Minutes of the Brize Norton Parish Council meeting held on Monday 7th September 2026 at 7.00pm at the Elder Bank Hall		
145/27	PRESENT Cllr Goble – Chair, Cllr Bamber – Vice-Chair, Cllr Way, Cllr State, Cllr Jackson, Cllr Taylor, Cllr Pearson (WODC) and Jo Webb - Clerk.	ACTION
146/27	1. APOLOGIES Apologies were noted from Cllr Woodward and Cllr Overton (OCC).	
147/27	2. DECLARATIONS OF INTEREST None.	
148/27	3. MINUTES The minutes of the Parish Council meeting on 3rd August 2026 were reviewed for accuracy. Cllr State proposed to accept the minutes, and Cllr Bamber seconded; all Cllrs agreed. Cllr Goble signed the minutes.	Clerk to scan and post minutes to the website
149/27	4. PUBLIC PARTICIPATION One member of the public attended the meeting.	
150/27	5. DISTRICT AND COUNTY COUNCILLORS' REPORTS WODC – Cllr Pearson's report has been circulated to all Cllrs. No report provided from Cllr Overton.	
151/27	6.1 CHAIRMAN'S REPORT • 5/8/26 – Cllr Goble and Cllr Bamber had an online meeting with Phil Martin (CEO) and Andrew Brown (Compliance Manager) from WODC regarding the boundary review. • 7/8/26 – Community meeting regarding the Kilkenny Farm development. Slides were shown from the meeting held with the developer and Carterton Town Council and questions raised by the Councils were shared with residents. • 10/8/26 – Councillors met on the recreation ground to discuss the use of the rec and to carry out a dynamic risk assessment. • 13/8/26 – Meeting with three Burford Town Councillors regarding their Neighbourhood Plan and how to get it started. • 18/8/26 – OALC meeting. It was clarified at this meeting that village halls can be legally subsidised by a Parish Council. A discussion also took place regarding Neighbourhood Area Committees (LGR).	

	• 26/8/26 – Councillors met with Bloor Homes regarding concerns with the Brize Meadow allotments. • 3/9/26 – Cllr Goble and Cllr Way were invited to a meeting with Bloombridge to chat about the Kilkenny Farm development. It was suggested attending a developer meeting to include Bloor, Lonestar and Bloombridge to discuss being collaborative instead of individual approaches. • No new information from Thames Water regarding the issues on Shilton Park. • Bloombridge has invited Councillors to visit Poundbury, Dorchester to look at their development. • A National Emergency Briefing video is being shown on 6th October at Burford. • The 12 month review is due on the Neighbourhood Plan. Cllr Jackson, Cllr State and Cllr Taylor have agreed to join the steering committee.	
152/27	<u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW</u> • Cllr Goble's report has been circulated to all Cllrs. • We are awaiting an update on the allotments on the installation of waste bins. • Bloor Homes are applying to discharge Condition 10 (Drainage Strategy) as detailed in planning approval 14/0091/P/OP. It was agreed that we will write to the planning officer with the background information and our concerns regarding this.	
153/27	<u>6.3 COUNCILLOR REPORTS – HIGHWAYS</u> • The flags and timetables have been put up at the Carterton Road bus stops. The bus shelters are awaited. • Cllr Goble has written to OCC with concerns regarding the Burford Road being used for construction traffic for the Kilkenny Farm development. This information has been passed to the relevant officer who approves Construction Traffic Management plans.	
154/27	<u>6.4 COUNCILLOR REPORTS – PUBLIC RIGHTS OF WAY</u> Cllr State has walked all of the public rights of way in the parish and reported all issues to OCC. There has been no progress on any issues previously reported so these will be followed up and Cllr Overton copied in to the correspondence.	Cllr State to follow up with OCC
155/27	<u>7.1 DISCUSSION AND DECISIONS – TO REVIEW AND APPROVE POLICIES</u> The following policies were reviewed: CCTV Complaints procedure High consequence infectious disease Marking the death of a senior national figure Risk assessment schedule	

