

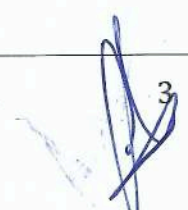


Minutes of the Brize Norton Parish Council meeting held on Monday 6<sup>th</sup> October 2025 at 7.00pm at the Elder Bank Hall

191/26	<u>PRESENT</u> Cllr Goble – Chair, Cllr Woodward – Vice-Chair, Cllr Way, Cllr Jackson, Cllr Pearson (WODC) and Jo Webb - Clerk.	<u>ACTION</u>
192/26	<u>1. APOLOGIES</u> Apologies were noted from Cllr Bennett and Cllr Overton (OCC).	
193/26	<u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 11.1 - Orders for payment - payments to Chapel Hill Group.	
194/26	<u>3. CO-OPT A NEW COUNCILLOR</u> All Councillors voted to co-opt Adrian State back onto the Parish Council. The Register of Member's Interests and Declaration of Acceptance of Office forms were completed and signed; the Clerk will submit these to WODC. Welcome back to Cllr State.	Forms to be submitted to WODC
195/26	<u>4. MINUTES</u> The minutes of the Parish Council meeting on 1 <sup>st</sup> September 2025 were reviewed for accuracy. Cllr Way proposed to accept the minutes, and Cllr Woodward seconded; all Cllrs agreed.  Cllr Goble signed the minutes.	Clerk to scan and post minutes to the website
196/26	<u>5. PUBLIC PARTICIPATION</u> Two members of the public attended the meeting, one of which has now been co-opted onto the Parish Council.	
197/26	<u>6. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC – Cllr Pearson's report has been circulated to all Cllrs. OCC – Cllr Overton's report has been circulated to all Cllrs.	
198/26	<u>7.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> <li>9/9/25 – Meeting with the RAF environmental protection officer regarding Kilkenny Farm. A follow-up meeting is planned on</li> </ul>	

	<p>7/10/25 to include the WODC Flood Risk Manager, Thames Water and the Local Lead Flood Authority.</p> <ul style="list-style-type: none"> <li>• 10/9/25 – Carterton area strategic plan meeting. Cllr Goble has asked for a meeting with Cllr Tim Sumner who is leading this project.</li> <li>• 11/9/25 – Brize Norton Neighbourhood Plan referendum – the residents voted to adopt the Neighbourhood Plan.</li> <li>• 15/9/25 – OALC meeting. A discussion took place regarding the Bronze Award for governance. It was felt by all that this is something we should explore in more detail. Cllr Woodward and the Clerk will look into this.</li> <li>• 17/9/25 – ONPA Policy writing and training workshop.</li> <li>• 18/9/25 – Local Plan Working Group at Carterton – Presentation by Bloor Homes.</li> <li>• 22/9/25 – Workshop 1 with Nexus/Lonestar including a walk around.</li> <li>• 29/9/25 – Workshop 2 with Nexus/Lonestar – Transport and Drainage. Workshop 3 is scheduled for 14/10/25.</li> <li>• Cllr Goble thanked Carol Fothergill for her hard work during her time as a Parish Councillor and for continuing to maintain the war memorial.</li> </ul>	Cllr Woodward & Clerk to look in more detail
199/26	<p><u>7.2 COUNCILLOR REPORTS – BRIZE MEADOW</u></p> <ul style="list-style-type: none"> <li>• Cllr Goble’s report has been circulated.</li> </ul>	
200/26	<p><u>7.3 COUNCILLOR REPORTS – HIGHWAYS</u></p> <ul style="list-style-type: none"> <li>• The foot/cycle path with street lighting on Carterton Road is under way.</li> <li>• The uneven road by the Witney bound bus stop on Manor Road has been reported twice to OCC. The uneven road causes large puddles in wet weather and bus stop users are being splashed by passing traffic. This has also been sent to Cllr Watson, fix my street super user for the area.</li> </ul>	
201/26	<p><u>7.4 COUNCILLOR REPORTS – NEIGHBOURHOOD PLAN</u></p> <p>The Neighbourhood Plan has now been adopted following the referendum. There will need to be review dates planned and it may need to be realigned when the Local Plan is in place.</p>	
202/26	<p><u>7.5 COUNCILLOR REPORTS – EXTERNAL AUDITOR REPORT FOR 2024/2025</u></p> <p>The external auditor’s report has been received, and it was noted that the documents were not received by the deadline. The Parish Council was unable to sign this off by the deadline due to the Internal Auditor not completing their audit by the required date.</p>	
203/26	<p><u>8.1 DISCUSSION AND DECISIONS – RECREATION GROUND</u></p> <ul style="list-style-type: none"> <li>• Cllr Way has circulated the pitch inspection report from Oxfordshire FA. The pitch has been identified as ‘basic’ and as such would be eligible for enhanced funding. The funding would start at £3,200 per year for the first two years; years 3 &amp; 4</li> </ul>	

