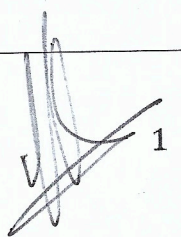




Minutes of the Brize Norton Parish Council meeting held on Monday 2<sup>nd</sup> March 2026 at 7.00pm at the Elder Bank Hall

		<u>ACTION</u>
324/26	<u>PRESENT</u> Cllr Goble – Chair, Cllr Way, Cllr State, Cllr Jackson, Cllr Pearson (WODC), Cllr Overton (OCC) and Jo Webb - Clerk.	
325/26	<u>1. APOLOGIES</u> Apologies were noted from Cllr Woodward.	
326/26	<u>2. DECLARATIONS OF INTEREST</u> None	
327/26	<u>3. MINUTES</u> The minutes of the Parish Council meeting on 2 <sup>nd</sup> February 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
328/26	<u>4. PUBLIC PARTICIPATION</u> One member of the public attended the meeting.	
329/26	<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. Cllr Overton was asked if there was any update on the relocation of Brize Norton Primary School. Cllr Overton advised that a final decision is awaited from the Department for Education.	
330/26	<u>6.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> <li>20/2/26 - Cllr Goble, Cllr Way and the clerk attended an online meeting with the Head of Information Compliance at Breakthrough Communications.</li> </ul>	
331/26	<u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW</u> <ul style="list-style-type: none"> <li>The trees have been cut down in basin one and the path edging has been started on the south side of the country park.</li> </ul>	

  
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	<ul style="list-style-type: none"> <li>Correspondence has been sent to Bloor Homes regarding dog fouling on the development. The PC has asked Bloor if they would consider allowing us to put up some 'no dog fouling' stickers to put onto lampposts.</li> </ul>	
332/26	<p><b><u>6.3 COUNCILLOR REPORTS – HIGHWAYS</u></b></p> <ul style="list-style-type: none"> <li>Cllr Goble has contacted the OCC Highways Engagement Officer regarding potholes on Burford Road.</li> <li>Cllr Goble has contacted the OCC Highways Engagement Officer regarding Station Road by the speed cushions. An officer will do an inspection this week.</li> </ul>	
333/26	<p><b><u>6.4 COUNCILLOR REPORTS – CLLR WAY REPORT ON WEBINARS ATTENDED.</u></b></p> <p>Cllr Way has circulated her report to all Cllrs.</p>	
334/26	<p><b><u>7.1 DISCUSSION AND DECISIONS – 2026-2029 GRASS CUTTING TENDER</u></b></p> <p>Cllr Way and the clerk have circulated a comparison spreadsheet to the Cllrs. Cllr Jackson proposed that we accept the tender from RJ Groundcare Ltd for the Parish grass cutting. Cllr State seconded and all Cllrs agreed. The clerk will contact RJ Groundcare Ltd to advise that they have been awarded the contract subject to references and the necessary insurances being in place. The clerk will contact the PCC to advise them of the quotes received and invite them to apply for a grant for the open churchyard grass cutting.</p> <p>Further information needs to be obtained in order to make a decision on the recreation ground grass cutting contract so this was deferred until next month's meeting.</p>	<p>Clerk to contact RJ Groundcare Ltd</p> <p>Clerk to contact PCC</p>
335/26	<p><b><u>7.2 DISCUSSION AND DECISIONS – COMMUNITY RESILIENCE AND FLOODING</u></b></p> <p>Cllr Goble has received an email from the flood risk officer at OCC. Cllr Goble will draft a response to say that we are keen to take up the offer and remind them that a walk around with the LLFA, WODC, EA and landowners is still awaited.</p>	<p>Cllr Goble to draft response</p>
336/26	<p><b><u>7.3 DISCUSSION AND DECISIONS – CHRIST CHURCH BUS SHELTER AND ALLOTMENT RENT REVIEW</u></b></p> <p>Cllr Goble has received an email from Savills suggesting that there should be a review of the bus shelter agreement and allotment rent as these have been in place for some time with no increase. Cllrs agreed that as the precept for 2026-2027 has already been set, we would like to keep them at the current rate for the next financial year. However, we are happy to have a discussion regarding an increase in 2027-2028.</p> <p>It was also noted that the bus shelter agreement is for the bus shelter on the West side of Manor Road and the bus shelter on Elm Grove. The</p>	

