Minutes of the Brize Norton Parish Council meeting held on Monday 5th October 2026 at 7.00pm at Brize Meadow Lodge		
179/27	PRESENT Cllr Goble – Chair, Cllr Bamber – Vice-Chair, Cllr Way, Cllr Woodward, Cllr State, Cllr Jackson, Cllr Taylor, Cllr Pearson (WODC) and Jo Webb - Clerk.	ACTION
180/27	1. APOLOGIES Apologies were noted from Cllr Overton (OCC).	
181/27	2. DECLARATIONS OF INTEREST Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payments to Elder Bank Hall.	
182/27	3. MINUTES The minutes of the Parish Council meeting on 7th September 2026 were reviewed for accuracy. Cllr Jackson proposed to accept the minutes, and Cllr Taylor seconded; all Cllrs agreed. Cllr Goble signed the minutes.	Clerk to scan and post minutes to the website
183/27	4. PUBLIC PARTICIPATION No members of the public attended the meeting.	
184/27	5. DISTRICT AND COUNTY COUNCILLORS' REPORTS WODC – Cllr Pearson's report has been circulated to all Cllrs. OCC - Cllr Overton's report has been circulated to all Cllrs.	
185/27	6.1 CHAIRMAN'S REPORT 10/09 Cllrs Goble and State attended a meeting with Rachel Crookes from Wild Oxfordshire to discuss village pond and Brook Furlong. 14/09 Attended meeting with all councilors to discuss PC response to Reserved Matters planning application for Kilkenny Farm. 17/09 Attended Bampton & District Flood Group. Meeting. Awaiting minutes to be published. 30/09 Attended a meeting with all councilors to discuss PC response to WODC Local Plan 2043.	
186/27	6.2 COUNCILLOR REPORTS – BRIZE MEADOW There has been no update on any outstanding items. Cllr Pearson will follow up with the S106 team so see if a walkaround can be arranged to expedite the allotments.	Cllr Pearson to follow up with S106 team

187/27	6.3 COUNCILLOR REPORTS – HIGHWAYS OCC has advised of the re-consultation of 20mph speed limits. Cllrs agreed that it is not appropriate to comment on the proposals in Carterton. However, some roads have been incorrectly identified as being in Carterton when they are in Brize Norton. The Clerk will send Cllr Goble's suggested response to OCC.	Clerk to send response to OCC
188/27	6.4 COUNCILLOR REPORTS – PUBLIC RIGHTS OF WAY Cllr Goble and Cllr State will be meeting with a representative from the Trust for Oxfordshire Environment (TOE) to discuss grant funding for various areas in the village.	
189/27	7.1 DISCUSSION AND DECISIONS – TO REVIEW AND APPROVE POLICIES The following policies were reviewed and approved: Complaints procedure High consequence infectious disease Risk assessment schedule The clerk will upload the updated policies to the website. CCTV Policy will be reviewed at next month's meeting.	Clerk to upload policies to website
190/27	7.2 DISCUSSION AND DECISIONS – TO CONSIDER THE ADOPTION OF THE PLAY PARK RISK MANAGEMENT POLICY Cllr Bamber proposed that the Play Park Risk Management Policy is adopted by the Parish Council. Cllr Woodward seconded and all Cllrs agreed. The clerk will upload the new policy to the website.	Clerk to upload policy to website
191/27	7.3 DISCUSSION AND DECISIONS – QUOTE FOR ELDER BANK HALL KITCHEN UNIT Cllrs reviewed all the quotes for kitchen units to be installed in the Elder Bank Hall meeting room. Cllr Jackson proposed that we accept the quote for the kitchen to be supplied by Howdens and fitted by Drift Woodworking, without a cupboard enclosing the units. Cllr Woodward seconded. The vote for this proposal was passed four votes to three. The clerk will liaise with the supplier/fitter to make arrangements.	Clerk to liaise with supplier and fitter
192/27	7.4 DISCUSSION AND DECISIONS – QUOTE FOR ELDER BANK HALL ROOF REPAIRS Cllrs reviewed the quotes for the Elder Bank Hall roof repairs. Cllr Woodward proposed that the quote from Empire is accepted. Cllr Goble seconded and all Cllrs agreed. The clerk will arrange a suitable date, preferably in the school holidays, with the roofer.	Clerk to book the repair
193/27	7.5 DISCUSSION AND DECISIONS – WYCHWOOD FOREST TRUST – DRY STONE WALLING PROJECTS In a recent Wychwood Forest Trust newsletter, it was noted that volunteers are looking for a dry-stone walling project in local public	

