

**BRIZE NORTON PARISH COUNCIL**

Clerk to the Council: Mrs Jo Webb

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29<sup>th</sup> July 2025



To the Members of Brize Norton Parish Council

You are hereby summoned to attend the next meeting of Brize Norton Parish Council to be held in the Elder Bank Hall meeting room on **Tuesday 5<sup>th</sup> August 2025 at 7.00pm.**

Members of the public may make representations to the Council which will be covered under Point 4 – Public Participation. The meeting will adjourn for this item. Members of the public may speak for a maximum of three minutes each during the period of public participation, in line with Standing Orders. Matters raised shall relate to the items on this agenda. Members of the public may ask questions to the Council, but may not receive a decision until the matter has been debated and a decision taken. Please seek out the Parish Clerk to register before the start of the meeting if you wish to speak so the Chairman can welcome you.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Jo Webb", with a stylized flourish at the end.

Jo Webb

Clerk to Brize Norton Parish Council

**Agenda**

**1) Apologies.**

**2) Declarations of interest:** Councillors are asked to declare an interest regarding items on the agenda this evening.

**3) Minutes:** To approve the Minutes of the last meeting of the Council on Monday 7<sup>th</sup> July 2025 and minutes of the extra ordinary meeting on Monday 21<sup>st</sup> July 2025.

**4) Public Participation:** Please see information above.

**5) District and County Councillors' reports for information only.**

**6) Councillor reports:**

**6.1** Cllr Goble - Chairman's Report

**6.2** Cllr Goble - Brize Meadow

**6.3** Highways

**6.4** Cllr Goble - Neighbourhood Plan

**6.5** Cllr Way – OALC Talking Tables event attended on 18<sup>th</sup> July

**6.5** Cllr Goble and Cllr Woodward – WODC forum on Local Government reorganisation attended on 4<sup>th</sup> August

**7) Discussion and Decisions:**

**7.1** Review and approve policies

**7.2** Mapping and tagging of trees

**7.3** Agree Parish Council office opening hours

- 7.4 Dry stone wall repairs
- 7.5 Brize Meadow play park grass cutting
- 7.6 Parish Council office / Elder Bank Hall extension equipment and furniture
- 7.7 Agree revised date of Annual Parish Council meeting in May 2026
- 7.8

Litter in the village

#### 8) Progress Reports:

- 8.1 Cllr Woodward - Buildings maintenance
- 8.2 Cllr Way - Village maintenance
- 8.3 Clerk – Local Government pay agreement 2025/2026
- 8.4 All Cllrs - Outstanding actions list

9) **Planning:** Review of new planning applications and progress on outstanding applications (on attached Appendix)

#### 10) Finance:

- 10.1 To review orders for payment and payments received (on attached appendix).
- 10.2 To review the bank reconciliation.

#### 11) Correspondence.

12) **Date of next meeting** – Monday 1<sup>st</sup> September 2025.

### **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-mounded 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 Viscount Industrial Estate Station Road Brize Norton	Erection of four industrial units and associated works <b>Registered: 5<sup>th</sup> December 2024</b> <b>Respond: 14<sup>th</sup> January 2025</b> <b>Under consideration</b>

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>

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 ITEM 10.2

Reconciliation to Bank Account:

A	Bank Reconciliation at 29/07/2025			
	Cash in Hand 01/04/2025			93,137.37
	ADD			
	Receipts 01/04/2025 - 29/07/2025			65,977.34
				159,114.71
	SUBTRACT			
	Payments 01/04/2025 - 29/07/2025			90,643.88
	Cash in Hand 29/07/2025 (per Cash Book)			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 Accou	29/07/2025	58,081.24	
				68,308.84
	Less unrepresented payments			1.20
				68,307.64
	Plus unrepresented receipts			163.19
	Adjusted Bank Balance			68,470.83
	A = B Checks out OK			