

**BRIGHTWELL CUM SOTWELL PARISH COUNCIL**

**Minutes of the Parish Council meeting duly convened and held on 19<sup>th</sup> March 2013 at  
7.30pm in the Village Hall.**

**Present:** Cllrs A. Wood (Chair), C. Collett, H. Baines, C. Collett and R. Nielsen.

**In attendance:** Mrs L. Dalby (Clerk) and County Cllr L. Atkins.

Cllr Wood was elected Chairman for the meeting.

1	<p><b>Co-option onto the Council</b></p> <p>Mr Clive Collett had applied to join the Council. Mr Alec McGivan has also expressed an interest in joining the Council. A third potential candidate would be unable to join the council for several months.</p> <p>Following a brief discussion it was agreed to co-opt Mr Clive Collett onto the Council. Cllr Collett signed in the Declaration of Acceptance of Office.</p>	
2	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were received from Cllrs D. Fox and J. Rodda.</p>	
3	<p><b>Minutes of the meeting held on 19<sup>th</sup> February 2013.</b></p> <p>The minutes were agreed and signed by the Chairman.</p>	
4	<p><b>Declarations of personal and prejudicial interest</b></p> <p>As Trustees of the Charity responsible for the Recreation Ground all members of the Council who were present declared an interest under section 9 of the Code of Conduct in respect of all matters relating to the Recreation ground. The following personal interests were declared: All Councillors in matters relating to the Village Community Stores, Cllr Collett as a District Councillor in matters relating to SODC. Cllr Rodda in matters relating to St. Agatha's Church and the Village Hall.</p>	
5	<p><b>Public Participation</b></p> <p>There was none.</p>	
6	<p><b>Reports</b></p> <p>a) County Councillor's Report</p> <p>Sadly, the Vehicle Activated speed signs at Shillingford Park have not been as effective as I had hoped. I will work with Celia and the site residents to see what other measures can be taken, but a further traffic speed survey to establish objectively the impact of the sign would be very helpful.</p> <p>It was agreed to commission another speed survey and to invite Keith Stenning to attend a Parish Council meeting to discuss further options.</p> <p>I had an excellent time helping to plant trees at the pre-school with Jason Debney and Celia Collett.</p> <p>As reported verbally at the previous Parish Council meeting, Big Society Budgets are to be reinstated by OCC for 2013/14. That means that a further £10k will be available across the (enlarged) division from after the election in May.</p> <p>b) District Councillor's Report</p> <p><b>SODC &amp; VALE Easter holiday programme</b> -Together with leisure operators and local sports clubs, SODC and the Vale District Councils are running holiday activities between Tuesday 2 and Friday 12</p>	Clerk

April for young people between the ages of five and 16.

For more information, including the exact dates, times and prices, please go to either [www.southoxon.gov.uk/holidays](http://www.southoxon.gov.uk/holidays) or [www.whitehorsedc.gov.uk/holidays](http://www.whitehorsedc.gov.uk/holidays), or contact the leisure team on [01235 540367](tel:01235540367).

**Community Assets Register** – I would like to remind the Parish Council about the Community Assets register, the Localism Act 2011 introduced the Community Right to Bid, which gives eligible organisations such as Town and Parish Councils, and defined community groups the opportunity to nominate assets (building or land) they believe to be important to their community wellbeing, to be listed by the Local Authority as an Asset of Community Value.

**District Data Service** – Also a reminder of the information available at <http://www.oxford.gov.uk/districtdatapublications>

Charts published to date cover:

- Year of arrival of non-UK born residents
- Second addresses
- Growth in residential dwellings 2001 to 2011
- Disability free life expectancy
- Increase in participation in sport and active recreation
- 30 year increase in population
- Trends in average household size
- Population by district showing change in age
- Housing affordability for lower paid workers
- Working from Home and Mode of Travel to Work

**Volunteers Needed to Help Run a New Community Safety Initiative** Neighbourhood Return is a charity working with Thames Valley police to help find people with memory problems such as dementia who have gone missing or ‘wandering’. They are looking for residents to register as volunteers and help locate people in their community.

For more information please visit [www.ourturn.org.uk](http://www.ourturn.org.uk) where residents can register as volunteers, or register someone with a memory problems, by completing the online registration forms.

