

**BRIGHTWELL CUM SOTWELL PARISH COUNCIL**

**Minutes of the Parish Council meeting duly convened and held on 20<sup>th</sup> May  
2014 at 7.30pm in the Church Room.**

**Present:** Cllrs J. Rodda(Chairman), Celia Collett, Clive Collett, H. Baines, A. McGivan, G. Gilgrass, A. Wood and R. Nielsen.

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

1	<p><b>Election of Chairman</b> Cllr Nielsen proposed Cllr Fox as Chairman, seconded by Cllr Gilgrass. Approved Cllr Celia Collett proposed Cllr Baines as Vice Chairman, seconded by Cllr Clive Collett. Approved</p>																					
2	<p><b>Apologies for Absence</b> Apologies for absence were received from Cllr D. Fox.</p>																					
3	<p><b>Minutes of the meeting held on 15<sup>th</sup> April 2014.</b> The minutes were agreed 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> There was none.</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> <tr> <td>Kings Meadow and Recreation Ground</td> <td>Cllr Gilgrass</td> </tr> <tr> <td>Jubilee Pavilion</td> <td>Cllr Clive Collett</td> </tr> <tr> <td>Village Hall</td> <td>Cllrs Rodda and Clive Collett</td> </tr> <tr> <td>Community Association</td> <td>Cllr Baines</td> </tr> <tr> <td>Rural Health and Wallingford Hospital Interest Group</td> <td>Cllr Celia Collett</td> </tr> <tr> <td>Transport</td> <td>Cllr Nielsen</td> </tr> <tr> <td>Highways</td> <td>Cllr Nielsen</td> </tr> <tr> <td>Village Community Store</td> <td>Cllr Collett</td> </tr> </table>	Environment Group	Cllr Rodda	Footpaths	Cllr Clive Collett	Kings Meadow and Recreation Ground	Cllr Gilgrass	Jubilee Pavilion	Cllr Clive Collett	Village Hall	Cllrs Rodda and Clive Collett	Community Association	Cllr Baines	Rural Health and Wallingford Hospital Interest Group	Cllr Celia Collett	Transport	Cllr Nielsen	Highways	Cllr Nielsen	Village Community Store	Cllr Collett	
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	Playground Reports Millennium Wood Reports Trustee to Fairthorne Memorial Trust Mineral Strategy	Rota Mrs S Myatt Nick Spencer Cllr Gilgrass							
8	<p><b>Reports</b></p> <p>a) County Councillor's Report</p> <p>I finally have a response about the cost of a 20mph limit, which I am told would be around £4,500. As I have said previously, this is not something that the County Council will fund. Cllr Atkins agreed to ask for a breakdown of this cost.</p> <p>I am pleased that the very bad pothole in Bell Lane (more of a pot-trench) was repaired promptly. I am happy to add my voice to reports of particularly bad potholes if necessary.</p> <p>The grant I agreed for BrightFest from my OCC community budget has now all been sorted out and the money should already be in the relevant bank account.</p> <p>I have emailed the relevant director at the County Council to complain in very strong terms indeed about the wanton grass cutting on 28<sup>th</sup> April. I will forward whatever reply I receive as soon as I get it.</p> <p>b) District Councillor's Report</p> <p><b>Local Plan 2031</b></p> <p>The new housing study (the SHMA Strategic Housing Market Assessment) shows a higher housing need to a longer timeframe 2031, rendering the Core Strategy to 2026 in need of updating. Therefore, SODC needs a new plan to establish how and if this housing need can be met within the District. A number of options are being drawn together, these will become part of the "Local Plan 2031 Issues and Scope document" which will go out for public consultation in June 2014. Prior to this there is to be a workshop for Town and Parish Councils.</p> <p>The Chairman of SODC is Anne Midwinter and the Vice-Chairman is Anna Badcock.</p> <p>c) Clerk's Report</p> <p>Unfortunately the change in the grass verge cutting arrangements had not been passed on to the County Council contractors. There for the planned management of the verges in the Parish has been put back by a year in some areas. Cllr Fox has written to Cllr Nimmo-Smith to complain but there has not yet been a response.</p> <p>Trevor Cooper has agreed to cut the verges on a trial basis under the guidance of Jason Debney and will charge £20 per hour.</p> <p>d) Planning Report</p> <table border="1"> <thead> <tr> <th>Ref</th> <th>Description</th> <th>PC Rec</th> </tr> </thead> <tbody> <tr> <td>P14/S0851/FU L</td> <td>Construction of one dwelling and garages. Land between Mount Vernon and North Barn, Bakers Lane</td> <td>Refuse</td> </tr> </tbody> </table>			Ref	Description	PC Rec	P14/S0851/FU L	Construction of one dwelling and garages. Land between Mount Vernon and North Barn, Bakers Lane	Refuse
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e) May Payments

The following accounts for payment were agreed.

