

**BRIZE NORTON PARISH COUNCIL**

Clerk to the Council: Mrs Jo Webb

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26<sup>th</sup> August 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 1<sup>st</sup> September 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 Tuesday 5<sup>th</sup> August 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

**7) Discussion and Decisions:**

**7.1** Adoption of Lone Working policy

**7.2** Review and approve policies

**7.3** Mapping and tagging of trees

**7.4** Training – GDPR & Beyond the precept: Exploring alternative income sources

**7.5** Termination of pavilion lease between Brize Norton Parish Council & Brize Norton Sports and Social Club

**7.6** Banner structure for Elder Bank Hall car park

7.7 Consultation response – Carterton & Brize Norton proposed 20mph & 30mph speed limits

7.8 PTR meeting report from 8<sup>th</sup> July 2025

7.9 RoSPA inspection report – Station Road play park

7.10 Clerk annual leave

7.11 Kilkenny Farm community led housing

**8) Progress Reports:**

8.1 Cllr Woodward - Buildings maintenance

8.2 Cllr Way - Village maintenance

8.3 Cllr Way & Cllr Fothergill - Play Parks

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 6<sup>th</sup> October 2025.

**AGENDA ITEM 9**

**NEW PLANNING APPLICATIONS:**

25/01668/RES	Mr Joe McDermott Brock Cottage Burford Road Brize Norton	Reserved matters application for two detached self-build dwellings <b>Registered: 18<sup>th</sup> August 2025</b> <b>Respond: 9<sup>th</sup> September 2025</b>
25/01814/ADV	SCM Wings Ltd Unit 4 Kipling Court Brize Norton	Erection of three internally illuminated fascia signs <b>Registered: 28<sup>th</sup> July 2025</b> <b>Respond: 1<sup>st</sup> September 2025</b>

**PENDING PLANNING DECISIONS:**

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> <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>Awaiting decision</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 meth	Date	Net	VAT	Total	Description	Supplier
BACS	01.09.2025				Salaries	
BACS	01.09.2025	£100.00	£20.00	£120.00	Fire extinguisher x 2 for Elder Bank Hall extension	Executive Safety Solutions Ltd
BACS	01.09.2025	£320.00	£64.00	£384.00	Monthly web, social and design work	Chapel Hill Group Ltd
BACS	01.09.2025	£55.98	£0.00	£55.98	Reimbursement of post boxes for Elder Bank Hall and PC office	Jo Webb
BACS	01.09.2025	£24.99	£0.00	£24.99	Reimbursement of Norton anti virus software	Jo Webb
BACS	01.09.2025	£149.25	£29.85	£179.10	Station Road play park weekly inspections	West Oxfordshire District Council
BACS	01.09.2025	£294.75	£58.95	£353.70	Brize Meadow playpark weekly inspections	West Oxfordshire District Council
BACS	01.09.2025	£5.00	£0.00	£5.00	Bus shelter access rights 29/9/25 to 28/3/26	Savills
BACS	01.09.2025	£75.00	£0.00	£75.00	Allotment rent 29/9/25 to 28/3/26	Savills
BACS	01.09.2025	£190.00	£0.00	£190.00	Annual membership subscription	SLCC
BACS	01.09.2025	£24.00	£4.80	£28.80	Photos for Elder Bank Hall extension	Blueprint Imaging Ltd
BACS	01.09.2025	£27.04	£5.41	£32.45	Printing and binding of Neighbourhood Plan document	Margaret L Johnson Ltd
BACS	01.09.2025	£169.05	£33.81	£202.86	Recreation ground grass cutting	Ubico Ltd
BACS	01.09.2025	£95.00	£19.00	£114.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd
BACS	01.09.2025	£105.00	£21.00	£126.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd
BACS	01.09.2025	£157.50	£31.50	£189.00	Buffet for Elder Bank Hall opening event	Humble Bumble Ltd
BACS	01.09.2025	£35.00	£7.00	£42.00	Cllr Fothergill training - Beyond the Precept: Exploring alternative income sources	NALC
DD	01.09.2025	£634.88	£0.00	£634.88	Water bill	Water2Business Ltd
BACS	01.09.2025	£840.00	£168.00	£1,008.00	Parish grass cutting	McCracken & Sons LTD
BACS	01.09.2025	£21.88	£4.38	£26.26	Bin bags & disposable gloves	AK Timms
BACS	01.09.2025	£80.00	£16.00	£96.00	Station Road play park annual inspection	RoSPA Play Safety

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	01/08/2025	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	11/08/2025	Co-op Brize Meadow	Cake sale for defibrillator fund	£ 339.00
BACS	12/08/2025	Minster Lovell Cricket Club	Cleaning charges and water bill	£ 115.64
BACS	18/08/2025	Co-op Brize Meadow	Cake sale for defibrillator fund	£ 65.00

## AGENDA ITEM 10.2

Reconciliation to Bank Account:

A	<b>Bank Reconciliation at 26/08/2025</b>		
	Cash in Hand 01/04/2025		93,137.37
	<b>ADD</b> Receipts 01/04/2025 - 26/08/2025		66,547.98
	<b>SUBTRACT</b> Payments 01/04/2025 - 26/08/2025		159,685.35 101,661.18
	<b>Cash in Hand 26/08/2025</b> (per Cash Book)		<b>58,024.17</b>
B	Cash in hand per Bank Statements		
	Petty Cash 26/08/2025	0.00	
	Barclays Bank Community Account 26/08/2025	5,490.94	
	Barclays Business Premium Account 26/08/2025	52,321.24	
			<b>57,812.18</b>
	Less unrepresented payments		1.20
			57,810.98
	Plus unrepresented receipts		213.19
B	<b>Adjusted Bank Balance</b>		<b>58,024.17</b>
	<b>A = B Checks out OK</b>		