



Minutes of the Brize Norton Parish Council meeting held on Monday 6th July 2026 at 7.00pm at the Elder Bank Hall

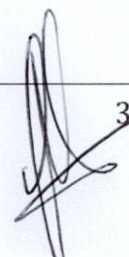
88/27	<u>PRESENT</u> Cllr Goble – Chair, Cllr Bamber – Vice-Chair, Cllr Way, Cllr State, Cllr Jackson, Cllr Taylor, Cllr Overton (OCC) and Jo Webb - Clerk.	<u>ACTION</u>
89/27	<u>1. APOLOGIES</u> Apologies were noted from Cllr Woodward and Cllr Pearson (WODC).	
90/27	<u>2. DECLARATIONS OF INTEREST</u> None	
91/27	<u>3. MINUTES</u> The minutes of the Parish Council meeting on 1 st June 2026 were reviewed for accuracy. Cllr Bamber proposed to accept the minutes, and Cllr State seconded; all Cllrs agreed. Cllr Goble signed the minutes.	Clerk to scan and post minutes to the website
92/27	<u>4. CO-OPT A NEW COUNCILLOR</u> All Councillors voted to co-opt Luke Taylor onto the Parish Council. The Register of Members' Interests document has been completed and The Declaration of Acceptance of Office form was signed. The Clerk will submit the documents to WODC. Welcome to Cllr Taylor.	Documents to be submitted to WODC
93/27	<u>5. PUBLIC PARTICIPATION</u> One member of the public attended the meeting as an observer.	
94/27	<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. Cllr Overton's report advises that the proposed reduction of speed limit from 40mph to 30mph has been approved for the section of Monahan Way, which is currently 40mph, all of Norton Way, and the section of Carterton Road in Brize Norton which is currently 40mph. Cllr Goble pointed out that this has implications on the grass cutting as currently OCC is responsible for the grass cutting in the areas that are over 30mph. If the Parish Council become responsible for this	

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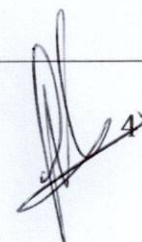
	additional grass cutting, notice will be required so that it can be budgeted for in the precept. Cllr Overton will look into this; the clerk will provide contact names.	Cllr Overton to look into the grass cutting responsibility
95/27	<u>7.1 CHAIRMAN'S REPORT</u> • 5/6/26 – Site visit to Brize Meadow with WODC ecology officers, Cllr Pearson and Cllr State. WODC agrees with our concerns and has submitted a response to the Public Open Space planning application. Cllr Goble has circulated a copy of the response with his monthly report. • 15/6/26 – Meeting with BBC. • 19/6/26 – Cllr Goble and Cllr Way met with Andrew Walton, Chairman of Carterton Football Club. It has been advised that David Wilson Homes are not delivering full sports facilities as anticipated, just the pitches. Players will need to walk through the new housing development to reach the existing changing rooms. Cllr Goble shared Andrew Walton's vision of the facilities at Monahan Way. • 23/6/26 – Cllr Goble was proud to represent BNPC at the RAF Brize Norton Annual Formal Reception. • 30/6/26 – Cllr Goble, Cllr Way, Cllr Jackson, Cllr State, Cllr Taylor and the clerk attended a presentation by Lonestar regarding New Astrop at Carterton Town Hall. Feedback from the meeting has been copied to all Cllrs. • 2/7/26 – Meeting with RAF Brize Norton regarding the new freight handling facility. The new entrance on Carterton Road will be used once Volker Fitzpatrick has completed the runway works. An update was given on the runway repairs. Large concrete areas have already started to be broken up; there have been no reports of noise from residents. • 5/7/26 – Cllr Goble, Cllr Way and Cllr Jackson attended the Village Bash and answered questions from residents regarding the proposed new developments.	
96/27	<u>7.2 COUNCILLOR REPORTS – BRIZE MEADOW</u> Cllr Goble has circulated his report to all Cllrs.	
97/27	<u>7.3 COUNCILLOR REPORTS – HIGHWAYS</u> The blocked drains that were reported on fix my street have been cleared. There is one drain on Station Road and three on Burford Road that require more work; OCC have been contacted.	
98/27	<u>7.4 COUNCILLOR REPORTS – PUBLIC RIGHTS OF WAY</u> • Cllr State has now walked most of the PROWs in the Parish and reported the issues. • PROW 143/3 from the Masons Arms to Brize Meadow is a little overgrown with brambles. Cllr Bamber, Cllr Jackson and Cllr Taylor have kindly agreed to cut these back.	Cllrs Bamber, Jackson and Taylor to cut back brambles

