



Minutes of the Brize Norton Parish Council meeting held on Tuesday 5<sup>th</sup> August 2025 at 7.00pm at the Elder Bank Hall

132/26	<u>PRESENT</u> Cllr Goble – Chair, Cllr Way, Cllr Bennett, Cllr Fotherill, Cllr Jackson, Cllr Pearson (WODC) and Jo Webb - Clerk.	<u>ACTION</u>
133/26	<u>1. APOLOGIES</u> Apologies were noted from Cllr Woodward and Cllr Overton (OCC).	
134/26	<u>2. DECLARATIONS OF INTEREST</u> None	
135/26	<u>3. MINUTES</u> The minutes of the Parish Council meeting on 7 <sup>th</sup> July 2025 were reviewed for accuracy. Cllr Way proposed to accept the minutes and Cllr Jackson seconded; all Cllrs agreed.  The minutes of the Parish Council extra ordinary meeting on 21 <sup>st</sup> July 2025 were reviewed for accuracy. Cllr Bennett proposed to accept the minutes and Cllr Fothergill seconded; all Cllrs agreed.  Cllr Goble signed both sets of minutes.	Clerk to scan and post minutes to the website
136/26	<u>4. PUBLIC PARTICIPATION</u> Two members of the public attended the meeting. One member of the public spoke on behalf of the Village Bash committee who would like to install a galvanized steel frame for displaying banners to replace the wooden structure that is no longer fit for purpose. This will be added to the next meeting's agenda for Councillors' consideration.	
137/26	<u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC – Cllr Pearson's report has been circulated to all Cllrs. OCC – No information to report this month.	
138/26	<u>6.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> <li>9/7/25 – OALC Zoom meeting. It was advised that closed churchyards must be fit for purpose before being handed over to Parish Councils. It has also been advised that Parish Councils</li> </ul>	

	<p>are responsible for the health and safety and testing of headstones in closed churchyards but any repairs are not their responsibility.</p> <ul style="list-style-type: none"> <li>• 16/7/25 – Official opening of the Elder Bank Hall extension. Cllr Goble thanked Cllr Way for organizing this event.</li> <li>• 24/7/25 – Meeting of the Neighbourhood Plan steering group.</li> <li>• 29/7/25 – Local Plan working group – presentation given by Lonestar.</li> <li>• Curbridge &amp; Lew Parish Council has agreed that 15% of the solar farm community fund will be allocated to BNPC. All Cllrs are happy with this arrangement; the clerk will confirm with Curbridge &amp; Lew PC.</li> <li>• Cllr Goble has spent a lot of time talking to residents regarding potential flooding in the village. Brian Barnett has done a lot of clearing work. There are 9 houses that are potentially at future flood risk. WODC &amp; OCC flood risk management team have already had a site visit but neither BNPC, landowners, nor residents were invited. Cllr Goble is awaiting a report and is hoping to arrange a Teams meeting.</li> <li>• Cllr Goble has drafted a response to the WODC local plan consultation. All Cllrs agree so the clerk will send off the response.</li> </ul>	<p>Clerk to confirm</p> <p>Clerk to send response</p>
139/26	<p><b><u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW</u></b></p> <ul style="list-style-type: none"> <li>• There has been some progress in the country park and the allotment area.</li> <li>• The directors of Bloor Homes are now meeting with the groundwork contractor.</li> <li>• There is a section of path missing in the southern part of the country park; Bloor Homes are aware of this.</li> </ul>	
140/26	<p><b><u>6.3 COUNCILLOR REPORTS – HIGHWAYS</u></b></p> <p>OCC has advised that the blocked drains on Manor Road will be attended to this financial year.</p>	
141/26	<p><b><u>6.4 COUNCILLOR REPORTS – NEIGHBOURHOOD PLAN</u></b></p> <p>A referendum date of 11<sup>th</sup> September has been set. Cllr Way has drafted a document with information for residents. This will be circulated to Cllrs and it was agreed that weekly updates on social media would be useful.</p>	<p>Cllr Way to circulate document</p>
142/26	<p><b><u>6.5 COUNCILLOR REPORTS – OALC TALKING TABLES EVENT</u></b></p> <p>Cllr Way has circulated her report to all Cllrs on this event. It was agreed that we should send our Emergency Response Plan to the nominated person at this event, who will look it over and offer feedback.</p>	
143/26	<p><b><u>6.6 COUNCILLOR REPORTS – WODC FORUM ON LOCAL GOVERNMENT REORGANISATION</u></b></p> <p>Cllr Goble and Cllr Woodward attended this event; the slides will be circulated to all Cllrs.</p>	<p>Slides to be circulated</p>