	All Cllrs approved the Marking the Death of a Senior National Figure policy; the clerk will upload this to the website. Cllr Bamber will circulate his proposed amends to the remaining policies for approval at the next meeting.	Clerk to upload to the website Cllr Bamber to circulate proposed amends
156/27	<u>7.2 DISCUSSION AND DECISIONS – TO CONSIDER THE ADOPTION OF THE PLAY PARK RISK MANAGEMENT POLICY</u> To be deferred to the October meeting.	
157/27	<u>7.3 DISCUSSION AND DECISIONS – QUOTE FOR ELDER BANK HALL KITCHEN UNIT</u> To be deferred to the October meeting.	
158/27	<u>7.4 DISCUSSION AND DECISIONS – QUOTE FOR ELDER BANK HALL ROOF REPAIRS</u> The third quote is still awaited so the decision was deferred to the October meeting.	
159/27	<u>7.5 DISCUSSION AND DECISIONS – QUOTE FOR SIGNS</u> Quotes have been received for new play park signs showing emergency contact information, a sign for the Parish Council office window and a pavement sign. Cllr Way proposed to accept the quotes from Kingdom signs. Cllr Jackson seconded and all Cllrs agreed. It was also agreed that we should try and negotiate the installation cost of all items. Cllr Way will make arrangements and discuss the installation costs.	Cllr Way to arrange signs and negotiate installation costs
160/27	<u>7.6 DISCUSSION AND DECISIONS – QUOTE FOR STAFF AND COUNCILLOR ID BADGES</u> Quotes have been received for ID badges for staff and Councillors. Cllr Bamber proposed that we accept the quote from Cardaxis and Cllr Taylor seconded; all Cllrs agreed. The clerk will make the arrangements however; new photos may be required.	Clerk to arrange ID badges
161/27	<u>7.7 DISCUSSION AND DECISIONS –FLOOD MANAGEMENT</u> • OCC has issued an update on the recommendations published in the Section 19 Flood Investigation report which has been circulated to all Cllrs. • There is a blocked culvert at Daubigny Mead on Highmoor Brook that has been reported to the Environment Agency. • Cllr Goble to attend the Bampton and District Flood Group meeting and report back on the format of Bampton Community Flood meetings. • The drawings for the attenuation pond amendments have been approved and are awaiting signing. It would be useful to have a meeting with residents once this is completed. • Cllr Goble will get some more information on setting up a flood group; Cllr Jackson has offered to assist where possible. Cllr Pearson provided information of 'Flooded People' who help Parish Councils set up flood groups.	

162/27	<u>7.8 DISCUSSION AND DECISIONS – HAND OVER OF WODC LAND TO BNPC</u> WODC currently owns the land at Kilkenny Lane Country Park, Monahan Way sports ground and several areas in Chichester Place. WODC has asked if BNPC would be interested in taking ownership of this land. Councillors agreed that before a full discussion can take place, we would need to review the maintenance schedules and funding information for the running costs from WODC. The clerk will request this information. 8.30pm – Cllr State left the meeting.	Clerk to request information
163/27	<u>7.9 DISCUSSION AND DECISIONS – RECREATION GROUND</u> The area around the shed has been left very untidy since the repairs to the recreation ground. The cricket club has advised that they will be carrying out end of season tidying shortly.	
164/27	<u>7.10 DISCUSSION AND DECISIONS – BRIZE BREEZE ARTICLES</u> The next edition of the Brize Breeze is due to be delivered at the end of October. Cllr Jackson and Cllr Way will write an article on the Station Road play park consultation. Cllr Jackson, Cllr Bamber and Cllr Taylor will write an article on Brize Meadow.	
165/27	<u>7.11 DISCUSSION AND DECISIONS –CHRISTCHURCH ALLOTMENT AND BUS SHELTER RENT REVIEW</u> A rent review is due and Savills has asked us to think about what we would consider to be an appropriate increase. The clerk will set up a meeting with Cllr Bamber and Savills to have an initial discussion.	Clerk to arrange meeting
166/27	<u>7.12 DISCUSSION AND DECISIONS – OALC COUNCILLOR FUNDAMENTALS TRAINING</u> All Cllrs agreed that Cllr Bamber and Cllr Taylor should attend this training on 1st October. The clerk will book the training session.	Clerk to book training
167/27	<u>7.13 DISCUSSION AND DECISIONS – CLERK PAY SCALE AND 2026/2027 LOCAL GOVERNMENT PAY AGREEMENT</u> • The Local Government pay agreement has been finalised and the clerk's pay will be adjusted accordingly with effect from 1st April 2026. • The clerk's employment contract states that the salary scale will be increased by one increment on passing the CiLCA qualification. This will be adjusted with effect from 14th May 2026 which was the pass date.	
168/27	<u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u> • Cllr Woodward will re-write the new pavilion proposal document. • The PAT testing in the PC office and meeting room will be carried out this week.	

