

## BRIGHTWELL CUM SOTWELL PARISH COUNCIL

### Minutes of the Parish Council meeting duly convened and held on 16<sup>th</sup> July 2013 at 7.30pm in the Village Hall.

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

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

1	<b>Apologies for Absence</b> Apologies for absence were received from Cllrs G. Gilgrass, D. Fox and A McGivan.	
2	<b>Minutes of the meeting held on 18<sup>th</sup> June 2013.</b> The minutes were agreed and signed by the Chairman.	
3	<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.	
4	<b>Public Participation</b> Concerns were raised by residents about the speed of traffic in the village especially at Slade End. The County Council have proposed painting white lines on the bend. County Cllr Atkins agreed to arrange for the Council Officer to meet with residents to discuss the options for controlling speed. Cllr Atkins will also have the 'Slow' sign on the road repainted. The Clerk will find the cost of '20 is Plenty' stickers for the wheely bins. It is also hoped the results of the CLP will enable the community to apply for a 20mph speed limit. Chris Parker from The Earth Trust and Graham ???? from The Environment Agency gave a presentation on The River of Life Project. All footpaths in the area will be closed whilst the work is ongoing however it is hoped they will be open at weekends and then be reopened once the work is complete. The project is being funded in conjunction with the Environment Agency as it is hoped the work will help to bring the Thames up to the standards of The EU Water Framework Directive. It is hoped work will begin in late August and be completed by late October.	
5	<b>Reports</b> a) County Councillor's Report Work on the various issues around Site B continues. From an OCC perspective, I had a very useful meeting with officers from SODC and OCC about OCC issues (principally access to the site from Wallingford for pedestrians and cyclists, and	

how such routes would link to existing networks).

A list of parish councils who have not been responding to requests for information about emergency planning has been distributed to County Councillors, with a request that we encourage the many councils who are not replying. I'm delighted that I don't need to chase anyone in my division, despite the list of defaulters being rather long. Thank you!

At the County Council meeting on 9<sup>th</sup> May, the Council decided to withdraw the Minerals Strategy agreed in 2012 and to do further work before it is resubmitted for approval. This will delay the process by at least 6 months, but will allow the opportunity for previous work to be reviewed and further work (on the total volume of minerals required) to be done. I will be a member of the Cabinet Advisory Group working on this issue, and will ensure that local voices are heard.

The highways stewardship budget has been set at £16,000. Cllr Atkins will use some of this fund to repaint the 'Slow' sign at Slade End.

Cllr Atkins also agreed to chase up the traffic survey at Shillingford Hill and the grass verges contract.

b) District Councillor's Report  
**Town & Parish Forum 2013**

The Parish Council will have received a letter informing them of the Town and Parish Forum on Wednesday 6<sup>th</sup> November 2013. The aim of the forum is to provide an opportunity for towns and parishes to discuss local issues, recently announced changes to local government and a chance to influence strategic thinking and operational practices. If you would like a particular subject or issue discussed please contact Corporate Strategy.

**The Big Clean Up**

Parishes will be given notice of when the "Big Clean Up" will be happening in their area. This will involve litter picking, sweeping and removing weeds and moss on pavements, but not the spraying of weeds, cut grass or vegetation or remove weeds and moss that are on the road.

If there is anywhere in particular in your parish, which you would like to be cleaned when The Big Clean Up comes to you then please contact the Waste Team by email.

**Young Achievers Award - now open**

The council is giving a total of £20,000 to young people in the area, to recognise excellent citizenship, sports achievements and brilliance in the arts, through its Young Achievers Awards.

Applications opened on 1<sup>st</sup> July 2012 for young residents between 11 and 18 to win an award of up to £250, closing date is 14<sup>th</sup> September 2013. For applications visit: <http://www.southoxon.gov.uk/grants>.

**Stolen Property**

Thames Valley Police is seeking to trace the owners of property recovered after thefts, mainly in the South Oxfordshire and Oxford areas. The property has been recovered from offences that took place between 30 April and 29 May this year, and was retrieved from a disused airfield in Berinsfield and a commercial address in Stokenchurch. The items, which were mainly stolen from gardens include sundials, roof tiles, staddle stones and staddle stone bases. If you believe any of these items might be yours, please contact PC Mark Russell of Didcot police station via the Thames Valley Police Enquiry Centre on 101.

The CLP questionnaire is almost ready for agreement by the Parish Council and other statutory authorities. The Parish Council may need to convene an extra meeting to agree the questionnaire.

c) Clerk's Report

The Clerk has completed the CIF application for funds towards the new matting under the slide and chin up bars.

The Clerk informed the Council of the new SODC Byelaws to Regulate Skin Piercing.

South Oxfordshire District Council will commence a formal review of polling districts, polling places and polling stations in April 2014. As part of this review they will be visiting polling stations during the summer this year and will also looking for alternative premises for emergencies.

The Parish Council agreed that the Clerk would respond to the initial consultation suggesting the Jubilee Pavillion as an emergency alternative venue in the village and the Brightwell Vineyard Shop as a venue for the residents of Shillingford.

