

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs Jo Webb
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5th May 2026

To the Members of Brize Norton Parish Council

You are hereby summoned to attend the Annual Parish Council Meeting of the Brize Norton Parish Council to be held in the Elder Bank Hall meeting room on **Monday 11th May 2026 at 7.00pm.**

Members of the public may make representations to the Council which will be covered under Point 4 – Public Participation. The meeting will adjourn for this item. Members of the public may speak for a maximum of three minutes each during the period of public participation, in line with Standing Orders. Matters raised shall relate to the items on this agenda. Members of the public may ask questions to the Council but may not receive a decision until the matter has been debated and a decision taken. Please seek out the Parish Clerk to register before the start of the meeting if you wish to speak so the Chairman can welcome you.

Yours sincerely

Jo Webb
Clerk to Brize Norton Parish Council

Agenda

1) Election of Chairman and Vice-chair:

- 1.1 To elect the Chairman and signing of Acceptance of Office
- 1.2 To elect the Vice-chair signing of Acceptance of Office
- 1.3 To consider the Working Groups structure and membership for 2026/2027
- 1.4 To confirm the Members serving on outside bodies:
 - a) School Governors/Trustee
 - b) Oxfordshire Neighbourhood Plan Alliance
 - c) Elder Bank Hall Committee
 - d) Allotment Committee
- 1.5 To confirm the use of the current Standing Orders and Financial Regulations
- 1.6 To confirm the calendar of meetings for 2026/27
- 1.7 To review insurance arrangements for 2026/2027

May Meeting:

- 2) Apologies.
- 3) **Declarations of interest:** Councillors are asked to declare an interest regarding items on the agenda this evening
- 4) **Minutes:** To approve the Minutes of the last meeting of the Council on Tuesday 7th April 2026.
- 5) **Public Participation.**
- 6) **District and County Councillors' reports for information only.**

7) Councillor reports:

- 7.1 Cllr Goble – Chairman’s Report
- 7.2 Cllr Goble – Brize Meadow
- 7.3 Highways committee
- 7.4 Cllr State – Public Rights of Way

8) Discussion and Decisions:

- 8.1 Internal auditor report for financial year ending 31st March 2026
- 8.2 To approve and sign the Annual Governance Statement 2025-2026
- 8.3 To approve and sign the Accounting Statements 2025-2026
- 8.4 Electors’ Rights - Dates of the Exercise of Public Rights
- 8.5 Cricket and football charges
- 8.6 Car park line marking quote
- 8.7 Social media training for the clerk
- 8.8 Consider grant application from Elder Bank Hall committee
- 8.9 Consider grant application from Brize Norton Parochial Church Committee
- 8.10 Amortisation of interest
- 8.11 Verbal abuse to Parish Councillors

9) Progress Reports

- 9.1 Cllr Woodward – Buildings maintenance
- 9.2 Cllr Way – Village maintenance
- 9.3 Cllr Way & Clerk - Play Parks
- 9.4 Outstanding actions list

10) **Planning:** Review of new planning applications and progress on outstanding applications (on attached appendix)

11) Finance:

- 11.1 To consider payments to be made (on attached appendix)
- 11.2 To review the bank reconciliation

12) Correspondence.

13) **Date of next meeting** – Monday 1st June 2026.

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

26/00981/HHD	Mr Stephen Hawkins Clumber Elm Grove Brize Norton	Erection of a front porch and carport Registered: 5th May 2026 Respond: 26th May 2026
26/00416/RES	Mr Andrew Winstone Land East of Monahan Way Brize Norton	Reserved Matters application for details of appearance, landscaping, layout and scale for the country park, public open space, structural landscaping and allotments following permission 14/0091/P/OP. (Revised Reserves Matters) Registered: 19th February 2026 Respond: 14th May 2026

PENDING PLANNING DECISIONS:

26/00416/RES	Mr Andrew Winstone Land East of Monahan Way Brize Norton	Reserved Matters application for details of appearance, landscaping, layout and scale for the country park, public open space, structural landscaping and allotments following permission 14/0091/P/OP. (Revised Reserved Matters) Registered: 19th February 2026 Respond: 23rd March 2026 Under consideration
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) Registered: 18th August 2025 Respond: 6th January 2026 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 Awaiting decision
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

DECIDED PLANNING DECISIONS:

26/00698/HHD	Mr Jordan Langford 23 Bellenger Way Brize Norton	Erection of single storey rear extension Registered: 20th March 2026 Respond: 16th April 2026 Approved: 24th April 2026
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 Registered: 5th February 2026 Respond: 4th March 2026 Approved: 7th April 2026

AGENDA ITEM 12.1
ORDERS FOR PAYMENT:

Payment met	Date	Net	VAT	Total	Description	Supplier
3ACS	01.05.2026	£1,150.00	£230.00	£1,380.00	Repair of damage to Elder Bank Hall car park wall	TWG Stonework
3ACS	01.05.2026	£30.00	£6.00	£36.00	Brize Breeze advertising pack amends, short website spec, website admin	Chapel Hill Group Ltd
3ACS	01.05.2026	£51.60	£0.00	£51.60	10% of total Publuu subscription to publish digital version of Brize Breeze	Chapel Hill Group Ltd
3ACS	01.05.2026				Salaries	HMRC
3D	28.04.2026	£62.49	£12.50	£74.99	Website and email fees	IONOS
3D	27.04.2026	£2.75	£0.00	£2.75	Care and Repair subscription for Samsung TV in meeting room	Currys
3D	27.04.2026	£2.50	£0.00	£2.50	Care and Repair subscription for office printer	Currys
3D	27.04.2026	£7.29	£1.46	£8.75	Virtual Landline 25/4/26 to 25/5/26	Virtual Landline
3ACS	01.05.2026	£4,653.00	£930.60	£5,583.60	Landscaping - Brize Meadow play park	Hickman Brothers Landscapes Ltd
3ACS	01.05.2026	£119.40	£23.88	£143.28	Station Road play park weekly inspections	West Oxfordshire District Council
3ACS	01.05.2026	£235.80	£47.16	£282.96	Brize Meadow playpark weekly inspections	West Oxfordshire District Council
3ACS	01.05.2026	£18.00	£0.00	£18.00	April cost of Gigaclear service - 25%	Elder Bank Hall Committee
3ACS	11.05.2026	£250.00	£0.00	£250.00	Internal Audit 2025-2026	Ell-Jay Books
3ACS	01.05.2026	£199.00	£39.80	£238.80	Website build	Hugo Fox Ltd
3D	18.04.2026	£9.60	£1.92	£11.52	Microsoft 365 licence	Microsoft
3ACS	01.05.2026	£1,088.10	£217.61	£1,305.71	Waste bin emptying 1/4/26 to 30/9/26	West Oxfordshire District Council
3ACS	01.05.2026	£45.00	£9.00	£54.00	Clerk training - Basics of data protection	OALC
3ACS	11.05.2026	£50.00	£0.00	£50.00	Donation	Citizens Advice Bureau
3D	28.04.2026	£834.33	£0.00	£834.33	Water bill	Water2Business Ltd
3ARD	09.04.2026	£3.95	£0.00	£3.95	Postage	Post Office Ltd
3ACS	11.5.2026	£14.69	£2.94	£17.63	Bin bags and disposable gloves	AK Timms
3ACS	11.5.2026	£810.00	£162.00	£972.00	Parish grass cutting - April	RJ Groundcare Ltd
3ACS	11/05/2026	£420.00	£84.00	£504.00	Grounds maintenance at Brize Meadow play park	RJ Groundcare Ltd
3ACS	11.5.2026	£360.00	£72.00	£432.00	Recreation ground grass cutting - April	McCracken & Sons Ltd

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	01/04/2026	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	01/04/2026	Humble Bumble Café	Water bill	£ 110.00
BACS	07/04/2026	Elder Bank Hall	Legal costs for lease	£ 250.00
BACS	09/04/2026	WODC	Precept	£ 48,052.00
BACS	09/04/2026	Siege FC	Recreation ground / changing room hire	£ 75.00
BACS	13/04/2026	Aston FC	Recreation ground / changing room hire	£ 135.00
BACS	13/04/2026	Deer Park Rangers FC	Recreation ground / changing room hire	£ 80.00
BACS	21/04/2026	HMRC	VAT refund	£ 1,496.23
BACS	April	Allotment holders	Allotment rent	£ 1,139.80

BANK TRANSFERS:

Date	Amount	From Bank	To Bank	Comment
28/04/2026	55000.00	Barclays Bank Community Account	Barclays Business Premium Account (deposit)	To leave working balance in community account

AGENDA ITEM 12.2

Reconciliation to Bank Account:

Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026		57,039.33
	ADD		
	Receipts 01/04/2026 - 30/04/2026		52,989.78
			110,029.11
	SUBTRACT		
	Payments 01/04/2026 - 30/04/2026		6,368.71
A	Cash in Hand 30/04/2026 (per Cash Book)		103,660.40
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2026	0.00	
	Barclays Bank Community Account 30/04/2026	11,841.67	
	Barclays Business Premium Accou 30/04/2026	90,187.98	
			102,029.65
	Less unrepresented payments		
			102,029.65
	Plus unrepresented receipts		1,630.75
B	Adjusted Bank Balance		103,660.40
	A = B Checks out OK		