

BRIGHTWELL CUM SOTWELL PARISH COUNCIL

Minutes of the Parish Council meeting duly convened and held on 21st October 2014 at 7.30pm in the Church Room.

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

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

1	Apologies for Absence Apologies for absence were received from Cllr A. McGivan.	
2	Minutes of the meeting held on 16th September 2014. 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 Mr and Mrs Glover from Shillingford Hill Residents Association attended the meeting to discuss a potential community room in Shillingford. Mr Glover reported that it may be possible to use an existing building but it is in need of some work. Cllr Fox reported that the Parish Council are minded to try to help establish a facility at Shillingford Hill and may be able to help access grants. However the Parish Council will not be able to make a decision until a realistic budget has been submitted. The Parish Council's help would also be dependent on a suitable lease/license with the site owner. Mr Glover also reported that the site owner is amenable to a defibrillator being situated on the site as long as she is not responsible for any ongoing maintenance or costs. Cllr Fox confirmed that there is an aspiration to create a footpath from Brightwell-cum-Sotwell to Shillingford. Mrs Glover asked if any posters of events being held in the Parish could be sent to her for display on the resident's notice board. The Clerk will send a copy of the Bus Service Review to Mr Glover in order to confirm that none of the Shillingford services are affected. Cllr Celia Collett joined the meeting. Mr Windsor displayed a draft map of the parish with house names shown on the plan.	

	<p>It was agreed that due to the size of the Parish it would be best to create a separate map for Shillingford. The main map with the permission of the trustees will be displayed on the side of the Village Hall and also at the second entrance to the village. It was also agreed that it would be helpful to have a QR code on each map.</p>	
5	<p>Reports</p> <p>a) County Councillor’s Report</p> <p>The formal process of reviewing local subsidized bus services is underway, and I don’t believe that any of the routes serving the parish are affected. I’d welcome an expert view on that to make sure that my assessment that the Shillingford Hill Park site services are not included.</p> <p>A further consultation is underway on mobile libraries. The changes planned for Brightwell-cum-Sotwell seem sensible with the stops at the Cross and Datchett Geen being absorbed into the stop at the School and no changes to the service at the Shillingford Hill Park site, but please do look at the website to check in case I have missed something or if the effect of the changes may be a problem for any individuals. There will be a Home Library Service for anyone who cannot reach a stop but wants a library service, which I think is a good idea.</p> <p>Concerns were raised about users of the service at Sotwell Hill House. Cllr Clive Collett will confirm that the residents are aware of and happy about the changes. Cllr Celia Collett will check that Brightwell-cum-Sotwell residents are also aware of the changes.</p> <p>Discussions are continuing on the development of the revised Minerals Strategy for the County.</p> <p>b) District Councillor’s Report</p> <p>CIL Preliminary Draft Charging Schedule</p> <p>The CIL (Community Infrastructure Levy) Preliminary Charging Schedule will be out for consultation soon. This is going to be published on the council's website along with a “Frequently Asked Questions” leaflet for your information</p> <p>Changes to registering to vote</p> <p>To give a further update on individual electoral registration (IER) SODC will shortly begin the main mailing exercise, which is a letter that goes to the majority of residents to confirm that they are on the register.</p> <p>Community Benefit from Probation Pay Back</p> <p>The Scheme involves offenders carrying out unpaid community work to give something back to the local area and in turn helps with their rehabilitation. If you have any public footpaths that are overgrown, public areas covered in graffiti that needs painting over etc. the Thames Valley Probation Pay Back Scheme might be able to help.</p> <p>Grants £15,000 and under</p>	

Community groups can contact the grants team for some application advice on [01491 823614](tel:01491823614) or drop them an email. They have until **10 December 2014** to apply for up to £15,000 towards their projects.

Cllr John Cotton has been elected as the new leader of SODC.

c) Clerk's Report

Consultation on revised Statement of Community Involvement LP.0087/14

The following response was made on this consultation.

Section 5. Community Involvement in Planning Applications, where paragraph 5.6 states that OCC's standard notification zone is 150m. This reflected in Table 1 of the same section and applied to 'Major' planning applications for minerals and waste plus planning applications which would affect the setting of a Listed Building or the character and appearance of a Conservation Area. This is totally inadequate in the view of the Parish Council, I would like to propose that we recommend that this is increased to 500m for Major planning applications and 250m for Listed Buildings and Conservation areas.

There are now enough funds to purchase the first two defibrillators to be sited at the telephone box in Greenmere and the Shillingford Hill Park. Cllr Rodda has applied to Waitrose to be considered for fundraising. Cllr Clive Collett will write an email appealing for more funds towards a third defibrillator.

d) Neighbourhood Plan

Jason Debney is leading the Neighbourhood Plan working group. Various working groups have been formed and a timeline agreed. The next meeting is on October 30th.

e) Planning Report

Ref	Description	PC Rec	Decision
P14/S2237/FUL	Erection of 104m ² extension to garden centre shop and the erection of 398m ² of open sided plant retail canopy together with the erection of 37m ² of covered walk way. Root One Garden Centre	Approve	Granted
P14/S2384/HH	Alterations & extensions to dwelling. Old Copse Cottage, Shillingford Road	Approve	Granted
P14/S2741/LB	Paint exterior back walls (extension only) and pebbledash areas (existing). The Wellsprings, Wellsprings	Approve	Granted

f) October's Payments

The following payments were approved between meetings.

