



Minutes of the Brize Norton Parish Council meeting held on Monday 7th July 2025 at 7.00pm at the Elder Bank Hall

96/26	<u>PRESENT</u> Cllr Goble – Chair, Cllr Way, Cllr Fotherill, Cllr Jackson, Cllr Pearson (WODC), Cllr Overton (OCC)	<u>ACTION</u>
97/26	1. <u>APOLOGIES</u> Cllr Woodward and Cllr Bennett Jo Webb (Clerk) – Cllr Way stood in as acting clerk in the clerk’s absence.	
98/26	2. <u>DECLARATIONS OF INTEREST</u> None	
99/26	3. <u>MINUTES</u> The minutes of the Parish Council meeting on Monday, 9 June 2025 were reviewed for accuracy. Cllr Fothergill proposed to accept the Minutes and Cllr Jackson seconded; all Councillors agreed. The Minutes of the Extra Ordinary meeting held on Wednesday, 25 June 2025 were reviewed for accuracy. Cllr Jackson proposed and Cllr Goble seconded; all Councillors agreed. Cllr Goble signed the minutes.	Clerk to scan and post minutes to website.
100/26	4. <u>PUBLIC PARTICIPATION</u> One member of the public attended the meeting to observe.	
101/26	5. <u>DISTRICT AND COUNTY COUNCILLORS’ REPORTS</u> OCC – Cllr Overton’s report has been circulated to all Cllrs WODC – Cllr Pearson’s report has been circulated to all Cllrs	
102/26	6.1 <u>CHAIRMAN’S REPORT</u> <ul style="list-style-type: none"> 10/06/25 – OALC Zoom Meeting. Main points discussed were on the Unitary Authority and concerns about pushing more workload onto Parish Council. Town and Parish Councils could consider ‘clustering’ to enable them to have a greater say with the Unitary Authority 	

	<p>Funding can be applied for Playpark projects but needs to be within 10 miles of the landfill site</p> <ul style="list-style-type: none"> • 17/06/25 – Formal reception at RAF Brize Norton • 19/06/25 – Bloor Homes. Discussed the snagging list (see 6.2) • 23/06/25 – Meeting with Bill Oddy (WODC), Michele Mead (Chair) and Simon (Clerk) from Carterton TC and Cllr Way to discuss the Repatriation Memorial Garden (see 7.12) • 26/06/25 – Martha Holland (Healthy Community Officer) to discuss potential Public Art projects <ul style="list-style-type: none"> a) Amphitheatre b) 3 x memorial stones c) Wildlife Garden Tower • 28/06/25 – RBL Annual Riders Rally for the Armed Forces Day. Approximately 50 riders attended and laid a wreath at the Memorial Garden. • 3/7/25 – Meeting with Wayne Barker (OCC Highways) at Brook House, Burford Rd to discuss the blocked culvert (see 6.3). He has agreed to set up a job for the repair. 	
103/26	<p><u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <p>Six items have been completed on the snagging list and the hoggin path in the southern end of the Mary Ellis Country Park has been started</p>	
104/26	<p><u>6.3 COUNCILLOR REPORTS – HIGHWAYS COMMITTEE</u></p> <p>As detailed above, OCC have agreed to investigate and repair the culverts under Burford Road between Brook House and the village pond.</p>	
105/26	<p><u>6.4 COUNCILLOR REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>All the amendments have been made, and documents are back with WODC for checking. The referendum is planned for Thursday, 11 September. Cllr Goble to consider how we promote our NP and advertise the event.</p>	Cllr Goble
106/26	<p><u>7.1 DISCUSSION AND DECISIONS - REVIEW AND APPROVE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2024 – 2025</u></p> <p>The Clerk has prepared the document. Cllr Goble proposed that the document be signed in the presence of Councillors. Cllr Way seconded; all approved</p>	
107/26	<p><u>7.2 DISCUSSION AND DECISIONS - APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT 2024-2025</u></p> <p>The Clerk has prepared the document. Cllr Goble proposed that the document be signed in the presence of the Councillors. Cllr Way seconded; all approved</p>	

