



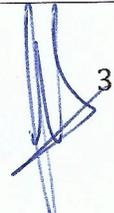
Minutes of the Brize Norton Parish Council meeting held on Monday 2<sup>nd</sup> February 2026 at 7.00pm at the Elder Bank Hall

296/26	<u>PRESENT</u> Cllr Goble – Chair, Cllr Woodward – Vice-Chair, Cllr Way, Cllr State, Cllr Jackson, Cllr Pearson (WODC), Cllr Overton (OCC) and Jo Webb - Clerk.	<u>ACTION</u>
297/26	<u>1. APOLOGIES</u> None	
298/26	<u>2. DECLARATIONS OF INTEREST</u> Cllr Woodward declared an interest in the following agenda items: 7.7 – Elder Bank Hall broadband contribution 7.10 – Review and update the approved suppliers list – printing companies 10.1 – Orders for payments relating to the Chapel Hill Group	
299/26	<u>3. MINUTES</u> The minutes of the Parish Council meeting on 5 <sup>th</sup> January 2026 were reviewed for accuracy. Cllr Way proposed to accept the minutes, and Cllr State seconded; all Cllrs agreed.  Cllr Goble signed the minutes.	Clerk to scan and post minutes to the website
300/26	<u>4. PUBLIC PARTICIPATION</u> Two members of the public attended the meeting.  Brian Barnett from Astrop Farm gave a brief update on the New Astrop proposed development. Lonestar would like to update the residents on the plan and will be arranging a drop in event/exhibition at the end of February or beginning of March.  7.18pm – One member of the public left the meeting.	
301/26	<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.  7.35pm – Cllr Woodward left the meeting.	

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302/26	<p><b><u>6.1 CHAIRMAN'S REPORT</u></b></p> <ul style="list-style-type: none"> <li>• 12/1/26 – Cllr Goble spoke at the WODC planning committee meeting regarding the Kilkenny Farm development. It was very disappointing that the committee did not ask questions about the proposed railway line or housing numbers which have been completely underestimated for area E.</li> <li>• 15/1/26 – Bampton and District Flood Group meeting. This was attended by 12 people including WODC, Thames Water, Environment Agency, Cotswolds Rivers Trust and local Councillors. Thames Water confirmed that Shilton Park is still the cause of the issue, which will cost £3 million to rectify. Cotswolds River Trust will be introduced to RAF Brize Norton contacts. The local lead flood authority was not informed by WODC of the flooding at Westbrook House/Burford Road/Monahan Way.</li> <li>• 19/1/26 – Cllr Goble and Cllr Way attended a WODC meeting regarding local government reorganisation. The consultation will start at the beginning of February and the reorganisation is planned to be completed by April 2027.</li> <li>• 21/1/26 – Meeting regarding the Monahan Way sports field. Minutes have been circulated to all Cllrs.</li> <li>• 24/1/26 – ONPA AGM attended by 21 Neighbourhood Plan representatives. The new forum website was discussed and the impact of the new draft NPPF to Neighbourhood Plans. Only 10 Neighbourhood Plans have been made in West Oxfordshire with a further 10 in progress.</li> <li>• 27/1/26 – Cllr Goble wrote to WODC planning regarding the Kilkenny Farm S106.</li> </ul>	
303/26	<p><b><u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW</u></b></p> <ul style="list-style-type: none"> <li>• The gates have been installed opposite the Masons Arms.</li> <li>• The fences, hedges and underground water pipes have been installed at the allotment site.</li> </ul>	
304/26	<p><b><u>6.3 COUNCILLOR REPORTS – HIGHWAYS</u></b></p> <ul style="list-style-type: none"> <li>• OCC has been chased regarding the blocked culverts on Burford Road.</li> <li>• The pot holes and the broken speed cushion by the Elder Bank Hall have been reported on fix my street.</li> </ul>	
305/26	<p><b><u>7.1 DISCUSSION AND DECISIONS – 2026-2029 GRASS CUTTING TENDER</u></b></p> <p>Cllr Way and the clerk will provide an update for a decision at the next meeting.</p>	
306/26	<p><b><u>7.2 DISCUSSION AND DECISIONS – .GOV.UK WEBSITE AND EMAIL</u></b></p> <p>Further information and quotes have been received. Cllr Way proposed that we proceed with Hugo Fox with the Gold subscription, including emails and a new website build. Cllr State seconded and all Cllrs agreed. The clerk will contact Hugo Fox to make arrangements.</p>	Clerk to contact Hugo Fox

