



Minutes of the Brize Norton Parish Council meeting held on Monday 3 rd November 2025 at 7.00pm at the Elder Bank Hall		
216/26	<p><u>PRESENT</u> Cllr Goble – Chair, Cllr Woodward – Vice-Chair, Cllr Way, Cllr Jackson, Cllr State, Cllr Pearson (WODC), Cllr Overton (OCC) and Jo Webb - Clerk.</p>	<u>ACTION</u>
217/26	<p><u>1. APOLOGIES</u> None</p>	
218/26	<p><u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 10.1 - Orders for payment - payments to Chapel Hill Group. Cllr Way and Cllr State declared an interest in agenda item 7.5 – Allotment committee representative.</p>	
219/26	<p><u>3. MINUTES</u> The minutes of the Parish Council meeting on 6th October 2025 were reviewed for accuracy. Cllr Jackson proposed to accept the minutes, and Cllr State seconded; all Cllrs agreed. Cllr Goble signed the minutes.</p>	Clerk to scan and post minutes to the website
220/26	<p><u>4. PUBLIC PARTICIPATION</u></p> <ul style="list-style-type: none"> One member of the public attended the meeting to raise concerns regarding some shrubs that have died and a silver birch tree that has snapped on Brize Meadow. Cllr Goble confirmed that Bloor Homes and the Parish Council are aware of this and regular meetings take place with Bloor Homes to discuss outstanding items on Brize Meadow and to monitor progress. There was also a concern raised over a lack of litter bins and an issue with dog poo not being picked up. Cllr Goble confirmed that there are a number of waste bins planned for the area. However, the remaining work needs to be completed before they can be installed. 	
221/26	<p><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.</p>	

	Cllr Overton has agreed that she is happy to support an application to the Councillor Priority fund for the remaining funds required for a defibrillator at Brize Meadow which is approx. £650. The clerk will submit the application.	Clerk to submit application
222/26	<p><u>6.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> • 7/10/25 – OALC Councillor Forum. Discussions took place on parish grass cutting and Terrorism (Protection of Premises) Act 2025, known as Martyn's Law. • 7/10/25 – Meeting with RAF Brize Norton, WODC and LLFA regarding water flows in the village. • 8/10/25 – Cllr Goble and Cllr Way attended a meeting with Community First Oxfordshire regarding Community Led Housing. • 14/10/25 – Cllr Goble, Cllr Way and Cllr State attended the Nexus Lonestar workshop 3. • 23/10/25 – Cllr Goble and Cllr Way attended a meeting with Tim Sumner and Cllr Pearson regarding the Carterton area regeneration plan. • 29/10/25 – Cllr Goble and Cllr Way attended a meeting with Cllr Pearson, Hugo Ashton and Phil Shaw from WODC regarding housing numbers. 	
223/26	<p><u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW</u></p> <ul style="list-style-type: none"> • Cllr Goble's report has been circulated. • Waste bins will be installed at the bus stops once the work has been completed. • Cllrs to give some thought to the relocation of the notice board. 	
224/26	<p><u>6.3 COUNCILLOR REPORTS – HIGHWAYS</u></p> <ul style="list-style-type: none"> • OCC has advised that the road by the Manor Road bus stop that causes puddles when wet needs to be resubmitted on fix my street. Cllr Goble has submitted this. 	
225/26	<p><u>7.1 DISCUSSION AND DECISIONS – DECEMBER MEETING DATE</u></p> <p>All Cllrs were in agreement that the December meeting will take place on Tuesday 2nd December.</p>	
226/26	<p><u>7.2 DISCUSSION AND DECISIONS – PAVILION DRAIN CLEARANCE</u></p> <p>OPC were called out on 14/10/25 to clear a grease blockage. All Cllrs were in agreement that this cost should be recharged to Humble Bumble Café. The clerk will send an invoice.</p> <p>Cllr Woodward proposed that as landlord, the Parish Council installs a Greasapak Unit to help prevent future issues and the café should provide the consumables. Cllr State seconded and all Cllrs agreed. The clerk will discuss this with the café owner.</p>	<p>Clerk to send invoice</p> <p>Clerk to discuss with café owner</p>
227/26	<p><u>7.3 DISCUSSION AND DECISIONS – PLANNING APPLICATION RESPONSES</u></p> <p>It was agreed that each Cllr takes a turn in responding to planning applications, starting with Cllr Goble.</p>	