108/26	<p><u>7.3 DISCUSSION AND DECISIONS - APPROVE AND SIGN THE ACCOUNTING STATEMENTS 2024-2025</u></p> <p>The Clerk has prepared the document. Cllr Goble proposed that the document be signed in the presence of the Councillors. Cllr Way seconded; all approved</p>	
109/26	<p><u>7.4 DISCUSSION AND DECISIONS – TO REVIEW AND APPROVE POLICIES</u></p> <p>a) Community Engagement – Cllr Jackson proposed, Cllr Fothergill seconded; all approved b) Dignity at Work and c) Disciplinary and Grievance – Councillors requested clarification on who should sit on the staffing committee, should it be the same Councillors who conduct the staff appraisals?</p> <p>7.30 pm Cllr Pearson joined the meeting. Councillors agreed to allow Cllr Pearson to read her District Report. 7.40pm Cllr Pearson left the meeting.</p>	<p>Clerk to upload to the website Clerk to speak to OALC and report back at the next meeting</p>
110/26	<p><u>7.5 DISCUSSION AND DECISIONS – TO REVIEW AND APPROVE RENEWAL OF THE INSURANCE POLICY.</u></p> <p>The Insurance Renewal has not yet been received and so the Clerk will need to call an Extra Ordinary Meeting for Councillors to discuss and approve the renewal.</p>	<p>Clerk to arrange a meeting</p>
111/26	<p><u>7.6 DISCUSSION AND DECISIONS – COMMUNITY BENEFIT RELATED TO PROPOSED SOLAR FARM</u></p> <p>Curbridge PC has now met and offered BNPC £1,241 pa of the £20,000 pa Community Benefit fund available which equates to 6.2%. A discussion was had and Councillors agreed that Cllr Goble should go back with a counter offer of £3,000.</p>	
112/26	<p><u>7.7 DISCUSSION AND DECISIONS – OFFICE FURNITURE</u></p> <p>As requested at the last meeting, the Clerk has obtained two further quotations. Aston & James were still the best price and so it was proposed by Cllr Jackson, seconded by Cllr Fothergill and agreed by all to place the order for two office chairs asap.</p>	<p>Clerk to place the order</p>
113/26	<p><u>7.8 DISCUSSION AND DECISIONS – AGREE PARISH COUNCIL OFFICE OPENING HOURS</u></p> <p>This item is to be deferred to the next meeting as the Clerk was absent.</p>	
114/26	<p><u>7.9 DISCUSSION AND DECISIONS – CRICKET ON RECREATION GROUND</u></p> <p>Councillors discussed further safety actions after a previous match had resulted in a cricket ball landing in the pre-school sandpit having hit the EBH roof and damaging some tiles first, a ball going over the roof of the EBH and landing in the car park and a third landing in a neighbouring garden. Luckily, on all three occasions, no one was hurt.</p>	