	<p>would be 66% funded and the remaining costs would need to be met by BNPC. Years 5 &amp; 6 would be 33% funded with the remaining costs to be met by BNPC. It was agreed by Cllrs that another assessment should be arranged for November time as the grading of the pitch may have improved by this time.</p> <ul style="list-style-type: none"> <li>• A spreadsheet of the income and expenditure of the recreation ground since football began 18 months ago has been circulated to all Cllrs. There was a small profit made however, the grass was cut less often this summer due to the dry weather.</li> <li>• Bampton under 11s previously enquired about using the pitch, however, they have now found an alternative ground.</li> <li>• A request from Deer Park FC has been received to use the recreation ground for home matches. The team is in the same league as Siege FC however, the league has confirmed that they could ensure that home fixtures for both teams do not clash. It has been several years since Brize Norton has had a full-time men's football team and a discussion took place regarding whether we should run the football pitch with just one team for a full season to ensure that the ground holds up to the usage. Cllr State proposed that we continue with just one men's team (Siege FC) for this season and see how the pitch copes. Cllr Woodward seconded, and all Cllrs were in agreement.</li> <li>• The village community committee has been in touch as they would like to use the recreation ground for a bonfire event on 6<sup>th</sup> November. A resident from The Old Vicarage has kindly offered to let off some fireworks in the donkey field. The committee has asked if they could tidy up the brambles and vegetation from the wall in this area. All Cllrs were in agreement and happy for the recreation ground to be used subject to the usual risk assessments, first aid arrangements etc. Cllrs agreed that the brambles and vegetation should not be removed from the wall as it may impact its stability. Cllr Way proposed that a donation of £50 is made to the committee and Cllr Woodward seconded. Cllr State abstained from the vote; all other Cllrs agreed. The Clerk will contact the committee to advise of decisions made.</li> </ul>	Clerk to contact committee
204/26	<p><b><u>8.2 DISCUSSION AND DECISIONS – BANNER STRUCTURE FOR ELDER BANK HALL CAR PARK</u></b></p> <p>WODC has advised that advertising consent is required for this structure. The Clerk has replied to the planning department to advise that the frame will be empty for the majority of the time and will only be used occasionally to advertise village fund raising events and to query whether consent is still required. A response is awaited.</p>	
205/26	<p><b><u>8.3 DISCUSSION AND DECISIONS – ENQUIRY REGARDING LAND AT CHESTNUT CLOSE</u></b></p> <p>A resident has sent in a request to purchase or rent the green space owned by the PC at the entrance to Chestnut Close for the purpose of car parking. Cllr Woodward proposed that the request is declined for</p>	



	health and safety reasons and that public open green space needs to be protected. Cllr Way seconded, and all Cllrs agreed. The Clerk will respond to the resident with the decision.	Clerk to respond
206/26	<p><b><u>8.4 DISCUSSION AND DECISIONS – BLOOR HOMES / SAVILLS</u></b></p> <p>Correspondence has been received from Savills regarding the area on Brize Meadow originally allocated for employment land that Bloor Homes has been unable to sell. They will be putting in a planning application for 39 homes in this area.</p> <p>Councillors discussed how widely the employment land has been marketed and whether it is priced appropriately. Cllrs are more minded to accept a community space rather than more houses on a site which has already received an additional 99 houses. Cllr Goble will draft a response to Savills.</p>	Cllr Goble to draft response
207/26	<p><b><u>9.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>• The asbestos management survey is being carried out in the pavilion on 20/10/25.</li> <li>• Cllr Woodward is awaiting quotes for a water hygiene survey. All Cllrs were in agreement that Cllr Woodward could go ahead and instruct the contractor who is best value for money once quotes have been received.</li> </ul>	
208/26	<p><b><u>9.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>• Jobs for the Village Handyman: Clearing around the grips on Station Road and Manor Road. Clearing of the pathway on Burford Road opposite The Cottage.</li> <li>• The Ivy on the wall on Carterton Road needs clearing. The Clerk will contact Savills regarding this.</li> <li>• The ivy and bushes around the Burford Road noticeboard and bench need trimming back. As the riparian owner, this is the responsibility of Grange Farm Cottage. The Clerk will make contact with the resident to request that this is attended to.</li> <li>• The fallen tree in the allotments needs urgent attention. The Clerk will look out the allotment lease agreement to establish if this is the responsibility of Christ Church or BNPC.</li> <li>• Cllrs and residents have raised concerns over the amount of rubbish accumulating around the back of Wingers and the play park. Cllr Woodward will draft a letter to be sent to Wingers.</li> </ul>	<p>Clerk to contact Savills</p> <p>Clerk to contact resident</p> <p>Clerk to check allotment lease</p>
209/26	<p><b><u>9.3 PROGRESS REPORT – PLAY PARKS</u></b></p> <p><u>Station Road play park</u> Quotes are awaited for the medium risk items on the recent RoSPA inspection report.</p> <p><u>Brize Meadow play park</u> The wet pour is being repaired this week. The legal transfer of the NEAP land is now complete.</p>	
210/26	<p><b><u>9.4 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u></b></p> <p>The outstanding action list was discussed and updated accordingly.</p>	

