BRIZE NORTON PARISH COUNCIL
Clerk to the Council: Mrs Jo Webb
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29th 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 at Brize Meadow Lodge on **Monday 5th October 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

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 7th September 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** Wychwood Forest Trust – Dry stone walling projects
- **7.6** Donation for poppy wreaths
- **7.7** Donation to Brize Norton Parochial Church Council
- **7.8** Cllr State – WODC training – How to respond effectively to planning applications

7.9 Appointment of Internal Auditor for 2026/2027
7.10 Payroll charges increase
7.11 Recreation ground
7.12 Elder Bank Hall defibrillator re-location and outdoor area update

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 2nd November 2026.

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

26/02097/RES		Oxford Diocesan Schools Trust Land North of Browns Field Way Brize Norton	Approval of reserved matters (access, appearance, landscaping, layout and scale) for the construction of a primary school with associated works and landscaping **Registered: 17th September 2026** **Respond: 15th October 2026**
26/02135/HHD		Miss Danielle Marsh 2 Honeyham Close Brize Norton	Removal of existing conservatories, erection of single and two storey rear extensions **Registered: 3rd September 2026** **Respond: 1st October 2026**

PENDING PLANNING DECISIONS:

26/02104/CND		Bloor Homes Land East of Monahan Way Brize Norton	Discharge of condition 10 (Drainage Strategy) of planning permission 14/0091/P/OP. Includes attenuation ponds. **Response sent: 9th September 2026** **Under consideration**
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** **Under consideration**
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** **Under consideration**
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** **Under consideration**
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-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**
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	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.

		and accessed from Monahan Way, Carterton	**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**
14/0091/P/OP		Bloor Homes	Discharge of condition 10 (drainage strategy) includes attenuation ponds **Response sent: 9th September 2026**

DECIDED PLANNING DECISIONS: None

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment meth	Date	Net	VAT	Total	Description	Supplier
DD	01.10.2026	£22.50	£4.50	£27.00	Website and email fees	IONOS
DD	05.10.2026	[redacted]	[redacted]	[redacted]	Salaries	
DD	28.09.2026	£2.50	£0.00	£2.50	Care and Repair subscription for office printer	Currys
DD	28.09.2026	£2.75	£0.00	£2.75	Care and Repair subscription for Samsung TV in meeting room	Currys
DD	28.09.2026	£7.29	£1.46	£8.75	Virtual Landline	Virtual Landline
DD	23.09.2026	£17.49	£3.50	£20.99	Email fees	Hugo Fox Ltd
BACS	05.10.2026	£1,305.72	£261.14	£1,566.86	Waste bin emptying - 1/10/26 to 31/3/27	West Oxfordshire District Council
BACS	05.10.2026	£18.00	£0.00	£18.00	50% cost of September Gigaclear broadband service	Elder Bank Hall Committee
BACS	05.10.2026	£396.00	£0.00	£396.00	Pro rata refund of recreation ground hire	Minster Lovell Cricket Club
DD	18.09.2026	£9.60	£1.92	£11.52	Microsoft 365 licence	Microsoft
BACS	05.10.2026	£390.76	£78.15	£468.91	Play park weekly inspections	West Oxfordshire District Council
BACS	05.10.2026	£950.00	£190.00	£1,140.00	Tree work	Boward Tree Surgery Ltd
BACS	05.10.2026	£140.00	£28.00	£168.00	Cllr Bamber and Cllr Taylor - Councillor Fundamentals training	OALC
BACS	05.10.2026	£60.00	£12.00	£72.00	PAT testing of office equipment	Azura Ltd
BACS	05.10.2026	£200.00	£0.00	£200.00	Parish Council election admin costs	West Oxfordshire District Council
BACS	05.10.2026	£810.00	£162.00	£972.00	Parish grass cutting	RJ Groundcare Limited
BACS	05.10.2026	£280.00	£56.00	£336.00	Grounds maintenance at Brize Meadow play park	RJ Groundcare Limited
CARD	18.09.2026	£24.96	£4.99	£29.95	12 Helleborus plants for war memorial	Hayloft Plants
CARD	08.09.2026	£3.30	£0.00	£3.30	Postage - VAT return	Post Office Ltd

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details		Amount
BACS	01/09/2026	Carterton FC	Recreation ground / changing room hire	£	65.00
BACS	01/09/2026	Humble Bumble Café	Pavilion rent	£	1.00
BACS	07/09/2026	Barclays Bank	Interest earned	£	171.59
BACS	16/09/2026	HMRC	VAT Refund	£	1,557.55
BACS	17/09/2026	WODC	Precept	£	48,052.00
BACS	28/09/2026	Minster Lovell Cricket Club	Recreation ground / changing room hire	£	98.41

BANK TRANSFERS:

Date	From	To	Amount	Reason
07/09/2026	Business Premium Account	Community Account	£ 6,000.00	To cover September orders for payment
22/09/2026	Community Accounnt	Business Premium Account	£ 1,557.55	VAT refund
22/09/2026	Community Accounnt	Business Premium Account	£ 48,052.00	Precept

AGENDA ITEM 10.2

Reconciliation to Bank Account:

	Bank Reconciliation at 29/09/2026			
	Cash in Hand 01/04/2026			57,039.33
	ADD			
	Receipts 01/04/2026 - 29/09/2026			109,765.76
				166,805.09
	SUBTRACT			
	Payments 01/04/2026 - 29/09/2026			57,118.39
A	**Cash in Hand 29/09/2026** (per Cash Book)			**109,686.70**
	Cash in hand per Bank Statements			
	Petty Cash	29/09/2026	0.00	
	Barclays Bank Community Account	29/09/2026	4,841.66	
	Barclays Business Premium Accou	29/09/2026	104,503.90	
				109,345.56
	Less unpresented payments			
				109,345.56
	Plus unpresented receipts			341.14
B	**Adjusted Bank Balance**			**109,686.70**
	A = B Checks out OK			