144/26	<p><b><u>7.1 DISCUSSION AND DECISIONS – REVIEW AND APPROVE POLICIES</u></b>  The Council agreed the final wording on the following policies which were reviewed at the last meeting:  Dignity at Work Policy  Disciplinary and Grievance Policy</p> <p>The Council examined and approved the following documents, subject to the amendments discussed:  Homeworking Policy  Risk Assessment Schedule</p> <p>All Cllrs agreed that a lone working policy needs to be adopted. The clerk will draft a document for consideration at the next meeting.</p>	Clerk to draft document
145/26	<p><b><u>7.2 DISCUSSION AND DECISIONS – MAPPING AND TAGGING OF TREES</u></b>  Cllr Way has prepared a quote comparison document and will request sight of the necessary insurance documents prior to Cllrs making a decision.</p>	
146/26	<p><b><u>7.3 DISCUSSION AND DECISIONS – AGREE PARISH COUNCIL OFFICE OPENING HOURS</u></b>  Office opening hours of Tuesday 11am – 1pm and Thursday 1pm – 3pm were agreed. A sign will need to be ordered once the office is in full working order.</p>	
147/26	<p><b><u>7.4 DISCUSSION AND DECISIONS – DRY STONE WALL REPAIRS</u></b>  Four quotes have been received for the 3 walls that need repairing. Cllr Way proposed that we accept the quote from TWG Stonework. Cllr Fothergill seconded and all Cllrs agreed. Cllr Way will chase the quote for the work that needs carrying out on behalf of Bloor Homes on Burford Road.</p>	Cllr Way to chase up quote for Burford Road
148/26	<p><b><u>7.5 DISCUSSION AND DECISIONS – BRIZE MEADOW PLAY PARK GRASS CUTTING</u></b>  Three quotes have been received and Cllr Way proposed that we accept the quote from Hickman Brothers Landscapes Ltd. Cllr Jackson seconded; all Cllrs agreed.</p>	
149/26	<p><b><u>7.6 DISCUSSION AND DECISIONS – PARISH COUNCIL OFFICE/ELDER BANK HALL EXTENSION EQUIPMENT AND FURNITURE</u></b>  Cllrs discussed and agreed what equipment is needed at this stage for the office to become operational. Cllr Way proposed that a spend of £300 - £400 should be agreed. Cllr Fothergill seconded and all Cllrs agreed. The clerk will look into making the purchases.</p>	Clerk to make purchases
150/26	<p><b><u>7.7 DISCUSSION AND DECISIONS – AGREE REVISED DATE OF ANNUAL PARISH COUNCIL MEETING IN MAY 2026</u></b>  WODC has advised that as there will be Parish Council elections held on Thursday 7<sup>th</sup> May 2026, the annual meeting of the Parish Council will have to be scheduled between 11<sup>th</sup> and 25<sup>th</sup> May 2026. Councillors agreed for the meeting to be rescheduled to Monday 11<sup>th</sup> May 2026.</p>	