**£9.5 million to support hundreds of communities to create neighbourhood plans**

Communities Minister Don Foster has announced a £9.5million, two-year fund to support people in hundreds of areas across the country in creating neighbourhood plans to shape development in their area, such as the location of new housing and businesses. Groups of residents seeking to create a neighbourhood plan will be able to bid for up to £7,000 each to contribute to the costs of preparing their proposal. The country’s first neighbourhood plan was passed in Upper Eden in Cumbria earlier this month, with over 90% voting in favour. More than 500 communities across England are making use of the new neighbourhood planning powers that for the first time enable them to benefit from plans that have real statutory weight in the system. Today’s funding will support many of these as well as new communities coming forward. Neighbourhood planning groups will find full details about the new two-year programme from 15 April on the My Community Rights website. Communities will be able to submit applications for support and grants from 1 May, with the first payments and direct support packages also expected to be agreed in May. Further details

can be found in the factsheet. For more information, please visit the Department for Communities and Local Government website

### Community Right to Build

Community groups in England (outside Greater London) are invited to apply for a share of the Homes and Communities Agency's (HCA) £17.5m fund which is being made available to provide seed corn funding to help groups to formally establish, build up their development proposals and submit a Community Right to Build Order. The funding is available until the end of March 2015 or until funding is fully committed. It is unlikely that applications made after October 2014 will be successful. Any community group or parish council can seek to access the funding provided that they have constituted a formal organisation that meets certain basic standards. Community groups are encouraged to contact Locality in the first instance to discuss their application and development proposals.

For more information, please visit the HCA website.

#### c) Clerk's Report

The Clerk met with Anna Capel-Davies from SODC to discuss the PC response to the arts, sports and leisure participation draft strategy. It is hoped that more use can be made of the facilities within the Parish.

The £500 grant towards the new sign and tree planting has been received.

The residents from The Square have agreed that the tree should be replaced with a walnut tree. Cllr Nielsen reported that a walnut tree will cost £130 + VAT. The residents have agreed to contribute the extra £30.

#### d) Planning Report

Ref	Description	PC Rec	Decision
P13/S0107/HH	Removal of existing conservatory and erection of single storey side extension. Four Winds, Sires Hill	Approve	Approved

#### e) March Payments

Payee and reason	£ detail	£ VAT	£ total
A.T. Windsor – CLP Expenses	324.91	54.82	379.43
Brightwell PCC – CLP use of Church Hall	20.00		20.00
Martin Dix – repairs to culvert and bridge Wellsprings	61.03	12.20	73.23
Tom Cottrell Landscapes – tree works to Tennis Court	300.00	60.00	360.00
Arrow Fencing – Play equipment works	2450.00	490.00	2940.00
OALC - Subscription	246.81	49.36	296.17
OPFA - Subscription	35.00		35.00
L. Dalby – Clerk's Salary and Expenses	423.99		423.99
Post Office Ltd - PAYE	101.20		101.20
The Court Company (MK) Ltd	3577.00	715.40	4292.40

#### f) Inspection and Maintenance

##### General Maintenance

A handrail for footpath steps at the top of Bell Lane has been quoted by Arrow Fencing at £320.00.

RN

The Parish Council agreed to accept the quote and schedule the work for April.

### **Play Areas**

The champion of the Young People Working Group within the Community, Amenities and Facilities sub group of the CLP is now Abbie Stephenson. I have been in contact and will discuss how we can help in taking ideas forward and gaining funding at the next meeting on 18/03/13.

A process to align inspection reports to the budget and planned maintenance plan is in preparation

### **Mackney Lane Recreation Ground**

#### **Planned Maintenance**

Arrow Fencing carried out the following work during February:

- Shackles on 2<sup>nd</sup> swing replaced

- Replacement of swing chains, shackles, bushes and 2 x baby swing seats

- Replacement of damaged rope climbing net and rope on bridge of the 'Playdale'.

However the eyebolt retaining net was removed and lost by someone almost immediately. I have therefore agreed with Arrow Fencing that security cone lock nuts will be fitted under all swing seats at this play area and that new Kwiklink chains are to be fitted to one flat seat swing for a total cost of £40.00.

The three platforms on the 'Playdale' climbing frame are deteriorating around the edges and will need replacing during the course of the 2014 FY. A quotation for these parts, including nuts and caps, is required from Playdale.

Cleaning and painting the swing crossbar and posts for the new gate is to be agreed and scheduled with D. Allen.

The RoSPA inspector recommended that grass would be a much better surface under the chin up bars especially if it was grown through plastic matting to prevent it from eroding. Arrow Fencing have supplied a quotation of £925.00 to install the following surfaces:

- Supply and fit an area of 6.0m x 3.0m of Rubber safety mats under existing chin ups once tarmac removed, and then lay over the top soil raked and seeded.

- Supply and fit an area of 4.5m x 2.0m of rubber safety mats under slide run out also.

- Mats all tied together and edges cut under turf.

It was agreed that further quotes are required for this work and that an application will be made to CIF for a grant towards the work.

