

**BRIGHTWELL CUM SOTWELL PARISH COUNCIL**

**Minutes of the Parish Council meeting duly convened and held on 21<sup>st</sup> May 2013 at  
7.30pm in the Village Hall.**

**Present:** Cllrs D. Fox (Chair), C. Collett, H. Baines, C. Collett, J. Rodda, A. McGivan and A. Wood.

**In attendance:** Mrs L. Dalby (Clerk), County Cllr L. Atkins and two members of the public.

1	<p><b>Election of Chairman</b> Cllr Clive Collett proposed Cllr Fox as Chairman, seconded by Cllr Rodda. Approved Cllr Fox proposed Cllr Rodda as Vice Chairman, seconded by Cllr Wood. Approved</p>					
2	<p><b>Apologies for Absence</b> Apologies for absence were received from Cllrs G. Gilgrass and R. Nielsen.</p>					
3	<p><b>Minutes of the meeting held on 16<sup>th</sup> April 2013.</b> The minutes were agreed with one amendment and signed by the Chairman.</p>					
4	<p><b>Declarations of personal and prejudicial interest</b> 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 Celia Collett as a District Councillor in matters relating to SODC. Cllr Rodda in matters relating to St. Agatha's Church and the Village Hall. Cllr Clive Collett in matters relating to the Village Hall.</p>					
5	<p><b>Public Participation</b> Mr Windsor outlined his proposal to re-establish a Tennis Club. There was a lengthy discussion about the use of the Courts. It was agreed that the Tennis Club would be able to have exclusive use of the courts at set times, at all other time the court would be open and free for use by all. It was also agreed that good signage was need to discourage misuse and damage to the courts. A regular maintenance routine needs to be established and the Tennis Club will contribute to any costs.</p>					
6	<p><b>Election of Planning Sub committee</b> It was agreed that Cllrs Baines, Fox, Rodda and McGivan would act as the Planning Sub Committee.</p>					
7	<p><b>Election of representatives</b> Cllr Wood was elected as Councillor in Charge of Finance. The following appointments were agreed.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Environment Group</td> <td>Cllr Rodda</td> </tr> <tr> <td>Footpaths</td> <td>Cllr Clive Collett</td> </tr> </table>	Environment Group	Cllr Rodda	Footpaths	Cllr Clive Collett	
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	<p>Kings Meadow and Recreation Ground  Jubilee Pavilion  Village Hall  Community Association  Rural Health and Wallingford Hospital Interest Group  Transport  Highways  Village Community Store  Playground Reports  Millennium Wood Reports  Trustee to Fairthorne Memorial Trust  Mineral Strategy</p>	<p>Cllr Gilgrass  Cllr Fox  Cllrs Rodda and Clive Collett  Cllr Baines  Cllr Celia Collett  Liaise through Clerk    Cllr Collett  Rota  Mrs S Myatt  Nick Spencer  Cllr Gilgrass</p>	
8	<p><b>Reports</b></p> <p><b>a) County Councillor’s Report</b></p> <p>I am delighted to report to the Parish Council that I was re-elected to the County Council. As Councillors may be aware, there are now 4 Independent County Councillors. Three of us have joined together for administrative purposes to form a group. We have agreed limited support for the Conservative Group in order to ensure that the Council is run on a stable basis. Part of that agreement is that the Committees that scrutinise the work of the Council will no longer be chaired by Conservatives. I am very hopeful that this will help my voice, and that of our neighbouring Independent Councillor, Mark Gray, to be heard with rather more force than might otherwise have been the case.</p> <p>I am seeking to broker discussions with the Highways Planning team at OCC about the current plans for Site B, and how these might be improved.</p> <p>Cllr Atkins has arranged a meeting with the OCC head of development planning for a wide ranging discussion including highways, schools, libraries, buses etc. The Parish Council is most concerned about the access problems to the village from the A4130 and would like an extension of the speed limit. Wallingford Town Council agree that the A4130 needs to be improved.</p> <p>I hope that with the election period over, normal service can now be resumed!</p> <p><b>b) District Councillor’s Report</b></p> <p><b>Thame Neighbourhood Plan Referendum</b></p> <p>The referendum took place on 2<sup>nd</sup> May, the same day as the County Council election. The result was 76.5% voted “yes”, the turnout was 39.8%. Thame have been shortlisted for the Royal Town Planning Institute annual awards.</p> <p><b>Oxtrials</b></p> <p>The Launch of Oxtrials, a free travel app for exploring Southern Oxfordshire, is on 23<sup>rd</sup> May at Milletts Farm.</p> <p><b>Southern Oxfordshire Leader</b></p>		

The final event and celebration of the projects benefiting from “Leader” funding is to be held on 7<sup>th</sup> June at Dorchester Abbey. On the day projects will be visited, including Brightwell-cum-Sotwell Community Stores.

