



Minutes of the Brize Norton Parish Council meeting held on Tuesday 2 nd December 2025 at 7.00pm at the Elder Bank Hall		
243/26	<p><u>PRESENT</u> Cllr Goble – Chair, Cllr Woodward- Vice-Chair, Cllr Way, Cllr Jackson, Cllr State, Cllr Overton (OCC) Minutes taken by Cllr Way in the absence of the Clerk</p>	<u>ACTION</u>
244/26	<p><u>1. APOLOGIES</u> Apologies were noted from Cllr Pearson (WODC)</p>	
245/26	<p><u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in agenda item 10.1 – Orders for payments relating to the Chapel Hill Group</p>	
246/26	<p><u>3. MINUTES.</u> The Minutes of the Parish Council meeting on 3rd November 2025 were reviewed for accuracy. Cllr Woodward proposed accepting the Minutes and Cllr Jackson seconded; all councillors agreed Cllr Goble signed the Minutes</p>	Clerk to scan and post Minutes to the website
247/26	<p><u>4. PUBLIC PARTICIPATION</u> One Member of the Public attended</p>	
248/26	<p><u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> WODC – Cllr Pearson's report has been circulated to all councillors OCC – Cllr Overton's report has been circulated to all councillors</p>	
249/26	<p><u>6.1 CHAIRMAN'S REPORT</u></p> <ul style="list-style-type: none"> • 6/11/25 – Cllrs Goble and Cllr Way attended a workshop at WODC regarding the Preferred Spatial Options Consultation • 10/11/25 – Cllr Goble had a meeting with Cllr Overton and Cllr Dan Levy, OCC to discuss the future of the primary school building • 10/11/25 – OALC Forum. Discussions took place about the progress with Unitary Authorities and in parallel with this, the Mayoral Authority. Some Councils are falling foul of 	

	<p>councillors/trustees not declaring their registered interests. Clerk is to check with all councillors that we are up to date</p> <ul style="list-style-type: none"> 18/11/25 - Cllr Goble and Cllr Woodward met with ODS to discuss next steps for the Pavillion re-build 24/11/25 - Cllr Goble attended a meeting with RAFBN to discuss the works on the base. To summarise: <ul style="list-style-type: none"> I. there will be a new entrance from Carterton Road into the site. II. work is due to start spring 2026 through to summer 2027 III. work is only to take place during the day and noise and smells are to be monitored 28/11/25 - Received information that TW is to extend the hard standing at the BN SPS to get the tankers off the road during periods of extreme weather. They are also going to install a 750m³ tank to temporarily hold excessive flows from Shilton Park 	
250/26	<p><u>6.2 COUNCILLOR REPORTS - BRIZE MEADOW</u></p> <p>Cllr Goble's report has been circulated.</p> <ul style="list-style-type: none"> Paths are now finished in the Southern area of the Mary Ellis CP It was noted that there is no road sign for Locke Court. This will be reported to Bloor Homes 	Cllr Goble to report to Bloor Homes
251/26	<p><u>6.3 COUNCILLOR REPORTS - HIGHWAYS</u></p> <p>Cllr Goble has a meeting with James Wright, OCC next week to discuss the requirement for additional 20mph signage</p> <p>Cllr Goble is in email contact with Chris Grain regarding gully clearing</p>	
252/26	<p><u>6.4 COUNCILLOR REPORTS - CLIMATE ADAPTATION WORKSHOP</u></p> <p>Cllr State was unable to attend but has received a copy of the Toolkit that accompanied the workshop. He reported that a lot of it was based on looking ahead to the future and preparing for the big weather events that are predicted but there was no action for us to consider immediately</p>	
253/26	<p><u>7.1 DISCUSSION AND DECISIONS - 2026/2027 PRECEPT & BUDGET</u></p> <p>Councillors met on 17 November to begin the preparation of the 2026/2027 budget. We now know what the Tax Base is so a second meeting will be required in order to agree the final figure</p>	Clerk to set up a meeting
254/26	<p><u>7.2 DISCUSSION AND DECISIONS - APPOINTMENT OF INTERNAL AUDITOR</u></p> <p>The Clerk produced a comparison list of Auditors and recommended that the PC should appoint Lisa Wilkinson as she provided good references and audits for at least three other Parish Councils within West Oxfordshire.</p> <p>Cllr State proposed, Cllr Goble seconded and all Councillors agreed</p>	Clerk to appoint Lisa Wilkinson and contact the unsuccessful candidates