169/27	8.2 PROGRESS REPORT – VILLAGE MAINTENANCE • Cllrs have carried out a dynamic risk assessment of the recreation ground. Cllr Way is looking for companies to come out and assess the area and make recommendations. • Bowards are coming to carry out the medium risk tree work on 15th September.	
170/27	8.3 PROGRESS REPORT – PLAY PARKS • A quote has been received from HAGS to replace the harness on the accessible swing. Cllr Jackson proposed that the quote was accepted, Cllr Way seconded and all Cllrs agreed. The clerk is awaiting an additional quote for a small supply of nuts and bolts for the MUGA. • A quote is awaited from RJ Groundcare to restore the landscaping at Brize Meadow play park. • Cllr Way met with Playdale regarding the refurbishment of the Station Road play park and MUGA. Quotes are awaited.	
171/27	8.4 PROGRESS REPORT – EMERGENCY PLAN Cllr Jackson has drafted some changes to the Emergency Plan and all Cllrs are happy with the amendments. The document will be finalised and signed off at the next meeting.	Cllr Jackson to finalise document
172/27	8.5 PROGRESS REPORT – EV MICROHUB No update was provided as Cllr Woodward was absent. 9.15pm – Cllr Pearson left the meeting.	
173/27	8.6 PROGRESS REPORT – OUTSTANDING ACTIONS LIST The outstanding action list was discussed and updated accordingly.	
174/27	9. PLANNING See attached appendix A. Cllrs agreed to get together on Monday 14th September to discuss the response to the Kilkenny Farm reserved matters planning application.	
175/27	10.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED Cllrs considered payments to be made (see attached Appendix B) All payments were approved; Cllr Way and Cllr State to authorise online payments.	Cllr Way and Cllr State to authorise online payments
176/27	10.2 FINANCE – BANK RECONCILIATION The clerk has circulated the Bank Reconciliation (see attached Appendix B).	
177/27	11. CORRESPONDENCE The clerk has shared the correspondence with the Council.	

	A donation request has been received from Oxfordshire Mind. All Cllrs agreed that the donation budget should be reserved for supporting local charities.	
178/27	12. DATE OF NEXT MEETING The next Parish Council meeting will be held on Monday 5th October 2026 at 7pm at Brize Meadow Lodge.	

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

APPENDIX A – PLANNING 174/27:
AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

26/01803/RES		HarperCrewe Bloombridge Ltd Land (E) 428789 (E) 208512 Burford Road Brize Norton	Approval of reserved matters (layout, appearance, landscaping, and scale) for the erection of 134 dwellings with associated landscaping, public open space, a community building, drainage, roads and associated works, pursuant to outline planning permission reference 25/00487/OUT **Registered: 19th August 2026** **Respond: 17th September 2026**
26/01849/FUL		Mr & Mrs Hinchly Quarry Dene Burford Road Brize Norton	Erection of a dwelling and associated works to the rear of Quarry Dene **Registered: 13th August 2026** **Respond: 4th September 2026**

PENDING PLANNING DECISIONS:

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 175/27 & 176/27:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT

Payment Metho	Date	Net	VAT	Total	Description	Supplier
BACS	07.09.2026	[redacted]			Salaries	
BACS	07.09.2026	£5.55	£1.11	£6.66	Broom	AK Timms
DD	07.09.2026	£50.49	£10.10	£60.59	Website and email fees	IONOS
DD	25.08.2026	£2.50	£0.00	£2.50	Care and Repair subscription for office printer	Currys
DD	25.08.2026	£2.75	£0.00	£2.75	Care and Repair subscription for Samsung TV in meeting room	Currys
DD	25.08.2026	£7.29	£1.46	£8.75	Virtual Landline	Virtual Landline
DD	25.08.2026	£17.49	£3.50	£20.99	Email fees	Hugo Fox Ltd
BACS	07.09.2026	£18.00	£0.00	£18.00	50% cost of August Gigaclear broadband service	Elder Bank Hall Committee
BACS	07.09.2026	£75.00	£0.00	£75.00	Allotment rent 29/9/26 to 28/3/27	Savills
BACS	07.09.2026	£5.00	£0.00	£5.00	Bus shelter access rights 29/9/26 to 28/3/27	Savills
DD	18.08.2026	£9.60	£1.92	£11.52	Microsoft 365 licence	Microsoft
BACS	07.09.2026	£86.02	£17.21	£103.23	Motormix and autocut strimmer line	5A's Tool and Plant Hire
BACS	07.09.2026	£85.00	£17.00	£102.00	Boiler service	G&O Engineers Ltd
BACS	07.09.2026	£73.58	£14.72	£88.30	Shredder and noticeboard for office	Aston and James Office Supplies Ltd
BACS	07.09.2026	£488.45	£97.69	£586.14	Weekly play park inspections	West Oxfordshire District Council
CARD	05.08.2026	£29.16	£5.83	£34.99	Fan for office	Currys
CARD	04.08.2026	£117.81	£0.00	£117.81	Vacuum cleaner and spare bags for office	B&Q
CARD	04.08.2026	£2.71	£0.54	£3.25	Door wedge for office	In 21 Limited
CARD	04.08.2026	£4.99	£1.00	£5.99	Bin for office	Amazon
BACS	07.09.2026	£120.00	£24.00	£144.00	Recreation ground grass cutting	McCracken & Sons LTD
BACS	07.09.2026	£810.00	£162.00	£972.00	Parish grass cutting	RJ Groundcare Limited
BACS	07.09.2026	£280.00	£56.00	£336.00	Grounds maintenance at Brize Meadow play park	RJ Groundcare Limited
BACS	07.09.2026	£29.64	£5.93	£35.57	Wood for bench repair	AK Timms
BACS	07.09.2026	£36.00	£7.20	£43.20	Light fitting for pavilion	AK Timms
BACS	07.09.2026	£212.00	£42.40	£254.40	Sand for recreation ground repairs	AK Timms
BACS	07.09.2026	£1.62	£0.32	£1.94	Battery for recreation ground water meter	AK Timms
BACS	12.08.2026	£15.00	£0.00	£15.00	6 Chairs and a coffee table for office	Adventure Plus Ltd

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	29/07/2026	Elder Bank Hall	Legal Fees (Invoice 2 of 3)	£ 250.00
BACS	01/08/2026	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	11/08/2026	Elder Bank Hall	Legal Fees (Invoice 3 of 3)	£ 250.00
BACS	11/08/2026	Elder Bank Hall	Water bill 1/1/26 to 31/3/26	£ 222.75
BACS	13/08/2026	Humble Bumble Café	Water bill 1/4/26 to 30/6/26	£ 110.00
BACS	01/09/2026	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	01/09/2026	Duxford FC	Recreation ground / changing room hire	£ 50.00

BANK TRANSFERS:

Date	From	To	Amount	Reason
31/07/2026	Business Premium Account	Community Account	£ 5,000.00	To cover August orders for payment
03/08/2026	Business Premium Account	Community Account	£ 3,000.00	To cover additional invoices for insurance and external auditor

AGENDA ITEM10.2

Reconciliation to Bank Account:

	Bank Reconciliation at 01/09/2026			
	Cash in Hand 01/04/2026			57,039.33
	ADD			
	Receipts 01/04/2026 - 01/09/2026			59,984.62
				117,023.95
	SUBTRACT			
	Payments 01/04/2026 - 01/09/2026			51,467.54
A	**Cash in Hand 01/09/2026** (per Cash Book)			**65,556.41**
	Cash in hand per Bank Statements			
	Petty Cash	01/09/2026	0.00	
	Barclays Bank Community Accoun	01/09/2026	4,329.10	
	Barclays Business Premium Accou	01/09/2026	60,722.76	
				65,051.86
	Less unpresented payments			
				65,051.86
	Plus unpresented receipts			504.55
B	**Adjusted Bank Balance**			**65,556.41**
	A = B Checks out OK			