



Minutes of the Brize Norton Parish Council meeting held on Monday 5<sup>th</sup> January 2026 at 7.00pm at the Elder Bank Hall

270/26	<b><u>PRESENT</u></b> Cllr Goble – Chair, Cllr Way, Cllr State, Cllr Jackson, Cllr Pearson (WODC) and Jo Webb - Clerk.	<b><u>ACTION</u></b>
271/26	<b><u>1. APOLOGIES</u></b> Apologies were noted from Cllr Woodward and Cllr Overton (OCC).	
272/26	<b><u>2. DECLARATIONS OF INTEREST</u></b> None.	
273/26	<b><u>3. MINUTES</u></b> The minutes of the Parish Council meeting on 2 <sup>nd</sup> December 2025 were reviewed for accuracy. Cllr Jackson proposed to accept the minutes, and Cllr Way seconded; all Cllrs agreed.  Cllr Goble signed the minutes.	Clerk to scan and post minutes to the website
274/26	<b><u>4. PUBLIC PARTICIPATION</u></b> None.	
275/26	<b><u>5. DISTRICT AND COUNTY COUNCILLORS' REPORTS</u></b> WODC – Cllr Pearson's report has been circulated to all Cllrs. OCC – No report provided. <ul style="list-style-type: none"> <li>• Brize Norton Parish Council would like to thank Cllr Overton for the funds from the Councillor Priority fund towards the additional defibrillator. Plans are now being made for the installation.</li> <li>• The Parish Council is very disappointed with the incorrect information provided by OCC regarding the recent repatriation. The garden is not 'Carterton Remembrance Garden' it is the 'Repatriation Remembrance Garden' which is in Brize Norton.</li> <li>• Prior to the repatriation, two OCC operatives came through the village and put the flaps down on all of the signs so that they showed 'no waiting'. After the repatriation took place, the operatives came back through and put the signs back up. The signs actually show 'no waiting on a Thursday', which was originally the set day for repatriations. This most recent</li> </ul>	

	repatriation was carried out on a Wednesday so the 'no waiting' was not enforceable.	
276/26	<p><b><u>6.1 CHAIRMAN'S REPORT</u></b></p> <ul style="list-style-type: none"> <li>• 4/12/25 – There was a community meeting to discuss the preferred spatial options paper. 32 people attended. BNPC's response was sent on 22<sup>nd</sup> December.</li> <li>• 10/12/25 – Cllr Goble met James Wright from OCC Highways regarding the 20mph signs – see minute 283/26 for further information.</li> <li>• 15/12/25 – Cllr Goble attended an OALC teams meeting. Discussions took place regarding the Bronze Award which Cllr Jackson and the clerk will look into in more detail, and the attendance of District and County Councillors at PC meetings.</li> <li>• 15/12/25 – Cllr Goble and Cllr State attended the WODC Local Government reorganisation forum. Slides from the session have been circulated to all Cllrs. Cllrs Goble and State made a strong point at the session that when discussing areas such as Carterton, they must also include adjacent parishes. This also includes devolving District assets to Town and Parish Councils.</li> <li>• 16/12/25 – BNPC meeting to discuss the 2026/2027 budget.</li> <li>• 17/12/25 – Cllr Goble and Cllr Way attended the repatriation of Lance Corporal George Hooley.</li> <li>• 18/12/25 – Meeting with Andrew Winstone, Bloor Homes planning manager and a representative from MV Kelly to walk round the work they have done to the foot/cycle paths in the Southern area of the country park. The edges are still to be done along the tarmac path on the South and East side of the houses (greenway to allotments). Fields to rolled. Cllr Goble is still waiting to hear from Cllrs regarding the relocation of the notice board.</li> <li>• 18/12/25 – WODC teams meeting with representatives from WODC planning office, S106 team and sport and leisure regarding Kilkenny Farm proposed development (see minute 284/26).</li> </ul>	
277/26	<p><b><u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Goble's report has been circulated to all Cllrs.</li> </ul>	
278/26	<p><b><u>6.3 COUNCILLOR REPORTS – HIGHWAYS</u></b></p> <ul style="list-style-type: none"> <li>• It has been noted by Cllrs and residents that the newly widened foot/cycle way on Carterton Road does not have white lines showing the pedestrian and cycle split. OCC has confirmed that this is not a requirement for a path of this width.</li> </ul>	
279/26	<p><b><u>7.1 DISCUSSION AND DECISIONS – 2026/2027 PRECEPT AND BUDGET</u></b></p> <ul style="list-style-type: none"> <li>• The budget for 2026/2027 was proposed by Cllr Goble. Cllr State seconded and all Cllrs agreed.</li> <li>• Cllr Goble proposed a precept of £96,104. Cllr State Seconded and all Cllrs agreed. The clerk will send off the necessary paperwork to WODC.</li> </ul>	Clerk to send off precept paperwork

