



Minutes of the Brize Norton Parish Council meeting held on Monday 1st June 2026 at 7.00pm at the Elder Bank Hall

63/27	<u>PRESENT</u>	<u>ACTION</u>
	Cllr Goble – Chair Cllr Bamber – Vice Chair Cllr Pearson - WODC Cllr Overton - OCC Cllr Way Cllr Woodward Cllr State Cllr Jackson	
64/27	<u>1. APOLOGIES</u>	
	JW (Clerk)	
65/27	<u>2. DECLARATIONS OF INTEREST</u>	
	Cllr Woodward declared an interest in agenda item 10.1 – Orders for payment.	
66/27	<u>3. MINUTES</u>	
	The minutes of the parish council meeting on 11th May 2026 were reviewed for accuracy. Cllr Way proposed to accept the minutes and Cllr State seconded; all Cllrs agreed. Cllr Goble signed the minutes.	
67/27	<u>4. PUBLIC PARTICIPATION</u>	
	A member of the public attended the meeting.	
68/27	<u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u>	
	Cllr Overton (OCC) report has been circulated to all Cllrs Cllr Pearsons (WODC) report has been circulated to all Cllrs	

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69/27	<u>6.1 CHAIRMAN'S REPORT</u> 19/05/2026 Annual Parish Meeting. 22/05/2026 Cllr Goble and Cllr Woodward met with ODS regarding the new pavilion. Cllr Woodward will write a specification to obtain three quotes for the management of this project from design through to completion. 26/05/2026 Cllr Goble along with representatives from Environment Agency, OCC, WODC Flood Prevention Officer, Cotswold Rivers Trust, Cllr Pearson and land owners met to discuss the flood risk on the east side of the village where it was discovered that the attenuation pond has been incorrectly constructed because the bund on the southern edge has only been constructed on one side of the pond; this needs to be extended further eastwards to the higher ground to mitigate flooding. - Cllr Goble is pleased to announce that the new website has been delivered on time and within budget, Thanks to Cllr Way and the Clerk for their work on this.	
70/27	<u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW</u> Cllr Goble reported that there have been no changes since last month. Cllr Goble is still in communication with Bloor Homes but expressed disappointment that the allotments have still not been completed, Cllr Goble to chase this.	Cllr Goble
71/27	<u>6.3 COUNCILLOR REPORTS – HIGHWAYS</u> Cllr Goble disagreed with Cllr Overton regarding Witney Road being considered for a quiet road. Cllr Goble referred to Pg 32 Item 6 and Pg 23 Item 7 of the West Oxfordshire Lowlands Movement and Place Plan which identifies two roads in Brize Norton which could potentially be considered. Cllr Goble gave a thorough report of his research and has drafted a written a response to OCC as the closing date is 3 rd June, this was shared with all Cllrs and further proposed by Cllr Goble to be submitted, this was seconded by Cllr Bamber; all Cllrs agreed. Thanks to Cllr Goble for his quick and efficient work on this matter.	Cllr Goble to send response on behalf of BNPC.
72/27	<u>6.4 COUNCILLOR REPORTS – PUBLIC RIGHTS OF WAY</u> Cllr State has reported several missing signs and will continue to walk the PROW to identify further missing signs and items for repair, reporting this where needed directly to WODC.	Cllr State
73/27	<u>7.1 DISCUSSION AND DECISIONS – TO REVIEW AND APPROVE POLICIES</u> FOI this will be delayed. Cllr Bamber will look at this further to ensure that it's robust to prevent vexatious FOI requests.	Cllr Bamber