255/26	<p><u>7.3 DISCUSSION AND DECISIONS – CHURCHYARD TREE MAINTENANCE</u></p> <p>Boward Tree Surgery Ltd has submitted their survey and has identified that there are five trees that require urgent attention within the next six months of which two are in the churchyard. It was agreed that we should write to the PCC advising them of this and send them a copy of the report</p>	Clerk to send a letter and the report
256/26	<p><u>7.4 DISCUSSION AND DECISIONS – PAINTING OF PAVILION CHANGING ROOMS</u></p> <p>Two quotes have now been received and because costs have risen sharply since receiving the original quotes earlier this year and is more than the gift of the PC's budget, councillors agreed that they would purchase the materials and ask the community for some volunteers to help with the decorating. Cllr Jackson volunteered to write a post to go on social media.</p>	Clerk to obtain prices of materials Cllr Jackson to write a post
257/26	<p><u>7.5 DISCUSSION AND DECISIONS – OCC CONSULTATION – A40 WITNEY BYPASS PROPOSED PROHIBITION OF RIDDEN HORSES AND HORSE DRAWN CARRIAGES</u></p> <p>Councillors agreed that the PC would support OCC's consultation on the prohibition of horses and horse drawn carriages using the A40 Witney Bypass</p>	Clerk to respond
258/26	<p><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></p> <p>The builder has still not returned to complete all the snagging on the EBH extension. Cllr Woodward suggested that we now write a formal letter to the builder and councillors agreed. Cllr Woodward is to draft a letter for the Clerk to send</p>	Cllr Woodward to draft a letter and Clerk to send
259/26	<p><u>8.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u></p> <ul style="list-style-type: none"> • The tree survey has now been completed, and all trees have been tagged. The survey has identified that there are three trees that need urgent attention within the next six months. Councillors agreed that this work should be carried out and the Cllr Way is to circulate the report to the Councillors and the Clerk is to advise the Supplier • Cllr Way has chased up the company awarded the contract to repair the three broken pieces of stone walling around the recreation ground. He has committed to carry out the repairs before the end of this financial year • Cllr Woodward advised Councillors that the splashguard on the bus shelter on Manor Road will be fitted pre-Christmas • Councillor Woodward expressed appreciation for the quality of the repairs carried out on the holes at the recreation ground and wished to extend thanks to Gary for his hard work 	Clerk to contact the supplier to arrange for work to be carried out Clerk to write to Gary
260/26	<p><u>8.3 PROGRESS REPORT – PLAY PARKS</u></p> <p>(i) Station Road – there was no update as the Clerk was absent</p>	

	(ii) Brize Meadow – Cllr Way has written to Hags UK, expressing dismay that the necessary repairs have still not been carried out and made it clear that, unless the repairs are undertaken immediately, the matter will be escalated to higher authorities	
261/26	<u>8.4 .GOV.UK WEBSITE AND EMAIL</u> The Clerk and Cllr Way have now received demonstrations from two website companies and are awaiting a third presentation. Once all presentations have been completed, they will carefully review the options and prepare a recommendation for Councillors, outlining which provider should be awarded the contract	
262/26	<u>8.5 WODC PREFERRED SPATIAL OPTIONS CONSULTATION</u> WODC held a consultation in the EBH on 25 November for residents. The PC will be holding a community meeting on 4 December to feedback our collective views and get residents' feedback before writing our response to be submitted by 22 December	Cllr Gobe to write a response to be circulated to councillors before submission
263/26	<u>8.6 UPDATE TO OCTOBER MEETING MINUTES</u> The Member of the Public who attended October's meeting has made the Clerk aware that three members of the public attended October's meeting and not two as recorded	
264/26	<u>8.7 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u> The outstanding actions list was discussed and updated accordingly	
265/26	<u>9. PLANNING</u> See attached appendix A A new planning application has been received (ref 25/02722/FUL Land (e) 429027 (N) 207682 Miles Drive Brize Norton) to build 39 additional houses on the land previously allocated for employment. Comments are to be submitted to WODC Planning by 17 December 2025. Cllr Jackson is to draft our response. The Clerk will be asked to publish the application on the Brize Meadow Residents' Facebook page to ensure residents there are aware of the application for change of use of the land	Cllr Jackson to draft a response Clerk to post planning application on Brize Meadow residents' Facebook page
266/26	<u>10.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED</u> Cllrs considered payments to be made (see attached Appendix B) Cllr State has received authority from the bank enabling him to set up payments or be a secondary authoriser All payments were approved; Cllr Way and Cllr State to authorise online payments Councillors approved two additional invoices to be paid that were not on the published Order for Payments	Cllr Way and Cllr State to authorise online payments

267/26	<u>10.2 FINANCE – BANK RECONCILIATION</u> The clerk has circulated the Bank Reconciliation (see attached Appendix B)	
268/26	<u>11. CORRESPONDENCE</u> The clerk has shared the correspondence with the Council Cllr Goble has received a flood report from the Local Lead Flood Authority (OCC). Next steps is that Cllr Goble is to write to the six households in the south of the village sending them a copy of the report and to set up a meeting. Cllr Goble will request that he joins the walk round with the EA and WODC	Cllr Goble to write a letter for the Clerk to send out
269/26	<u>12. DATE OF NEXT MEETING</u> The next Parish Council meeting will be held on Monday 6 th January 2026 at 7pm in the Elder Bank Hall meeting room.	