	spaces and churchyards. Cllrs have looked into this and currently there are no projects suitable within the Parish.	
194/27	<u>7.6 DISCUSSION AND DECISIONS – DONATION FOR POPPY WREATHS</u> Cllr Bamber proposed that a donation of £80 for two poppy wreaths is made. Cllr Woodward seconded and all Cllrs agreed. The clerk will place the order and add the payment to the list for next month's meeting.	Clerk to order wreaths
195/27	<u>7.7 DISCUSSION AND DECISIONS – DONATION FOR BRIZE NORTON PAROCHIAL CHURCH COUNCIL</u> Cllr Way proposed that a donation of £100 is made to Brize Norton PCC. Cllr Taylor seconded and all Cllrs agreed. The clerk will advise the PCC and add the payment to the list for next month's meeting.	Clerk to advise PCC
196/27	<u>7.8 DISCUSSION AND DECISIONS – CLLR STATE – WODC TRAINING – HOW TO RESPOND EFFECTIVELY TO PLANNING APPLICATIONS</u> All Cllrs were in agreement that Cllr State should attend this training. The Clerk will book the place.	Clerk to book training
197/27	<u>7.9 DISCUSSION AND DECISIONS – APPOINTMENT OF INTERNAL AUDITOR FOR 2026/2027</u> Cllr Goble proposed that Lisa Wilkinson is re-appointed as the internal auditor for 2026/2027. Cllr Taylor seconded and all Cllrs agreed.	
198/27	<u>7.10 DISCUSSION AND DECISIONS – PAYROLL CHARGES INCREASE</u> Payman has advised that their payroll charges will be increasing by 5% with effect from 1st October 2026. With effect from 1st April 2027, all clients who are invoiced annually will be moving to monthly invoices.	
199/27	<u>7.11 DISCUSSION AND DECISIONS – RECREATION GROUND</u> MLCC has written to the Parish Council requesting that urgent attention be given to repairs and ongoing maintenance of the outfield. The ground became unplayable from August onwards following the hot, dry weather. Football has also been affected: neither BNFC nor Seige FC has yet been able to play at the recreation ground this season. Cllr Way is holding regular meetings with the clubs. Cllr Way has been gathering advice from WODC and specialist companies on: • short-term repairs to restore the ground to a playable condition; • medium-term maintenance to improve its resilience; and long-term maintenance to ensure the recreation ground can continue to support competitive sport Once all information and quotations have been received, Cllr Way will present the options to the clubs and the Parish Council; work with them to develop an agreed plan of action and identify and agree potential funding opportunities	Cllr Way to respond to MLCC