	The clerk will ensure that suppliers are advised that invoices will be paid a week later than usual due to this. The Annual Parish meeting will also be rescheduled to Tuesday 19 <sup>th</sup> May 2026.	
151/26	<p><b><u>7.8 DISCUSSION AND DECISIONS – LITTER IN THE VILLAGE</u></b></p> <p>A resident has been in touch regarding the litter at the bottom of Kilkenny Lane where a waste bin used to be present. WODC has advised that it does not meet the criteria for a bin to be installed, however they have recently been to clear up broken glass from the area and they advised the resident that they will review it. This raised a further question as to who is responsible for clearing litter in the village. The clerk will respond to advise that the Parish Council arranges a monthly litter pick where members of the community are invited to join us. This is the only process by which we can clear rubbish in our village in a timely fashion.</p>	Clerk to respond
152/26	<p><b><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></b></p> <p>Cllr Woodward has asked for an update on the Legionella and Asbestos surveys for the Pavilion. The clerk and Cllr Way were under the impression that Cllr Woodward was arranging this so it will be deferred to next month as Cllr Woodward was absent.</p>	
153/26	<p><b><u>8.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>• There is an area of grass verge at the bottom of Kilkenny Lane that should have been cut with the Parish grass cutting however, it was inadvertently left off the schedule. It will be added to the schedule for next year. Cllr Way proposed that we ask McCrackens to cut this area once in lieu of the reduction we have requested in their last invoice due to them missing the cut in Chestnut Close and the memorial. The clerk will contact McCrackens and request this.</li> <li>• There are some cracks appearing on the recreation ground. The village handyman is going to carry out the repairs. Cllr Way proposed that a bulk bag of topsoil is purchased at a cost of £105.60. Cllr Jackson seconded, all Cllrs agreed.</li> <li>• A quote has been received for carrying out the agreed repairs at Brize Meadow play park. There is a 5 year maintenance plan in place and the cost will be covered by the funds in the plan. Cllr Way proposed that we go ahead and that we should also get a quote for the scorpion that is squeaking, to be looked at the same time. Cllr Fothergill seconded, all Cllrs agreed. The Clerk will contact HAGS for an updated quote.</li> </ul>	<p>Clerk to contact McCrackens</p> <p>Clerk to obtain quote</p>
154/26	<p><b><u>8.3 PROGRESS REPORT – LOCAL GOVERNMENT PAY AGREEMENT 2025/2026</u></b></p> <p>The Local Government pay agreement has been agreed for 2025/2026. This is to be backdated to 1<sup>st</sup> April 2025; the clerk will notify the payroll administrator.</p>	Clerk to advise payroll administrator

155/26	<b>8.4 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</b> The outstanding action list was discussed and updated accordingly.	
156/26	<b>9. PLANNING</b> See attached appendix A.	
157/26	<b>10.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED</b> Cllrs considered payments to be made (see attached Appendix B)  All payments were approved; Cllr Way and Cllr Bennet to authorise online payments.  The antivirus software is due for renewal on the clerk's laptop which cannot be paid on account. All Cllrs agreed the clerk should purchase the software and be reimbursed with next month's order for payment.	Cllr Way and Cllr Bennett to authorise online payments  Clerk to purchase
158/26	<b>10.2 FINANCE – BANK RECONCILIATION</b> The Clerk has circulated the Bank Reconciliation (see attached Appendix B).	
159/26	<b>11. CORRESPONDENCE</b> The Clerk has shared the correspondence with the Council.  Oxfordshire Mind has sent in a donation request. All Cllrs agreed that we have very limited funds for donations and these should be reserved for village organisations.	
160/26	<b>12. DATE OF NEXT MEETING</b> The next Parish Council meeting will be held on Monday 1 <sup>st</sup> September 2025 at 7pm in the Elder Bank Hall meeting room.	

There being no further business the Chairman declared the meeting closed at 9.55pm

**APPENDIX A – PLANNING 156/26:**  
**AGENDA ITEM 9**

**NEW PLANNING APPLICATIONS:**

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>
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PENDING PLANNING DECISIONS:

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-mounted 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>Under consideration</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	Erection of four industrial units and associated works

	Viscount Industrial Estate Station Road Brize Norton	<b>Registered: 5<sup>th</sup> December 2024</b> <b>Respond: 14<sup>th</sup> January 2025</b> <b>Under consideration</b>
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**DECIDED PLANNING DECISIONS:**

