

BRIGHTWELL CUM SOTWELL PARISH COUNCIL

Minutes of the Parish Council meeting duly convened and held on 17th September 2013 at 7.30pm in the Village Hall.

Present: Cllrs D. Fox (Chair), C. Collett, H. Baines, C. Collett, G. Gillgrass and A. Wood.

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

1	Apologies for Absence Apologies for absence were received from Cllrs J. Rodda and A McGivan.	
2	Minutes of the meeting held on 16th July 2013. The minutes were agreed and signed by the Chairman.	
3	Declarations of personal and prejudicial interest 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	Public Participation There was none.	
5	Reports a) County Councillor's Report We had a very useful meeting at Slade End on Monday to look at how we might slow traffic around the corner there. We've come up with several ideas that the highways team are costing. I'm very grateful to John, Helen, Clive and Celia for coming along to hear the discussion and contribute ideas. The results of the traffic survey outside the Shillingford Park site have shown that the VAS which I had installed very sadly had little effect on speeds. I asked the police to install a fixed speed camera in the light of that evidence, but they have declined to do so. I have followed that up with a request for further speed enforcement checks by the PCSOs and they have promised to let me know how those checks go. I wrote to OCC in support of David's letter about the speed limits on the A4130 and along the bypass past Site B, and have also spoken to officers about this. That's part of a long-standing discussion about the speed limits along the road, which Celia has also been involved in, in the past. I'm investigating the issue of what might, realistically, be done about the limit along the A329 between Wallingford and Shillingford Bridge as well. On 19 th September there will be a free business briefing at Howbery Park run by OCC to promote apprenticeships. It's particularly aimed at giving employers all the information	

they need to decide if apprenticeships might work for them. If anyone can promote this, I'd be grateful. There's more information at <https://makingsensehowbery.eventbrite.com>

On 18th October the Emergency Planning and Highways team will be holding a town centre Road Show in Wallingford to offer advice about how to cope in an emergency situation – particularly adverse weather, flooding and so on. It's not a huge event but may be useful if people are in town for Market Day anyway. There may also be a similar event in Didcot on 27th September but that has not been finally confirmed.

b) District Councillor's Report

Site B Wallingford

The developers for Site B Wallingford are currently preparing to submit a planning application for 555 houses including associated infrastructure, school, extra care housing, allotments and sports pitches. Over the summer they held an exhibition in the town.

The Planning Officer (Emily Hamerton) thought it would be useful to establish a Focus Group which comprises representatives from a number of interested groups. This group will be initially set up and run by Emily with the aim of communicating information between locals and the developers, keeping you updated with what is happening and feeding back concerns and ideas to the developers. It is expected the developers will become more involved as the planning application progresses.

The first Focus Group meeting will be held on **Wednesday 2 October at 2:00pm at South Oxfordshire District Council Offices**. It was agreed that Cllr Wood would attend the meeting.

There was a discussion about the effect of Site B on the Parish and it was agreed to take advice on the rights of the parish in relation to the plans in advance of a planning application.

Council tax briefings for town and parish councils

Last year the government introduced changes to the council tax system which impacted upon the council tax base on which town and parish precepts are calculated. William Jacobs held briefings in September last year to explain those changes to towns and parishes.

There may still be some confusion so another series of briefings will be held this year in October:

- Wednesday 16 October 2013 1pm in the Council Chamber
- Wednesday 23 October 2013 6pm in the Council Chamber

SODC will use the briefing sessions to explain how town and parish tax bases are calculated and how this impacts on the amount of council tax charged, based on the precept that they issue. Finance officers will also explain how the council tax reduction scheme will impact upon towns and parishes and how any grant issued by the district council to mitigate the impact could be taken into account when setting precepts. If there is any news from the government regarding capping council tax levels for town and parish councils, SODC will also give an update on this.

Towns and parishes have been invited to attend either of the briefing dates (max two places).

The presentation will be filmed and put up on YouTube for those unable to attend.

North Wessex Downs AONB Management Plan

The North Wessex Downs Area of Outstanding Natural Beauty (AONB) Management Plan 2014 - 2019 presents objectives and policies that partners can apply to help conserve and enhance this nationally important landscape.

The plan also contains priorities that the North Wessex Downs team intends to lead or carry out with others.

We are inviting comments on a draft consultation and an online survey can be found at the link below

<http://www.northwessexdowns.org.uk/About-Us/aonb-management-plan.html>

The consultation will close at 12 noon on Tuesday 29 October 2013. All comments will then be gathered and presented to the council of partners. A project team will make necessary amendments in order to create a final draft for adoption by statutory partners and the Plan will be launched at the North Wessex Downs Forum 2014 (to be confirmed).

The North Wessex Downs team will be undertaking a consultation session in reception at the council offices in Crowmarsh on Monday 16 September from 9am to 5pm. This will be a drop-in session where councillors, officers and members of the public can ask questions relating to AONB issues. Everybody is welcome.

c) Clerk's Report

- SODC have awarded 43.29% of the £925 to a maximum of £400 for the safety mats for the recreation field. The work will be carried out in early October.
- The website is now up and running www.brightwellcumsotwellpc.org.uk
- The salt bin for Monks Mead has been ordered and the County Council have

confirmed they will refill the existing bins.