There being no further business the Chairman declared the meeting closed at 8.50pm

APPENDIX A – PLANNING 265/26:

AGENDA ITEM 9

NEW PLANNING APPLICATIONS: None

PENDING PLANNING DECISIONS:

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 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

25/01668/RES	Mr Joe McDermott Brock Cottage Burford Road Brize Norton	Registered: 25th February 2025 Respond: 2nd October 2025 Under consideration 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 Station Road Brize Norton	Erection of four industrial units and associated works Registered: 5th December 2024 Respond: 14th January 2025 Under consideration
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DECIDED PLANNING DECISIONS: None

APPENDIX B – FINANCE 266/26 & 267/26:

AGENDA ITEM 10.1

ORDERS FOR PAYMENT

Payment meth	Date	Net	VAT	Total	Description	Supplier
BACS	02.12.2025				Salaries	
Debit Card	24.11.2025	£431.99	£86.39	£518.38	GreasePak Dosing Module for pavilion	Nisbets Ltd
Debit Card	24.11.2025	£24.00	£0.00	£24.00	Brize Breeze postage	Post Office Ltd
Debit Card	21.11.2025	£9.25	£0.00	£9.25	Envelopes and printer paper	Morrisons
BACS	02.12.2025	£65.00	£13.00	£78.00	Cllr Jackson training - Councillor Fundamentals	OALC
BACS	02.12.2025	£350.00	£70.00	£420.00	Inspection and tagging of trees	Boward Tree Surgery Ltd
BACS	02.12.2025	£48.32	£9.66	£57.98	Motormix and resin solvent	5A's Tool and Plant Hire
BACS	02.12.2025	£169.05	£33.81	£202.86	Recreation ground grass cutting	Ubico Ltd
BACS	02.12.2025	£1,500.00	£300.00	£1,800.00	Legal fees - Elder Bank Hall lease	John Welch & Stammers Solicitors
BACS	02.12.2025	£149.25	£29.85	£179.10	Station Road play park weekly inspections	West Oxfordshire District Council
BACS	02.12.2025	£294.75	£58.95	£353.70	Brize Meadow playpark weekly inspections	West Oxfordshire District Council
Direct Debit	20.11.2025	£9.60	£1.92	£11.52	Microsoft 365 licence	Microsoft
Direct Debit	02.12.2025	£681.56	£0.00	£681.56	Water bill	Water2Business Ltd
BACS	02.12.2025	£840.00	£168.00	£1,008.00	Grass cutting - October	McCracken & Sons LTD
BACS	02.12.2025	£2.92	£0.58	£3.50	Post box engraved signs	AK Timms
BACS	02.12.2025	£10.50	£0.00	£10.50	Reimbursement of glass jugs for meeting room	Wendy Way

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	30/10/2025	Siege FC	Recreation ground/Changing room hire	£ 150.00
BACS	03/11/2025	Aston FC	Recreation ground/Changing room hire	£ 20.00
BACS	03/11/2025	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	10/11/2025	Humble Bumble Café	Water bill	£ 114.51
BACS	10/11/2025	Humble Bumble Café	Reimbursement of drain clearance	£ 140.00
BACS	11/11/2025	Zurich Insurance	Settlement of insurance claim for memorial post repair	£ 200.00

AGENDA ITEM 10.2

Reconciliation to Bank Account:

A	Bank Reconciliation at 25/11/2025		
	Cash in Hand 01/04/2025		93,137.37
	ADD Receipts 01/04/2025 - 25/11/2025		109,718.43
	SUBTRACT Payments 01/04/2025 - 25/11/2025		202,855.80
			123,489.14
	Cash in Hand 25/11/2025 (per Cash Book)		79,366.66
B	Cash in hand per Bank Statements		
	Petty Cash 25/11/2025	0.00	
	Barclays Bank Community Account 25/11/2025	24,740.05	
	Barclays Business Premium Account 25/11/2025	54,536.60	
			79,276.65
	Less unrepresented payments		42.00
			79,234.65
	Plus unrepresented receipts		132.01
	Adjusted Bank Balance		79,366.66
A = B Checks out OK			