307/26	<p><b><u>7.3 DISCUSSION AND DECISIONS – REVIEW AND ADOPT THE IT POLICY</u></b>  Cllrs reviewed the policy based on the template provided in the Practitioners’ Guide 2025. Cllr State proposed that the policy is adopted. Cllr Way seconded and all Cllrs agreed. To be reviewed again in 12 months.</p>	
308/26	<p><b><u>7.4 DISCUSSION AND DECISIONS – REVIEW THE ASSET REGISTER</u></b>  Councillors reviewed the asset register. It was noted that the contents of the pavilion are not assets of the Parish Council, they belong to the café and are not included in the PC’s insurance policy. It was therefore agreed that this sentence be removed from the asset register. The clerk will update the asset register accordingly.</p> <p>8.15pm Cllr Woodward re-joined the meeting.</p>	Clerk to remove the pavilion contents from the asset register
309/26	<p><b><u>7.5 DISCUSSION AND DECISIONS – REVIEW THE EFFECTIVENESS OF INTERNAL CONTROL</u></b>  Cllrs reviewed the effectiveness of internal control document and agreed the responses.</p>	
310/26	<p><b><u>7.6 DISCUSSION AND DECISIONS – REVIEW AND ADOPT THE GRANT AWARDING POLICY</u></b>  Cllrs reviewed the Grants and Donations Policy. Cllr Jackson proposed to adopt the policy. Cllr Woodward seconded and all Cllrs agreed.</p> <p>8.20pm Cllr Pearson left the meeting.</p>	
311/26	<p><b><u>7.7 DISCUSSION AND DECISIONS – ELDERBANK HALL BROADBAND CONTRIBUTION</u></b>  The Elderbank Hall committee previously submitted invoices for 50% of the broadband charges for November 2025 &amp; December 2025. Councillors felt that this charge was excessive for the PC’s usage and noted that there was no access to the internet in the extension during November.</p> <p>Cllr State proposed that a contribution of 25% towards the cost of the monthly Gigaclear charges be made effective from 1<sup>st</sup> January 2026. Cllr Jackson seconded the motion. Cllr Woodward abstained and all other Cllrs agreed. The clerk will contact the EBH committee with the decision and request that the November/December invoices are voided.</p>	Clerk to contact EBH committee
312/26	<p><b><u>7.8 DISCUSSION AND DECISIONS – MEMORIAL POST REPAIR</u></b>  A quote has been received for £450 + VAT from an approved supplier for the repair of the 3 posts by the memorial. Cllrs were in agreement to go ahead. The clerk will contact the supplier to make arrangements.</p>	Clerk to contact supplier
313/26	<p><b><u>7.9 DISCUSSION AND DECISIONS – REVIEW COUNCILLORS’ RESPONSIBILITIES</u></b>  The document showing the Councillors’ responsibilities was agreed and updated.</p>	



314/26	<p><b><u>7.10 DISCUSSION AND DECISIONS – REVIEW AND UPDATE THE APPROVED SUPPLIERS LIST</u></b></p> <p>Cllrs reviewed and updated the approved supplier list. Clerk to circulate the updated list to all Cllrs. List to reviewed again in the next financial year.</p>	Clerk to circulate updated list
315/26	<p><b><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>The items in the Elder Bank Hall extension snagging list should be attended to at the end of next week.</li> </ul>	
316/26	<p><b><u>8.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>Football has restarted at the recreation ground. Cllr Way is liaising with the teams and Ubico to ensure the pitch is playable.</li> </ul>	
317/26	<p><b><u>8.3 PROGRESS REPORT – PLAY PARKS</u></b></p> <ul style="list-style-type: none"> <li>HAGS is currently looking into the outstanding work that is due on the teeter tunnel and the swing at Brize Meadow play park.</li> </ul> <p>9.10pm – The remaining member of the public left the meeting.</p> <ul style="list-style-type: none"> <li>The bushes and shackles on the junior swings at Station Road play park have worn through making them unsafe. Ava Recreation has given suggestions to resolve the issue. Cllrs agreed that the way forward should be to completely replace the swings. The clerk will obtain quotes. In the meantime, the swings have been removed for safety purposes.</li> </ul> <p>9.15pm – Cllr Overton left the meeting.</p>	Clerk to obtain quotes
318/26	<p><b><u>8.4 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u></b></p> <p>The outstanding action list was discussed and updated accordingly.</p>	
319/26	<p><b><u>9. PLANNING</u></b></p> <p>See attached appendix A.</p>	
320/26	<p><b><u>10.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED</u></b></p> <p>Cllrs considered payments to be made (see attached Appendix B)</p> <p>All payments were approved; Cllr Way and Cllr State to authorise online payments.</p> <p>Cllrs approved an additional payment for £80.00 for Adrian State for the reimbursement of water testing kits.</p> <p>The clerk reported that the Masons Arms defibrillator battery is low. It was agreed that the clerk will purchase a replacement up to a value of £233 + VAT.</p>	<p>Cllr Way and Cllr State to authorise online payments</p> <p>Clerk to purchase battery</p>
321/26	<p><b><u>10.2 FINANCE – BANK RECONCILIATION</u></b></p> <p>The clerk has circulated the Bank Reconciliation (see attached Appendix B).</p>	