Payee and reason	£ detail	£ VAT	£ total
Scion Estates Ltd – Grass Cutting	392.48	78.50	470.98
WicksteadLeisure Ltd – swing seats	87.50	17.50	105.00
Stewart Village Hall – Hire of Hall and wine glasses	37.50		37.50
L. Dalby – Clerk’s Salary and Expenses	478.90		478.90
Post Office Ltd - PAYE	76.00		76.00
Brightfest	500.00		500.00
Brightwell Vineyard – wine for APM	39.28	7.86	47.14

f) APM Minutes

The minutes of the Annual Parish Meeting were agreed.

g) A – Z Directory

Cllr Wood reported that most of the pages had been updated. He hopes to include a map with house names however this may not be possible. A draft will be circulated in the next 2 -3 weeks.

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**Matters for Discussion/Decision**

a) Planning

Ref	Description	Decision
P14/S1248/FUL	Re-modeling existing 3 bed house to form garage, construction of new 3 bed house together with new access from highway. Green Acre, Slade End	Approve

b) Donations

The following donations were considered and agreed.

Brightwell-cum-Sotwell PC for maintenance of Churchyards - £500

Toddler Group for dressing up clothes - £80

Pre-School for outdoor area - £750

A donation of £500 to the Orchard Group was agreed in principle subject to more publicity in the Parish.

c) Oxfordshire Local Transport plan

Cllr Nielsen will respond to the consultation.

d) Shillingford Bus Stop

It was agreed to go ahead with concreting the muddy area next to the bus stop.

e) Defibrillator

	<p>Donations for a defibrillator have been offered by The Fairthorne Trust and by the Plymouth Brethren. The Clerk has applied to the Community Heartbeat Trust. It was agreed to launch a £10 appeal and ask the Community Association if they would be willing to act as a conduit so as to maximise Gift Aid.</p> <p>A leaflet will be sent out to every household asking for a donation and it was agreed to have a stand at the Village Fete.</p> <p>It was agreed to aim to purchase two if not three defibrillators for the Parish.</p> <p>f) Planning Guidance</p> <p>The draft planning guidance for applicants and comments from SODC were discussed and several amendments were proposed. Cllr Celia Collett will forward the comments to Cllr Fox to redraft the guidance.</p> <p>g) Audit 2013/14</p> <p>The Accounts 2013/14 were approved.</p> <p>i) The Accounting Statement 2013/14 were approved and signed by the Chairman and Clerk.</p> <p>ii) The Annual Governance Statement 2013/14 was approved and signed by the Chairman and Clerk.</p> <p>The report from the Internal Auditor was discussed. The Clerk has now provided the information requested by the Internal Auditor. Cllr Celia Collett confirmed that the grass cutting charges to the sports clubs was agreed with the clubs and is based on the usage of the individual clubs.</p>	
7.	<p><b>Matters for report and items for inclusion on next month's agenda</b></p> <ul style="list-style-type: none"> <li>- Cllr Celia Collett reported that she had walked the village with Dave Baldwin from SODC to identify problem drains and springs. Mr Baldwin will produce a map identifying problem areas and who is responsible for what.</li> </ul> <p>The permissive path by the allotments is currently running as a stream. Cllr Clive Collett reported that the problem is caused by the drainage pipes becoming blocked. A filter is needed.</p> <ul style="list-style-type: none"> <li>- SHMA</li> <li>- Risk Assessment</li> <li>- Culham Science Centre</li> <li>- Financial Standing Orders</li> <li>- Cllr Wood reported that he had attended The River of Life event at The Earth Trust on behalf of the Parish Council.</li> </ul>	

It was agreed that the next meeting of the Council would take place on Tuesday 17<sup>th</sup> June 2014 at 7.30pm in The Church Room.

There being no further business the meeting was declared closed at 9.25 pm.