211/26	<u>10. PLANNING</u> See attached appendix A.	
212/26	<u>11.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED</u> Cllrs considered payments to be made (see attached Appendix B)  All payments were approved; Cllr Way and Cllr Bennet to authorise online payments.  Two poppy wreaths have been ordered for remembrance Sunday. Cllrs agreed to make the usual donation of £40 for each wreath. The Clerk will add this to next month's orders for payment.	Cllr Way and Cllr Bennett to authorise online payments
213/26	<u>11.2 FINANCE – BANK RECONCILIATION</u> The clerk has circulated the Bank Reconciliation (see attached Appendix B).	
214/26	<u>12. CORRESPONDENCE</u> The clerk has shared the correspondence with the Council.	
215/26	<u>13. DATE OF NEXT MEETING</u> The next Parish Council meeting will be held on Monday 3 <sup>rd</sup> November 2025 at 7pm in the Elder Bank Hall meeting room.	

There being no further business the Chairman declared the meeting closed at 9.50pm

## APPENDIX A – PLANNING 211/26: AGENDA ITEM 9

### NEW PLANNING APPLICATIONS:

25/02125/HHD	Mr Sam McNally 18 The Homestead Carterton Road Brize Norton	Internal and external alterations to install a boiler flue to roof <b>Registered: 2<sup>nd</sup> September 2025</b> <b>Respond: 29<sup>th</sup> September 2025</b>
25/01921/LBC	Mr Sam McNally 18 The Homestead Carterton Road Brize Norton	Internal and external alterations to install a boiler flue to roof <b>Registered: 2<sup>nd</sup> September 2025</b> <b>Respond: 29<sup>th</sup> September 2025</b>
25/00487/OUT Significant	HarperCrewe Bloombridge Ltd	Outline planning application with all matters reserved except of access for up to 350 dwellings

amendments	Land (E) 428789 (E) 208512 Burford Road Brize Norton	(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 <b>Registered: 25<sup>th</sup> February 2025</b> <b>Respond: 2<sup>nd</sup> October 2025</b>
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PENDING PLANNING DECISIONS:

25/01668/RES	Mr Joe McDermott Brock Cottage Burford Road Brize Norton	Reserved matters application for two detached self-build dwellings <b>Registered: 18<sup>th</sup> August 2025</b> <b>Respond: 9<sup>th</sup> September 2025</b> <b>Under consideration</b>
25/01579/FUL	Foxbury Farm Burford Road Brize Norton	Erection of a water storage pump house. New GRP housing unit for new electrical transformer <b>Registered: 15<sup>th</sup> July 2025</b> <b>Respond: 8<sup>th</sup> August 2025</b> <b>Under consideration</b>
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 <b>Registered: 25<sup>th</sup> February 2025</b> <b>Respond: 11<sup>th</sup> April 2025</b> <b>Under consideration</b>
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 <b>Registered: 30<sup>th</sup> January 2025</b> <b>Respond: 3<sup>rd</sup> March 2025</b> <b>Awaiting decision</b>

