Minutes of the Brize Norton Parish Council meeting held on Monday 3rd August 2026 at 7.00pm at the Elder Bank Hall		
116/27	PRESENT Cllr Goble – Chair, Cllr Bamber – Vice-Chair, Cllr Way, Cllr Woodward, Cllr State, Cllr Taylor, Cllr Pearson (WODC) and Jo Webb - Clerk.	ACTION
117/27	1. APOLOGIES Apologies were noted from Cllr Jackson and Cllr Overton (OCC) was absent.	
118/27	2. DECLARATIONS OF INTEREST Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payments to Elder Bank Hall.	
119/27	3. MINUTES The minutes of the Parish Council meeting on 6th July 2026 were reviewed for accuracy. Cllr Way 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
120/27	4. PUBLIC PARTICIPATION No members of the public attended the meeting.	
121/27	5. DISTRICT AND COUNTY COUNCILLORS' REPORTS WODC – Cllr Pearson's report has been circulated to all Cllrs. No report provided from Cllr Overton.	
122/27	6.1 CHAIRMAN'S REPORT • 13/7/26 – Meeting with Bloor Homes and their landscape contractor, WODC planning officer, environmental officer and leisure projects officer. It was confirmed that the wrong grass has been planted in the area that has been raised (near Burford Road) and all of the Southern area. The hedges that have been incorrectly planted in various locations were discussed. The gates at the Burford Road entrance need replacing. All dead trees (over 50%) need replacing.	

	Work on the allotments has started. All agreed with the plan but what has been delivered does not comply. Accessibility and connectivity between the sports pavilion and two new sports pitches was discussed. • 8/7/26 – OALC meeting. The Local Council Award Scheme was discussed. There are currently only 5 out of 247 Councils in Oxfordshire with an award. • 14/7/26 – Parish Transport Representative (PTR) meeting. The OxBus Plan 2040 recognises that with significant planned housing, the bus plan needs to increase volume capacity as new housing is built. This needs to be integrated with the WODC emerging local plan. • 14/7/26 – WODC Code of Conduct briefing. Presentation slides and a recording of the session have been circulated to all Cllrs. • 20/7/26 – Cllr Goble, Cllr Bamber, Cllr Jackson and Cllr Way addended a meeting with Carterton Town Council to receive an update from Bloombridge on the Kilkenny Farm development. Presentation slides have been circulated to all Cllrs. A community meeting is being held on 7th August so an update can be provided to residents. • 21/7/26 – Meeting with Oxfordshire Neighbourhood Plan Alliance and Community First Oxfordshire. Challenges of producing a Neighbourhood Plan and the benefits with the planning authorities were discussed. South and Vale District Council are in the process of writing some guideline policies. • 21/7/26 – Meeting with Oxfordshire Neighbourhood Plan Alliance and the Oxford Growth Commission. There is a good holistic knowledge of what is happening/should happen in Oxfordshire. They are aware of the urban growth in Carterton but unaware of the scale of proposals on green fields in Brize Norton. They were also unaware that the rapid transports system will now terminate in Brize Norton (not Oxford, Witney, Carterton and beyond). There are more homes planned in the new Oxford City boundary by relaxing green belts. • 27/7/26 – Meeting with Councillors from Curbridge and their District Councillor, Thomas Ashby. Cllr Goble took them through the new development proposals in Brize Norton and HGV volumes associated with the Volker Fitzpatrick RAF work. • 29/7/26 – Cllr Goble, Cllr Way, Cllr State, Cllr Pearson and the clerk met with Michael Rich, the WODC regeneration lead for the Carterton area strategy. Feedback was given by Cllrs on various topics including how sport should be a holistic view led by WODC.	
123/27	<u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW</u> • Following on from the meeting on 8th July, Bloor Homes acknowledge that there is still a lot to do in the Northern area, which they want to put into the one year maintenance period. • Two of the allotment plots that were set out on 8th July have had to be removed as the levels are incorrect. An update is awaited	

