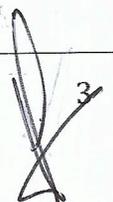




Minutes of the Brize Norton Parish Council meeting held on Monday 1 st September 2025 at 7.00pm at the Elder Bank Hall		
161/26	<u>PRESENT</u> Cllr Goble – Chair, Cllr Woodward – Vice-Chair, Cllr Way, Cllr Fotherill, Cllr Jackson, Cllr Pearson (WODC), Cllr Overton (OCC) and Jo Webb - Clerk.	<u>ACTION</u>
162/26	<u>1. APOLOGIES</u> Apologies were noted from Cllr Bennett.	
163/26	<u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payments to Chapel Hill Group.	
164/26	<u>3. MINUTES</u> The minutes of the Parish Council meeting on 5 th August 2025 were reviewed for accuracy. Cllr Way proposed to accept the minutes and Cllr Jackson seconded; all Cllrs agreed. Cllr Goble signed the minutes.	Clerk to scan and post minutes to the website
165/26	<u>4. PUBLIC PARTICIPATION</u> One member of the public attended the meeting.	
166/26	<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.	
167/26	<u>6.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> • 7/8/25 – ONPA zoom meeting. The Government has stopped grants for Neighbourhood Plans. SODC is currently offering funding Neighbourhood Plans and writing policies for NPs. ONPA is providing a policy writing workshop later this month. • 12/8/25 – OALC zoom meeting. A discussion took place regarding safety in play parks as the ground is so hard. A scheme called 'Pub in the Hub' is being run by Peabody Trust which offers grants to keep pubs running under community ownership. 	

	<ul style="list-style-type: none"> • 12/8/25 – Cllr Goble and Cllr Woodward attended an event run by Oxford Direct Services as a consideration regarding the new pavilion project. • 20/8/25 – Meeting with OCC flood risk management team leader, two representatives from consultants JBA and the flood risk management officer from Publica. OCC is the lead flood authority in Oxfordshire and Brize Norton is subject to a section 19 investigation. Cllr Goble stressed the importance of looking at the South of the village once remedial works around Daubigny Mead, Squires Close and the ditches in the fields have been agreed. The flooding of Westbrook House, Burford Road that occurred due to field run off from Kilkenny Farm and the road flooding were not on their list. This has now been added and Cllr Goble pointed out that there is no mention of the section 19 flood report in the Kilkenny Farm planning application. • 23/8/25 and 27/8/25 – Neighbourhood Plan drop in clinics. Attended by four residents however, Cllr Goble has spoken to numerous residents regarding the Neighbourhood Plan. • Workshops with Lonestar have been scheduled for 22/9/25, 29/9/25 and 14/10/25. These will be without prejudice meetings to discuss community requirements in Brize Norton and Carterton. • There are community drop in sessions from Bloor Homes planned for 23/10/25 4pm – 9pm and 24/10/25 2pm – 9pm. 	
168/26	<p><u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW</u></p> <ul style="list-style-type: none"> • Cllr Goble has circulated his report. The notice board on Brize Meadow needs to be relocated; Cllrs to give some thought as to the best location. • Consideration needs to be given to the size of the allotment plots and an allotment committee for Brize Meadow allotments. The clerk will liaise with the Cllr Bennett and look out the information regarding plot sizes on Station Road. 	Clerk to liaise with Cllr Bennett
169/26	<p><u>6.3 COUNCILLOR REPORTS – HIGHWAYS</u></p> <ul style="list-style-type: none"> • Work has started on the new foot/cycle path on Carterton Road. • The drains have been cleared on Manor Road and part of Station Road. 	
170/26	<p><u>6.4 COUNCILLOR REPORTS – NEIGHBOURHOOD PLAN</u> The Neighbourhood Plan steering group has been proactive in putting out regular bulletins and the most recent one is Brize Meadow specific.</p>	
171/26	<p><u>7.1 DISCUSSION AND DECISIONS – ADOPTION OF LONE WORKING POLICY</u> Cllr Woodward proposed that the Lone Working policy was adopted. Cllr Way seconded and all Cllrs agreed.</p>	
172/26	<p><u>7.2 DISCUSSION AND DECISIONS – REVIEW AND APPROVE POLICIES</u> The Council examined and approved the following documents:</p>	