**Site B**

I am continuing discussions with the SODC Principle Planning Officer regarding Site B. Also, I have held an informal meeting with Bernard Stone (Wallingford Town Council) and Lynda Adkins (County Councillor).

**b) Clerk’s Report**

A bin has been installed by the Millenium Wood by SODC.

I have reported the Cob wall to the Conservation Officer

**c) Planning Report**

Ref	Description	PC Rec	Decision
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	Approved
P13/S0706/HH	Installation of ground mounted photovoltaics. Hope Cottage, Mackney Lane	Approve	Approved
P13/S0796/HH	Extension to existing triple garage to form garden store, removal of external staircase to be replaced with internal staircase, replacement of first floor timber door with full height glazing and shutters. Insertion of new conservation rooflights. Beechwood House, Slade End.	Approve	Approved
P13/S0868/FUL	Demolition of existing 3 bed dwelling, construction of new 3 bed dwelling and garage together with new access to the highway. Green Acre, Slade End	NSV	

**d) May Payments**

The following accounts for payment were agreed.

Payee and reason	£ detail	£ VAT	£ total
L. Dalby – Clerks Salary and Expenses	458.44		458.44
Post Office Ltd – PAYE	75.60		75.60
Village Stores – APM Refreshments	27.53		27.53
Stewart Village Hall – APM Hire of glasses	11.25		11.25
Stewart Village Hall – Hire of Hall and Office Rent	602.50		602.50
Printinco – CLP Expenses	148.50	10.00	158.50
Brightwell Vineyard – Wine for APM	39.51	7.90	47.41
Court Company	3609.00	721.80	4330.80
BcS Toddler Group – Donation	80.00		80.00
Tree for square			172.97