	from Bloor who is waiting to hear back from their contractor, MV Kelly, as to when the work will commence. • Another area on Miles Drive has been discovered where the native hedge has been incorrectly planted and is now dead. This will go on the list with the other hedges that need re-planting. • Councillors noted their thanks to the family that cleared the weeds from the pathway/road near the new school site. • The installation of the waste bins in the Mary Ellis Country Park has been chased with Bloor Homes. There are four waste bins to be installed in the Country Park.	
124/27	<u>6.3 COUNCILLOR REPORTS – HIGHWAYS</u> • The Carterton Road bus stop flags and timetables are scheduled to be installed week commencing 10th August. • There are still two blocked drains by Watchman's Cottage and on Burford Road. OCC has confirmed that there is outstanding work to be carried out. • Information received from OCC regarding volunteering as a Fix My Street superuser has been uploaded to the website.	
125/27	<u>6.4 COUNCILLOR REPORTS – PUBLIC RIGHTS OF WAY</u> Nothing to note.	
126/27	<u>7.1 DISCUSSION AND DECISIONS – TO REVIEW AND APPROVE POLICIES</u> Cllr Bamber has circulated suggested policy amendments and all Cllrs agreed the updates for the following policies: Biodiversity Freedom of Information Freedom of Information Publication Health and Safety Information and Data Protection Socia Media and Electronic Communications The clerk will make the updates and upload the policies to the website.	Clerk to update policies and upload them to the website
127/27	<u>7.2 DISCUSSION AND DECISIONS – QUOTE FOR ELDER BANK HALL KITCHEN UNIT</u> An additional quote has been received from B&Q and a quote is awaited from Howdens.	
128/27	<u>7.3 DISCUSSION AND DECISIONS – WATER SUPPLIER QUOTES</u> Zenergi has sent three quotes for water suppliers for a contract up to 31st March 2028. All Cllrs agreed to stay with Water 2 Business who are our current supplier. The Clerk will complete the necessary paperwork.	Clerk to complete paperwork
129/27	<u>7.4 DISCUSSION AND DECISIONS – NOTICEBOARD QUOTES</u> Quotes have been received for a new free standing noticeboard on Burford Road and a wall mounted noticeboard for the outside of Elder	

	Bank Hall. Quotes received from Greenbarnes Ltd, The Parish Noticeboard Company and Earth Anchors. Cllr Goble proposed to accept the quote from Greenbarnes Ltd. Cllr Taylor seconded and all Cllrs agreed. The clerk will place the order.	Clerk to order noticeboards
130/27	7.5 DISCUSSION AND DECISIONS – COUNCILLOR REGISTER OF MEMBERS' INTERESTS WODC has provided the clerk with redacted versions of the Councillors' register of interests. It was agreed that a link to the documents on the WODC website will be posted on the BNPC website.	Clerk to upload website link
131/27	7.6 DISCUSSION AND DECISIONS – ROSPA PLAY PARK INSPECTION REPORT – STATION ROAD PLAY PARK The annual inspection has been carried out and there are two medium risk items highlighted: the carousel and the larger multiplay. The clerk will carry out a risk assessment for the highlighted items. Cllr Way and Cllr Jackson will look into grant funding opportunities.	Clerk to carry out risk assessment Cllr Way & Cllr Jackson to look at grant funding
132/27	7.7 DISCUSSION AND DECISIONS – RESPONSE TO WODC CONSULTATION – OFF STREET PARKING ORDER FOR KILKENNY CAR PARK All Cllrs agreed that they have no objection to this proposal. The clerk will send our response to WODC.	Clerk to send response
133/27	7.8 DISCUSSION AND DECISIONS – RESPONSE TO WODC CONSULTATION – PUBLIC SPACE PROTECTION ORDER (PSPO) – PROPOSED CONTROLS RELATING TO DOG FOULING ACROSS WEST OXFORDSHIRE DISTRICT All Cllrs agreed to support this proposal. The clerk will send our response to WODC.	Clerk to send response
134/27	7.9 DISCUSSION AND DECISIONS – OFFICE EXPENDITURE All Cllrs agreed that the clerk should go ahead and purchase the items required for the day to day running of the new council office. The clerk will also price up ID badges for staff and Councillors.	Clerk to purchase office items and obtain price for ID badges
135/27	7.10 DISCUSSION AND DECISIONS – PLAY PARK INSPECTION TRAINING OALC is running a play park inspection training course. All Cllrs were in agreement that we should continue to use an independent company to carry out the weekly inspections.	
136/27	8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE • The battery needs changing in the disabled alarm to stop the beeping.	
137/27	8.2 PROGRESS REPORT – VILLAGE MAINTENANCE • Minster Lovell Cricket Club has been in touch as they have had to cancel fixtures as the cracks in the recreation ground have	

	made the pitch unplayable. MLCC has asked the Parish Council to provide some top soil and they will arrange a working party to fill the cracks. After a thorough debate, it was decided that for health and safety reasons, the remaining fixtures of the season will be cancelled and a pro rata refund of the fees will be made. The clerk will draft a letter to MLCC for council approval. Cllr Way is meeting with the football teams this week to discuss the condition of the pitches.	Clerk to draft letter to MLCC
138/27	<u>8.3 PROGRESS REPORT – PLAY PARKS</u> • No additional information to report.	
139/27	<u>8.4 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u> The outstanding action list was discussed and updated accordingly.	
140/27	<u>9. PLANNING</u> See attached appendix A. 9.00pm – Cllr Pearson left the meeting.	
141/27	<u>10.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED</u> Cllrs considered payments to be made (see attached Appendix B) The external auditor report has been received for 2025/2026. The clerk fed back the information in the report to Councillors and will upload the report to the website. Additional invoices for council approval: Moore – External Audit £535.50 Zurich – Insurance renewal £2,608.61 OxEcology – Village pond survey £583.50 All payments were approved; Cllr Way and Cllr State to authorise online payments.	Cllr Way and Cllr State to authorise online payments
142/27	<u>10.2 FINANCE – BANK RECONCILIATION</u> The clerk has circulated the Bank Reconciliation (see attached Appendix B).	
143/27	<u>11. CORRESPONDENCE</u> The clerk has shared the correspondence with the Council. OCC has contacted BNPC to advise that they are carrying out a general review of speed limits on Oxfordshire's rural A and B class road network. It was noted on the document relating to A4095 between Curbridge and Bampton that the speed limit on Station Road is shown as 30mph, which is incorrect. The clerk will contact OCC to advise that the correct speed limit is 20mph.	Clerk to contact OCC with correct information

144/27	12. DATE OF NEXT MEETING The next Parish Council meeting will be held on Monday 7th September 2026 at 7pm in the Elder Bank Hall meeting room.	