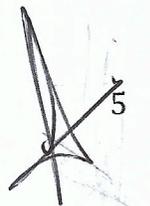
	Document retention policy Sickness absence policy Training and development policy	
173/26	<u>7.3 DISCUSSION AND DECISIONS – MAPPING AND TAGGING OF TREES</u> All insurance documentation has now been received from the quote providers. Cllr Way proposed that the quote from Boward is accepted. Cllr Woodward seconded; all Cllrs agreed. The clerk will contact Boward to confirm they have been successful.	Clerk to contact Boward
174/26	<u>7.4 DISCUSSION AND DECISIONS – TRAINING – GDPR AND BEYOND THE PRECEPT: EXPLORING ALTERNATIVE INCOME SOURCES</u> Cllr Way proposed that Cllr Fothergill attends the NALC training Beyond the Precept: exploring alternative income sources. Cllr Woodward seconded; all Cllrs agreed. The clerk has booked the session. Cllr Jackson proposed that the clerk attend GDPR training up to a cost of £105. Cllr Woodward seconded; all Cllrs agreed. The clerk will look into booking council specific training.	Clerk to book GDPR training
175/26	<u>7.5 DISCUSSION AND DECISIONS – TERMINATION OF PAVILION LEASE BETWEEN BRIZE NORTON PARISH COUNCIL AND BRIZE NORTON SPORTS AND SOCIAL CLUB</u> A letter was received from our Solicitor on 11/8/25 advising that she has sent letters to the trustees of Brize Norton Sports and Social Club. Our solicitor advised that we should treat the lease as surrendered with effect from the end of June 2024.	
176/26	<u>7.6 DISCUSSION AND DECISIONS – BANNER STRUCTURE FOR ELDER BANK HALL CAR PARK</u> The proposed location of the structure has been mentioned to Thames Valley Police, who have no concerns regarding road safety. WODC advised that we will receive a response by 10/9/25 regarding whether planning permission is required. The Clerk has contacted the Elder Bank Hall for their comments; however, no response has been received.	
177/26	<u>7.7 DISCUSSION AND DECISIONS – CONSULTATION RESPONSE – CARTERTON AND BRIZE NORTON PROPOSED 20MPH AND 30MPH SPEED LIMITS</u> All Cllrs were in agreement with the proposal to reduce the 40mph to 30mph on Carterton Road, Monahan Way and Norton Way. Cllrs feel it would be beneficial to continue the 30mph limit to beyond the Burford Road cross roads. A concern was also raised regarding the grass cutting which would become the responsibility of BNPC on the new 30mph roads; this would be a significant cost. Cllr Goble will draft a response to the consultation on behalf of BNPC.	Cllr Goble to draft response
178/26	<u>7.8 DISCUSSION AND DECISIONS –PTR MEETING REPORT FROM 8TH JULY 2025</u> No comments from Cllrs on this topic.	



179/26	<p><u>7.9 DISCUSSION AND DECISIONS – ROSPA INSPECTION REPORT – STATION ROAD PLAY PARK</u></p> <p>Medium risk items identified as follows:</p> <ul style="list-style-type: none"> • Carousel – Damaged surface and clearance between the underside of the roundabout and the surface is incorrect. • Junior Swing – Excessive wear on shackles/bushes. • Larger Multiplay – Exposed metal rope cores. <p>It was agreed that the Clerk will obtain quotes for the repair of these items.</p>	Clerk to obtain quotes
180/26	<p><u>7.10 DISCUSSION AND DECISIONS – CLERK ANNUAL LEAVE</u></p> <p>Cllr Way volunteered to be the urgent point of contact when the Clerk is on annual leave.</p>	
181/26	<p><u>7.11 DISCUSSION AND DECISIONS – KILKENNY FARM COMMUNITY LED HOUSING</u></p> <p>Cllr Goble has received an email from CFO regarding this subject and it was agreed that a meeting would be useful. Cllr Goble will draft a response and obtain some potential dates.</p>	Cllr Goble to draft response
182/26	<p><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></p> <p>Cllr Woodward has followed up with the builder regarding outstanding work on the Elder Bank Hall extension. Cllr Goble has attended to the damp in the store cupboard and this needs to be monitored.</p>	
183/26	<p><u>8.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u></p> <ul style="list-style-type: none"> • The top soil and grass seed has been delivered for the repair of the cracks on the recreation ground. It has been advised that this is a bigger job than initially thought. • Cllr Way is meeting with Aston FC this week to discuss their requirements for the forthcoming football season. • Cllr Woodward will install the bus stop splash guard by the end of the month. There is a dip in the road in front of the bus stop which accumulates water and leads to splashing. Cllr Goble will ask Cllr Watson, the OCC fix my street super user, for this to be addressed. 	Cllr Woodward to install splash guard Cllr Goble to report issue
184/26	<p><u>8.3 PROGRESS REPORT – PLAY PARKS</u></p> <p><u>Station Road play park</u> RoSPA inspection report discussed under agenda item 7.9</p> <p><u>Brize Meadow play park</u> HAGS has advised that the wet pour damage and the swing will be attended to in September.</p> <p>The re-tensioning of the zip wire, re-tensioning of the net climber ropes and tightening of MUGA fence bolts have been ordered and there is a 6 week lead time.</p>	
185/26	<p><u>8.4 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u></p> <p>The outstanding action list was discussed and updated accordingly.</p>	