	<p>After discussion it was agreed to write to MLCC and request further safety measures be put in place.</p> <p>Cllr Goble suggested that we consider applying a plastic film to the windows on the gable end of the EBH to protect any occupants inside should a ball hit the glass.</p>	
115/26	<p>7.10 <u>DISCUSSION AND DECISIONS – BRIZE MEADOW PLAY PARK GRASS CUTTING</u></p> <p>Cllr Way asked for this to be deferred until the next meeting as questions about one of the quotes still required answers.</p>	
116/26	<p>7.11 <u>DISCUSSION AND DECISIONS – ELDER BANK HALL EXTENSION OFFICIAL OPENING</u></p> <p>Invitations have been sent out.</p> <p>Cllrs Goble and Way provided quotes for the provisions required for the opening day and all Councillors agreed the spend of £573.83</p>	Cllrs Goble and Way to go ahead and place orders
117/26	<p>7.12 <u>DISCUSSION AND DECISIONS – REPATRIATION MEMORIAL GARDEN</u></p> <p>Cllr Goble had circulated the proposal made by WODC to councillors prior to the meeting and after a brief discussion it was agreed that we are willing to enter into discussions with both Carterton Town Council and West Oxfordshire District Council regarding the Transfer of the Repatriation Memorial Garden and willing to be part of a Shadow Joint Committee. A meeting has been set up to discuss this further in September.</p> <p>Cllr Goble proposed, Cllr Jackson seconded and all agreed.</p>	Cllr Goble to respond to WODC
118/26	<p>7.13 <u>DISCUSSION AND DECISIONS – UNITARY AUTHORITY</u></p> <p>WODC has launched a public engagement on 4 June as part of the two unitary proposal for Oxfordshire and West Berkshire, building on a two unitary proposal. They are running drop-in events in our local area, and one is being held in Bampton Village Hall and another in Carterton Town Hall. Councillors are encouraged to attend to gain knowledge before submitting our own response views via an online survey.</p> <p>WODC is holding a West Oxfordshire Town and Parish Council and Parish Meeting Forum on Local Government Reorganisation on 4 August 2025 which clashes with our next PC meeting. Cllrs Goble and Woodward will be attending so it was proposed by Cllr Goble and seconded by Cllr Way that the next PC meeting be moved to Tuesday, 5 August.</p>	
119/26	<p>8.1 <u>PROGRESS REPORT – BUILDINGS MAINTENANCE</u></p> <p>As Cllr Woodward was absent from the meeting, this item is deferred to August's meeting.</p>	

120/26	<p><u>8.2 PROGRESS REPORT - VILLAGE MAINTENANCE</u></p> <ul style="list-style-type: none"> • Cllr Way expressed her thanks to Gary for tidying up the area around the recreation ground in preparation for the Village Bash. • Clerk has written to the pre-school and the primary school asking for notification of when they wish to use the recreation ground to ensure that there is no grass cutting taking place to ensure the safety of the children and staff. • Waiting for one more quote to come in for tree maintenance programme. • The strimmer has been repaired. • Cllr Woodward has received a quote of £160 to supply the materials for a splash guard at the west side bus shelter on Manor Road. He has suggested that he and Gary could fit it. Councillors agreed to the cost. 	Cllr Woodward
121/26	<p><u>8.3 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u> The outstanding action list was discussed and updated accordingly.</p>	
122/26	<p><u>9 PLANNING</u> (See attached Appendix A). It was agreed that when the outline planning application for Kilkenny Farm is put before the planning committee that Cllr Goble should speak in the Public Participation section. Cllr Goble is to ask Cllr Pearson when it is going to committee.</p>	Cllr Goble to speak to Cllr Pearson
123/26	<p><u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see Appendix B).</p> <p>Cllr Way queried the McCracken's' invoice as it did not show a reduction for the grass not being cut in Chichester Close and the WODC invoice for bin emptying as to whether it covered the new bin at the Brize Meadow Playpark. As the Clerk was absent, these questions are to be answered and if explanations are clear, invoices are to be paid. Cllr Goble requested that clarification is sought from the Clerk that the two people responsible for the damage to the war memorial posts are reimbursing the council.</p>	Cllrs Way and Bennett authorise payments. Cllr Way to speak to the Clerk Clerk to confirm
124/26	<p><u>10.2 FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the Bank Reconciliation (see attached Appendix B).</p>	
125/26	<p><u>11 CORRESPONDENCE</u> The Clerk has circulated the Correspondence list with Councillors.</p> <ul style="list-style-type: none"> • Correspondence had been received from a resident requesting if a waste bin could be installed by the bench at the entrance to Kilkenny Lane. 	

