

**BRIGHTWELL CUM SOTWELL PARISH COUNCIL**

**Minutes of the Parish Council meeting duly convened and held on 16<sup>th</sup> September 2014 at 7.30pm at The Shillingford Bridge Hotel.**

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

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

1.	<p><b>Neighbourhood Plan Consultation</b> Jason Debney the Chairman of the Neighbourhood Plan Steering Committee gave a brief report on the Community Led Plan and an introduction to the Neighbourhood Plan.</p>	
2.	<p><b>Apologies for Absence</b> Apologies for absence were received from G. Gillgrass.</p>	
3.	<p><b>Minutes of the meeting held on 15<sup>th</sup> July 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>Reports</b></p> <p>a) County Councillor’s Report I have approved a grant of £500 to help towards the final production of the Parish Community Led Plan, which is channelled through the Parish Council. I hope the payment will be made soon.</p> <p>I will be very happy indeed to continue to support the Parish Council in its efforts to get OCC to address the wanton cutting of grass verges earlier this year, despite the fact that OCC were paying the Council to do the work.</p> <p>The County Council has developed a toolkit to help local County Councillors engage in the Neighbourhood Planning process. I will be reading it carefully to see what I can best do to assist the process locally, if the Parish Council decides to develop a Neighbourhood Plan. It will also be sent to the Council as and when a formal interest in developing a plan is declared.</p> <p>There will be a County Council Roadshow giving local residents information on how to prepare for emergencies. It will visit Wallingford on Tuesday 21st October – the day of the Farmers Market.</p>	

The County Council will also be contacting all Town and Parish Councils to undertake the annual community resilience survey and promote the production and updating of Community Emergency Plans. OCC will also be launching revised community emergency plan templates and a support package to assist in this process.

Discussions are continuing on the development of the revised Minerals Strategy for the County.

b) District Councillor's Report

**Well Done!**

I am pleased to report, for the first time in several months, the gold medal position in SODC for the best recycling goes to the Thursday collections, so well done to the residents of this parish for their part in this success.

**Changes to registering to vote**

The government has changed the way people register to vote, meaning everybody has to do so individually. Previously, whole households used a single form. Make sure you can vote in the next election by visiting [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) and fill in your details.

**Town and Parish Forum**

A reminder that this year's Town and Parish forum will be held on Wednesday 12<sup>th</sup> November at SODC.

**Bogus callers**

The District Council has had a few reports recently of people posing as planning or building control officers to gain access to people's properties. Officers will always have photo ID on them, and are always happy to be asked for it and to explain the reason for their visit, their identity can also be verified by telephoning the planning office.

c) Clerk's Report

The Red Lion has been added to the List of Assets of Community Value by SODC.

The Village Walking Group has now formally taken over the role of Parish Path Warden.

The Finance Update and Risk Assessment are attached to these minutes for review.

Cllr Gillgrass would welcome any comments regarding the Oxfordshire Minerals and Waste Local Plan.

d) Planning Report

Ref	Description	PC Rec	Decision
P13/S2899/FUL - Appeal	Erection of detached dwelling with integral double car port, creation of new vehicular access and pedestrian access. The Orchards, The Street	Refuse	Refused
P14/S0882/HH	Remove existing lean-to greenhouse and installation of new timber green house. St	Approve	Approve d

	Cecilia, West End		
P14/S0851/FUL	Construction of one dwelling and garages. Land between Mount Vernon and North Barn, Bakers Lane	Refuse	Refused
P14/S1513/HH	Conservatory to side aspect. Appleby, Bakers Lane	Approve	Granted
P14/S1531/HH	2 storey extension with external covered storage area and improvements to driveway. 5, Grove Cottages, Didcot Rd	Approve	Granted
P14/S1608/HH	Proposed extension to the East & North of the house. Croft House, Sotwell St	Approve	Granted
P14/S1651/HH	Erection of a glazed verandah to rear patio of property. Willowbank, Church Lane	Approve	Granted
P14/S1659/HH	First floor extension to replace open terrace. Hill View, Sires Hill	Approve	Granted
P14/S1313/HH	Application to drop kerb to existing driveway and widen driveway to allow 2 cars off road parking. Button and Loop Cottage, High Road, BcS	Approve	Granted
P14/S1777/HH	Two storey rear extension. Removal of existing porch. Pleasant Cottage, Sotwell St	Approve	Granted
P14/S2086/FUL	Erection of 4 new dwellings on an old nursery site and granting of land to the Village Trust for either affordable housing &/or other village amenity use.	Refuse	Withdrawn
P14/S2190/HH	Ground and first floor extensions. Acorn House, Sotwell St	Refuse	Withdrawn
P14/S2183/HH	Front single and two storey extensions and alterations. Fistril, Slade End	NSV	
P14/S2237/FUL	Erection of 104m2 extension to garden centre shop and the erection of 398m2 of open sided plant retail canopy together with the erection of 37m2 of covered walk way. Root One Garden Centre	Approve	
P14/S2246/HH	Ground and first floor rear extensions incorporating dormer window/rooflights with associated structural alterations. 3, Wellsprings	NSV	Granted
P14/S2171/FUL	Demolition of existing house, garage and ancillary structures and erection of two detached houses with integral garages. Closure of existing vehicular access and creation of a new shared vehicular access. Deacons House Church Lane Brightwell-cum-Sotwell OX10 OSD	Refuse	
P14/S2254/LB	Removal of existing wall around porch to	Approve	Granted

