



Minutes of the Brize Norton Parish Council meeting held on Monday 9th June 2025 at 7.00pm at the Elder Bank Hall

65/26	<u>PRESENT</u> Cllr Goble - Chair, Cllr Woodward – Vice-Chair, Cllr Way, Cllr Bennett, Cllr Fothergill, Cllr Jackson, Cllr Pearson (WODC), Cllr Overton (OCC) and Jo Webb - Clerk.	<u>ACTION</u>
66/26	<u>1. APOLOGIES</u> None.	
67/26	<u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 7.2 – Elder Bank Hall committee request and 10.1 - Orders for payment - payments to Chapel Hill Group.	
68/26	<u>3. MINUTES</u> The minutes of the Parish Council meeting on Tuesday 6 th May 2025 were reviewed for accuracy. Cllr Bennett proposed to accept the minutes, and Cllr Woodward seconded; all Cllrs agreed. Cllr Goble signed the minutes.	Clerk to scan and post minutes to website.
69/26	<u>4. PUBLIC PARTICIPATION</u> Two members of the public attended the meeting to observe.	
70/26	<u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC – Cllr Pearson's report has been circulated to all Cllrs. OCC – Cllr Overton's report has been circulated to all Cllrs.	
71/26	<u>6.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> 10/5/25 – ONPA meeting attended. 13/6/25 – Carterton local cycling and walking infrastructure plan meeting attended. The latest information has been circulated to all Cllrs. 14/5/25 – Meeting attended with the S106 team and Carterton Town Council Clerk regarding the proposed Kilkenny Farm 	

	<p>development. Cllr Goble has written a paper which has been submitted to the planning officer.</p> <ul style="list-style-type: none"> • 15/5/25 – OALC meeting attended. It was discussed whether more Cllrs are needed now the parish is bigger. If we request additional Cllrs, a governance review would be required. • 20/5/25 – Cllr Goble, Cllr Way and Cllr Bennett attended a meeting with Minster Lovell Cricket Club. • 22/5/25 – Cllr Goble, Cllr Way, Cllr Pearson and Cllr Overton attended the consultation meetings at Brize Norton Primary School. The Oxford Diocesan Schools Trust has agreed to another consultation drop in which will be facilitated by BNPC on 19th June in the Elder Bank Hall. • 23/5/25 – Meeting attended with OCC regarding the Primary School building. • 5/6/25 – OPNA meeting. The main discussion point was the South and Vale local plan, which states that sites over 500 houses are too large. • During the month, Cllr Goble met with six residents from Station Road regarding the flood risk. All these residents would like a meeting with OCC and the WODC flood prevention officer. Cllr Goble has one more resident to meet with and will then arrange a meeting. • Bloombridge has made comments regarding BNPC's response to the planning application at Kilkenny Farm. We have been advised that BNPC has the right to reply to these comments by 18/6/25. OCC has provided clarification on some points and we are currently awaiting a response from Thames Water. 	
72/26	<p><u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW DETAILED PLANNING SUB-COMMITTEE</u></p> <ul style="list-style-type: none"> • There are no updates to report. • OCC has been asked for the hoggin path that links the greenway to the tactical medical wing entrance to be upgraded to tarmac. 	
73/26	<p><u>6.3 COUNCILLOR REPORTS – HIGHWAYS COMMITTEE</u></p> <ul style="list-style-type: none"> • There has been excellent progress made with roads and pathways. BNPC would like to thank Cllr Simon Watson from Carterton Town Council for his assistance as a fix my street super user. • A traffic survey is currently being carried out on Station Road. Cllr Goble has circulated a report (see appendix A). 	
74/26	<p><u>6.4 COUNCILLOR REPORTS - NEIGHBOURHOOD PLAN STEERING GROUP</u></p> <p>WODC has agreed all modifications suggested by the examiner which we have 4 weeks to update. WODC will then set a date for the referendum.</p>	
75/26	<p><u>7.1 DISCUSSION AND DECISIONS – TO REVIEW AND APPROVE POLICIES</u></p>	