	Elm Grove shelter is no longer in use since the bus routes have changed. The clerk will send a response to Savills.	Clerk to send response
337/26	<b><u>7.4 DISCUSSION AND DECISIONS – BRIZE MEADOW PLAY PARK MAINTENANCE QUOTES</u></b> Cllr Way and the clerk have circulated a comparison spreadsheet to the Cllrs. Cllr Way proposed that the contract is awarded to RJ Groundcare Ltd. Cllr Jackson seconded and all Cllrs were in agreement. The clerk will write to RJ Groundcare to advise them they have been successful.	Clerk to write to RJ Groundcare Ltd
338/26	<b><u>7.5 DISCUSSION AND DECISIONS – LOCAL GOVERNMENT REORGANISATION SURVEY</u></b> Cllr Goble has circulated an article from the Oxford Magazine which gives a good explanation of the options. Cllrs to give their thoughts on the different options for collation so that a response can be sent to the OALC survey.	Cllrs to give thoughts on options
339/26	<b><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></b> <ul style="list-style-type: none"> <li>• Cllr Woodward will draft a letter regarding the snagging list for the EBH extension that is still outstanding.</li> <li>• Cllr Woodward has looked into the increased water usage at the pavilion and believes it to be due to the new cafe dishwasher. To show due diligence, it was agreed that to ensure there are no leaks prior to further action, the clerk will turn off the water in the pavilion and check if the meter is still showing usage, which would indicate a possible leak. Any findings will be reported at the next meeting for review and appropriate follow-up.</li> <li>•</li> </ul> <p>8.45pm – Cllr State left the meeting.</p> <ul style="list-style-type: none"> <li>• The pavilion changing rooms still need painting. Cllr State to put a working group together.</li> </ul>	Clerk to check for leaks  Cllr State to put a working group together
340/26	<b><u>8.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u></b> <ul style="list-style-type: none"> <li>• The dry stone wall repair on the recreation ground is due to start imminently.</li> <li>• The clerk will ask the village handyman to clear the path on the Carterton Road where the ivy was previously trimmed and clear around the drain by the allotment gate.</li> <li>• The village handyman will also be asked to have a look at the football pitch where the water is pooling. The clerk will ask him have a look and let us know his thoughts and what is needed.</li> <li>• Cllr Pearson is organizing a litter pick on Sunday 8<sup>th</sup> March at Brize Meadow. Cllr Jackson has put a post on Facebook advertising the event.</li> </ul>	Clerk to contact village handyman
341/26	<b><u>8.3 PROGRESS REPORT – PLAY PARKS</u></b> <ul style="list-style-type: none"> <li>• The Perspex has been removed from the teeter tunnel at Brize Meadow play park and the repair is awaited.</li> <li>• The swing at Brize Meadow play park is due to be fixed on 6<sup>th</sup> March.</li> </ul>	

	<ul style="list-style-type: none"> <li>Two quotes have been received for replacement junior swings at Station Road play park, a third quote is awaited. Cllrs agreed that we will need to look for funding.</li> </ul>	
342/26	<p><b><u>8.4 PROGRESS REPORT – FREEDOM OF INFORMATION REQUEST</u></b>        Advice has been received from an FOI specialist. An internal review has been undertaken and our response to the original FOI request was found to be compliant. A response to the new request has been sent.</p>	
343/26	<p><b><u>8.5 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u></b>        The outstanding action list was discussed and updated accordingly.</p>	
344/26	<p><b><u>9. PLANNING</u></b>        See attached appendix A.</p> <p>9.18pm – Cllr Pearson and Cllr Overton left the meeting.</p>	
345/26	<p><b><u>10.1 FINANCE – ORDERS FOR PAYMENT AND PAYMENTS RECEIVED</u></b>        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>	Cllr Way and Cllr State to authorise online payments
346/26	<p><b><u>10.2 FINANCE – BANK RECONCILIATION</u></b>        The clerk has circulated the Bank Reconciliation (see attached Appendix B).</p>	
347/26	<p><b><u>11. CORRESPONDENCE</u></b>        The clerk has shared the correspondence with the Council.</p> <p>A letter has been received from the Elder Bank Hall committee. An informal discussion has taken place to discuss future plans for the hall.</p>	
348/26	<p><b><u>12. DATE OF NEXT MEETING</u></b>        The next Parish Council meeting will be held on Tuesday 7<sup>th</sup> April 2026 at 7pm in the Elder Bank Hall meeting room.</p>	

There being no further business the Chairman declared the meeting closed at 9.26pm

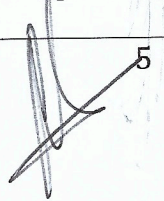
**APPENDIX A – PLANNING 344/26:**  
**AGENDA ITEM 9**

**NEW PLANNING APPLICATIONS:**

26/00228/FUL	Mr Andrew Timms 80-82 Station Road Brize Norton	Erection of a proposed single storey pitched roof extension to garden department at AK Timms & Sons Ltd <b>Registered: 5<sup>th</sup> February 2026</b> <b>Respond: 4<sup>th</sup> March 2026</b>
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**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>
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	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.