	Cllr Goble had spoken to WODC and they have said that this location does not comply with their Policy. Clerk to send a response.	Clerk to send a response
126/26	12 DATE OF NEXT MEETING Tuesday, 5 th August at 7.00pm in the Parish Council Meeting Room	

There being no further business the Chairman declared the meeting closed at 9.05pm

APPENDIX A – PLANNING 122/26: **AGENDA ITEM 9**

NEW PLANNING APPLICATIONS: None

PENDING PLANNING DECISIONS:

25/01285/HHD	Mr Butcher Barnstable House Manor Road Brize Norton	Increase height of parapet wall to existing roof terrace Registered: 27th May 2025 Respond: 23rd June 2025 Under consideration
25/01175/LBC	Oliver Woodbridge 20 The Homestead Carterton Road Brize Norton	External and internal alterations including re-locate WC, removal of internal block walls and creation of stud walls, replacement of external door and windows and addition of roof lights Registered: 23rd May 2025 Respond: 18th June 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
24/03278/FUL	Witney Solar Limited Land (E) 431186 (N) 208772	Construction and operation of a ground-mounded solar farm with battery energy storage

	Witney Road Brize Norton	system (BESS) and associated infrastructure, access, ancillary works and landscaping Registered: 30th January 2025 Respond: 3rd March 2025 Under consideration
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: None

APPENDIX B – FINANCE 123/26 & 124/26:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Payment	Date	Net	VAT	Total	Description	Supplier
BACS	07.07.2025	£840.00	£168.00	£1,008.00	Grass cutting - May	McCracken & Sons LTD
DD	07.07.2025	£22.50	£4.50	£27.00	Website and email fees	IONOS
DD	07.07.2025	£1.00	£0.20	£1.20	Website and email fees	IONOS
DD	07.07.2025	£409.97	£0.00	£409.97	Water bill	Water2Business Ltd
BACS	07.07.2025	£192.00	£38.40	£230.40	Payroll processing	Payman.co.uk Ltd
BACS	07.07.2025	£1,088.10	£217.61	£1,305.71	Waste bin emptying 1/4/25 to 30/9/25	West Oxfordshire District Council
BACS	07.07.2025	£28.00	£0.00	£28.00	Reimbursement of Brize Breeze postage	Jo Webb
BACS	07.07.2025	£676.20	£135.24	£811.44	Recreation ground grass cutting	Ubico Ltd
BACS	07.07.2025	£119.40	£23.88	£143.28	Station Road play park weekly inspections	West Oxfordshire District Council
BACS	07.07.2025	£235.80	£47.16	£282.96	Brize Meadow playpark weekly inspections	West Oxfordshire District Council
BACS	07.07.2025	£50.00	£0.00	£50.00	Donation	Brize Norton Village Pre School
BACS	07.07.2025	£105.00	£21.00	£126.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd
BACS	07.07.2025	£320.00	£64.00	£384.00	Monthly web, social and design work	Chapel Hill Group Ltd
BACS	07.07.2025	£600.00	£120.00	£720.00	Reinstatement of wooden posts at war memorial	Jason Peach
BACS	07.07.2025				Salaries	
BACS	07.07.2025	£61.15	£12.23	£73.38	Motomix, bulk line orange	SA's Tool and Plant Hire
BACS	07.07.2025	£154.23	£30.85	£185.08	Strimmer repair	SA's Tool and Plant Hire

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	June	Allotment Holders	Allotment rent	£ 209.64
BACS	25/06/2025	Elder Bank Hall committee	Water bill - 1/1/25 to 31/3/25	£ 175.82
BACS	25/06/2026	Minster Lovell Cricket Club	Cleaning charges and water bill - May 2025	£ 112.51
BACS	01/07/2025	Humble Bumble Café	Pavilion rent	£ 1.00

AGENDA ITEM 10.2

Reconciliation to Bank Account:

	Bank Reconciliation at 01/07/2025		
	Cash in Hand 01/04/2025		93,137.37
	ADD Receipts 01/04/2025 - 01/07/2025		53,106.95
			146,244.32
	SUBTRACT Payments 01/04/2025 - 01/07/2025		80,295.41
A	Cash in Hand 01/07/2025 (per Cash Book)		65,948.91
	Cash in hand per Bank Statements		
	Petty Cash 01/07/2025	0.00	
	Barclays Bank Community Account 01/07/2025	17,928.29	
	Barclays Business Deposit Account 01/07/2025	48,067.62	
			65,995.91
	Less unrepresented payments		47.00
			65,948.91
	Plus unrepresented receipts		
B	Adjusted Bank Balance		65,948.91
	A = B Checks out OK		