	<p>The Council examined and approved the following documents, subject to the amendments discussed:</p> <p>Code of Conduct Policy Equal Opportunities Policy Freedom of Information Publication Schedule Freedom of Information Policy</p>	
76/26	<p><u>7.2 DISCUSSION AND DECISIONS – ELDER BANK HALL COMMITTEE REQUESTS FOR CONTRIBUTION TOWARDS ELECTRICITY BILLS</u></p> <p>Discussed under item 10.1 – Finance.</p>	
77/26	<p><u>7.3 DISCUSSION AND DECISIONS – COUNCIL OFFICE FURNITURE</u></p> <ul style="list-style-type: none"> • The Parish Council would like to express thanks to WODC who has provided some furniture for the new Council office. • A quote has been received from Aston and James for 2 office chairs and 2 stackable chairs. Cllr Woodward will obtain further quotes. • It was suggested that the EBH committee could supply two chairs and a coffee table for the foyer. 	Cllr Woodward to obtain quote
78/26	<p><u>7.4 DISCUSSION AND DECISIONS – BRIZE MEADOW PLAY PARK ANNUAL INSPECTION REPORT</u></p> <p>The annual inspection report has been received and discussed.</p> <p>It was agreed to obtain a quote for the following: Re-tension the zip wire Re-tension the net climber Tighten bolts on the MUGA fence</p> <p>It was agreed that the following items should be referred to HAGS as defects: Damage to wet pour Chair spinner - movement in the bearing</p> <p>Cllr Woodward and Cllr Bennett will remove the litter under the bouncing facility.</p>	<p>Clerk to obtain quote</p> <p>Cllr Way to report to HAGS</p> <p>Cllr Woodward & Cllr Bennett to remove litter</p>
79/26	<p><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></p> <ul style="list-style-type: none"> • There are some pavilion health and safety items that are due for renewal. • The fire safety survey is being carried out in the Elder Bank Hall extension this week. • There are a couple of broken tiles on the roof of the Elder Bank Hall. 	
80/26	<p><u>8.2 PROGRESS REPORT - VILLAGE MAINTENANCE</u></p> <ul style="list-style-type: none"> • The strimmer has broken and needs repairing. 5As are unable to provide a quote without opening it up and assessing it. The village handyman feels that the current strimmer could do with being upgraded. Cllr Woodward will obtain quotes. 	Cllr Woodward to obtain quotes

	<ul style="list-style-type: none"> The village handyman has suggested that the Elder Bank Hall car park needs some weed killer treatment. Cllrs are minded to consider an application that is animal/human friendly. Cllr Way has received two quotes for the mapping and tagging of trees; a third quote is awaited. Cllr Woodward proposed that on receipt of the third quote, the best option shall be chosen up to a value of £500. Cllr Bennett seconded; all Cllrs agreed. The wall at the Elder Bank Hall car park has been repaired by the EBH extension contractor, along with the kerbstone and loose paving slab. 	
81/26	<p><u>8.3 PROGRESS REPORT – PLAY PARKS</u></p> <p><u>Brize Meadow Play Park</u> The damaged wet pour has been reported to HAGS.</p> <p><u>Station Road Play Park</u> All Cllrs agreed that the public consultation for the refurbishment should proceed.</p>	
82/26	<p><u>8.4 PROGRESS REPORT – ELDER BANK HALL EXTENSION</u></p> <ul style="list-style-type: none"> The contractor is arranging for the disabled parking bays to be marked up. It was agreed that an official opening of the extension with invited guests should be planned. A provisional date of Wednesday 16th July was agreed. The Clerk will check with the EBH committee regarding availability. The EBH committee has been asked to source a plaque. <p>8.55pm – Cllr Pearson left the meeting.</p>	Clerk to check availability
83/26	<p><u>8.5 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u></p> <p>The outstanding actions list was discussed and updated accordingly.</p>	
84/26	<p><u>9 PLANNING</u> (See attached Appendix B).</p>	
85/26	<p><u>10.1 FINANCE – ORDERS FOR PAYMENTS AND PAYMENTS RECEIVED</u> Consider payments to be made (see attached Appendix B).</p> <p>Additional invoices were approved as follows: Ben Smith Carpentry and Building – EBH Extension works £44,978.92 + VAT Ben Smith Carpentry and Building – Accessible toilet and installation of rear gate £3,975.00 + VAT Chapel Hill Group Ltd – Design and printing of Brize Breeze £1,269.00 + VAT Chapel Hill Group Ltd – IONOS costs paid by website administrator whilst DD was in the process of being set up £55.99 + VAT</p>	