	The PC's nominated specialist pest control contractor has submitted a quotation to eliminate rabbits from the sports pitches. Cllr Goble proposed that we go ahead with the recommended option. Cllr Bamber seconded; Cllr Woodward abstained and all other Cllrs agreed. The clerk will make the arrangements.	Clerk to liaise with pest control contractor
200/27	<u>7.12 DISCUSSION AND DECISIONS – ELDERBANK HALL DEFIBRILLATOR RE-LOCATION AND OUTDOOR AREA UPDATE</u> • The Elder Bank Hall committee chairman has asked for consideration to be given to re-locating the defibrillator. Cllrs agreed that its current location is ideal as it is in a prominent place and visible. However, this can be reviewed again once the new sports pavilion is completed. The clerk will advise the EBH committee. • The preschool has also enquired regarding using the land at the rear of the EBH behind the bin wall for a climbing frame. The suggestion is that the land is fenced and gated off and not available to the public. Cllrs agreed that they will need to see a detailed plan with drawings and costs so that a decision can be made. The clerk will advise the committee and preschool.	Clerk to advise committee Clerk to advise committee and pre school
201/27	<u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u> Gas servicing and PAT testing have been carried out in the Elder Bank Hall, and a new cleaner has been employed.	
202/27	<u>8.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u> The Parish Council wishes to thank Carol Fothergill and Cllr State for tidying the area around the war memorial.	
203/27	<u>8.3 PROGRESS REPORT – PLAY PARKS</u> • A quote has been received from RJ Groundcare to install concrete bases under two benches in Brize Meadow play park. Cllr Way proposed that we accept their quotation. Cllr Bamber seconded and all Cllrs agreed. The clerk will advise RJ Groundcare that their quotation has been accepted. • A quote has been received from Wicksteed for the refurbishment of the Station Road play park. Further quotes are awaited.	Clerk to advise RJ Groundcare to go ahead
204/27	<u>8.4 PROGRESS REPORT – EMERGENCY PLAN</u> This will be put forward for approval at next month's meeting.	
205/27	<u>8.5 PROGRESS REPORT – EV MICROHUB</u> OCC will be carrying out a site survey. They have suggested using 2 parking bays along the front/centre of the car park. Cllrs proposed that it would be more suitable on the left-hand side by the tree. Cllr Woodward will feed back to OCC.	Cllr Woodward to feedback to OCC
206/27	<u>8.6 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u> The outstanding action list was discussed and updated accordingly.	

207/27	9. PLANNING See attached appendix A. Cllrs are disappointed that a number of documents in planning application 26/02097/RES for the new school building, have been incorrectly annotated as Carterton, rather than Brize Norton. Cllr Goble will draft a response to WODC regarding this error.	Cllr Goble to draft response
208/27	10.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED Cllrs considered payments to be made (see attached Appendix B) Cllrs queried the WODC invoice for £200 for administration fees for the recent uncontested election. Cllrs have asked for additional clarification. The clerk will seek clarification from WODC and in the meantime, it was agreed to put a hold on this payment until a response is received. All other payments were approved; Cllr Way and Cllr State to authorise online payments.	Clerk to contact WODC Cllr Way and Cllr State to authorise online payments
209/27	10.2 FINANCE – BANK RECONCILIATION The clerk has circulated the Bank Reconciliation (see attached Appendix B).	
210/27	11. CORRESPONDENCE The clerk has shared the correspondence with the Council. Cllrs discussed carrying out a Parish survey for the Community Governance Review. The Clerk will obtain a quote from Hugo Fox to facilitate the survey and collate the results.	Clerk to obtain quote
211/27	12. DATE OF NEXT MEETING The next Parish Council meeting will be held on Monday 2nd November 2026 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 207/27:
AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

26/02097/RES	Oxford Diocesan Schools Trust Land North of Browns Field Way Brize Norton	Approval of reserved matters (access, appearance, landscaping, layout and scale) for the construction of a primary school with associated works and landscaping **Registered: 17th September 2026** **Respond: 15th October 2026**
26/02135/HHD	Miss Danielle Marsh 2 Honeyham Close Brize Norton	Removal of existing conservatories, erection of single and two storey rear extensions **Registered: 3rd September 2026** **Respond: 1st October 2026**

PENDING PLANNING DECISIONS:

26/02104/CND	Bloor Homes Land East of Monahan Way Brize Norton	Discharge of condition 10 (Drainage Strategy) of planning permission 14/0091/P/OP. Includes attenuation ponds. **Response sent: 9th September 2026** **Under consideration**
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** **Under consideration**
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** **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 208/27 & 209/27:

