will add this to the orders for payment at the June meeting.</p> <p>Cllr Way proposed that the Parish Council should pay for the use of the Elder Bank Hall for the Annual Parish Meeting; Cllr State seconded. Cllr Woodward abstained and all other Councillors agreed. The clerk will contact the EBH committee and request that the PC is invoiced.</p>	<p>Cllr Way & Cllr State to authorise online payments</p> <p>Clerk to contact EBH committee for an invoice</p>
60/27	<p><u>11.2 FINANCE – BANK RECONCILIATION</u></p> <p>The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.</p>	

61/27	<p><u>12 CORRESPONDENCE</u> The clerk has shared the correspondence with the Council.</p> <p>It was noted that the re-declaration of compliance for Brize Norton Parish Council was received by The Pensions Regulator on 20/4/26.</p>	
62/27	<p><u>13 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 1st June in the Elder Bank Hall meeting room.</p> <p>9.30pm – A member of the public left the meeting.</p>	

There being no further business the Chairman declared the meeting closed at 9.30pm

APPENDIX A – PLANNING 58/27: **AGENDA ITEM 10**

NEW PLANNING APPLICATIONS:

26/00981/HHD	Mr Stephen Hawkins Clumber Elm Grove Brize Norton	Erection of a front porch and carport Registered: 5th May 2026 Respond: 26th May 2026
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) Registered: 19th February 2026 Respond: 14th May 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 Reserved Matters) Registered: 19th February 2026 Respond: 23rd March 2026 Under consideration
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25/01668/RES	Mr Joe McDermott Land North of Brock Cottage Burford Road Brize Norton	Reserved matters application for two detached self-build dwellings (amended plans) Registered: 18th August 2025 Respond: 6th January 2026 Under consideration
24/03278/FUL	Witney Solar Limited Land (E) 431186 (N) 208772 Witney Road Brize Norton	Construction and operation of a ground-mounted 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
24/01809/FUL	Crocodiles of the World Burford Road Brize Norton	Construction of new crocodile house and creation of 47 additional parking spaces Registered: 29th August 2024 Respond: 20th September 2024 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	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
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

DECIDED PLANNING DECISIONS:

26/00698/HHD	Mr Jordan Langford 23 Bellenger Way Brize Norton	Erection of single storey rear extension Registered: 20th March 2026 Respond: 16th April 2026 Approved: 24th April 2026
26/00228/FUL	Mr Andrew Timms 80-82 Station Road Brize Norton	Erection of a proposed single storey pitched roof extension to garden department at AK Timms & Sons Ltd Registered: 5th February 2026 Respond: 4th March 2026 Approved: 7th April 2026

APPENDIX B – FINANCE 59/27 & 60/27:

AGENDA ITEM 11.1
ORDERS FOR PAYMENT:

Payment met	Date	Net	VAT	Total	Description	Supplier
3ACS	01.05.2026	£1,150.00	£230.00	£1,380.00	Repair of damage to Elder Bank Hall car park wall	TWG Stonework
3ACS	01.05.2026	£30.00	£6.00	£36.00	Brize Breeze advertising pack amends, short website spec, website admin	Chapel Hill Group Ltd
3ACS	01.05.2026	£51.60	£0.00	£51.60	10% of total Publuu subscription to publish digital version of Brize Breeze	Chapel Hill Group Ltd
3ACS	01.05.2026				Salaries	HMRC
3D	28.04.2026	£62.49	£12.50	£74.99	Website and email fees	IONOS
3D	27.04.2026	£2.75	£0.00	£2.75	Care and Repair subscription for Samsung TV in meeting room	Currys
3D	27.04.2026	£2.50	£0.00	£2.50	Care and Repair subscription for office printer	Currys
3D	27.04.2026	£7.29	£1.46	£8.75	Virtual Landline 25/4/26 to 25/5/26	Virtual Landline
3ACS	01.05.2026	£4,653.00	£930.60	£5,583.60	Landscaping - Brize Meadow play park	Hickman Brothers Landscapes Ltd
3ACS	01.05.2026	£119.40	£23.88	£143.28	Station Road play park weekly inspections	West Oxfordshire District Council
3ACS	01.05.2026	£235.80	£47.16	£282.96	Brize Meadow playpark weekly inspections	West Oxfordshire District Council
3ACS	01.05.2026	£18.00	£0.00	£18.00	April cost of Gigaclear service - 25%	Elder Bank Hall Committee
3ACS	11.05.2026	£250.00	£0.00	£250.00	Internal Audit 2025-2026	Ell-Jay Books
3ACS	01.05.2026	£199.00	£39.80	£238.80	Website build	Hugo Fox Ltd
3D	18.04.2026	£9.60	£1.92	£11.52	Microsoft 365 licence	Microsoft
3ACS	01.05.2026	£1,088.10	£217.61	£1,305.71	Waste bin emptying 1/4/26 to 30/9/26	West Oxfordshire District Council
3ACS	01.05.2026	£45.00	£9.00	£54.00	Clerk training - Basics of data protection	OALC
3ACS	11.05.2026	£50.00	£0.00	£50.00	Donation	Citizens Advice Bureau
3D	28.04.2026	£834.33	£0.00	£834.33	Water bill	Water2Business Ltd
3ARD	09.04.2026	£3.95	£0.00	£3.95	Postage	Post Office Ltd
3ACS	11.5.2026	£14.69	£2.94	£17.63	Bin bags and disposable gloves	AK Timms
3ACS	11.5.2026	£810.00	£162.00	£972.00	Parish grass cutting - April	RJ Groundcare Ltd
3ACS	11/05/2026	£420.00	£84.00	£504.00	Grounds maintenance at Brize Meadow play park	RJ Groundcare Ltd
3ACS	11.5.2026	£360.00	£72.00	£432.00	Recreation ground grass cutting - April	McCracken & Sons Ltd

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	01/04/2026	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	01/04/2026	Humble Bumble Café	Water bill	£ 110.00
BACS	07/04/2026	Elder Bank Hall	Legal costs for lease	£ 250.00
BACS	09/04/2026	WODC	Precept	£ 48,052.00
BACS	09/04/2026	Siege FC	Recreation ground / changing room hire	£ 75.00
BACS	13/04/2026	Aston FC	Recreation ground / changing room hire	£ 135.00
BACS	13/04/2026	Deer Park Rangers FC	Recreation ground / changing room hire	£ 80.00
BACS	21/04/2026	HMRC	VAT refund	£ 1,496.23
BACS	April	Allotment holders	Allotment rent	£ 1,139.80

BANK TRANSFERS:

Date	Amount	From Bank	To Bank	Comment
28/04/2026	55000.00	Barclays Bank Community Account	Barclays Business Premium Account (deposit)	To leave working balance in community account

AGENDA ITEM 11.2

Reconciliation to Bank Account:

Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026		57,039.33
	ADD		
	Receipts 01/04/2026 - 30/04/2026		52,989.78
	SUBTRACT		
	Payments 01/04/2026 - 30/04/2026		6,368.71
A	Cash in Hand 30/04/2026 (per Cash Book)		103,660.40
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2026	0.00	
	Barclays Bank Community Account 30/04/2026	11,841.67	
	Barclays Business Premium Accou 30/04/2026	90,187.98	
			102,029.65
	Less unrepresented payments		
			102,029.65
	Plus unrepresented receipts		
			1,630.75
B	Adjusted Bank Balance		103,660.40
	A = B Checks out OK		