	<p>Cllr Woodward abstained from voting for the orders for payments for Chapel Hill Group.</p> <p>All payments were approved; Cllr Way and Cllr Bennett to authorise online payments.</p> <p>Cllr Goble proposed the planned budget expenditure for the completion of the Elder Bank Hall extension. Cllr Way seconded and all Cllrs agreed.</p> <p>Cllr Way proposed that a donation of £50 is made to the pre school in recognition of the inconvenience caused by the recent building work. Cllr Woodward seconded and all Cllrs agreed. The Clerk will arrange the payment for next month's meeting.</p> <p>9.20pm – Cllr Overton left the meeting.</p>	<p>Cllr Way & Cllr Bennett to authorise online payments</p> <p>Clerk to arrange payment for next meeting</p>
86/26	<p><u>10.2 FINANCE – BANK RECONCILIATION</u></p> <p>The Clerk has circulated the bank reconciliation (see attached Appendix C) and explained the details to the Council.</p>	
87/26	<p><u>11 CORRESPONDENCE</u></p> <p>The Clerk has shared the correspondence with the Council.</p>	
88/26	<p><u>12 DATE OF NEXT MEETING</u></p> <p>The next Parish Council Meeting will be held on Monday 7th July 2025 at 7pm in the Elder Bank Hall meeting room.</p>	

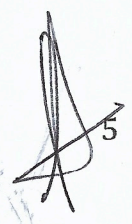
There being no further business the Chairman declared the meeting closed at 9.25pm.

APPENDIX A – HIGHWAYS 73/26

There is a traffic survey being carried out on Station Road, BNPC are unaware who is carrying this out or for what purpose. Unfortunately, they have chosen a location between The Fosseway and Chestnut Close.

This means that they are omitting the traffic entering and leaving the north of Station Road that is driving to and from:

Daubigny Mead
 Squires Close
 The Fosseway
 Moat Close
 The Chequers
 Parents taking their children to pre school
 Users of Elder Bank Hall
 Parents taking their children to primary school



People using the pavilion and recreation ground
People using the pavilion café

From the data we have from a consultant's traffic survey taken in May 2024:

The daily average two-way volume at Chestnut Close was 4,020.

The daily average two-way volume at Moat Close (adjacent to the school) was 5,683 – this is an additional 1,663 vehicles.

The daily two-way AM peak hour volume at Chestnut Close was 385.

The daily two-way AM peak hour volume at Moat Close (adjacent to the school) was 635 – this is an additional 250 vehicles!

BNPC would comment that the traffic volumes currently being recorded will not reflect the true situation regarding traffic volumes on Station Road.

APPENDIX B – PLANNING 84/26:

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

25/01285/HHD	Mr Butcher Barnstable House Manor Road Brize Norton	Increase height of parapet wall to existing roof terrace Registered: 27th May 2025 Respond: 23rd June 2025
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 Registered: 23rd May 2025 Respond: 18th June 2025

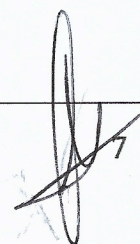
PENDING PLANNING DECISIONS:

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 Registered: 25th February 2025 Respond: 11th April 2025 Under consideration
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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 Under consideration
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 Under consideration
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
24/02837/FUL	Mr Aniket Chhipa Plot 4 Viscount Industrial Estate Station Road Brize Norton	Erection of four industrial units and associated works Registered: 5th December 2024 Respond: 14th January 2025 Under consideration

DECIDED PLANNING DECISIONS:

25/00801/HHD	Mr Chris Dyer Malthouse Burford Road Brize Norton	Insulation of existing roof structure, raising of roof and ridgeline Registered: 14th April 2025 Respond: 5th May 2025 Approved: 30th May 2025
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25/00728/HHD	Robert Mihalache 25 Bellenger Way Brize Norton	Installation of air source heat pump Registered: 24 th March 2025 Respond: 15 th April 2025 Approved: 29 th May 2025
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APPENDIX C – FINANCE 85/26 & 86/26:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT:

Date	Payment n	Supplier	Description	Net	VAT	Total
09.06.2025	BACS		Salaries			
09.06.2025	BACS	Chapel Hill Group Ltd	Monthly web, social and design work	£320.00	£64.00	£384.00
09.06.2025	BACS	G&O Engineers Ltd	Boiler service	£85.00	£17.00	£102.00
09.06.2025	BACS	AK Timms	Lock	£28.38	£5.68	£34.06
09.06.2025	DD	Information Commissioner's Office	Data protection renewal fee	£47.00	£0.00	£47.00
09.06.2025	BACS	Harri-stone Masonry Ltd	War memorial engraving	£380.00	£76.00	£456.00
09.06.2025	BACS	Ubico Ltd	Recreation ground grass cutting	£169.05	£33.81	£202.86
09.06.2025	BACS	West Oxfordshire District Council	Station Road play park weekly inspections	£149.25	£29.85	£179.10
09.06.2025	BACS	West Oxfordshire District Council	Brize Meadow playpark weekly inspections	£294.75	£58.95	£353.70
09.06.2025	BACS	Brize Norton PCC	Donation for Annual Parish Meeting refreshments	£50.00	£0.00	£50.00
09.06.2025	BACS	OALC	Clr Way training - OALC Talking Tables	£30.00	£6.00	£36.00
09.06.2025	BACS	West Oxfordshire District Council	Station Road play park weekly inspections	£119.40	£23.88	£143.28
09.06.2025	BACS	West Oxfordshire District Council	Brize Meadow playpark weekly inspections	£235.80	£47.16	£282.96
09.06.2025	DD	Water2Business Ltd	Water bill	£193.46	£0.00	£193.46
09.06.2025	DD	IONOS	Microsoft 365 licence	£1.00	£0.20	£1.20
09.06.2025	DD	IONOS	Website and email fees	£53.99	£10.80	£64.79
09.06.2025	BACS	Carol Fothergill	Plants for war memorial	£49.95	£0.00	£49.95
09.06.2025	BACS	McCracken & Sons LTD	Parish grass cutting	£840.00	£168.00	£1,008.00
09.06.2025	BACS	AK Timms	Spacer bar saddle clip	£0.58	£0.12	£0.70
09.06.2025	BACS	AK Timms	Hose end connector & fixings, fire assembly point	£26.26	£5.25	£31.51
09.06.2025	BACS	AK Timms	Hose connector and fixings	£14.37	£2.88	£17.25

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	May	Allotment Holders	Allotment rent	£ 514.33
BACS	01/05/2025	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	06/05/2025	HMRC	VAT Refund	£ 10,047.84
BACS	19/05/2025	Minster Lovell Cricket Club	2025 Cricket Season - Recreation ground hire	£ 1,200.00
BACS	01/06/2025	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	02/06/2025	Barclays Bank	Interest earned	£ 259.78

AGENDA ITEM 10.2

Reconciliation to Bank Account:

3 June 2025 (2025-2026)

Brize Norton Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 02/06/2025		
	Cash in Hand 01/04/2025		93,137.37
	ADD Receipts 01/04/2025 - 02/06/2025		52,791.31
	SUBTRACT Payments 01/04/2025 - 02/06/2025		145,928.68 13,689.69
	Cash in Hand 02/06/2025 (per Cash Book)		132,238.99
B	Cash in hand per Bank Statements		
	Petty Cash 02/06/2025	0.00	
	Barclays Bank Community Account 02/06/2025	25,244.54	
	Barclays Business Deposit Account 02/06/2025	106,812.32	
			132,056.86
	Less unrepresented payments		1.20
			132,055.66
	Plus unrepresented receipts		183.33
	Adjusted Bank Balance		132,238.99
	A = B Checks out OK		