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 <b>Registered: 23<sup>rd</sup> May 2025</b> <b>Respond: 18<sup>th</sup> June 2025</b> <b>Approved: 9<sup>th</sup> July 2025</b>
25/01285/HHD	Mr Butcher Barnstable House Manor Road Brize Norton	Increase height of parapet wall to existing roof terrace <b>Registered: 27<sup>th</sup> May 2025</b> <b>Respond: 23<sup>rd</sup> June 2025</b> <b>Approved: 21<sup>st</sup> July 2025</b>

**APPENDIX B – FINANCE 157/26 & 158/26:**

**AGENDA ITEM 10.1**

**ORDERS FOR PAYMENT:**

Payment meth	Date	Net	VAT	Total	Description	Supplier
BACS	05.08.2025	£119.40	£23.88	£143.28	Station Road play park weekly inspections	West Oxfordshire District Council
BACS	05.08.2025	£235.80	£47.16	£282.96	Brize Meadow play park inspection	West Oxfordshire District Council
BACS	05.08.2025				Salaries	
BACS	05.08.2025	£390.00	£78.00	£468.00	Office chairs	Aston and James Office Supplies Ltd
BACS	05.08.2025	£338.10	£67.62	£405.72	Recreation ground grass cutting	Ubico Ltd
BACS	05.08.2025	£320.00	£64.00	£384.00	Monthly web, social and design work	Chapel Hill Group Ltd
BACS	05.08.2025	£80.00	£0.00	£80.00	Elder Bank Hall - window cleaning	Mark Knowles window cleaners and pressure washers
BACS	05.08.2025	£385.00	£77.00	£462.00	Internal audit for period ended 31 March 2025	Crescent Accountancy Solutions Ltd
DD	05.08.2025	£22.50	£4.50	£27.00	Website and email fees	IONOS
BACS	05.08.2025	£4,800.00	£960.00	£5,760.00	12 months maintenance of Brize Meadow play park	Hickman Brothers Landscapes Ltd
DD	05.08.2025	£214.68	£0.00	£214.68	Water bill	Water2Business Ltd
BACS	05.08.2025	£840.00	£168.00	£1,008.00	Parish grass cutting	McCracken & Sons LTD

**PAYMENTS RECEIVED:**

Payment Type	Date	Source	Details	Amount
BACS	02/07/2025	Allotment holder	Allotment rent	£ 52.34
BACS	04/07/2025	Humble Bumble Café	Water bill	£ 109.76
BACS	11/07/2025	HMRC	VAT refund	£ 11,322.50
BACS	10/07/2025	Minster Lovell Cricket Club	Cleaning charges and water bill	£ 142.10
BACS	21/07/2025	Aston FC	Use of recreation ground & changing rooms/outside toilet	£ 25.00
BACS	28/07/2025	Carterton Utd	Use of recreation ground & changing rooms/outside toilet	£ 107.50
BACS	28/07/2025	Resident	Reimbursement of reinstatement of memorial posts	£ 120.00
BACS	29/07/2025	OCC	Grass cutting grant	£ 828.00

**AGENDA ITEM10.2**

**Reconciliation to Bank Account:**

<b>Bank Reconciliation at 29/07/2025</b>			
	Cash in Hand 01/04/2025		93,137.37
	<b>ADD</b> Receipts 01/04/2025 - 29/07/2025		65,977.34
			159,114.71
	<b>SUBTRACT</b> Payments 01/04/2025 - 29/07/2025		90,643.88
<b>A</b>	<b>Cash in Hand 29/07/2025</b> (per Cash Book)		<b>68,470.83</b>
	Cash in hand per Bank Statements		
	Petty Cash 29/07/2025	0.00	
	Barclays Bank Community Account 29/07/2025	10,227.60	
	Barclays Business Premium Account 29/07/2025	58,081.24	
			<b>68,308.84</b>
	Less unrepresented payments		1.20
			68,307.64
	Plus unrepresented receipts		163.19
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>68,470.83</b>
	<b>A = B Checks out OK</b>		