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99/27	<u>7.5 COUNCILLOR REPORTS – DATA PROTECTION TRAINING</u> The clerk has circulated a report to all Cllrs.	
100/27	<u>8.1 DISCUSSION AND DECISIONS – TO CONSIDER THE ADOPTION OF THE GENERAL POWER OF COMPETENCE</u> Brize Norton Parish Council confirms that it meets the criteria for eligibility for The General Power of Competence as follows: • The number of Councillors that have been elected is equal to or greater than two thirds of the total members of the council. • The clerk holds the Certificate in Local Council Administration. Cllr Jackson proposed that The General Power of Competence is adopted. Cllr Bamber seconded and all Cllrs agreed. As required, this will next be reviewed at the first annual meeting following the next ordinary election of the Parish Council.	
101/27	<u>8.2 DISCUSSION AND DECISIONS – TO REVIEW AND APPROVE POLICIES</u> Cllr Bamber will circulate his proposed amends to all Cllrs for sign off at the next meeting.	Cllr Bamber to circulate proposed amends
102/27	<u>8.3 DISCUSSION AND DECISIONS – QUOTE FOR ELDER BANK HALL SINK UNIT</u> Cllr Way has received two quotes. It was agreed that we should consider something mid-range rather than bespoke to keep within budget. Cllr Way will look at alternatives.	Cllr Way to price up alternatives
103/27	<u>8.4 DISCUSSION AND DECISIONS – RECREATION GROUND BIN EMPTYING</u> The bin at the recreation ground is becoming full more regularly. WODC has advised that the cost of an additional bin empty each week will be £8.37 per additional collection. Cllr State proposed that we go ahead with an extra collection each week. Cllr Taylor seconded and all Cllrs agreed. The clerk will contact WODC to make arrangements.	Clerk to arrange extra collection
104/27	<u>8.5 DISCUSSION AND DECISIONS – SPORT</u> • Deer Park Rangers has unfortunately had to pull out of the league due to lack of players. • Duxford FC will be using the recreation ground for training on Wednesday evenings with effect from this week. • Carterton Pickleball Club has looked at the tennis court with a view to using it for the club. Currently the surface is not good enough for them to proceed. It was suggested they could contact the Elder Bank Hall committee with a view to using this as there is a badminton court marked out. • A resident has set up a running club which will be held on the recreation ground. There has been some interest and people have already signed up. • A letter has been received from the Humble Bumble Café with regard to additional costs incurred when the sports teams use the changing rooms. The costs related to additional waste	