	FOI Publication schedule. Clerk to check and correct all email addresses and look at cost line to ensure costs are aligned. Planning Procedure Policy – Cllr Goble identified that guidance may need to be reworded and an additional line to be added RE: Neighbourhood plan. Code of Conduct – Cllr Goble suggested that in Appendix A, Nolan principles should be added. All policies will be amended and agreed at the next meeting.	Clerk Cllr Goble & Clerk Clerk Clerk
74/27	<u>7.2 DISCUSSION AND DECISIONS – QUOTE FOR ELDER BANK HALL EXTENSION BLINDS AND SINK UNIT</u> Three quotes have been obtained and circulated to all Cllrs. Cllr Way Proposed ABL and Cllr Woodward Seconded. All Cllrs Agreed. Cllr Way has obtained further quotes for sink and fridge unit and hopes to bring this to the next meeting.	Cllr Way to make contact with ABL and gather further quotes.
75/27	<u>7.3 DISCUSSION AND DECISIONS – QUOTE FOR VILLAGE POND SURVEY</u> Cllr State proposed that we carry out a survey of the area as recommended by Trust for Oxfordshire's Environment, they have recommended an individual Adam Bows from Oxidology who is local to the area, this was seconded by Cllr Way; All Cllrs agreed on this spend. Cllr Pearson expressed interest in being involved.	Cllr State to liaise and organise this and invite Cllr Pearson.
76/27	<u>7.4 DISCUSSION AND DECISIONS – CRICKET CLUB CHANGING ROOM CHARGES</u> Minster Lovell Cricket Club have responded to the new charges for the changing rooms and asked for this to be reviewed. Cllrs discussed a proposed revised cost for the changing rooms. Cllr Way will reply to Minster Lovell with a revised cost and will await further response.	Cllr Way
77/27	<u>7.5 DISCUSSION AND DECISIONS – ENQUIRY REGARDING PICKLEBALL</u> Correspondence has been received regarding the use of the MUGA at Brize Meadow for playing Pickle Ball. Cllrs thought that the use of the MUGA wouldn't be appropriate as it is not a bookable facility, however the Tennis Courts at the pavilion in the village could be offered as an alternative. Cllr Way is meeting with the organisers to discuss this further and will update all Cllrs with the outcome of this meeting at the next PC meeting.	Cllr Way

	The Clerk has had a phone call regarding the use of the recreation ground to do a 'Run Together' club, maximum of 12 people, possibly on a Thursday night for around 6-8 weeks, which introduces people to running. Cllr Way has had a discussion with the individual. They are fully qualified for this activity, have insurance in place and first aid training. In the future he would also like to do 'Run and Talk' to support mental health. Cllr Way proposed that in principle we allow the use of the recreation ground, Cllr Jackson seconded; all Cllrs agreed. Cllr Way will communicate this with the individual.	Cllr Way
78/27	<u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u> No updates from Cllr Woodward. Cllr Way asked that the bulbs in Humble Bumble Café are checked as several are not working. Cllr State will replace these.	Cllr State
79/27	<u>8.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u> Cllr Way reports that some weeding and a tidy up, particularly around the Elderbank Hall was required. This has been completed by Gary, with some areas still to do including the vegetation around the bench on Burford Road. Cllr Way has been in contact with A40 line marking. Cllrs agreed that it would be important to include line marking along the wall of the allotment as well. Cllr Way will ask for him to do all areas as previously agreed and include the wall along the allotment.	Cllr Way
80/27	<u>8.3 PROGRESS REPORT – PLAY PARKS</u> The Clerk has chased HACS for the repair of the Titan. Cllr Way will follow this up as they have not responded.	Cllr Way & Clerk
81/27	<u>8.4 PROGRESS REPORT – WATER LEAK</u> Thames Water has found the stopcock point and ADI have found the leak under the patio of the Elder Bank Hall. Cllr Goble is gathering quotes to fix the leak. 12th June is the agreed date for the repair as water will need to be shut off. Cllr Goble proposes that Cllrs agree a price of up to £1270 in principle with the authority to get the repair completed ASAP to prevent undue delay for the preschool and school, Cllr Woodward proposed and Cllr Bamber agreed.	Cllr Goble to instruct a company for the repair.
82/27	<u>8.5 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u> The outstanding actions list was discussed and updated accordingly. Cllrs all agreed the spend of £40 for Cllr Way to attend Talking Tables.	Cllr Way & Clerk to book.
83/27	<u>9. PLANNING</u>	

	See attached appendix A.	
84/27	<u>10.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED</u> Cllrs considered payments to be made (see attached Appendix B) Payments were approved, Cllr Way and Cllr State to authorise online payments. Cllr Goble suggested calculating the water bill since the leak was detected. Cllrs agreed that this would be put forward to our water supplier so we can apply for flood relief. Clerk to check that Humble Bumble have not incurred any undue cost.	Clerk to calculate cost. Clerk
85/27	<u>10.2 FINANCE – BANK RECONCILIATION</u> The Clerk has circulated the Bank Reconciliation (see attached Appendix B).	
86/27	<u>11. CORRESPONDENCE</u> The Clerk has shared the correspondence with the Council.	
87/27	<u>12. DATE OF NEXT MEETING</u> The next Parish Council meeting will be held on Monday 6th July 2026 at 7pm in the Elder Bank Hall meeting room. Apologies from Cllr Pearson for the next meeting.	

