

**BRIGHTWELL CUM SOTWELL PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council meeting duly convened  
and held on 20<sup>th</sup> May 2015 at 7.30pm in the Stewart Room.**

**Present:** Cllrs D. Fox (Chair), C. Collett, S. Robson, J. Debney, S. Booth, S. Jackson.  
H. Baines and R. Neilsen.

**In attendance:** L. Dalby (Clerk) and District Cllr J. Murphy.

1	<p><b>Election of Chairman and Vice Chairman</b> Cllr Baines proposed Cllr Fox as Chairman. Seconded by Cllr Robson. Cllr Fox signed the Declaration of Acceptance of Office. Cllr Collett proposed Cllr Baines as Vice-Chairman. Seconded by Cllr Fox.</p>																				
2	<p><b>Declarations of Acceptance of Office</b> The Councillors signed their Declarations of Acceptance of Office.</p>																				
3	<p><b>Apologies for Absence</b> Apologies for absence were received from Cllr A. McGivan and County Cllr L. Atkins.</p>																				
4	<p><b>Minutes of the meeting held on 21<sup>st</sup> April 2015.</b> The minutes were agreed and signed by the Chairman.</p>																				
5	<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.</p>																				
6	<p><b>Public Participation</b> Cllr Collett expressed the gratitude of the Council to Graham Gillgrass for all his work with the playgrounds over the past four years. Cllr Fox thanked Cllr Collett for all her work over the years as District Councillor.</p>																				
7	<p><b>Election of Planning Sub Committee</b> Cllrs H. Baines, C. Collett, A. McGivan and S. Booth were elected as the Planning Sub Committee.</p>																				
8	<p><b>Election of Representatives</b> The following representatives were agreed</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">Councillor in Charge of Finance</td> <td style="text-align: right;">Cllr Nielsen</td> </tr> <tr> <td style="padding-left: 40px;">Environment Group</td> <td style="text-align: right;">Cllr Robson</td> </tr> <tr> <td style="padding-left: 40px;">Footpaths</td> <td style="text-align: right;">Walking Group</td> </tr> <tr> <td style="padding-left: 40px;">Kings Meadow and Recreation Ground</td> <td style="text-align: right;">Cllr Fox</td> </tr> <tr> <td style="padding-left: 40px;">Jubilee Pavilion</td> <td style="text-align: right;">Vacant</td> </tr> <tr> <td style="padding-left: 40px;">Village Hall</td> <td style="text-align: right;">Cllr Jackson</td> </tr> <tr> <td style="padding-left: 40px;">Community Association</td> <td style="text-align: right;">Cllr Jackson</td> </tr> <tr> <td style="padding-left: 40px;">Rural Health and Wallingford Hospital Interest Group</td> <td style="text-align: right;">Cllr Celia Collett</td> </tr> <tr> <td style="padding-left: 40px;">Transport</td> <td style="text-align: right;">Cllr Nielsen</td> </tr> <tr> <td style="padding-left: 40px;">Highways</td> <td style="text-align: right;">Cllr Fox</td> </tr> </table>	Councillor in Charge of Finance	Cllr Nielsen	Environment Group	Cllr Robson	Footpaths	Walking Group	Kings Meadow and Recreation Ground	Cllr Fox	Jubilee Pavilion	Vacant	Village Hall	Cllr Jackson	Community Association	Cllr Jackson	Rural Health and Wallingford Hospital Interest Group	Cllr Celia Collett	Transport	Cllr Nielsen	Highways	Cllr Fox
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	<p>Village Community Store          Playground Reports          Millennium Wood Reports          Trustee to Fairthorne Memorial Trust          Mineral Strategy          Earth Trust          Grass Verges          CLP</p>	<p>Cllr Collett          Rota          Mrs S Myatt          Nick Spencer          Cllr Nielsen          Cllr Collett          Cllr Debney          Cllrs Debney and Collett</p>
9	<p><b>Reports</b></p> <p>a) County Councillor's Report</p> <p>I am very sorry that I cannot be at the first meeting of the new Parish Council, but the change of date has given me an unresolvable diary clash: I have a meeting in Wallingford which I had set up on a day when I had not expected to be needed elsewhere.</p> <p>With the continuation of 'Purdah' on key decisions in the public sector until 8th May, it has remained very quiet at County Hall.</p> <p>There has been a recent announcement about the conclusions of a regular review of local bus services in this area, as a result of which there will be no changes to the services provided to the Parish. I'm very pleased that this is the case. There is, however, a new plan (which is going to the Cabinet next week) which will result in a further review of all subsidized transport services across the County. I will keep a close eye on that and let the Council know should any specific proposals come forward which may affect the Parish. I will be very pleased to work with the Parish Transport Representative once one is nominated.</p> <p>b) District Councillors Report</p> <p>As I am sure you will appreciate there is very little to report at present. Pat and myself will try and attend as many meetings as possible but as I am sure you are aware with 8 parish councils there are some crossovers.</p> <p>We do intend to send a report to all parish councils at the start of each month.</p> <p>The only topic to report on is that South Oxfordshire move to their new offices at 135 Milton Park in three weeks. Starting with the Planning Department. We expect to be fully installed by the end of June. A lease has been taken for 4 years.</p> <p>In the short term the telephone will remain the same on 01491 823000. However this may change later on.</p> <p>Nothing has currently been decided on the Crowmarsh site at present.</p> <p>If the Parish wish to contact us please do not hesitate to do so.</p>	