	<p><b>f) APM Minutes</b> The minutes of the Annual Parish Meeting were agreed.</p>							
9	<p><b>Matters for Discussion/Decision</b></p> <p>a) Planning</p> <table border="1" data-bbox="260 374 1393 557"> <thead> <tr> <th data-bbox="260 374 488 421">Ref</th> <th data-bbox="488 374 1171 421">Description</th> <th data-bbox="1171 374 1393 421">Decision</th> </tr> </thead> <tbody> <tr> <td data-bbox="260 421 488 557">P13/S1016/FU L</td> <td data-bbox="488 421 1171 557">Removal of existing garage. Erection of a 2 bedroom bungalow. Former Pumping Station, Sotwell Lane</td> <td data-bbox="1171 421 1393 557">Refuse</td> </tr> </tbody> </table> <p>b) Governance Review (Boundaries) It was agreed that Cllrs Fox and Wood would meet with Wallingford Town Council to try and agree a joint approach to their responses to the consultation. Cllrs Fox and Wood to report back on the discussions to enable the Council finally to decide on its submission at the June meeting.</p> <p>c) Donations The Pre-school have requested £500 towards an outdoor play area. The school are also requesting funds for an outdoor area. They haven't named a figure but in total still need £4,700 although they are continuing to fundraise themselves. So far the Village Hall have not supplied any further information though it has been requested. It was agreed to donate £500 to the pre-school and £1500 to the school. A decision on the Village Hall request was deferred until further information is available.</p> <p>d) Site B/ Prupim Concerns have been raised that the proposed access to the site from the bypass will require extensive removal of the tree line. This will have a huge impact on the Parish especially as the junction will have to be lit. County Cllr Atkins is meeting with the OCC officers dealing with the 106 agreements. It was agreed to discuss this issue with Wallingford Town Council when meeting about the boundary review.</p> <p>e) Tennis Court Use As agreed in Public Participation.</p> <p>f) Maintenance and Inspection Report from Cllr Gillgrass. <b>General Maintenance</b> A new village handyman needs to be found as Dave Allen appears to no longer be interested. There are currently no outstanding village maintenance issues that I am aware of. <b>Play Areas</b></p>	Ref	Description	Decision	P13/S1016/FU L	Removal of existing garage. Erection of a 2 bedroom bungalow. Former Pumping Station, Sotwell Lane	Refuse	DF & AW
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<p>I have been in contact with Abbie Stephenson, responsible for the Young People Working Group within the Community, Amenities and Facilities sub group of the CLP, and will discuss with her how we can help in taking ideas forward and gaining funding. There has been no further progress with this since the last PC meeting.</p> <p>A process to align inspection reports to the budget and planned maintenance plan is in preparation</p> <p>Cross rails of swings in the play areas would benefit from the fitting bird spikes. We discussed this a few months ago and it was thought that there were some left over and available from a previous application.</p> <p>It was agreed that the Clerk would order the bird spikes.</p> <p><b>Mackney Lane Recreation Ground</b></p> <p><b>Planned Maintenance</b></p> <p>The three platforms on the 'Playdale' climbing frame are deteriorating around the edges and need replacing. A quotation for these parts, including nuts and caps, has been received from Playdale but includes the half-moon floor panel WT047 which was replaced last year and not required. A new quotation is required in order to proceed.</p> <p>Loose toe-holds on the climbing wall to be rectified and graffiti removed.</p> <p>Cleaning and painting the swing crossbar and posts for the new gate is to be agreed and scheduled.</p> <p>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:</p> <p>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.</p> <p>Supply and fit an area of 4.5m x 2.0m of rubber safety mats under slide run out also.</p> <p>Mats all tied together and edges cut under turf.</p> <p>The possibility of a grant to assist with the funding of this proposed is being investigated but I am unaware of its current status. The closing date for grants is 28<sup>th</sup> June.</p> <p>Timing for the cleaning of the 'safer surfaces' is to be agreed with Arrow Fencing in line with the 2013/14 budget. This is expected to take place during June.</p> <p>Refurbishment of the see-saw is currently held pending recommendations from the CLP Community, Amenities and Facilities sub group.</p> <p><b>Kings Meadow Recreation Ground</b></p> <p><b>Planned Maintenance</b></p> <p>One of the fence rails is missing, this will be replaced by Arrow Fencing whilst constructing the tennis court path.</p> <p>Timing for the cleaning of the 'safer surfaces' is to be agreed with Arrow Fencing in line with the 2013/14 budget.</p> <p>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.</p>	<p>LD</p> <p>LD</p>
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	<p><b>Tennis Courts</b></p> <p>The Court Company has now completed all contracted work on the tennis courts including colouring and lining and a final application of weed killer.</p> <p>The perimeter of the courts will need a weed killer application every two months to prevent ingress into the court. Arrow fencing have supplied a quotation of £125.00 per visit to carry out this work and a quotation of £625.00 to dig out 150mm width around the entire courts (140m), to a depth of 100mm, lay a liner and then infill with 20-40mm gravel. This would significantly improve the situation resulting if far fewer weed killer applications.</p> <p>A path, from existing tarmac footpath, along the side of the infants play area fence to outside the gate into Tennis courts, including a 2m x 3m apron at the gate, is to be constructed by Arrow Fencing in Coxwells binding path gravel at a cost of £885.00. This work is to be carried out during the week of May 19<sup>th</sup>.</p> <p><b>Rabbits on the Recreation field</b></p> <p>Following advice it was agreed to tackle the rabbit problem in the Autumn, in the mean time any holes found will be filled in. The ditch also needs to be cleared.</p> <p style="padding-left: 40px;">g) Website</p> <p>It was agreed to update the website package in order to remove adverts.</p>	
10	<p><b>Matters for report and items for inclusion on next month's agenda</b></p> <ul style="list-style-type: none"> <li>- £30 has been collected from the residents of the Square towards the cost of the new tree.</li> <li>- Verge cutting contract.</li> <li>- Jubilee Pavilion</li> </ul>	

It was agreed that the next meeting of the Council would take place on Tuesday 18th June 2013 at 7.30pm in The Village Hall.

There being no further business the meeting was declared closed at 10.05 pm.

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