

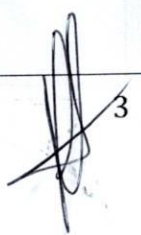


Minutes of the Brize Norton Parish Council meeting held on Tuesday 7th April 2026 at 7.00pm at the Elder Bank Hall

		<u>ACTION</u>
1/27	<u>PRESENT</u> Cllr Goble – Chair, Cllr Way, Cllr State, Cllr Pearson (WODC), Cllr Overton (OCC) and Jo Webb - Clerk.	
2/27	<u>1. APOLOGIES</u> Apologies were noted from Cllr Woodward and Cllr Jackson.	
3/27	<u>2. DECLARATIONS OF INTEREST</u> None	
4/27	<u>3. MINUTES</u> The minutes of the Parish Council meeting on 2 nd March 2026 were reviewed for accuracy. Cllr State 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
5/27	<u>4. PUBLIC PARTICIPATION</u> Two members of the public attended the meeting. A member of the public reported that there have been mini motorbikes spotted in the country park. Cllr Jackson spoke to the individuals concerned and the Parish Council will monitor the situation.	
6/27	<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.	
7/27	<u>6.1 CHAIRMAN'S REPORT</u> <ul style="list-style-type: none"> • 6/3/26 – New Astrop consultation event in the Elder Bank Hall. • 10/3/26 – Parish Transport Representatives meeting. Cllr Goble chased up the bus stop signs for Carterton Road. The posts are now up and the signs are awaited. • 10/3/26 – Cllr Goble and the clerk met with Minster Lovell, Curbridge and Lew and Crawley Parish Councils. The aim is to 	

	<p>work together with one voice regarding planning and boundary reviews.</p> <ul style="list-style-type: none"> • 17/3/26 - Cllr Goble, Cllr Way and the clerk met with Michael Rich from WODC, the Regeneration Lead for the Carterton Area Strategy. • 18/3/26 – OALC meeting which included a talk from Trust for Oxfordshire Environment (TOE). Grants are available for up to £25,000 for biodiversity, access and community projects connecting people with nature. • 31/3/26 – Cottsway Housing event at Brize Meadow attended by approximately 50 people including Charlie Maynard MP, the outgoing and incoming CEO of Cottsway, Bloor Homes and Giles Hughes, CEO of WODC. Cllr Goble had the opportunity to talk about the names of the roads and the country park. 	
8/27	<p><u>6.2 COUNCILLOR REPORTS – BRIZE MEADOW</u></p> <ul style="list-style-type: none"> • Cllr Goble has circulated his report and is meeting with Bloor Homes next week to discuss the Northern area of the country park. Bloor Homes are keen to get the area put into the 1 year maintenance period. • The locations of four new waste bins have been identified. • Bloor Homes has written the deed of variation. There is a draw down of 6% that the Parish Council can have access to in order to start the initial plans for the new pavilion. 	
9/27	<p><u>6.3 COUNCILLOR REPORTS – HIGHWAYS</u></p> <ul style="list-style-type: none"> • The pot hole repairs on Station Road have been followed up again. • The collapsed area of road by the bus stop on Manor Road. • The blocked culvert on Burford Road by Brook House is still outstanding. 	
10/27	<p><u>7.1 DISCUSSION AND DECISIONS – 2026-2029 RECREATION GROUND GRASS CUTTING TENDER</u></p> <p>The recreation ground grass cutting tenders were reviewed. Cllr State proposed that we accept the tender from McCracken & Son. Cllr Goble seconded and the motion was passed. The clerk will send the contract to McCrackens and request the first cut is carried out as soon as possible.</p>	Clerk to send contract
11/27	<p><u>7.2 DISCUSSION AND DECISIONS – 2025/2026 END OF YEAR ACCOUNTS</u></p> <p>The Clerk took Cllrs through the end of year finances and the financial statement. All Cllrs are happy for the Clerk to draft the necessary documents for submission to the Internal Auditor.</p>	Clerk to submit documents to the internal auditor
12/27	<p><u>7.3 DISCUSSION AND DECISIONS – NEW PARISH COUNCIL WEBSITE</u></p> <p>Cllr Way and the clerk shared the draft of the new parish council website. It was suggested that the website be launched at the Annual Parish Meeting.</p>	