280/26	<p><b><u>7.2 DISCUSSION AND DECISIONS – CLOSED CHURCHYARD</u></b></p> <p>Brize Norton PCC has given notice to the Parish Council to take over the responsibility of the closed churchyard with effect from 1<sup>st</sup> April 2026. Advice has been taken regarding this and it was resolved that the Parish Council will not accept responsibility for the maintenance or upkeep of the closed churchyard. In these circumstances, the responsibility rests with the District Council.</p> <p>Following the advice given, the clerk will write to the PCC and to WODC informing them of the decision.</p>	Clerk to write to PCC & WODC
281/26	<p><b><u>7.3 DISCUSSION AND DECISIONS – 2026-2029 GRASS CUTTING TENDER</u></b></p> <p>Further information is awaited so this will be carried over to the February meeting.</p>	
282/26	<p><b><u>7.4 DISCUSSION AND DECISIONS – .GOV.UK WEBSITE AND EMAIL</u></b></p> <p>Decision to be carried over to the February meeting.</p>	
283/26	<p><b><u>7.5 DISCUSSION AND DECISIONS – PURCHASE OF 20MPH SPEED SIGNS</u></b></p> <p>Cllr Goble met with OCC Highways team on 10<sup>th</sup> December. OCC advised that the required amount of 20mph signs have been provided and any additional signage that is requested will be at a cost to the PC. Cllrs agreed not to go ahead with purchasing additional signage and that it would be more useful for any spare funds to be put towards a mobile speed indicator device.</p>	
284/26	<p><b><u>7.6 DISCUSSION AND DECISIONS – KILKENNY FARM – FUTURE MANGEMENT OF PUBLIC OPEN SPACES, PLAY AREAS, COMMUNITY ROOM AND ALLOTMENTS</u></b></p> <p>WODC has advised that if the planning is approved, the Parish Council will be given the first option to own and manage the public open spaces, 2 play areas, a community room, allotments and orchards. Cllrs agreed that there is a need to understand what commuted sums would be provided and whether the PC could opt to own &amp; manage some areas and not others. Cllr Goble will respond to WODC with the comments.</p>	Cllr Goble to respond to WODC
285/26	<p><b><u>7.7 DISCUSSION AND DECISIONS – QUOTE FOR PAVILION BOILER REPAIR</u></b></p> <p>A quote has been received from G&amp;O Engineers for the repair of the pavilion boiler. Cllr Goble proposed that the quote is accepted. Cllr Way seconded and all Cllrs agreed. The clerk will contact G&amp;O Engineers to book the repair.</p>	Clerk to book the repair
286/26	<p><b><u>7.8 DISCUSSION AND DECISIONS – TO REVIEW AND ADOPT THE IT POLICY</u></b></p> <p>Cllrs have not had the opportunity to review this due to the Christmas break and therefore, it will be deferred until the February meeting.</p>	
287/26	<p><b><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>Cllr Woodward to draft letter regarding the EBH extension snagging list.</li> </ul>	Cllr Woodward to draft letter