AGENDA ITEM 10.1
ORDERS FOR PAYMENT

Payment meti	Date	Net	VAT	Total	Description	Supplier
DD	01.10.2026	£22.50	£4.50	£27.00	Website and email fees	IONOS
DD	05.10.2026	[redacted]			Salaries	
DD	28.09.2026	£2.50	£0.00	£2.50	Care and Repair subscription for office printer	Currys
DD	28.09.2026	£2.75	£0.00	£2.75	Care and Repair subscription for Samsung TV in meeting room	Currys
DD	28.09.2026	£7.29	£1.46	£8.75	Virtual Landline	Virtual Landline
DD	23.09.2026	£17.49	£3.50	£20.99	Email fees	Hugo Fox Ltd
BACS	05.10.2026	£1,305.72	£261.14	£1,566.86	Waste bin emptying - 1/10/26 to 31/3/27	West Oxfordshire District Council
BACS	05.10.2026	£18.00	£0.00	£18.00	50% cost of September Gigaclear broadband service	Elder Bank Hall Committee
BACS	05.10.2026	£396.00	£0.00	£396.00	Pro rata refund of recreation ground hire	Minster Lovell Cricket Club
DD	18.09.2026	£9.60	£1.92	£11.52	Microsoft 365 licence	Microsoft
BACS	05.10.2026	£390.76	£78.15	£468.91	Play park weekly inspections	West Oxfordshire District Council
BACS	05.10.2026	£950.00	£190.00	£1,140.00	Tree work	Boward Tree Surgery Ltd
BACS	05.10.2026	£140.00	£28.00	£168.00	Cllr Bamber and Cllr Taylor - Councillor Fundamentals training	OALC
BACS	05.10.2026	£60.00	£12.00	£72.00	PAT testing of office equipment	Azura Ltd
BACS	05.10.2026	£200.00	£0.00	£200.00	Parish Council election admin costs	West Oxfordshire District Council
BACS	05.10.2026	£810.00	£162.00	£972.00	Parish grass cutting	RJ Groundcare Limited
BACS	05.10.2026	£280.00	£56.00	£336.00	Grounds maintenance at Brize Meadow play park	RJ Groundcare Limited
CARD	18.09.2026	£24.96	£4.99	£29.95	12 Helleborus plants for war memorial	Hayloft Plants
CARD	08.09.2026	£3.30	£0.00	£3.30	Postage - VAT return	Post Office Ltd

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	01/09/2026	Carterton FC	Recreation ground / changing room hire	£ 65.00
BACS	01/09/2026	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	07/09/2026	Barclays Bank	Interest earned	£ 171.59
BACS	16/09/2026	HMRC	VAT Refund	£ 1,557.55
BACS	17/09/2026	WODC	Precept	£ 48,052.00
BACS	28/09/2026	Minster Lovell Cricket Club	Recreation ground / changing room hire	£ 98.41

BANK TRANSFERS:

Date	From	To	Amount	Reason
07/09/2026	Business Premium Account	Community Account	£ 6,000.00	To cover September orders for payment
22/09/2026	Community Accounnt	Business Premium Account	£ 1,557.55	VAT refund
22/09/2026	Community Accounnt	Business Premium Account	£ 48,052.00	Precept

AGENDA ITEM10.2

Reconciliation to Bank Account:

	Bank Reconciliation at 29/09/2026		
	Cash in Hand 01/04/2026		57,039.33
	ADD		
	Receipts 01/04/2026 - 29/09/2026		109,765.76
			166,805.09
	SUBTRACT		
	Payments 01/04/2026 - 29/09/2026		57,118.39
A	**Cash in Hand 29/09/2026** (per Cash Book)		**109,686.70**
	Cash in hand per Bank Statements		
	Petty Cash 29/09/2026	0.00	
	Barclays Bank Community Account 29/09/2026	4,841.66	
	Barclays Business Premium Accou 29/09/2026	104,503.90	
			109,345.56
	Less unpresented payments		
			109,345.56
	Plus unpresented receipts		341.14
B	**Adjusted Bank Balance**		**109,686.70**
	A = B Checks out OK		