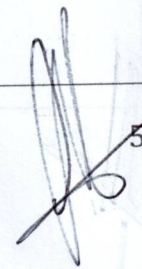
There being no further business the Chairman declared the meeting closed at: 2103

APPENDIX A – PLANNING 83/27:

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

26/01067/HHD	Mr Ryan Moore 6 Godwin Row Brize Norton	Conversion of existing loft space to form 1 no. bedroom with en-suite, including front and rear rooflights Registered: 19th May 2026 Respond: 11th June 2026
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26/01180/FUL	Mrs Sophie Harris 37 Wilkins Close Brize Norton	Erection of detached outbuilding for use as a beauty salon and relocation of existing shed Registered: 18th May 2026 Respond: 9th June 2026
26/01059/HHD	Mr Alegado 5 Lock Court Brize Norton	Erection of a single storey extension on side elevation Registered: 12th May 2026 Respond: 3rd June 2026

PENDING PLANNING DECISIONS:

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 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 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: None

APPENDIX B – FINANCE 84/27 & 85/27:

AGENDA ITEM 10.1 **ORDERS FOR PAYMENT**

Method of payment	Date	Net	VAT	Total	Description	Supplier
BACS	01.06.2026				Salaries	Hugo Fox Ltd
DD	26.05.2026	£17.49	£3.50	£20.99	Email fees	Post Office Ltd
Card	26.05.2026	£15.50	£0.00	£15.50	Brize Breeze postage	Currys
DD	26.05.2026	£2.75	£0.00	£2.75	Care and Repair subscription for Samsung TV in meeting room	Currys
DD	26.05.2026	£2.50	£0.00	£2.50	Care and Repair subscription for office printer	Virtual Landline
DD	25.05.2026	£7.29	£1.46	£8.75	Virtual Landline 25/5/26 to 25/6/26	Elder Bank Hall Committee
BACS	01.06.2026	£18.00	£0.00	£18.00	50% cost of May Gigaclear service	Hugo Fox Ltd
DD	22.05.2026	£359.88	£71.98	£431.86	Annual Gold membership	OALC
BACS	01.06.2026	£35.00	£7.00	£42.00	Clerk training - Introduction to social media for local councils	Microsoft
DD	18.05.2026	£9.60	£1.92	£11.52	Microsoft 365 licence	Chapel Hill Group Ltd
BACS	01.06.2026	£1,648.12	£329.62	£1,977.74	Design and printing of Brize Norton Breeze magazine	Brize Norton PCC
BACS	01.06.2026	£50.00	£0.00	£50.00	Donation for Annual Parish Meeting refreshments	Brize Norton PCC
BACS	01.06.2026	£384.00	£0.00	£384.00	Grant for open churchyard grass cutting	Elder Bank Hall Committee
BACS	19.05.2026	£1,588.20	£0.00	£1,588.20	Grant award	G&O Engineers Ltd
BACS	01.06.2026	£378.40	£75.68	£454.08	Boiler repair	Humble Bumble Ltd
BACS	01.06.2026	£340.00	£68.00	£408.00	Cleaning of changing room and outside toilet at pavilion	Payman.co.uk Ltd
BACS	01.06.2026	£302.00	£60.40	£362.40	Payroll processing	Water2Business Ltd
DD	28.05.2026	£925.50	£0.00	£925.50	Water bill	ADI Leak Detection
Card	06.05.2026	£1,190.00	£238.00	£1,428.00	Water leak detection	

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	01/05/2026	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	01/05/2026	OCC	Grass cutting grant	£ 828.00
	May	Allotment holders	Allotment rent	£ 145.87

BANK TRANSFERS:

Date	From	To	Amount	Reason
06/05/2026	Business Premium Account	Community Account	£ 5,000.00	To maintain working balance in community account
19/05/2026	Business Premium Account	Community Account	£ 3,000.00	To maintain working balance in community account

AGENDA ITEM 10.2

Reconciliation to Bank Account:

A	Bank Reconciliation at 26/05/2026		
	Cash in Hand 01/04/2026		57,039.33
	ADD Receipts 01/04/2026 - 26/05/2026		54,336.65
	SUBTRACT Payments 01/04/2026 - 26/05/2026		111,375.98
			23,873.16
B	Cash in Hand 26/05/2026 (per Cash Book)		87,502.82
	Cash in hand per Bank Statements		
	Petty Cash 26/05/2026	0.00	
	Barclays Bank Community Account 26/05/2026	4,900.29	
	Barclays Business Premium Account 26/05/2026	82,187.98	
B			87,088.27
	Less unrepresented payments		1,588.20
			85,500.07
	Plus unrepresented receipts		2,002.75
	Adjusted Bank Balance		87,502.82
	A = B Checks out OK		


6/6/2026