13/27	<p><u>7.4 DISCUSSION AND DECISIONS – CHRIST CHURCH BUS SHELTER AND ALLOTMENT RENT REVIEW</u></p> <p>Following the discussion at last month’s meeting, the clerk contacted Savills to advise that the Parish Council is open to a discussion regarding the rent increase starting 2026/2027 as the budget has already been set for the current financial year. Savills has advised that they will contact us in March 2027 to discuss. Cllrs agreed that an agreement will need to be reached before November 2026 in order for us to budget accordingly.</p> <p>Savills has confirmed that they can look at removing the Elm Grove bus stop from the agreement if the Parish Council require this. All Cllrs agreed to leave this bus stop on the lease so as not to cause an issue if the bus route changes to include Elm Grove again. The clerk will confirm with Savills.</p>	Clerk to respond to Savills
14/27	<p><u>7.5 DISCUSSION AND DECISIONS – EMPLOYEE PENSION ENROLMENT</u></p> <p>In accordance with the Parish Council’s duty, the clerk has been re-enrolled into the pension scheme.</p>	
15/27	<p><u>7.6 DISCUSSION AND DECISIONS – CLERK WORKING HOURS</u></p> <p>Following a discussion when setting the budget for 206/2027, Cllr State proposed that the clerk’s hours be increased to 25 hours per week with effect from 1st April 2026. Cllr Way seconded and all Cllrs agreed.</p>	
16/27	<p><u>8.1 PROGRESS REPORT – BUILDINGS MAINTENANCE</u></p> <p>The water leak detector could not carry out a full investigation without entering the Elder Bank Hall. Another appointment is being arranged for the school holidays when pre school will not using the building. Water 2 Business originally advised that we may be able to apply for a reimbursement of water costs if the repair is carried out within 30 days. The clerk has contacted Water 2 Business to advise that a repair was not possible within the 30 day period due to the pre school being in attendance and has asked for an extension to be considered. A response is still awaited.</p>	
17/27	<p><u>8.2 PROGRESS REPORT – VILLAGE MAINTENANCE</u></p> <ul style="list-style-type: none"> • The urgent trees were attended to on 6/3/26. There are three more that have been highlighted for attention and Bowards has suggested that mid September will be the best time to attend to these. • Savills advised that the fallen tree in the allotments has now been attended to. • Allotment holders have reported that there is a tree and branches in the stream behind the allotment. The clerk will contact Leda Properties who is the riparian owner. 	Clerk to contact Leda Properties
18/27	<p><u>8.3 PROGRESS REPORT – PLAY PARKS</u></p> <ul style="list-style-type: none"> • Cllr Way is looking into funding options for replacements swings at Station Road play park. • The swing has now been reinstalled at Brize Meadow play park. 	



	<ul style="list-style-type: none"> The replacement Perspex on the Teeter Tunnel is still outstanding. The clerk has followed this up again with HAGS. 	
19/27	<p><u>8.4 PROGRESS REPORT – ELDER BANK HALL</u></p> <ul style="list-style-type: none"> Cllr Goble has spoken to the builder regarding the Elder Bank Hall extension and he will be on site to attend to the snagging list week commencing 20th April. Cllrs agreed that a follow up meeting with the Elder Bank Hall committee would be useful. The clerk will arrange this. 	Clerk to arrange meeting
20/27	<p><u>8.5 PROGRESS REPORT – OUTSTANDING ACTIONS LIST</u></p> <p>The outstanding action list was discussed and updated accordingly.</p>	
21/27	<p><u>9. PLANNING</u></p> <p>See attached appendix A.</p> <p>8.55pm – One member of the public left the meeting.</p>	
22/27	<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>All payments were approved; Cllr Way and Cllr State to authorise online payments.</p> <p>Cllrs also approved four final invoices for payment for the 2025/2026 financial year as follows: IONOS – £27.00 AK Timms & Sons Ltd - £76.25 5As Tool and Plant Hire - £35.57 Ubico - £405.72</p> <p>Cllrs also agreed that as next month’s meeting is later than usual due to elections, urgent invoices including salaries should be paid at the usual time of the month. The clerk will circulate these invoices to Cllrs week commencing 4th May 2026.</p>	<p>Cllr Way and Cllr State to authorise online payments</p> <p>Clerk to circulate urgent invoices</p>
23/27	<p><u>10.2 FINANCE – BANK RECONCILIATION</u></p> <p>The clerk has circulated the Bank Reconciliation (see attached Appendix B).</p> <p>9.05pm – Cllr Pearson and Cllr Overton left the meeting.</p>	
24/27	<p><u>11. CORRESPONDENCE</u></p> <p>The clerk has shared the correspondence with the Council.</p> <p>A donation request has been received from Citizens Advice Bureau. Cllrs Way proposed that a donation of £50 is made. Cllr State seconded and all Cllrs agreed. The clerk will include this with the May meeting orders for payment.</p>	Clerk to include with orders for payment

	All Cllrs were in agreement not to subscribe to the Oxfordshire Playing Fields Association annual membership as it was not felt to be good value for money.	
25/27	12. DATE OF NEXT MEETING The next Parish Council meeting will be held on Monday 11 th May 2026 at 7pm in the Elder Bank Hall meeting room.	

