

**BRIZE NORTON PARISH COUNCIL**

Clerk to the Council: Mrs Jo Webb

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1<sup>st</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 **Monday 7<sup>th</sup> July 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', is written over a faint, light blue circular watermark or background.

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 9<sup>th</sup> June 2025 and minutes of the extra ordinary meeting on Wednesday 25<sup>th</sup> June 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 detailed plan sub committee

**6.3** Highways committee

**6.4** Cllr Goble - Neighbourhood Plan Steering Group

**7) Discussion and Decisions:**

**7.1** To review and approve the Annual Governance and Accountability Return 2024-2025

**7.2** To approve and sign the Annual Governance Statement 2024-2025

**7.3** To approve and sign the Accounting Statements 2024-2025

**7.4** To review and approve policies

**7.5** To review and approve renewal of the insurance policy

**7.6** Community benefit related to proposed solar farm

- 7.7 Office Furniture
- 7.8 Agree Parish Council office opening hours
- 7.9 Cricket on recreation ground
- 7.10 Brize Meadow play park grass cutting
- 7.11 Elder Bank Hall extension official opening
- 7.12 Repatriation Memorial Garden
- 7.13 Unitary Authority

**8) Progress Reports:**

- 8.1 Cllr Woodward - Buildings maintenance
- 8.2 Cllr Way - Village maintenance
- 8.3 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 consider payments to be made (on attached appendix).
- 10.2 To examine the bank accounts (income and expenditures).

**11) Other correspondence to note** (Clerk to alert Councillors to any specific concerns).

**12) Date of next meeting** – Monday 4<sup>th</sup> August 2025.

**AGENDA ITEM 9**

NEW PLANNING APPLICATIONS: None

PENDING PLANNING DECISIONS:

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>Under consideration</b>
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>Under consideration</b>
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: None

## **AGENDA ITEM 10.1**

### **ORDERS FOR PAYMENT:**

Payment	Date	Net	VAT	Total	Description	Supplier
BACS	07.07.2025	£840.00	£168.00	£1,008.00	Grass cutting - May	McCracken & Sons LTD
DD	07.07.2025	£22.50	£4.50	£27.00	Website and email fees	IONOS
DD	07.07.2025	£1.00	£0.20	£1.20	Website and email fees	IONOS
DD	07.07.2025	£409.97	£0.00	£409.97	Water bill	Water2Business Ltd
BACS	07.07.2025	£192.00	£38.40	£230.40	Payroll processing	Payman.co.uk Ltd
BACS	07.07.2025	£1,088.10	£217.61	£1,305.71	Waste bin emptying 1/4/25 to 30/9/25	West Oxfordshire District Council
BACS	07.07.2025	£28.00	£0.00	£28.00	Reimbursement of Brize Breeze postage	Jo Webb
BACS	07.07.2025	£676.20	£135.24	£811.44	Recreation ground grass cutting	Ubico Ltd
BACS	07.07.2025	£119.40	£23.88	£143.28	Station Road play park weekly inspections	West Oxfordshire District Council
BACS	07.07.2025	£235.80	£47.16	£282.96	Brize Meadow playpark weekly inspections	West Oxfordshire District Council
BACS	07.07.2025	£50.00	£0.00	£50.00	Donation	Brize Norton Village Pre School
BACS	07.07.2025	£105.00	£21.00	£126.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd
BACS	07.07.2025	£320.00	£64.00	£384.00	Monthly web, social and design work	Chapel Hill Group Ltd
BACS	07.07.2025	£600.00	£120.00	£720.00	Reinstatement of wooden posts at war memorial	Jason Peach
BACS	07.07.2025				Salaries	
BACS	07.07.2025	£61.15	£12.23	£73.38	Motomix, bulk line orange	5A's Tool and Plant Hire
BACS	07.07.2025	£154.23	£30.85	£185.08	Strimmer repair	5A's Tool and Plant Hire

### **PAYMENTS RECEIVED:**

Payment Type	Date	Source	Details	Amount
BACS	June	Allotment Holders	Allotment rent	£ 209.64
BACS	25/06/2025	Elder Bank Hall committee	Water bill - 1/1/25 to 31/3/25	£ 175.82
BACS	25/06/2026	Minster Lovell Cricket Club	Cleaning charges and water bill - May 2025	£ 112.51
BACS	01/07/2025	Humble Bumble Café	Pavilion rent	£ 1.00

## AGENDA ITEM 10.2

Reconciliation to Bank Account:

<b>A</b>	<b>Bank Reconciliation at 01/07/2025</b>		
	Cash in Hand 01/04/2025		93,137.37
	<b>ADD</b> Receipts 01/04/2025 - 01/07/2025		53,106.95
	<b>SUBTRACT</b> Payments 01/04/2025 - 01/07/2025		146,244.32 80,295.41
	<b>Cash in Hand 01/07/2025</b> (per Cash Book)		<b>65,948.91</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 01/07/2025	0.00	
	Barclays Bank Community Account 01/07/2025	17,928.29	
	Barclays Business Deposit Account 01/07/2025	48,067.62	
			<b>65,995.91</b>
	Less unrepresented payments		47.00
			65,948.91
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>65,948.91</b>
	<b>A = B Checks out OK</b>		