- The Clerk has applied for a bin to be sited near to the tennis courts.
- A letter has been sent requesting a review of the speed limit on the A4130.
- The Clerk has had a request from the school for signs reminding residents to clear up after their dogs. It was agreed to suggest that the children design some posters which the Council will have laminated and offer a small prize for the best poster.

d) Planning Report

Ref	Description	PC Rec	Decision
P13/S1361/FUL	Erection of straw storage building. Mackney Court Farm	Approve	Granted
P13/S1674/HH Retrospective Ammended	Replacement of existing flat roof garage with pitched roof to form studio. St James House	NSV	
P13/S1902/HH	Demolition of existing garage & erection of replacement garage with studio over and close off existing garage. Pleasant Cottage, Sotwell St.	Approve	Granted
P13/S2004/HH	Demolition of single storey side extension, construction of a single storey garden room. Red House West, Sotwell St	Approve	Granted
P13/S2244/HH	Erection of a single storey rear extension. 2, Sotwell Manor House	Approve	
P13/S2271/HH	Proposed garden room and link. Swan Cottage, Church Lane	Approve	Granted
P13/S2068/FUL	Erection of new medical and treatment room. Island Farm Donkey Sanctuary	Approve	
P13/S2505/LB	Proposed internal alterations, relocation of front door & porch, new ground floor window at rear. Chestnut Cottage, the Street	Approve	

e) August/September Payments

Payments made between meetings.

Payee and reason	£ detail	£ VAT	£ total
SODC – Dog Bin Emptying	41.86	8.37	50.23
Stewart Village Hall – room hire	162.50		162.50
Scion Estates – grass cutting	301.50	60.30	361.80
Rayners Ltd – topsoil for rabbit holes	60.00	12.00	72.00
BcS PCC – room hire for CLP	30.00		30.00
Printinco - CLP	21.17	4.23	25.40
Arrow Fencing – work to play areas	440.00	88.00	528.00
BDO LLP External Audit	200.00	40.00	240.00
Playsafety Ltd Annual RoSPA inspection	130.00	26.00	156.00

	L. Dalby – Clerk’s salary and expenses	479.34		479.34	
	Post Office Ltd – Clerk’s PAYE	81.80		81.80	
	September Payments for Approval				
	Payee and reason	£ detail	£ VAT	£ total	
	L. Dalby – Clerk’s salary and expenses	461.82		461.82	
	Post Office Ltd – Clerk’s PAYE	76.80		76.80	
	Scion Estates Ltd – Grass cutting	458.46	91.69	550.15	
	Playdale Playgrounds Ltd – supply and installation of floor panels for play equipment	627.32	125.46	752.78	
	Sarah Ewbank Landscapes – Site B Consultation	475.00		475.00	
	f) Conclusion of Audit The 2012/13 Audit has been completed with no matters coming to the attention of the external auditors.				
6	Matters for Discussion/Decision a) Maintenance and Inspection The safety surfaces in both play areas have been cleared of moss and weeds. It was agreed that a budgeted maintenance plan needs to be put in place, including employing a part time maintenance man in conjunction with the Village Hall Committee and Jubilee Pavilion Committee. It was agreed that the Clerk would be the main point of contact for the maintenance man. Cllr Clive Collett has found a potential maintenance man and it was agreed to ask him to repair the broken bench in Kings Meadow. The Tennis Club have asked the Parish Council to provide another bench. There is a spare bench available that is in need of some repair and it was agreed to offer this to the Tennis Club. Cllr Clive Collett reported that Paul Copley has devised a plan to deal with the rabbit problem on the rec. The damage to the tennis court fence has been repaired. The annual RoSPA report has been received and will be used to form the basis on the maintenance plan.				LD CC CC
	b) Community Governance Review Cllr Fox will respond to the review.				GG
	c) Neighbourhood Plan				DF

	<p>It was agreed to use the Parish Boundary as the boundary for the Neighbourhood Plan and that it is essential to set up a working party to drive the plan. Two residents have expressed an interest in joining a working party but further volunteers will be required. The Clerk will contact SODC to start the ball rolling whilst the working party is put together.</p> <p>d) Donations/Grants Applications have been received from The Village Hall Committee for chairs, The Earth Trust for the River of Life Project and Home Start. Cllr Clive Collett declared an interest in the application from the Village Hall Committee. It was agreed to award £1000 to the Earth Trust and £100 to Home Start. £1000 was awarded to the Village Hall Committee for new chairs once these have been purchased, provided the offer was taken up before the end of the financial year in March 2014.</p> <p>e) Controlling Traffic in village It was agreed to order 100 '20s plenty in our village' wheelie bin stickers to put in the Village Shop for use by residents.</p> <p>f) Grass Verge Cutting The County Council will offer a grant of £2590.72 to cut the verges though they have yet to confirm if this includes the verge at Shillingford. The current grass contractors quoted £1930 to cut the verges though this doesn't include Shillingford as the County Council have not supplied a plan of this area. It was agreed in principle to accept the grant once the details about Shillingford have been confirmed.</p> <p>g) Parish Clerk's Remuneration It was agreed to award the Clerk a scale point rise from October 2013.</p>	<p>RN/ CC LD</p> <p>LD</p> <p>LD</p>
7.	<p>Matters for report and items for inclusion on next month's agenda</p> <ul style="list-style-type: none"> - Site B - A new Jubilee Pavilion committee has been formed. - Website 	

It was agreed that the next meeting of the Council would take place on Tuesday 15th October 2013 at 7.30pm in The Village Hall.

There being no further business the meeting was declared closed at 9.40 pm.

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