

## BRIGHTWELL CUM SOTWELL PARISH COUNCIL

### Minutes of the Parish Council meeting duly convened and held on 21<sup>st</sup> January 2014 at 7.30pm in the Church Room.

**Present:** Cllrs D. Fox (Chair), C. Collett, H. Baines, C. Collett, R. Nielsen, J. Rodda 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. Gillgrass and A. McGivan.	
2	<b>Minutes of the meeting held on 17<sup>th</sup> December 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> Mr Smith explained his proposals for extending Croft House. The Council took note of the plans and will comment when the plans are received from the planning authority.  Mr Carolle explained potential proposals of the Thorne family for the old West End Nursery site. Cllr Fox reported that the Parish is embarking on a Neighbourhood Plan and that all sites within the Parish will become part of the open consultation process. The preference of the Parish Council will be plans that work with the Neighbourhood Plan. The Council advised Mr Carolle that he would also need to consult the Village Hall Trustees.	
5	<b>Reports</b> a) County Councillor's Report I have set up a meeting on 23 <sup>rd</sup> January with Councillor David Nimmo-Smith so that he can hear directly from the Parish Council about the reasons for which you feel a 40mph limit along the bypass where it runs between the Wallingford settlement, Site B, and the village.  I have agreed grants of £500 towards the costs of the Community Led Plan and a further sum (to be agreed) towards further trees to be planted in the parish. Tony Windsor is leading on the former, and Jason Debney on the latter	

There will be a 'have your say' about local Thames Travel bus services event at the Orchard Centre on 23<sup>rd</sup> January from 10 – 3.30. Anyone is welcome to go along and say what they think ...

I haven't yet had a response about the cost of the 20mph limit, but have not chased that as the highways team have been extremely busy with other more urgent matters: I will keep it on my list and chase once floods have dropped and we have sorted out final spending from highways budgets for this financial year.

The Minerals strategy was published today, the target for sand and gravel is much lower. Initial planning consent for extensions to current sites will hopefully take the County up to the new target for 2030 so no new sites should be required.

Cllr Atkins will confirm with the Area Steward when the road markings at Slade End are to be done.

Cllr Rodda reported that Penny Green Lane is in a very poor state of repair. Cllr Atkins responded that as the Lane is unadopted the County Council is unable to carry out repairs. The County Council are only able to adopt roads that are in a suitable condition.

Cllr [Neilsen](#) asked if it would be possible to have signs warning that you are approaching a 30 mph speed limit. Cllr Atkins reported that under current budget restriction only essential signs will be erected however she will ask about the cost and suitability of this type of sign.

#### b) District Councillor's Report

##### **Flooding advice:**

Due to the recent floods around the area please see below:-

Homes and businesses in at-risk areas should take immediate precautions – for advice on the measures you can take please click on the relevant menu tabs on the left hand side. To see if you are in an area liable to flood please see the Environment Agency website <http://www.environment-agency.gov.uk/> and via the [Environment Agency Flood Map](#).

- please make sure your neighbours are aware of the situation
- please assist vulnerable residents
- listen to [BBC Oxford](#), keep an eye on [Oxfordshire County Council](#) and [Environment Agency](#) websites and on their respective [Twitter feeds](#)
- please be aware of [road closures](#) and public transport disruption
- please do not drive through flooded water – you could put your own life at risk, or damage other peoples' properties
- please do not walk through flooded water next to water courses.

##### **Important overnight telephone numbers:**

- if you're in a life threatening situation then please dial the emergency services on

999

- if it is a none urgent call then please call the emergency service on 101
- if you are concerned about a vulnerable person with a social care need with an issue that cannot wait until normal office hours please call the county council's emergency duty team on [0800 833 408](tel:0800833408).

**Sandbags are available from:**

- Crowmarsh – from the South Oxfordshire District Council office car park, Benson Lane
- for a helpful guide on how to build an effective sand bag wall please see this [YouTube video](#).

**Who is responsible for what:**

- the property owner – ensuring that their own property is protected, being prepared to vacate your house if necessary
- [Environment Agency](#) – determines the level of flood warning and works to alleviate potential flooding issues
- [Oxfordshire County Council](#) – road closures and sand bag distribution (working with other agencies)
- [South Oxfordshire District Council](#) – sand bag dumps and direct sand bag distribution to those at greatest need (working with county council).

**Important:** the council cannot guarantee the supply of sandbags to any premises, so residents and property owners are strongly advised to make their own arrangements to protect their property, particularly if they live in within a flood plain or if they know their property is susceptible to flooding.

