



Minutes of the Brize Norton Parish Council meeting held on Tuesday 2nd December 2025 at 7.00pm at the Elder Bank Hall

| | | <u>ACTION</u> |
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| 243/26 | <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 | |
| 244/26 | <u>1. APOLOGIES</u> Apologies were noted from Cllr Pearson (WODC) | |
| 245/26 | <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 | |
| 246/26 | <u>3. MINUTES</u> The Minutes of the Parish Council meeting on 3 rd November 2025 were reviewed for accuracy. Cllr Woodward proposed accepting the Minutes and Cllr Jackson seconded; all councillors agreed Cllr Goble signed the Minutes | Clerk to scan and post Minutes to the website |
| 247/26 | <u>4. PUBLIC PARTICIPATION</u> One Member of the Public attended | |
| 248/26 | <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 | |
| 249/26 | <u>6.1 CHAIRMAN'S REPORT</u> <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 | |

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| | <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: <ol 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 <ul style="list-style-type: none"> • 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 |



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| 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> | |

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| | (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 | <p><u>8.4 GOV.UK WEBSITE AND EMAIL</u></p> <p>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</p> | |
| 262/26 | <p><u>8.5 WODC PREFERRED SPATIAL OPTIONS CONSULTATION</u></p> <p>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</p> | Cllr Gobe to write a response to be circulated to councillors before submission |
| 263/26 | <p><u>8.6 UPDATE TO OCTOBER MEETING MINUTES</u></p> <p>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</p> | |
| 264/26 | <p><u>8.7 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u></p> <p>The outstanding actions list was discussed and updated accordingly</p> | |
| 265/26 | <p><u>9. PLANNING</u></p> <p>See attached appendix A</p> <p>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</p> | Cllr Jackson to draft a response Clerk to post planning application on Brize Meadow residents' Facebook page |
| 266/26 | <p><u>10.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED</u></p> <p>Cllrs considered payments to be made (see attached Appendix B)</p> <p>Cllr State has received authority from the bank enabling him to set up payments or be a secondary authoriser</p> <p>All payments were approved; Cllr Way and Cllr State to authorise online payments</p> <p>Councillors approved two additional invoices to be paid that were not on the published Order for Payments</p> | Cllr Way and Cllr State to authorise online payments |

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| 267/26 | <p><u>10.2 FINANCE – BANK RECONCILIATION</u></p> <p>The clerk has circulated the Bank Reconciliation (see attached Appendix B)</p> | |
| 268/26 | <p><u>11. CORRESPONDENCE</u></p> <p>The clerk has shared the correspondence with the Council</p> <p>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.</p> <p>Cllr Goble will request that he joins the walk round with the EA and WODC</p> | Cllr Goble to write a letter for the Clerk to send out |
| 269/26 | <p><u>12. DATE OF NEXT MEETING</u></p> <p>The next Parish Council meeting will be held on Monday 6th January 2026 at 7pm in the Elder Bank Hall meeting room.</p> | |

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:

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| 25/02553/HHD | Mr Paul Robinson 35 Chichester Place Brize Norton | <p>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</p> <p>Registered: 17th October 2025</p> <p>Respond: 14th November 2025</p> <p>Under consideration</p> |
| 25/00487/OUT | HarperCrewe Bloombridge Ltd Land (E) 428789 (E) 208512 Burford Road Brize Norton | <p>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</p> |

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| | | Registered: 25th February 2025 Respond: 2nd October 2025 Under consideration |
| 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-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 |

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| 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 | Clr 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:

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| | 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 |
| | | | 202,855.80 |
| | SUBTRACT Payments 01/04/2025 - 25/11/2025 | | 123,489.14 |
| A | Cash in Hand 25/11/2025 (per Cash Book) | | 79,366.66 |
| | 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 unpresented payments | | 42.00 |
| | | | 79,234.65 |
| | Plus unpresented receipts | | 132.01 |
| B | Adjusted Bank Balance | | 79,366.66 |
| | A = B Checks out OK | | |