Payee and reason	£ detail	£ VAT	£ total
OALC – Training	35.00	7.00	42.00
Broker Network Ltd – Insurance			1752.57
Direct Signs (UK) Ltd – No Cycling Sign	36.70	7.34	44.04
North Wessex Downs AONB – Conference			10.00
Printinco – CLP	12.80	2.56	15.36

The following accounts for payment were agreed.

Payee and reason	£ detail	£ VAT	£ total
L. Dalby – Clerk’s Salary and Expenses	474.79		474.79
Post Office Ltd – PAYE	76.00		76.00
Rayners Ltd – Topsoil	115.00	23.00	138.00
BDO LLP – External Audit	200.00	40.00	240.00
J. Boyland – weed killing	50.00	10.00	60.00
Scion Estates Ltd	392.48	78.50	470.98
R. Sherwood – Maintenance and expenses	168.19		168.19
Royal British Legion Poppy Appeal	163.00		163.00

6 Matters for Discussion/Decision

a) Conclusion of Audit 2013/14

The only issue raised by the External Auditor was that the Asset Register is not complete as it does not contain the following information for each asset held - date acquired, purchase cost or location held. Cllr Gillgrass is to help the Clerk update the asset register in January.

b) Financial regulations including Electronic Payments

It was agreed to allow electronic payments and make the relevant alteration to the Financial Regulations.

c) Openness of Local Government Bodies Regulations 2014 – Revised standing Orders

Note was taken of the new legislation the Councils Standing Orders will be amended accordingly.

d) Application for Donation

An application had been received from Brightwell mini football for £116 for equipment to set up a football training club for 5 – 8 year olds. The donation was agreed.

e) Community Led Plan

Cllr Fox proposed that the Community Led Plan be adopted. This was seconded by Cllr Rodda.

Some of the actions which are to be led by the Parish Council (BCS12, BCS35, BCS44, BCS8,

BCS6b, BCS26, BCS28 and BCS33) were discussed. The other actions will be discussed at the next meeting.

Action No	Action	
BCS 12	Improve play facilities for older children at both Kings Meadow & at the Recreation Ground and for younger children at the Recreation Ground as identified in this Parish Plan. (Lead: BCS PC)	Further particulars needed from CLP.
BCS 18	Install a defibrillator in the main village and at Shillingford Hill (Lead: BCS PC)	Underway
BCS 35	Work with statutory highway authorities to investigate ways to improve vehicular access into the main village from to A4130 (Lead: BCS PC)	Meeting with Highways needed.
BCS 44	Establish a parish led verge and footpath management regime to increase access and to enhance the biodiversity value of our verges and hedgerows (Lead: BCS PC)	Need a budgeted plan.
BCS 8	Identify ways of educating those dog owners who habitually allow their dogs to foul the parish to stop. To campaign for the fining/prosecuting of offenders who do not comply. (Lead: BCS PC)	Provide signs, bags and extra bins.
BCS 6b	Ensure that communications are improved across all geographical areas of the parish. (Lead: BCS PC)	Need an email contact from each settlement. Purchase another noticeboard?
BCS 26	To work with the relevant authorities to ensure that the main village of Brightwell cum Sotwell retains a distinctly separate identity from Wallingford, creating a strong buffer zone both sides of the Wallingford bypass. Ensure that the fields between Slade End and Wallingford by-pass remain as working farmland. (Lead: BCS PC)	Currently doing all that can be done.
BCS 28	Continue to lobby against those measures that this parish considers detract from the identified character of the parish, in particular measures that would increase traffic on the A4130 (Lead: BCS PC)	Currently doing all that can be done.
BCS 33	Work with statutory highway authorities to investigate whether a lower speed limit can be extended along the A4130 Wallingford to the Root One turning to the main	Currently doing all that can be done.

	<p>village and on the Shillingford Road. (Lead: BCS PC)</p> <p>f) Budget 2014/15 It was agreed to include the following items in next years budget.</p> <ul style="list-style-type: none"> - Solar Panels for the Jubilee Pavilion - Site B Professional advice - Neighbourhood Plan - Actions from CLP <p>g) Planning – Site B The planning officers have granted an extension until after the next Parish Council meeting to respond to this application.</p> <p>h) Mobile Library Service Consultation As discussed in Public Participation.</p> <p>i) Being a Good Employer – OALC Training Cllr Celia Collett hopes to attend this training.</p> <p>j) Parish Council Election 2015 The need to encourage residents to stand in the Parish Council election was discussed. Cllr Rodda will explain the role of the Parish Council as part of his Villager Report this month. It was agreed to put something on both websites and posters on the noticeboards in the new year.</p> <p>k) Clerk’s Remuneration It was agreed to award the Clerk a scale point rise to Point 22 from October 2014.</p>	
7.	<p>Matters for report and items for inclusion on next month’s agenda</p> <ul style="list-style-type: none"> - Millennium Wood brambles - Mary Tavy speed signs - Recreation ground rabbits 	

It was agreed that the next meeting of the Council would take place on Tuesday 18th November 2014 at 7.30pm.

There being no further business the meeting was declared closed at 10pm.