288/26	<u><b>8.2 PROGRESS REPORT – VILLAGE MAINTENANCE</b></u> <ul style="list-style-type: none"> <li>• The bus shelter splash guard is still outstanding.</li> <li>• Bowards has been contacted and asked to go ahead with the urgent tree work as identified in the recent report.</li> <li>• Cllr Way has been advised that the dry stone wall repairs will be carried out by the end of the financial year.</li> </ul>	
289/26	<u><b>8.3 PROGRESS REPORT – PLAY PARKS</b></u> <ul style="list-style-type: none"> <li>• The Perspex on the teeter tunnel at Brize Meadow play park has not been repaired. Clerk to follow this up.</li> <li>• The swing has still not been re-installed at Brize Meadow play park.</li> <li>• Clerk to follow up photos of the recent repair work that was carried out which have not been sent as promised.</li> </ul>	<p>Clerk to follow up</p> <p>Clerk to follow up</p>
290/26	<u><b>8.4 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</b></u> The outstanding action list was discussed and updated accordingly.	
291/26	<u><b>9. PLANNING</b></u> See attached appendix A.	
292/26	<u><b>10.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED</b></u> Cllrs considered payments to be made (see attached Appendix B)  Cllrs queried the invoices from Elder Bank Hall for the broadband costs. Cllrs agreed to hold off paying the two invoices until the clerk has discussed this with the committee.  All other payments were approved; Cllr Way and Cllr State to authorise online payments.  The asset register needs to be updated to include the TV, printer and greasepak dosing module which have recently been purchased. The clerk will add these to the asset register and the insurance policy.  Cllr Way proposed that she should attend the NALC webinar Future Leaders: Attracting young talent to Parish and Town Councils at a cost of £35 + VAT. Cllr Jackson seconded, all Cllrs agreed. The clerk will book the session.	<p>Cllr Way and Cllr State to authorise online payments</p> <p>Asset register and insurance policy to be updated</p> <p>Clerk to book</p>
293/26	<u><b>10.2 FINANCE – BANK RECONCILIATION</b></u> The clerk has circulated the Bank Reconciliation (see attached Appendix B).	
294/26	<u><b>11. CORRESPONDENCE</b></u> The clerk has shared the correspondence with the Council.  A Freedom of Information request was received on 8 <sup>th</sup> December 2025 and in accordance with the guidelines, a response will be sent by 9 <sup>th</sup> January 2026.	

295/26	<b>12. DATE OF NEXT MEETING</b> The next Parish Council meeting will be held on Monday 2 <sup>nd</sup> February 2026 at 7pm in the Elder Bank Hall meeting room.	
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There being no further business the Chairman declared the meeting closed at 8.50pm

## **APPENDIX A – PLANNING 291/26:**

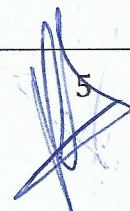
### **AGENDA ITEM 9**

#### **NEW PLANNING APPLICATIONS:**

25/01668/RES	Mr Joe McDermott Land North of Brock Cottage Burford Road Brize Norton	Reserved matters application for two detached self-build dwellings (amended plans) <b>Registered: 18<sup>th</sup> August 2025</b> <b>Respond: 6<sup>th</sup> January 2026</b>
25/02722/FUL	Bloor Homes Land (E) 429027 (N) 207682 Miles Drive Brize Norton	Erection of 39 dwellings, including parking, landscaping, drainage and other associated works with access of Miles Drive <b>Registered: 18<sup>th</sup> November 2025</b> <b>Respond: 17<sup>th</sup> December 2025</b>
25/02891/HHD	Mr & Mrs Annabel Mulcahy Old Quarry House Burford Road Brize Norton	Conversion of loft and garage to living space, erection of outbuilding in from garden with associated works <b>Registered: 28<sup>th</sup> November 2025</b> <b>Respond: 23<sup>rd</sup> December 2025</b>

#### **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 <b>Registered: 25<sup>th</sup> February 2025</b> <b>Respond: 2<sup>nd</sup> October 2025</b> <b>Under consideration</b>
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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>
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:

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 <b>Registered: 17<sup>th</sup> October 2025</b> <b>Respond: 14<sup>th</sup> November 2025</b> <b>Approved: 10<sup>th</sup> December 2025</b>
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## APPENDIX B – FINANCE 292/26 & 293/26:

### AGENDA ITEM 10.1

#### ORDERS FOR PAYMENT

Date	Net	VAT	Total	Description	Supplier
26.11.2025	£643.92	£128.79	£772.71	Office & meeting room equipment	Currys
16.12.2025	£50.49	£10.10	£60.59	Website and email fees	IONOS
28.12.2025	£681.47	£0.00	£681.47	Water bill	Water2Business Ltd
05.01.2026	£21.88	£4.38	£26.26	Bin bags & disposable gloves	AK Timms
05.01.2026	£2,000.00	£400.00	£2,400.00	Legal Fees - Lease land	John Welch & Stammers Solicitors
05.01.2026	£35.00	£7.00	£42.00	Cllr Way training - NALC Beyond the precept: Funding solutions for smaller parish and town councils	NALC
05.01.2026	£235.80	£47.16	£282.96	Brize Meadow playpark weekly inspections	West Oxfordshire District Council
05.01.2026	£119.40	£23.88	£143.28	Station Road play park weekly inspections	West Oxfordshire District Council
05.01.2026	£94.00	£18.80	£112.80	Boiler repair and call out	G&O Engineers Ltd
22.12.2025	£9.60	£1.92	£11.52	Microsoft 365 licence 18/11/25 to 17/12/25	Microsoft
05.01.2026	£169.05	£33.81	£202.86	Recreation ground grass cutting	Ubico Ltd
05.01.2026	£10.60	£2.12	£12.72	Microsoft 365 Licence 18/10/25 & IONOS charge	Chapel Hill Group Ltd
22.12.2025	£30.00	£0.00	£30.00	Repayment of overpayment	Jo Webb
05.01.2026	£36.00	£0.00	£36.00	50% cost of December Gigaclear broadband subscription	Elder Bank Hall Committee
05.01.2026	£36.00	£0.00	£36.00	50% cost of November Gigaclear broadband subscription	Elder Bank Hall Committee
05.01.2026	£22.50	£4.50	£27.00	Website and email fees	IONOS
05.01.2026				Salaries	
29.12.2025	£2.75	£0.00	£2.75	Care and Repair subscription for Samsung TV in meeting room	Currys
29.12.2025	£2.50	£0.00	£2.50	Care and Repair subscription for office printer	Currys

#### PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	01/12/2025	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	08/12/2025	Barclays Bank	Interest earned	£ 142.22
BACS	09/12/2025	Aston FC	Recreation ground / changing room hire	£ 55.00
BACS	10/12/2025	Siege FC	Recreation ground / changing room hire	£ 75.00
BACS	11/12/2025	Jo Webb	Repayment of overpayment of wages from 9/12/25	£ 154.86
BACS	15/12/2025	Elder Bank Hall committee	Water invoice - 1/7/25 to 30/9/25	£ 132.01
BACS	15/12/2025	Elder Bank Hall committee	Elder Bank Hall rent	£ 1.00
BACS	18/12/2025	Oxfordshire County Council	Councillor priority fund - defibrillator	£ 610.00

## **AGENDA ITEM 10.2**

### **Reconciliation to Bank Account:**

<b>A</b>	<b>Bank Reconciliation at 29/12/2025</b>		
	Cash in Hand 01/04/2025		93,137.37
	<b>ADD</b> Receipts 01/04/2025 - 29/12/2025		110,602.65
	<b>SUBTRACT</b> Payments 01/04/2025 - 29/12/2025		203,740.02 132,546.65
	<b>Cash in Hand 29/12/2025</b> (per Cash Book)		<b>71,193.37</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 29/12/2025	0.00	
	Barclays Bank Community Account 29/12/2025	16,544.55	
	Barclays Business Premium Account 29/12/2025	54,678.82	
			<b>71,223.37</b>
	Less unrepresented payments		30.00
			71,193.37
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>71,193.37</b>
	<b>A = B Checks out OK</b>		