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23/01738/POB28	<p>east of and accessed from Monahan Way, Carterton</p> <p>Land East of Monahan Way Carterton</p>	<p><b>Registered: 24<sup>th</sup> July 2024</b>  <b>Respond: 14<sup>th</sup> August 2024</b></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.</p> <p><b>Registered: 23<sup>rd</sup> June 2023</b>  <b>Respond: 20<sup>th</sup> July 2023</b>  <b>Under consideration</b></p>
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DECIDED PLANNING DECISIONS:

25/00487/OUT	<p>HarperCrewe Bloombridge Ltd  Land (E) 428789 (E) 208512  Burford Road  Brize Norton</p>	<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 &amp; 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> <p><b>Registered: 25<sup>th</sup> February 2025</b>  <b>Respond: 2<sup>nd</sup> October 2025</b>  <b>Approved subject to legal agreement: 29<sup>th</sup> January 2026</b></p>
25/01579/FUL	<p>Foxbury Farm  Burford Road  Brize Norton</p>	<p>Erection of a water storage pump house. New GRP housing unit for new electrical transformer</p> <p><b>Registered: 15<sup>th</sup> July 2025</b>  <b>Respond: 8<sup>th</sup> August 2025</b>  <b>Approved: 30<sup>th</sup> January 2026</b></p>

APPENDIX B - FINANCE 345/26 & 346/26:



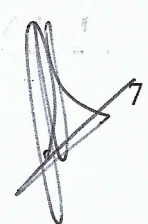
**AGENDA ITEM 10.1**  
**ORDERS FOR PAYMENT**

Payment method	Date	Net	VAT	Total	Description	Supplier
BACS	02.03.2026	£30.00	£6.00	£36.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd
BACS	02.03.2026	£25.00	£5.00	£30.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd
BACS	02.03.2026	£30.00	£6.00	£36.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd
BACS	02.03.2026	£10.00	£2.00	£12.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd
BACS	02.03.2026	£25.00	£5.00	£30.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd
BACS	02.03.2026	£50.00	£10.00	£60.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd
BACS	02.03.2026	£50.00	£10.00	£60.00	Cleaning of changing room and outside toilet at pavilion	Humble Bumble Ltd
BACS	02.03.2026	£18.00	£0.00	£18.00	February cost of Gigaclear Broadband service at Elder Bank Hall - 25%	Elder Bank Hall Committee
BACS	02.03.2026	£18.00	£0.00	£18.00	January cost for Gigaclear broadband service at Elder Bank Hall - 25%	Elder Bank Hall Committee
BACS	02.03.2026				Salaries	
BACS	02.03.2026	£75.00	£0.00	£75.00	Allotment rent 29/3/26 to 28/9/26	Savills
BACS	02.03.2026	£5.00	£0.00	£5.00	Bus shelter access rights 29/3/26 to 28/9/26	Savills
DD	20.02.2026	£9.60	£1.92	£11.52	Microsoft 365 licence	Microsoft
BACS	02.03.2026	£1,028.11	£205.62	£1,233.73	Supply and installation of new rope for multiplay	Ava Recreation Ltd
BACS	02.03.2026	£119.40	£23.88	£143.28	Station Road play park weekly inspections	West Oxfordshire District Council
BACS	02.03.2026	£235.80	£47.16	£282.96	Brize Meadow playpark weekly inspections	West Oxfordshire District Council
CARD	12.02.2026	£5.00	£0.00	£5.00	Cllr State attendance at Doughnut Economics for thriving communities	Doughnut Economics
CARD	12.02.2026	£5.00	£0.00	£5.00	Cllr Way attendance at Doughnut Economics for thriving communities	Doughnut Economics
DD	28.02.2026	£753.70	£0.00	£753.70	Water bill	Water2Business Ltd
BACS	02.03.2026	£155.00	£31.00	£186.00	Boiler repair	G&O Engineers Ltd
CARD	03.02.2026	£199.99	£40.00	£239.99	Defibrillator battery	Turtle Engineering Ltd
DD	13.02.2026	£22.50	£4.50	£27.00	Website and email fees	IONOS

**PAYMENTS RECEIVED:**

Payment Type	Date	Source	Details	Amount
BACS	02/02/2026	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	05/02/2026	Aston FC	Recreation ground / changing room hire	£ 215.00

**AGENDA ITEM 10.2**  
**Reconciliation to Bank Account:**



<b>Bank Reconciliation at 24/02/2026</b>			
<b>A</b>	Cash in Hand 01/04/2025		93,137.37
	<b>ADD</b> Receipts 01/04/2025 - 24/02/2026		114,921.00
	<b>SUBTRACT</b> Payments 01/04/2025 - 24/02/2026		208,058.37 143,296.42
	<b>Cash in Hand 24/02/2026</b> (per Cash Book)		<b>64,761.95</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 24/02/2026	0.00	
	Barclays Bank Community Account 24/02/2026	28,911.86	
	Barclays Business Premium Account 24/02/2026	35,066.11	
			<b>63,977.97</b>
Less unrepresented payments			
		63,977.97	
Plus unrepresented receipts		783.98	
<b>Adjusted Bank Balance</b>		<b>64,761.95</b>	
<b>A = B Checks out OK</b>			