There being no further business the Chairman declared the meeting closed at 9.12pm

APPENDIX A – PLANNING 21/27:

AGENDA ITEM 9

NEW PLANNING APPLICATIONS:

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
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

PENDING PLANNING DECISIONS:

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 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-mounted 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:

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 Registered: 18th November 2025 Respond: 17th December 2025 Refused: 20th March 2026
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APPENDIX B – FINANCE 22/27 & 23/27:

AGENDA ITEM 10.1 ORDERS FOR PAYMENT

Payment met	Date	Net	VAT	Total	Description	Supplier
DD	25/02/2025	7.29	1.46	8.75	Virtual landline 25/2/26 to 25/3/26	Virtual Landline
DD	25/02/2026	2.75	0.00	2.75	Currys - Care and Repair for Samsung TV in meeting room	Currys
DD	25/02/2026	2.50	0.00	2.50	Currys - Care and Repair for Brother printer	Currys
DD	18/03/2026	50.49	10.10	60.59	Website and email fees	IONOS
DD	18/03/2026	9.60	1.92	11.52	Microsoft 365 subscription	Microsoft
BACS	23/03/2026	1375.00	275.00	1650.00	Dry stone wall repairs	TWG Stonework
DD	24/03/2026	69.25	0.00	69.25	Employee Pension contributions	Nest
DD	28/03/2026	715.25	0.00	715.25	Water bill	Water2Business
BACS	07/04/2026	470.00	94.00	564.00	Tree works	Boward Tree Surgery Ltd
BACS	07/04/2026	235.80	47.16	282.96	Brize Meadow play park weekly inspections - February	West Oxfordshire District Council
BACS	07/04/2026	119.40	23.88	143.28	Station Road play park weekly inspections - February	West Oxfordshire District Council
BACS	07/04/2026	450.00	90.00	540.00	Reinstatement of wooden posts at war memorial	Jason Peach
BACS	07/04/2026	18.00	0.00	18.00	March cost of Gigaclear broadband service at Elder Bank Hall - 25%	Elder Bank Hall Committee
BACS	07/04/2026	120.00	0.00	144.00	Spiking of recreation ground	Ubico
DD	26/03/2026	7.29	1.46	8.75	Virtual landline 25/3/25 to 25/4/26	Virtual Landline
DD	26/03/2026	2.50	0.00	2.50	Currys - Care and Repair for Brother printer	Currys
DD	26/03/2026	2.75	0.00	2.75	Currys - Care and Repair for Samsung TV in meeting room	Currys
BACS	07/04/2026				Salaries	
BACS	07/04/2026	50.00	0.00	50.00	Annual membership fee	Oxfordshire Neighbourhood Plans Alliance
BACS	07/04/2026	414.89	82.98	497.87	Annual membership fee	OALC
BACS	07/04/2026	70.00	0.00	70.00	Annual membership fee	Community First Oxfordshire

PAYMENTS RECEIVED:

Payment Type	Date	Source	Details	Amount
BACS	02/03/2026	Humble Bumble Café	Pavilion rent	£ 1.00
BACS	02/03/2026	Barclays Bank	Interest earned	£ 121.87
BACS	13/03/2026	Siege FC	Recreation ground / changing room hire	£ 75.00
BACS	14/03/2026	Aston FC	Recreation ground / changing room hire	£ 202.50
BACS	23/03/2026	Humble Bumble Café	Water bill	£ 110.00
BACS	25/03/2026	Elder Bank Hall	Water bill	£ 203.98
BACS	25/03/2026	Deer Park Rangers	Recreation ground / changing room hire	£ 80.00

AGENDA ITEM 10.2

Reconciliation to Bank Account:

Bank Reconciliation at 27/03/2026		
	Cash in Hand 01/04/2025	93,137.37
	ADD Receipts 01/04/2025 - 27/03/2026	115,681.37
	SUBTRACT Payments 01/04/2025 - 27/03/2026	208,818.74
		150,314.16
A	Cash in Hand 27/03/2026 (per Cash Book)	58,504.58
	Cash in hand per Bank Statements	
	Petty Cash 27/03/2026	0.00
	Barclays Bank Community Account 27/03/2026	22,566.60
	Barclays Business Premium Accou 27/03/2026	35,187.98
		57,754.58
	Less unrepresented payments	
		57,754.58
	Plus unrepresented receipts	750.00
B	Adjusted Bank Balance	58,504.58
A = B Checks out OK		

