



Minutes of the Annual Parish Council Meeting of the Brize Norton Parish Council held on Tuesday 7th May 2025 at 7.00 pm at the Sports Pavilion, Brize Norton

35/26	<p><u>PRESENT</u> Cllr Goble - Chair, Cllr Woodward - Vice-Chair, Cllr Way, Cllr Bennett, Cllr Fothergill, Cllr Pearson (WODC), Cllr Overton (OCC) and Jo Webb - Clerk.</p>	<u>ACTION</u>
36/26	<p><u>1.1 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.</p>	
37/26	<p><u>1.2 ELECT VICE-CHAIR AND SIGNING OF ACCEPTANCE OF OFFICE</u> Cllr Woodward was elected Vice-Chair and signed the acceptance of office in view of the Clerk and the rest of the Council.</p>	
38/26	<p><u>1.3 TO CONSIDER THE WORKING GROUPS STRUCTURE AND MEMBERSHIP FOR 2025/2026</u> All Cllrs agreed to leave the working groups structure and memberships for 2025/2026 the same as the previous year. Updated Terms of Reference for the Neighbourhood Plan steering group and Public Art committee were agreed.</p>	
39/26	<p><u>1.4 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 and Cllr Fothergill d) Allotment Committee - Cllr Bennett</p>	
40/26	<p><u>1.5 TO ADOPT THE NEW MODEL STANDING ORDERS AND FINANCIAL REGULATIONS</u> The Council examined and adopted the use of the model Standing Orders and Financial Regulations.</p>	
41/26	<p><u>1.6 TO CONFIRM THE CALENDAR OF MEETINGS FOR 2025/2026</u> The Council agreed the dates for the Council meetings until the Annual Parish Meeting in May 2026.</p>	

42/26	<u>2. APOLOGIES</u> None	
43/26	<u>3. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 9.3 – Brize Breeze and 12.1 - Orders for payment - payments to Chapel Hill Group.	
44/26	<u>4. CO-OPT A NEW COUNCILLOR</u> All Councillors voted to co-opt Emma Jackson onto the Parish Council. The Declaration of Acceptance of Office form was completed and signed; the Clerk will submit this to WODC. The Clerk is still awaiting The Register of Members' Interests documents from WODC and will arrange for this to be completed once received. Welcome to Cllr Jackson.	Declaration of acceptance of office to be submitted to WODC
45/26	<u>5. MINUTES</u> The minutes of the Parish Council meeting on Monday 7 th April 2025 were reviewed for accuracy; all Cllrs agreed. Cllr Goble signed the minutes.	Clerk to scan and post minutes to website.
46/26	<u>6. PUBLIC PARTICIPATION</u> One member of the public was present to observe the meeting.	
47/26	<u>7. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> OCC – Cllr Toyah Overton has been elected as our new County Councillor. Congratulations and welcome to Cllr Overton. The Parish Council would like to thank Cllr Field-Johnson for his years of representing us as our County Councillor. A letter of thanks will be sent to Cllr Field-Johnson. WODC - Cllr Pearson's report has been circulated to all Cllrs. 7.30pm – Cllr Overton left the meeting.	Letter of thanks to Cllr Field-Johnson
48/26	<u>8.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> • 8/4/25 – Cllr Goble attending a meeting with representatives from WODC and Carterton Town Council regarding the Memorial Garden. WODC has suggested that they would like BNPC to manage the Memorial Garden and form a committee which includes BNPC Councillors, Carterton Town Councillors and representatives of the Royal British Legion. WODC is looking into the finances for this. • 22/4/25 – Cllr Goble and Cllr Way attended a meeting with the Royal British Legion regarding the Memorial Garden, although it has now been advised that the project is on hold for the time being. 	