24/01809/FUL	Crocodiles of the World Burford Road Brize Norton	Construction of new crocodile house and creation of 47 additional parking spaces <b>Registered: 29<sup>th</sup> August 2024</b> <b>Respond: 20<sup>th</sup> September 2024</b> <b>Under consideration</b>
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. <b>Registered: 24<sup>th</sup> July 2024</b> <b>Respond: 14<sup>th</sup> August 2024</b>
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. <b>Registered: 23<sup>rd</sup> June 2023</b> <b>Respond: 20<sup>th</sup> July 2023</b> <b>Under consideration</b>
24/02837/FUL	Mr Aniket Chhipa Plot 4 Viscount Industrial Estate Station Road Brize Norton	Erection of four industrial units and associated works <b>Registered: 5<sup>th</sup> December 2024</b> <b>Respond: 14<sup>th</sup> January 2025</b> <b>Under consideration</b>

DECIDED PLANNING DECISIONS:

25/01814/ADV	SCM Wings Ltd Unit 4 Kipling Court Brize Norton Foxbury Farm Burford Road Brize Norton	Erection of three internally illuminated fascia signs <b>Registered: 28<sup>th</sup> July 2025</b> <b>Respond: 1<sup>st</sup> September 2025</b> <b>Approved: 17<sup>th</sup> September 2025</b>
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# APPENDIX B – FINANCE 212/26 & 213/26:

## AGENDA ITEM 10.1

### ORDERS FOR PAYMENT:

BACS	06.10.2025	£160.00	£32.00	£192.00	Monthly web, social and design work	Chapel Hill Group Ltd
BACS	06.10.2025	£41.00	£8.20	£49.20	A4 sign and fixings for Elder Bank Hall extension	Chapel Hill Group Ltd
BACS	06.10.2025	£61.38	£12.28	£73.66	Top soil for recreation ground	AK Timms
BACS	06.10.2025				Salaries	
BACS	06.10.2025	£30.00	£6.00	£36.00	GDPR training	SLCC
BACS	06.10.2025	£1,076.25	£215.25	£1,291.50	External Auditor's fee 2024/2025 audit	Moore
BACS	06.10.2025	£119.40	£23.88	£143.28	Station Road play park weekly inspections	West Oxfordshire District Council
BACS	06.10.2025	£235.80	£47.16	£282.96	Brize Meadow playpark weekly inspections	West Oxfordshire District Council
BACS	06.10.2025	£1,088.10	£217.61	£1,305.71	Waste bin emptying 1/10/25 to 31/3/26	West Oxfordshire District Council
BACS	06.10.2025	£79.10	£0.00	£79.10	Reimbursement of glasses and crockery etc for EBH meeting room	Wendy Way
BACS	06.10.2025	£840.00	£168.00	£1,008.00	Grass cutting	McCracken & Sons LTD
BACS	06.10.2025	£64.99	£13.00	£77.99	Website and email fees	IONOS
DD	29.09.2025	£299.64	£0.00	£299.64	Water bill	Water2Business Ltd
BACS	06.10.2025	£69.35	£13.87	£83.22	Motormix, gearbox lubricant, strimmer nylon line	5A's Tool and Plant Hire
BACS	06.10.2025	£13.27	£2.65	£15.92	Door bell for Council Office	AK Timms
BACS	06.10.2025	£114.25	£17.60	£131.85	Top soil and grass seed for repair of recreation ground	AK Timms
BACS	06.10.2025	£4.88	£0.98	£5.86	Tape for out of order play park equipment	AK Timms

### PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	01/09/2025	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	08/09/2025	Barclays Bank	Interest earned	£ 180.23
BACS	12/09/2025	HMRC	VAT return	£ 2,408.50
BACS	15/09/2025	Siege Football Club	Deposit paid for football season	£ 100.00
BACS	25/09/2025	WODC	Precept	£ 39,218.00

**AGENDA ITEM 10.2**

**Reconciliation to Bank Account:**

<b>Bank Reconciliation at 29/09/2025</b>			
	Cash in Hand 01/04/2025		93,137.37
	<b>ADD</b> Receipts 01/04/2025 - 29/09/2025		108,744.41
			201,881.78
	<b>SUBTRACT</b> Payments 01/04/2025 - 29/09/2025		108,151.07
<b>A</b>	<b>Cash in Hand 29/09/2025</b> (per Cash Book)		<b>93,730.71</b>
	Cash in hand per Bank Statements		
	Petty Cash 29/09/2025	0.00	
	Barclays Bank Community Account 29/09/2025	60,369.35	
	Barclays Business Premium Accou 29/09/2025	32,901.47	
			<b>93,270.82</b>
	Less unrepresented payments		42.00
			93,228.82
	Plus unrepresented receipts		501.89
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>93,730.71</b>
<b>A = B Checks out OK</b>			