There being no further business the Chairman declared the meeting closed at 9.15pm

APPENDIX A – PLANNING 140/27:

AGENDA ITEM 9

NEW PLANNING APPLICATIONS: None

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:

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** **Approved: 6th July 2026**
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** **Approved: 6th July 2026**

APPENDIX B – FINANCE 141/27 & 142/27:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT

Payment met	Date	Net	VAT	Total	Description	Supplier
BACS	03.08.2026	£464.41	£92.88	£557.29	Installation of EBH extension blinds	Associated Blinds Ltd
DD	28.07.2026	£22.50	£4.50	£27.00	Website and email fees	IONOS
DD	27.07.2026	£2.75	£0.00	£2.75	Care and Repair subscription for Samsung TV in meeting room	Currys
DD	27.07.2026	£2.50	£0.00	£2.50	Care and Repair subscription for office printer	Currys
BACS	03.08.2026	[redacted]			Salaries	
DD	23.07.2026	£17.49	£3.50	£20.99	Email fees	Hugo Fox Ltd
DD	25.07.2026	£7.29	£1.46	£8.75	Virtual Landline	Virtual Landline
BACS	03.08.2026	£115.50	£23.10	£138.60	Village handyman workwear	Print Ready Ltd
BACS	03.08.2026	£18.00	£0.00	£18.00	50% cost of Gigaclear broadband service	Elder Bank Hall Committee
BACS	03.08.2026	£131.36	£26.27	£157.63	Station Road play park weekly inspections	West Oxfordshire District Council
BACS	03.08.2026	£259.40	£51.88	£311.28	Brize Meadow playpark weekly inspections	West Oxfordshire District Council
BACS	03.08.2026	£83.00	£16.60	£99.60	Station Road play park annual inspection	RoSPA Play Safety
DD	16.07.2026	£58.32	£11.67	£69.99	Anti virus software	Norton
BACS	03.08.2026	£253.00	£0.00	£253.00	Annual membership subscription	SLCC
BACS	03.08.2026	£450.00	£90.00	£540.00	Recreation ground grass cutting	McCracken & Sons LTD
BACS	03.08.2026	£4.36	£0.87	£5.23	Key tag and cable ties	AK Timms
DD	28.07.2026	£756.85	£0.00	£756.85	Water bill	Water2Business Ltd
DD	18.07.2026	£9.60	£1.92	£11.52	Microsoft 365 licence	Microsoft
CARD	12.07.2026	£5.00	£0.00	£5.00	Printer paper	Sainsburys
CARD	12.07.2026	£15.00	£0.00	£15.00	Office equipment	TG Jones
CARD	03.07.2026	£3.95	£0.00	£3.95	Postage - VAT return	Post Office Ltd
DD	02.07.2026	£47.00	£0.00	£47.00	Data protection renewal fee	Information Commissioner's Office

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	01/07/2026	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	01/07/2026	Allotment Holders	Allotment rent	£ 15.53
BACS	13/07/2026	Zurich Insurance	Insurance claim for car park wall	£ 1,150.00
BACS	13/07/2026	HMRC	VAT refund	£ 3,229.57
BACS	17/07/2026	Brize Norton PCC	Refund of duplcate payment made in error	£ 384.00
BACS	28/07/2026	Minster Lovell Cricket Club	Recreation ground / changing room hire	£ 341.81

BANK TRANSFERS: None

AGENDA ITEM10.2

Reconciliation to Bank Account:

	Bank Reconciliation at 28/07/2026			
	Cash in Hand 01/04/2026			57,039.33
	ADD			
	Receipts 01/04/2026 - 28/07/2026			59,769.21
				116,808.54
	SUBTRACT			
	Payments 01/04/2026 - 28/07/2026			43,102.71
A	**Cash in Hand 28/07/2026** (per Cash Book)			**73,705.83**
	Cash in hand per Bank Statements			
	Petty Cash	28/07/2026	0.00	
	Barclays Bank Community Account	28/07/2026	3,809.18	
	Barclays Business Premium Accou	28/07/2026	68,722.76	
				72,531.94
	Less unpresented payments			
				72,531.94
	Plus unpresented receipts			1,173.89
B	**Adjusted Bank Balance**			**73,705.83**
	A = B Checks out OK			