228/26	<p><u>7.4 DISCUSSION AND DECISIONS – FINANCE QUARTERLY CHECKS</u></p> <p>As Cllr Fothergill is no longer with us, Cllr Jackson has agreed to carry out the quarterly finance checks.</p>	
229/26	<p><u>7.5 DISCUSSION AND DECISIONS – ALLOTMENT COMMITTEE REPRESENTATIVE</u></p> <p>As Cllr Bennett has resigned, there is no longer a PC representative on the allotment committee. All Cllrs agreed that until the Council is at full capacity, there should not be a representative on the committee.</p>	
230/26	<p><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></p> <ul style="list-style-type: none"> • The asbestos management survey has been completed on the pavilion. • A quotation has been received for the painting of the pavilion changing rooms, shower area and corridor. Another painter is due to look at the job this week and the clerk will contact another painter for a third quote. • EBH extension snagging report – once the replacement defective door is received, all jobs on the report will be attended to. • Quotes are awaited for the pavilion water hygiene survey. 	Clerk to arrange third quote
231/26	<p><u>8.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u></p> <ul style="list-style-type: none"> • The tree inspection report is awaited. • Savills has arranged a tree surveyor to look at the fallen tree in the allotments this week. Savills has also advised that the trees on the Western allotment boundary were surveyed in 2025 and no remedial works were identified at that time. • The resident of Grange Farm Cottage has been contacted and asked to trim back the ivy etc. from around the notice board and bench on Burford Road. 	
232/26	<p><u>8.3 PROGRESS REPORT – PLAY PARKS</u></p> <ul style="list-style-type: none"> • There is no evidence of additional rubbish accumulating from Wingers. The PC will continue to monitor this. • HAGS has confirmed that the repairs to the zip wire, net climber, tightening of the MUGA bolts and gate adjustments will be carried out next week. The Teeter Tunnel repairs will be carried out week commencing 10/11/25. • A quote has been received from AVA Recreation for repairs of high risk items at Station Road play park ie; new rope for the multiplay and new shackles and bushes for the junior swings. A further two quotes are awaited. Cllr Woodward proposed that if additional quotes are not received the end of next week, we instruct AVA to proceed as this is a Health and Safety issue. Cllr Way seconded and all Cllrs agreed. <p>8.35pm – Cllr Pearson and the member of public left the meeting.</p>	Clerk to instruct AVA if further quotes not received by 14/11/25
233/26	<p><u>8.4 2026/2026 BUDGET</u></p> <p>A budget meeting is scheduled for 17/11/25; all Cllrs to consider what needs to be included.</p>	

241/26	<p><u>11. CORRESPONDENCE</u></p> <p>The clerk has shared the correspondence with the Council.</p> <p>A resident from Burford Road has written an email expressing concern over the speeding traffic on Burford Road. He advises that since the 20mph speed limit was introduced, the police speed detector van no longer checks the area. He has asked if the PC would consider speed indicator devices throughout the village. All Cllrs were in agreement that this should be given consideration when setting the 2026/2027 budget. The clerk will respond to the resident.</p>	Clerk to respond to resident
242/26	<p><u>12. DATE OF NEXT MEETING</u></p> <p>The next Parish Council meeting will be held on Tuesday 2nd December 2025 at 7pm in the Elder Bank Hall meeting room.</p>	

There being no further business the Chairman declared the meeting closed at 9.40pm

APPENDIX A – PLANNING 238/26:

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

25/02553/HHD	Mr Paul Robinson 35 Chichester Place Brize Norton	Erection of first floor front extension and single storey side extensions, conversion to loft to create additional living space with construction of a flat roof dormer to rear roof slope Registered: 17th October 2025 Respond: 14th November 2025
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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 Registered: 25th February 2025 Respond: 2nd October 2025 Under consideration
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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 Under consideration
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
24/03278/FUL	Witney Solar Limited Land (E) 431186 (N) 208772 Witney Road Brize Norton	Construction and operation of a ground-mounted 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	Erection of four industrial units and associated works Registered: 5th December 2024

	Station Road Brize Norton	Respond: 14th January 2025 Under consideration
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DECIDED PLANNING DECISIONS:

25/02125/HHD	Mr Sam McNally 18 The Homestead Carterton Road Brize Norton	Internal and external alterations to install a boiler flue to roof Registered: 2nd September 2025 Respond: 29th September 2025 Approved: 10th October 2025
25/01921/LBC	Mr Sam McNally 18 The Homestead Carterton Road Brize Norton	Internal and external alterations to install a boiler flue to roof Registered: 2nd September 2025 Respond: 29th September 2025 Approved: 10th October 2025

APPENDIX B – FINANCE 239/26 & 240/26:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT

Payment methc	Date	Net	VAT	Total	Description	Supplier
DD	03.11.2025	£22.50	£4.50	£27.00	Website and email fees	IONOS
BACS	03.11.2025				Salaries	
BACS	03.11.2025	£385.00	£77.00	£462.00	Asbestos management survey for pavilion	Amicus Environmental Ltd
BACS	03.11.2025	£10.00	£0.00	£10.00	Reimbursement of map printing	Les Goble
BACS	03.11.2025	£169.05	£33.81	£202.86	Recreation ground grass cutting	Ubico Ltd
BACS	03.11.2025	£1,128.47	£225.69	£1,354.16	Design and printing of Brize Norton Breeze magazine	Chapel Hill Group Ltd
BACS	03.11.2025	£950.00	£190.00	£1,140.00	Response to Kilkenny Farm planning application	Community First Oxfordshire
BACS	03.11.2025	£169.05	£33.81	£202.86	Recreation ground grass cutting	Ubico Ltd
BACS	03.11.2025	£80.00	£0.00	£80.00	Donation for poppy wreaths	The Poppy Appeal
BACS	03.11.2025	£50.00	£0.00	£50.00	Donation	Village community committee
BACS	03.11.2025	£119.40	£23.88	£143.28	Station Road play park weekly inspections	West Oxfordshire District Council
BACS	03.11.2025	£235.80	£47.16	£282.96	Brize Meadow playpark weekly inspections	West Oxfordshire District Council
BACS	03.11.2025	£140.00	£28.00	£168.00	Pressure jet to clear grease blockage	OPC Drain Services
DD	03.11.2025	£184.98	£0.00	£184.98	Water bill	Water2Business Ltd
BACS	03.11.2025	£75.00	£15.00	£90.00	Hire of refreshment equipment along with consumables	Humble Bumble Ltd
BACS	03.11.2025	£840.00	£168.00	£1,008.00	Grass cutting - September	McCracken & Sons LTD
BACS	03.11.2025	£42.90	£8.58	£51.48	Motormix	5A's Tool and Plant Hire
BACS	03.11.2025	£13.50	£2.70	£16.20	Microsoft 365 licence 28/8/25 to 27/9/25	Chapel Hill Group Ltd
DD	03.11.2025	£22.50	£4.50	£27.00	Website and email fees	IONOS

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	01/10/2025	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	01/10/2025	Aston FC	Deposit for football season	£ 100.00
BACS	01/10/2025	Elder Bank Hall committee	Water bill 1/4/25 to 1/7/25	£ 163.19
BACS	03/10/2025	Aston FC	Recreation ground/Changing room hire	£ 65.00
BACS	06/10/2025	Minster Lovell Cricket Club	Cricket pitch water usage and cleaning charges	£ 121.20
BACS	06/10/2025	Siege FC	Recreation ground/Changing room hire	£ 150.00
BACS	13/10/2025	Carterton Utd	Recreation ground/Changing room hire	£ 118.00

AGENDA ITEM 10.2

Reconciliation to Bank Account:

Bank Reconciliation at 28/10/2025			
	Cash in Hand 01/04/2025		93,137.37
	ADD Receipts 01/04/2025 - 28/10/2025		109,207.43
			202,344.80
	SUBTRACT Payments 01/04/2025 - 28/10/2025		115,659.67
A	Cash in Hand 28/10/2025 (per Cash Book)		86,685.13
	Cash in hand per Bank Statements		
	Petty Cash 28/10/2025	0.00	
	Barclays Bank Community Account 28/10/2025	32,174.01	
	Barclays Business Premium Account 28/10/2025	54,306.60	
			86,480.61
	Less unrepresented payments		42.00
			86,438.61
	Plus unrepresented receipts		246.52
B	Adjusted Bank Balance		86,685.13
A = B Checks out OK			