186/26	<p><u>9. PLANNING</u> See attached appendix A.</p> <p>It was agreed that we will request a 3 week extension to respond to the Kilkenny Farm significant amendments. Cllrs were in agreement to obtain a quote from CFO planning consultant to draft the response.</p>	Cllr Goble to obtain quote from CFO
187/26	<p><u>10.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED</u> Cllrs considered payments to be made (see attached Appendix B)</p> <p>All payments were approved; Cllr Way and Cllr Bennet to authorise online payments.</p> <p>Cllrs expressed thanks to Kieran from Brize Meadow Co-op and Brize Norton residents for raising funds at the cake sale for a defibrillator on Brize Meadow.</p> <p>The clerk had a telephone meeting with the Barclays Relationship Manager. The need for a debit card was discussed, however, due to the 2 person signing arrangements, this is not possible. The suggestion of a credit card was made by Barclays, which would meet our financial regulations as long as the full balance was paid off each month by direct debit and a monthly report produced of the spending. All Cllrs agreed this would be useful as long as there are no costs involved. The clerk will make arrangements with Barclays.</p> <p>9.05pm - Cllr Pearson and Cllr Overton left the meeting.</p>	Cllr Way and Cllr Bennett to authorise online payments Clerk to arrange credit card
188/26	<p><u>10.2 FINANCE – BANK RECONCILIATION</u> The clerk has circulated the Bank Reconciliation (see attached Appendix B).</p>	
189/26	<p><u>11. CORRESPONDENCE</u> The clerk has shared the correspondence with the Council.</p> <p>WODC has invited Cllrs to attend a Planning Advisory Service review meeting on 24/9/25 to give feedback on planning processes. Unfortunately, there are no Cllrs available to attend the meeting so Cllr Goble will draft a response giving our feedback.</p>	Cllr Goble to draft response
190/26	<p><u>12. DATE OF NEXT MEETING</u> The next Parish Council meeting will be held on Monday 6th October 2025 at 7pm in the Elder Bank Hall meeting room.</p>	

There being no further business the Chairman declared the meeting closed at 9.15pm



APPENDIX A - PLANNING 186/26:
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 Registered: 18th August 2025 Respond: 9th September 2025
25/01814/ADV	SCM Wings Ltd Unit 4 Kipling Court Brize Norton	Erection of three internally illuminated fascia signs Registered: 28th July 2025 Respond: 1st September 2025

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 Registered: 15th July 2025 Respond: 8th August 2025 Under consideration
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
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 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: None



APPENDIX B - FINANCE 187/26 & 188/26:

AGENDA ITEM 10.1 ORDERS FOR PAYMENT:

Payment methc	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	Clr 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:

Bank Reconciliation at 26/08/2025			
	Cash in Hand 01/04/2025		93,137.37
	ADD Receipts 01/04/2025 - 26/08/2025		66,547.98
			159,685.35
	SUBTRACT Payments 01/04/2025 - 26/08/2025		101,661.18
A	Cash in Hand 26/08/2025 (per Cash Book)		58,024.17
	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	
			57,812.18
	Less unrepresented payments		1.20
			57,810.98
	Plus unrepresented receipts		213.19
B	Adjusted Bank Balance		58,024.17
	A = B Checks out OK		