**SHMA**

The SHMA was due to be published on 16<sup>th</sup> January, this has been delayed and is now expected by the end of February. It is anticipated that there will be a higher level of housing need than is currently in the Core Strategy and some of this increase will have to be met by the District Councils.

c) Clerk's Report

Cllr Fox has been invited as Chairman of the Parish Council to a Royal Garden Party in June.

The Clerk has obtained a quote of £840 + VAT to rebuild the banks of the stream between the Recreation Ground and the Allotments. It was agreed that it would be better to create steps using railway sleepers in the banks. Cllr Clive Collett will speak to Angus dart and the Allotment Association about creating a working party to put in steps.

CC

d) Planning Report

Ref	Description	PC Rec	Decision
P13/S3225/HH	Erection of single and 2 storey extensions. Replacement of front porch. Hillside, High Road, Brightwell-cum-Sotwell	NSV	Approved
P13/S3396/HH	Erection of two storey side extension.1 Grove Cottages Didcot Road Brightwell-cum-Sotwell OX10 0RZ	Approved	Approved
P13/S3572/O	Outline application for demolition of existing petrol forecourt, reception & workshop buildings. Change of use to residential to allow erection of one dwelling with associated parking and gardens. Bell Garage, High Rd,B-c-S.	NSV	Approved
P13/S3603/HH	Single storey timber outbuilding. Norela, Sotwell St	NSV	Approved

e) January Payments

The following accounts for payment were agreed.

Payee and reason	£ detail	£ VAT	£ total
L. Dalby – Clerk’s Salary and Expenses	472.04		472.04
Post Office Ltd - PAYE	80.60		80.60
Milton Parish Council – Share SLCC membership	55.00		55.00
Brightwell PCC – Hire of Room CLP	60.00		60.00
Stewart Village Hall – Hire of Room	115.00		115.00

f) Community Led Plan

The analysis of the data is now coming through. The Neighbourhood Plan Steering Group have been asked to go through the housing section and to present the results for the Community Led Plan. It was agreed to meet on February 5<sup>th</sup> to discuss the results. Cllr Nielsen will analyse the results ahead of the meeting. It is hoped that the Plan will be published in May.

g) Neighbourhood Plan

[See report item f\) above. Currently awaiting results of initial consultation.](#)

6

**Matters for Discussion/Decision**

a) Site B Access and Speed Limits

A meeting has been arranged with County Cllr Nimmo-Smith to discuss the speed limit on the [A4130 in the parish, and the access to Site B](#).

Cllr Wood reported that with the support of Emily Hammerton from SODC the council should ask the developer to consider the landscape as part of the access plan.

Cllr Wood also reported that the Council should consider requesting section 106 monies for schemes which don’t involve a third party (such as the County Council) but for schemes within the parish which would benefit both the parish and residents of the new

houses.

b) Planning

Ref	Description	PC Rec
P13/S3937/FUL	Demolition of existing dwelling house and ancillary buildings and erection of two detached dwellings with linked triple garages. Moat Fall High Road Brightwell-cum-Sotwell OX10 0PS	Approve

c) Adopt Model Standing Orders

The statutory requirements of the new Model Standing Orders were discussed and compared with the previous Standing Orders. The Clerk will resubmit the Standing Orders at the next meeting with a resolution that there must be at least two Parish Councillors on all committees and sub-committees of the Parish Council.

LD

d) Community Assets

It was agreed to apply to list the pub, the Village Hall, the Village Shop, the allotments, the Free Church and Paul's Garage as assets of community value with SODC.

LD

When a listed asset comes up for sale, the Assets of Community Value Regulations provide for a delay in the sale process (moratorium). The moratorium allows local community groups to prepare and make a bid for the asset on the open market.

e) Defibrillator for Phone Box

It was agreed that more than one defibrillator was needed for the Parish and that the phone boxes aren't necessarily the most suitable position as neither is in a central position. It was also agreed that ideally a defibrillator would also be sited at Shillingford Hill.

LD

The Clerk will speak to the Community Heartbeat Trust about other potential sites. It was agreed to encourage all parish organisations to become involved in fundraising for the defibrillators.

f) War Memorial

The Clerk has received one quote of £1135 to repair and clean the War Memorial from Abingdon Stone and Marble who have previously done work to the war memorial. The Clerk reported that she had requested two further quotes from other stonemasons though neither company had much experience of this type of work. It was agreed that the work should be completed as soon as possible.

LD

g) Jubilee Pavilion Expenses and Test certificates

CLlr Collett reported that the annual gas inspection for the Jubilee Pavilion costs £100 per