	provide a timber stanchion detail, removal of existing internal wall with steel support and addition of two conservation rooflights to side elevation. Beech Cottage Bakers Lane Brightwell-cum-Sotwell OX10 0PU		
P14/S2384/HH	Alterations & extensions to dwelling. Old Copse Cottage, Shillingford Road	Approve	
P14/S2574/HH	Replacement of flat roof porch with pitch roof porch. Timber Top, Sotwell St	Approve	
P14/S2741/LB	Paint exterior back walls (extension only) and pebbledash areas (existing). The Wellsprings, Wellsprings	Approve	

e) August and September's Payments

The following accounts for payment were approved between meetings in August.

Payee and reason	£ detail	£ VAT	£ total
SODC – Dog Bins	41.86	8.37	50.23
TH Cooper – Grass Verge Cutting	750.00		750.00
Tom Cottrell Landscapes – tree work	230.00	46.00	276.00
Playsafety Ltd – Annual RoSPA Inspection	130.00	26.00	156.00
Arrow Fencing – play area repairs	95.00	19.00	114.00
Playdale Playgrounds – play equipment spares	64.02	12.80	76.82
SODC – Dog Bins	41.86	8.37	50.23
Stewart Village Hall – room hire	30.00		30.00
Scion Estates – Grass Cutting	315.52	63.10	378.62
SODC – Dog Bins	41.86	8.37	50.23
L. Dalby – Clerk's salary and Expenses	495.76		495.76
R. Sherwood - Maintenance	693.37		693.37
Post Office Ltd – PAYE & NI	82.97		82.97
Biffa Waste Services – Third Party Contribution for Community Orchard	161.50		161.50

Accounts for payment September

The following accounts for payment were agreed.

Payee and reason	£ detail	£ VAT	£ total
BcS Environment Group - Donation	100.00		100.00
Brightwell Village Orchard Group	338.50		338.50
Printinco – CLP Printing	1628.00		1628.00
Stewart Village Hall – Neighbourhood Watch room hire	12.50		12.50
Brightwell PCC – Room hire	66.00		66.00
A.T.Windsor – Tennis Court Fence Repairs	95.21	19.04	114.25
L. Dalby – Clerk's Salary and Expenses	505.15		505.15
Post Office Ltd - PAYE	76.00		76.00

	L. Dalby – Printing for Neighbourhood Plan Posters	9.60		9.60	
	Scion Estates – Grass Cutting	392.48	78.50	470.98	
	Shillingford Bridge Hotel – Room Hire and Refreshments	100.00		100.00	
	Village Stores – NP Consultation refreshments	12.92		12.92	
7.	<p><b>Matters for Discussion/Decision</b></p> <p>a) Insurance Three quotes for the Parish Council Insurance were discussed it was agreed to accept the proposal from Aviva through Came and Co.</p> <p>b) Remembrance Day Wreath It was agreed to purchase Poppy wreaths and cross for the Remembrance Parade.</p> <p>c) Defibrillators Donations of £1658.75 (including Gift Aid) have been received to purchase defibrillators. It will cost £1383 + VAT per defibrillator including 1 ½ hours awareness training if the defibrillators are purchased through the ambulance service. It was agreed to apply to the Fairthorne Memorial Trust for a grant and to make a donation from the Parish Council to purchase the first two defibrillators. Cllr Clive Collett will write an email to residents to encourage any last minute donations and to update them on the progress of the project.</p>				
8.	<p><b>Matters for report and items for inclusion on next month's agenda</b></p> <ul style="list-style-type: none"> <li>- Cllr McGivan suggested that the NP Steering group need to reduce the jargon used in consulting with residents.</li> <li>- The site B planning application will be received shortly.</li> <li>- There will be a First World War talk and Supper in the Village Hall in aid of the Royal British Legion on 1<sup>st</sup> November.</li> <li>- CLP Action Plan</li> <li>- Financial Regulations</li> </ul>				

It was agreed that the next meeting of the Council would take place on Tuesday 21<sup>st</sup> October 2014 at 7.30pm.

There being no further business the meeting was declared closed at 9.05 pm.