b) Clerk's Report

The Parish Council have been invited to make an appliquéd square for a wall hanging to be made by Brightwell Quilters for the Church Room. It was agreed the Clerk would appliquéd a design of Brightwell Barrow.

c) Planning Report

Ref	Description	PC Rec	Decision
P15/S0610/HH	Alterations and extension to existing dwelling. Slade End Cottage, Slade End	Approve	Granted
P15/S0753/LB	Remove internal walls between kitchen and diner. Replace 3 windows and French Door and replace floor. The Well Springs, Well Springs	Approve	Granted
P15/S1081/FUL	Demolition of existing garage premises. Erection of a pair of semi-detached dwellings. Bell Garage, High Road.	Approve	

d) May Payments

The following accounts for payment were approved.

Payee and reason	£ detail	£ VAT	£ total
Colliers's of Crowmarsh Ltd – graffiti remover and varnish			47.93
The Village Stores – refreshments for APM	9.23		9.23
Clive Collett (Electrical) Ltd – fitting of defibrillators	348.01	69.60	417.61
A.T. Windsor – envelopes for Housing Needs Survey	21.90	4.38	26.28
L. Dalby – Clerk's salary and expenses	511.26		511.26
R. Sherwood - Handyman	60.00		60.00
Post office Ltd – PAYE	72.60		72.60

e) The APM Minutes will be available soon.

10. **Matters for Discussion/Decision**

a) Setting Meeting Date

It was agreed to continue to meet on the Third Tuesday of each month.

b) Inspection and Villager Rotas

The Clerk will distribute new rota lists.

c) Nomination of Bank Signatories

It was agreed that all Councillors would be nominated as Bank Signatories.

d) Nomination of Internal Auditor

It was agreed to nominate Roger Symes as the Internal Auditor.

e) A – Z Directory

It was agreed to produce a new Directory as soon as possible.

The following councillors will update the pages.

Welcome	Cllr Fox
Your Parish Council	Clerk
Your representatives	Clerk
CLP & NP	Cllr Debney
Website	Cllr Baines
FAQ	Clerk
Parish Life and Societies	Cllr Baines
Sports and Recreation	Cllr Baines
Neighbourhood Watch	Clerk
Church	Cllr Baines
Health	Cllr Collett
Local Services	Cllr Robson
Cover and Printing	Cllr Nielsen

f) Village Fete

The Parish Council have been invited to have a stall at the fete. It was agreed to find out if the Ambulance Service would provide a defibrillator demonstration.

The Clerk will also invite the Ambulance Service to provide a demonstration at the Shillingford Hill Residents Association AGM.

g) Jubilee Pavilion

The Jubilee Pavillion Accounts were noted.

It was agreed that plans for the recreation ground and Jubilee Pavilion should be considered as a whole. The use of the facility for Scouts and Sports should remain a priority. The Clerk will invite Tony Windsor to the next meeting to discuss the progress of his plans.

h) Priorities for Action

- Defibrillators – the final defibrillator will be fitted soon.
- 20 mph Speed Limit – Cllr Fox agreed to pursue this matter with County Cllr Atkins.
- Play Facilities – Cllrs Robson and Baines agreed to look into updating the play facilities in the Parish.
- Links with other Councils – it was agreed to work with other local Councils when

	<p>possible. Cllr Debney will prepare a list of actions that could be undertaken with other parishes.</p> <ul style="list-style-type: none"> <li>- Stopping up of old A4130 – Cllr Fox will pursue this matter.</li> <li>- Tennis Courts – It was agreed to remind the tennis club that the wind breaks should be removed until action to strengthen the fence posts had been undertaken.</li> <li>- Other CLP Matters – deferred to next months meeting.</li> </ul>
11.	<p><b>Matters for report and items for inclusion on next month’s agenda</b></p> <ul style="list-style-type: none"> <li>- Cllr Debney reported that the grass verge cutting will begin next week.</li> <li>- Cllr Collett reported that the Shillingford Hill Residents Association AGM will take place on 8<sup>th</sup> July. The site owner Ann Hirst has died after a short illness.</li> </ul>

It was agreed that the next meeting of the Council would take place on Tuesday 16<sup>th</sup> June 2015 at 7.30pm.

There being no further business the meeting was declared closed at 9.45 pm.