322/26	<p><b><u>11. CORRESPONDENCE</u></b>  The clerk has shared the correspondence with the Council.</p> <p>Brize Norton PCC has sent a letter requesting a meeting regarding the responsibility of the closed churchyard. The clerk and Cllr Way will arrange to meet with the PCC.</p> <p>A Freedom of Information request was received on 26<sup>th</sup> January 2026; advice is being sought from OALC. In accordance with the guidelines, a response is due by 23<sup>rd</sup> February 2026.</p>	Clerk & Cllr Way to arrange meeting
323/26	<p><b><u>12. DATE OF NEXT MEETING</u></b>  The next Parish Council meeting will be held on Monday 2<sup>nd</sup> March 2026 at 7pm in the Elder Bank Hall meeting room.</p>	

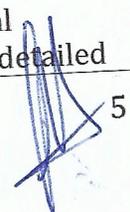
There being no further business the Chairman declared the meeting closed at 9.35pm

**APPENDIX A – PLANNING 319/26:**  
**AGENDA ITEM 9**

NEW PLANNING APPLICATIONS: None

PENDING PLANNING DECISIONS:

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> <b>Under consideration</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> <b>Under consideration</b>
25/00487/OUT	HarperCrewe Bloombridge Ltd Land (E) 428789 (E) 208512	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

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	<p>Burford Road Brize Norton</p>	<p>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>Awaiting decision</b></p>
<p>25/01579/FUL</p>	<p>Foxbury Farm Burford Road Brize Norton</p>	<p>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></p>
<p>24/03278/FUL</p>	<p>Witney Solar Limited Land (E) 431186 (N) 208772 Witney Road Brize Norton</p>	<p>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></p>
<p>24/01809/FUL</p>	<p>Crocodiles of the World Burford Road Brize Norton</p>	<p>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>Awaiting decision</b></p>
<p>R3.0075/24</p>	<p>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</p>	<p>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></p>
<p>23/01738/POB28</p>	<p>Land East of Monahan Way Carterton</p>	<p>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></p>

**DECIDED PLANNING DECISIONS:**

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> <b>Approved: 20<sup>th</sup> January 2026</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>Approved: 13<sup>th</sup> January 2026</b>

**APPENDIX B – FINANCE 320/26 & 321/26:**

**AGENDA ITEM 10.1**  
**ORDERS FOR PAYMENT**

Payment Type	Date	£	£	£	Description	Supplier
BACS	02.02.2026	£224.00	£44.80	£268.80	Digital amends to website, technical amends / support and BB artwork upload, input to website	Chapel Hill Group Ltd
BACS	02.02.2026				Salaries	
DD	26.01.2026	£2.75	£0.00	£2.75	Care and Repair subscription for Samsung TV in meeting room	Currys
DD	26.01.2026	£2.50	£0.00	£2.50	Care and Repair subscription for office printer	Currys
BACS	02.02.2026	£571.20	£114.24	£685.44	Scribe Accounts Renewal 2026	Scribe
DD	19.01.2026	£9.60	£1.92	£11.52	Microsoft 365 licence	Microsoft
BACS	02.02.2026	£35.00	£7.00	£42.00	Clr Way training - NALC Future leaders: Attracting young talent to parish and town councils	NALC
BACS	02.02.2026	£149.25	£29.85	£179.10	Station Road play park weekly inspections	West Oxfordshire District Council
BACS	02.02.2026	£294.75	£58.95	£353.70	Brize Meadow playpark weekly inspections	West Oxfordshire District Council
DD	02.02.2026	£787.65	£0.00	£787.65	Water bill	Water2Business Ltd
CARD	12.01.2026	£7.70	£0.00	£7.70	Postage	Post Office Ltd

**PAYMENTS RECEIVED:**

Payment Type	Date	Source	Details	Amount
BACS	02/01/2026	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	08/01/2026	Aston FC	Recreation ground / changing room hire	£ 175.00
BACS	14/01/2026	Siege FC	Recreation ground / changing room hire	£ 75.00
BACS	20/01/2026	HMRC	VAT return	£ 3,067.37

**AGENDA ITEM 10.2**

**Reconciliation to Bank Account:**

<b>Bank Reconciliation at 26/01/2026</b>			
	Cash in Hand 01/04/2025		93,137.37
	<b>ADD</b> Receipts 01/04/2025 - 26/01/2026		114,375.00
	<b>SUBTRACT</b> Payments 01/04/2025 - 26/01/2026		207,512.37
			138,502.84
<b>A</b>	<b>Cash in Hand 26/01/2026</b> (per Cash Book)		<b>69,009.53</b>
	Cash in hand per Bank Statements		
	Petty Cash 26/01/2026	0.00	
	Barclays Bank Community 26/01/2026	13,948.73	
	Barclays Business Premium 26/01/2026	54,678.82	
			<b>68,627.55</b>
	Less unrepresented payments		72.00
			68,555.55
	Plus unrepresented receipts		453.98
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>69,009.53</b>
	<b>A = B Checks out OK</b>		