	<ul style="list-style-type: none"> • 24/4/25 – Cllr Goble attended a zoom discussion with OALC regarding Unitary Authorities. • 28/4/25 – Informal meeting of BNPC to gather information regarding the Brize Breeze. • 29/4/25 – Cllr Goble attended a meeting with Curbridge Parish Council regarding the community fund for the proposed solar farm. Curbridge PC has suggested receiving 95% of the fund and 5% to be received to BNPC. Cllr Goble has proposed that a split of 75%/25% would be more reasonable. 	
49/26	<p><u>8.2 COUNCILLOR REPORTS - BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u> Cllr Goble has circulated a report to all Cllrs.</p>	
50/26	<p><u>8.3 COUNCILLOR REPORTS - HIGHWAYS COMMITTEE</u> Cllr Goble is working with Cllr Watson from Carterton Town Council who is a fix my street super user and jobs are now proceeding. BNPC would like to thank Cllr Watson for his support on this.</p>	
51/26	<p><u>8.4 COUNCILLOR REPORTS – NEIGHBOURHOOD PLAN STEERING GROUP</u> This is currently with the planning policy team and a Regulation 19 decision statement is expected at the end of May.</p>	
52/26	<p><u>9.1 DISCUSSION AND DECISIONS - TO APPROVE END OF YEAR FINANCES</u> The Clerk took Cllrs through the end of year finances. All Cllrs are happy for the Clerk to complete the documents and submit them to the Internal Auditor.</p>	Clerk to submit documents to Internal Auditor
53/26	<p><u>9.2 DISCUSSION AND DECISIONS – TO AGREE VIRTUAL LANDLINE SUPPLIER</u> The Clerk has received three quotes for a virtual landline. All Cllrs agreed to proceed with Virtual Landline; the Clerk will make arrangements.</p>	Clerk to make arrangements with Virtual Landline
54/26	<p><u>9.3 DISCUSSION AND DECISIONS – BRIZE BREEZE</u> The Editor has a new proposal for the Council to consider; further information is awaited.</p>	
55/26	<p><u>9.4 DISCUSSION AND DECISIONS - .GOV.UK WEBSITE</u> Cllr Way is in the process of organising this.</p>	
56/26	<p><u>10.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></p> <ul style="list-style-type: none"> • A revised EICR has been produced for the pavilion following the remedial works. • Pavilion safety signs have been installed. • Lock has been placed on the pavilion door between the changing room and café to allow privacy for changing. 	

	<ul style="list-style-type: none"> • A water meter has been installed in the garage. The cricket club will be billed on a monthly basis for the water usage. • The painting of the changing rooms will be carried out in September. • Consideration needs to be given regarding the need for fire extinguishers in the Elder Bank Hall extension. 	
57/26	<p><u>10.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u></p> <ul style="list-style-type: none"> • Ubico has scheduled the weekly recreation ground grass cutting for each Friday. • The bus shelter splash guard quote should be received by the end of the week. • Additional information from McCrackens for quotations has been chased and is still awaited. 	
58/26	<p><u>10.3 PROGRESS REPORT – PLAY PARKS</u></p> <p><u>Brize Meadow Play Park</u></p> <ul style="list-style-type: none"> • HAGS has requested the measurements for the signs. <p><u>Station Road Play Park</u></p> <ul style="list-style-type: none"> • The sharp edges on the gates have now been filed. • The vision for the new play park and MUGA has been received. A public consultation needs to be worked on. 	
59/26	<p><u>10.4 PROGRESS REPORTS – ELDER BANK HALL EXTENSION</u></p> <ul style="list-style-type: none"> • Good progress has been made and all works should be completed within the next 10 days. Once completed, the insurance policy needs to be updated. • A quotation has been received for blinds for the extension. Cllr Woodward will obtain further quotes and the Clerk will contact the EBH committee to ask for this to be discussed at their next committee meeting. 	<p>Cllr Woodward to obtain quote</p> <p>Clerk to contact EBH committee</p>
60/26	<p><u>11 PLANNING</u> (See attached Appendix A).</p>	
61/26	<p><u>12.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B).</p> <p>Payments were approved; Cllr Way and Cllr Bennett to authorise online payments.</p> <p>Cllrs approved an additional invoice for SLCC for £450 for CiLCA qualification. Cllr Way and Cllr Bennett will authorise the online payment.</p>	<p>Cllr Way & Cllr Bennett to authorise online payments</p>

62/26	<u>12.2 FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the bank reconciliation (see attached Appendix B) and explained the details to the Council.	
63/26	<u>13 CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.	
64/26	<u>14 DATE OF NEXT MEETING</u> The next Parish Council Meeting will be held on Monday 9 th June in the Brize Norton Sports Pavilion.	

There being no further business the Chairman declared the meeting closed at 9.00pm

APPENDIX A – PLANNING 60/26:
AGENDA ITEM 11

NEW PLANNING APPLICATIONS:

25/00801/HHD	Mr Chris Dyer Malthouse Burford Road Brize Norton	Insulation of existing roof structure, raising of roof and ridgeline Registered: 14th April 2025 Respond: 5th May 2025
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PENDING PLANNING DECISIONS:

25/00728/HHD	Robert Mihalache 25 Bellenger Way Brize Norton	Installation of air source heat pump Registered: 24th March 2025 Respond: 15th April 2025 Under consideration
25/00487/OUT	HarperCrewe Bloombridge Ltd Land (E) 428789 (E) 208512 Burford Road Brize Norton	Outline planning application with all matters reserved except of access for up to 350 dwellings (Use Class C3); land for local community use (Use Classes E & F2); detailed means of access from Burford Road; public open space; landscaping; service infrastructure and associated works on land to the south of Burford Road, Brize Norton Registered: 25th February 2025 Respond: 11th April 2025 Under consideration