	disposal should not be relevant once the additional bin collection is in place at the recreation ground. The schedule of charges for the cricket club has already been published however; it was agreed that there should be a charge £10 for one changing room per match and £25 if both changing rooms are required. Cllr Way will update the schedule of charges. • There are some large cracks on the recreation ground. The cricket club has asked us to provide some sand and they will arrange some volunteers to fill the cracks. The sand will cost £212 + VAT for four bulk bags. Cllr Goble proposed that we go ahead and order the sand. Cllr State seconded and all Cllrs agreed. The clerk will place the order. • The football pitch has some holes that have appeared. The clerk will ask the village handyman to have a look at this and to let us know if any more topsoil is needed.	Cllr Way to update the schedule of charges Clerk to order sand Clerk to contact village handman
105/27	<u>8.6 DISCUSSION AND DECISIONS – REVIEW EMERGENCY RESPONSE PLAN</u> There is some work that needs to be done on this document. Cllr Jackson has offered to talk to Brize Meadow Lodge to check if they are still willing to be the zone two emergency control point. The contact details and telephone tree also need to be updated. To be reviewed again at next month's meeting.	Cllr Jackson to discuss with Brize Meadow Lodge
106/27	<u>8.7 DISCUSSION AND DECISIONS – WINTER PREPAREDNESS</u> OCC has sent an order form for salt bins and salt bags. A salt bin is not required; the clerk will check how much salt is in the current bin.	Clerk to check salt bin
107/27	<u>9.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u> • Cllr Woodward will be circulating information regarding the new pavilion procurement. • The disabled alarm in the EBH extension is beeping. The clerk will let Cllr Woodward know. • There are an old sofa and green waste that has been behind the Elder Bank Hall for some time. The committee has previously been asked to clear these items as it is a fire hazard and health and safety risk. The clerk will contact the committee to ask for this to be attended to urgently.	Clerk to advise Cllr Woodward Clerk to contact EBH committee
108/27	<u>9.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u> • The Parish Council would like their thanks noted to Carol Fothergill and Cllr State for clearing the box hedging from around the memorial. • The line marking in the Elder Bank Hall car park has been carried out.	
109/27	<u>9.3 PROGRESS REPORT – PLAY PARKS</u> • The Titan repairs at Brize Meadow play park have been completed.	



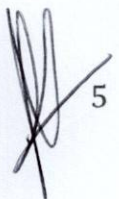
	• Cllr Way is meeting Wicksteed this week regarding the refurbishment of Station Road play park.	
110/27	<u>9.4 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u> The outstanding action list was discussed and updated accordingly.	
111/27	<u>10. PLANNING</u> See attached appendix A.	
112/27	<u>11.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED</u> Cllrs considered payments to be made (see attached Appendix B) Cllrs also considered the following additional payments that were not on the list: RJ Groundcare Ltd – Parish grass cutting £972.00 RJ Groundcare Ltd – Grounds maintenance at Brize Meadow play park - £336.00 Wendy Way – Reimbursement of glass jugs for meeting room £12.00. All payments were approved; Cllr Way and Cllr State to authorise online payments.	Cllr Way and Cllr State to authorise online payments
113/27	<u>11.2 FINANCE – BANK RECONCILIATION</u> The clerk has circulated the Bank Reconciliation (see attached Appendix B).	
114/27	<u>12. CORRESPONDENCE</u> The clerk has shared the correspondence with the Council.	
115/27	<u>13. DATE OF NEXT MEETING</u> The next Parish Council meeting will be held on Monday 3 rd August 2026 at 7pm in the Elder Bank Hall meeting room.	

There being no further business the Chairman declared the meeting closed at 9.30pm

APPENDIX A – PLANNING 111/27:

AGENDA ITEM 10

NEW PLANNING APPLICATIONS: None


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PENDING PLANNING DECISIONS:

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 Awaiting decision
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 Awaiting decision
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:

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 Approved: 19th 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 Approved: 15th June 2026



APPENDIX B – FINANCE 112/27 & 113/27:

AGENDA ITEM 11.1

ORDERS FOR PAYMENT

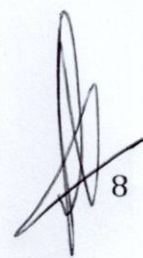
Payment method	Date	Net	VAT	Total	Description	Supplier	
BACS	06.07.2026				Salaries		
BACS	01.07.2026	£22.50	£4.50	£27.00	Website and email fees	IONOS	
BACS	06.07.2026	£27.00	£0.00	£27.00	Hall hire for annual parish meeting	Elder Bank Hall Committee	
BACS	06.07.2026	£650.00	£130.00	£780.00	Elder Bank Hall car park line marking	A40 Road Markings Ltd	
DD	26.06.2026	£2.75	£0.00	£2.75	Care and Repair subscription for Samsung TV in meeting room	Currys	
DD	26.06.2026	£2.50	£0.00	£2.50	Care and Repair subscription for office printer	Currys	
DD	26.06.2026	£7.29	£1.46	£8.75	Virtual Landline	Virtual Landline	
BACS	06.07.2026	£55.00	£11.00	£66.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd	
BACS	06.07.2026	£259.40	£51.88	£311.28	Brize Meadow playpark weekly inspections	West Oxfordshire District Council	
BACS	06.07.2026	£131.36	£26.27	£157.63	Station Road play park weekly inspections	West Oxfordshire District Council	
DD	23.06.2026	£17.49	£3.50	£20.99	Email fees	Hugo Fox Ltd	
BACS	06.07.2026	£18.00	£0.00	£18.00	50% cost of June Gigaclear service	Elder Bank Hall Committee	
DD	18.06.2026	£9.60	£1.92	£11.52	Microsoft 365 licence	Microsoft	
BACS	06.07.2026	£1,150.00	£230.00	£1,380.00	Water leak repair	Ben Smith Carpentry & Building	
BACS	06.07.2026	£44.89	£8.98	£53.87	Motomix and oil	SA's Tool and Plant Hire	
CARD	15.06.2026	£8.00	£0.00	£8.00	Laminating pouches	TG Jones	
BACS	06.07.2026	£26.99	£0.00	£26.99	Reimbursement of allotment padlock and key cutting	Tony Shillingford	
BACS	06.07.2026	£40.00	£8.00	£48.00	CIlr Way training - OALC Talking Tables	OALC	
BACS	06.07.2026	£280.00	£56.00	£336.00	Grounds maintenance at Brize Meadow play park	RJ Groundcare Limited	
BACS	06.07.2026	£810.00	£162.00	£972.00	Parish grass cutting	RJ Groundcare Limited	
BACS	06.07.2026	£360.00	£72.00	£432.00	Recreation ground grass cutting	McCracken & Sons LTD	
DD	28.06.2026	£1,072.04	£0.00	£1,072.04	Water bill	Water2Business Ltd	
BACS	06.07.2026	£17.89	£3.58	£21.47	Padlock for emergency barrier and drain cover	AK Timms	
BACS	06.07.2026	£119.74	£18.00	£137.74	Top soil and grass seed for repair of recreation ground	AK Timms	
BACS	06.07.2026	£164.20	£32.84	£197.04	Station Road play park weekly inspections	West Oxfordshire District Council	
BACS	06.07.2026	£324.25	£64.85	£389.10	Brize Meadow playpark weekly inspections	West Oxfordshire District Council	
DD	15.06.2026	£60.49	£12.10	£72.59	Website and email fees	IONOS	
BACS	21.06.2026	£464.41	£92.88	£557.29	Deposit for EBH extension blinds	Associated Blinds Ltd	Paid
BACS	06.07.2026	£180.00	£36.00	£216.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd	

PAYMENTS RECEIVED:

BACS	01/06/2026	Humble Bumble Café	Pavilion rent	£	1.00
BACS	03/06/2026	Minster Lovell Cricket Club	Recreation ground hire	£	1,200.00
BACS	15/06/2026	Deer Park Rangers	Recreation ground/changing room hire	£	80.00
	June	Allotment Holders	Allotment rent	£	87.30

BANK TRANSFERS:

Date	From	To	Amount	Reason
27/05/2026	Business Premium Account	Community Account	£ 10,000.00	To cover June meeting orders for payment
29/06/2026	Business Premium Account	Community Account	£ 8,000.00	To cover July meeting orders for payment



AGENDA ITEM11.2

Reconciliation to Bank Account:

A	Bank Reconciliation at 29/06/2026		
	Cash in Hand 01/04/2026		57,039.33
	ADD Receipts 01/04/2026 - 29/06/2026		54,580.16
	SUBTRACT Payments 01/04/2026 - 29/06/2026		111,619.49 32,860.23
	Cash in Hand 29/06/2026 (per Cash Book)		78,759.26
B	Cash in hand per Bank Statements		
	Petty Cash 29/06/2026	0.00	
	Barclays Bank Community Account 29/06/2026	13,693.32	
	Barclays Business Premium Account 29/06/2026	64,343.19	
			78,036.51
	Less unrepresented payments		
			78,036.51
	Plus unrepresented receipts		722.75
B	Adjusted Bank Balance		78,759.26
	A = B Checks out OK		