Refurbishment of the see-saw is currently held pending recommendations from the CLP Community, Amenities and Facilities sub group.

### **Kings Meadow Recreation Ground**

#### **Planned Maintenance**

Arrow Fencing have replaced swing chains, shackles, bushes and seats on the 2 x baby swings during February.

Timing for the cleaning of the 'safer surfaces' is to be agreed with Arrow Fencing in line with the 2013/14 budget.

Clerk

Repair or replacement of the 'springy thing' in the infants play area is held pending recommendations from the CLP Community, Amenities and Facilities sub group.

**Tennis Courts**

Work by the Court Company started in February with pressure washing and moss treatment, for which water supply was organised with John Bloomfield, owner of the nearest property. The old chain link fencing has been removed; the posts cleaned and painted, and new plastic coated chain link fencing installed. Final painting of some areas of the fence posts remains to be completed.

Colouring and lining of the courts will be carried out during the next few weeks when the temperature has risen high enough.

Additional work not foreseen at the time of quotation includes excavation and reinstallation of a corner fence post, and disc cutting out root and damaged edges of the tar macadam area and laying new, including application of additional root weed killer. The total cost for this work is expected to be c. £500.00.

Additional work to remove high overhanging branches at a cost of £300.00 was agreed following January's PC meeting and carried out by David Cottrel on February 20<sup>th</sup> before the Court Company started work.

A path, from existing tarmac footpath, along the side of the Swing fence and down to outside the gate into Tennis courts, including a 2m sq apron at the gate, has been quoted by the Court Company for £2,390. It was agreed that further quotes are needed for this work especially as the path was not budgeted for. The Clerk will find out if it is possible to use the Young Offenders payback scheme for the work.

Tony Windsor has published a proposal to resurrect the Brightwell cum Sotwell Kings Meadow Tennis Club, including how the new club will be run and the wider use of the courts by the B-c-S community. I suggest that any input and questions should be tabled before the April PC meeting and that Tony is asked to attend to explain how the re-establishment is to be taken forward, the club formed and officers elected.

It was agreed that the Clerk would find out how other community tennis facilities are run.

g) Core Strategy

The working party met on 7<sup>th</sup> March and they have produced an objectives list for discussion. Cllrs Collett and Wood are to meet with Mick Moore from SODC to discuss the next steps.

h) Website

Cllr Wood has registered with the website with the host.

Clerk

Clerk

7	Matters for Discussion/Decision	
	a) Planning	
	Ref	Description
	P13/S0169/HH Amended Details	Alteration and extension of existing garage to form residential annexe ancillary and incidental to Peacock Cottage for elderly relative together with new carport and garden store/workshop. Peacock Cottage, Slade End.
		Decision
		Approve

P13/S0583/HH	Part demolition of outbuildings/scullery/store. Extension to the north, single storey with pitched roof over to provide ground floor living room and a bedroom with ensuite. Loft space over. Conversion of existing house with replacement stair and hall on ground floor. Provision of third small bedroom first floor with repositioned bathroom. 3 Church Lane.	Approve
<p>b) Neighbourhood Plan          Cllr Nielson, Cllr Celia Collett, Cllr Wood, the Clerk and Russell Govan had met with Planner from SODC to discuss a Neighbourhood Plan. The Core Strategy gives some protection to the parish as a 'smaller village' from overdevelopment. However a Neighbourhood Plan is a statutory tool which would give control to the community over the development of the Parish.          It was agreed to progress with a Neighbourhood Plan working in conjunction with the CLP. A presentation will be given to the residents at the Annual Parish Meeting.</p> <p>c) Telephone Boxes          The first exhibition from the Pre-School will be opened at 10am on 28<sup>th</sup> March.</p> <p>d) APM          Cllrs Celia Collet and Nielsen will give a presentation about the Neighbourhood Plan. Jason Debney will be invited to give an update on the CLP. The Clerk will invite the community groups to the meeting and the event will be advertised on the Parish Website and notice boards.</p> <p>e) Millennium Wood          Sue Myatt has reported that there is an increasing problem with litter in the Millennium Wood. It was agreed that the Clerk would find out about providing a litter bin.</p>		
8	<p><b>Matters for report and items for inclusion on next month's agenda</b></p> <ul style="list-style-type: none"> <li>- Tennis Club</li> <li>- Salt bin for Monks Mead</li> <li>- System for refilling salt bins</li> </ul>	

It was agreed that the next meeting of the Council would take place on Tuesday 16<sup>th</sup> April 2013 at 7.30pm in The Village Hall.  
 The Annual Parish Meeting will be held on Tuesday 30<sup>th</sup> April.  
 There being no further business the meeting was declared closed at 9.45 pm.

Signed.....Dated.....