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24/03278/FUL	Witney Solar Limited Land (E) 431186 (N) 208772 Witney 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 Under consideration
24/03147/FUL	Foxbury Farm Burford Road Brize Norton	Erection of a replacement water storage pump house and GRP housing unit for new electrical transformer Registered: 6th January 2025 Respond: 29th January 2025 Withdrawn
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 Under consideration
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
24/02837/FUL	Mr Aniket Chhipa Plot 4 Viscount Industrial Estate Station Road Brize Norton	Erection of four industrial units and associated works Registered: 5th December 2024 Respond: 14th January 2025 Under consideration

DECIDED PLANNING DECISIONS:

25/00330/LBC	Mr Peter Granville Yew Tree Cottage 60 Station Road Brize Norton	Internal and external alterations to erect two single-storey extensions along with enlarging an existing window opening to create a new external doorway. Internal alterations to include reconfiguration of the second staircase Registered: 17th February 2025 Respond: 13th March 2025 Approved: 15th April 2025
25/00329/HHD	Mr Peter Granville Yew Tree Cottage 60 Station Road Brize Norton	Erection of two single-storey extensions along with enlargement of an existing window opening to create a new external doorway Registered: 17th February 2025 Respond: 13th March 2025 Approved: 15th April 2025
25/00690/HHD	Mr & Mrs Esapa Meadow View Carterton Road Brize Norton	Proposed loft conversion with the installation of Velux windows on the rear and side elevation and a flat roof dormer on the front elevation Registered: 18th March 2025 Respond: 8th April 2025 Approved: 25th April 2025
25/00496/FUL	Peach Care Services Ltd Malt Barn Burford Road Brize Norton	Conversion of single dwelling (class use C3) to Ofsted registered children's home (class use C2) Registered: 13th March 2025 Respond: 4th April 2025 Approved: 25th April 2025



APPENDIX B – FINANCE 61/26 & 62/26:

AGENDA ITEM 12.1

ORDERS FOR PAYMENT:

Date	Net	VAT	Total	Description	Supplier
06.05.2025	£400.00	£80.00	£480.00	Removal of damaged seesaw	Ava Recreation Ltd
06.05.2025				Salaries	
06.05.2025	£768.00	£0.00	£768.00	Grass cutting grant	Brize Norton PCC
06.05.2025	£320.00	£64.00	£384.00	Monthly web, social and design work	Chapel Hill Group Ltd
06.05.2025	£24.99	£0.00	£24.99	Reimbursement of water meter	Les Goble
06.05.2025	£141.50	£0.90	£142.40	Local Council administration reference book	SLCC
06.05.2025	£63.79	£12.75	£76.54	Autocut, resin solvent & motormix	5A's Tool and Plant Hire
06.05.2025	£80.00	£0.00	£80.00	Donation for poppy wreaths	The Poppy Appeal
06.05.2025	£73.15	£0.00	£73.15	Water bill	Water2Business Ltd
06.05.2025	£169.05	£33.81	£202.86	Recreation ground grass cutting	Ubico Ltd
06.05.2025	£53.99	£10.80	£64.79	Website and email fees	IONOS
06.05.2025	£1.00	£0.20	£1.20	Website and email fees	IONOS
06.05.2025	£25.00	£0.00	£25.00	Associate membership fee	Oxfordshire Neighbourhood Plans Alliance
06.05.2025	£840.00	£168.00	£1,008.00	Grass cutting	McCracken & Sons LTD
06.05.2025	£358.27	£71.65	£429.92	Annual membership subscription	OALC
06.05.2025	£70.00	£0.00	£70.00	Annual membership subscription	Community First Oxfordshire

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	01/04/2025	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	April	Allotment Holders	Allotment rent	£ 970.81
BACS	17/04/2025	WODC	Precept	£ 39,218.00
BACS	24/04/2025	Elder Bank Hall	Elder Bank Hall - Annual rent (from 2024-2025)	£ 1.00

AGENDA ITEM 12.2

Reconciliation to Bank Account:

Bank Reconciliation at 28/04/2025			
	Cash in Hand 01/04/2025		88,257.79
	ADD		
	Receipts 01/04/2025 - 28/04/2025		41,389.81
			129,647.60
	SUBTRACT		
	Payments 01/04/2025 - 28/04/2025		1,828.33
A	Cash in Hand 28/04/2025 (per Cash Book)		127,819.27
	Cash in hand per Bank Statements		
	Petty Cash	18/02/2025	0.00
	Barclays Bank	28/04/2025	126,443.45
			126,443.45
	Less unrepresented payments		126,443.45
	Plus unrepresented receipts		1,375.82
B	Adjusted Bank Balance		127,819.27