The Clerk will have completed loading the initial information on to the website by the end of the week. Reports on key issues are needed.

d) Planning Report

Ref	Description	PC Rec	Decision
P13/S1902/HH	Demolition of existing garage and erection of replacement garage with studio over and close off existing access to garage. Pleasant Cottage Sotwell Street Brightwell-cum-Sotwell OX10 0RJ	Approve	

LD

	P13/S1674/ HH	Replacement of existing flat roof to garage with pitched roof to form studio (Retrospective). St James House Sotwell Street Brightwell-cum-Sotwell OX10 0RQ	Refused																						
<p>e) July Payments The following accounts for payment were approved.</p> <table border="1" data-bbox="424 512 1307 779"> <thead> <tr> <th>Payee and reason</th> <th>£ detail</th> <th>£ VAT</th> <th>£ total</th> </tr> </thead> <tbody> <tr> <td>L. Dalby – Clerks Salary and Expenses</td> <td>456.79</td> <td></td> <td>456.79</td> </tr> <tr> <td>Post Office Ltd – PAYE</td> <td>75.60</td> <td></td> <td>75.60</td> </tr> <tr> <td>Scion Estates Ltd – Grass cutting</td> <td>1065.60</td> <td>213.13</td> <td>1278.73</td> </tr> <tr> <td>Calico UK – domain name</td> <td>15.00</td> <td>3.00</td> <td>18.00</td> </tr> </tbody> </table>						Payee and reason	£ detail	£ VAT	£ total	L. Dalby – Clerks Salary and Expenses	456.79		456.79	Post Office Ltd – PAYE	75.60		75.60	Scion Estates Ltd – Grass cutting	1065.60	213.13	1278.73	Calico UK – domain name	15.00	3.00	18.00
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6	<p><b>Matters for Discussion/Decision</b></p> <p>a) Site B Cllrs Celia Collet, B. Nielsen and J. Rodda attended a meeting with the SODC planning officers and Site B contractors. They felt it had been a constructive meeting and opened the possibility of further negotiation. It was agreed to wait until the public exhibition has taken place to make further comments. The Clerk will send an email to the database list informing residents of the forthcoming exhibition.</p> <p>b) Maintenance and Inspection <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. Councillors agreed to approach potential handymen.</p> <p><b>Play Areas</b> I have recently (10/07/13) been in contact with Abbie Stephenson, the person responsible for the Young People Working Group within the Community, Amenities and Facilities sub group of the CLP, I will discuss with her how we can help in taking ideas forward and gaining funding. Cross rails of swings in the play areas would benefit from the fitting bird spikes. Cllr Rodda has some spare spikes and Cllr Celia Collett agreed to fit them.</p> <p><b>Mackney Lane Recreation Ground</b> <b>Planned Maintenance</b> The three platforms on the 'Playdale' climbing frame are deteriorating around the edges and need replacing.</p>				<p>LD</p> <p>All</p> <p>JR CC</p>																				

Arrow fencing have quoted £75 + VAT to install each panel.  
Playdale have quoted £462.32 +VAT for the parts and delivery or £627.32 + VAT to include installation.  
It was agreed to go ahead with the quote from Playdale.

LD

Loose toe-holds on the climbing wall are to be rectified and graffiti removed.

Cleaning and painting the swing crossbar and posts for the new gate is to be agreed and scheduled. It was agreed to investigate the possibility of a working party to complete this work.

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.

Mats all tied together and edges cut under turf.

The Clerk has applied for a CIF grant from SODC for the matting

The cleaning of the 'safer surfaces' has been agreed with Arrow Fencing in line with the 2013/14 budget to take place during July.

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

### **Kings Meadow Recreation Ground**

There has been recent vandalism to the play areas, particularly to the Adventure Trail compound where three large vertical rails appear to have been kicked off damaging the cross member. In addition 3 pales have been 'kicked' off the fence and are missing with 2 others broken and significant damage caused to one of the benches. The gate to the Infants Play Area has also been damaged. Repairs to take place in July have been agreed with Arrow Fencing at a cost of £ 290.00 + VAT

### **Planned Maintenance**

Timing for the cleaning of the 'safer surface' for the infants swings is to be carried out by Arrow Fencing in line with the 2013/14 budget during July.

Cleaning of the safer surface to the Adventure Trail is awaiting a proposal for a licensed contractor to kill and remove the weeds first. The Clerk has arranged for the grass cutters who have the appropriate licences to do the work.

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**

	<p>All contracted work on the tennis courts is now complete. An ongoing maintenance schedule with clear responsibilities needs to be established.</p> <p>c) Neighbourhood Plan Cllr Nielsen reported that the housing section of the CLP questionnaire is offering a wide range of options to the residents for use as a starting point to the Neighbourhood Plan. The Boundary of the plan needs to be set as soon as possible in order to apply for funding from SODC. Various options were discussed and it was agreed to wait until a planned meeting with the SODC officers before making a final decision.</p> <p>d) Local Plan Sites and General Policies Consultation The Council agreed they had no comment to make on the consultation.</p> <p>e) White Lines – Slade End As per Public Participation.</p> <p>f) Risk Assessment The Risk Assessment was approved.</p> <p>g) Cllr Clive Collett was confirmed as Parish Council representative to Jubilee Pavilion Committee.</p>	CC RN
7.	<p><b>Matters for report and items for inclusion on next month's agenda</b></p> <ul style="list-style-type: none"> <li>- Village Hall donation</li> <li>- It was agreed that Councillors would inform the Clerk of their holiday dates.</li> </ul>	All

It was agreed that the next meeting of the Council would take place on Tuesday 17th September 2013 at 7.30pm in The Village Hall.

There being no further business the meeting was declared closed at 9.45 pm.

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