

BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL

Minutes of the Parish Council meeting duly convened and held on 15th December 2015 at 7.30pm in the Church Room, Brightwell-cum-Sotwell

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

In attendance: L. Dalby (Clerk).

1.	Apologies for Absence Apologies were received from Cllrs S. Booth, A. McGivan, County Cllr L. Atkins and District Cllr J. Murphy.
2.	Minutes of the meeting held on 17th November 2015 The minutes of the last meeting were agreed and signed by the Chairman.
3.	Declarations of Disclosable Pecuniary Interest. Cllr Collett declared a personal interest in item 5f as Chairman of the Community Shop Committee. There were no declarations of Disclosable Pecuniary Interest.
4.	Public Participation There was none.
5.	Reports a) County Councillor's Report 1. The information requested by David about the budget can be seen on-line at http://mycouncil.oxfordshire.gov.uk/documents/s32024/CA_DEC1515R07%20Service%20Resource%20Planning.pdf that is an updated version, which has just been published and is thus only now in the public domain and I have forwarded the link to him. 2. Budget discussions are continuing and there will be a briefing on 9 th December and a Performance Scrutiny Committee meeting to review proposals on 17 th December. I will forward any new information which emerges from those. 3. The Cabinet papers published this week include some details on where we are with the Household Waste Recycling Centres. In summary that says: <ul style="list-style-type: none">▪ No immediate decisions are taken on site closures or on the development of alternative sites;▪ Opening hours are to be reduced in line with new contract arrangements from 2017 to support in part anticipated cost increases;▪ The retention and development of individual sites and overall capacity is based on further detailed service, financial and affordability analysis;▪ The development of alternative delivery models and partnership arrangements are prioritised through the implementation phase. So there is no decision on any specific closures at the moment. Reductions in hours will be implemented first to balance the budget in the next couple of years whilst work on specific sites is investigated. I am told that this has been possible given the additional funding from the withdrawal of Green Waste Credits. I am not able to be at the meeting on 15 th December in person, so may I wish you all a very Happy Christmas and a peaceful and prosperous 2016.

b) District Councillors' Report
No report.

c) Clerk's Report

The new signs for the telephone boxes have arrived.

In agreement with Cllr Fox and as per the budget I have agreed with the Tennis Club that the Parish Council will contribute half the cost of treating the moss on the Tennis Courts (£220) and also the cost of the annual work on the Millenium Wood which will be between £150 and £300. The County Council initially agreed to a Salt bin at Mackney but refused the salt bin for the end of Church Lane as this is a normal gritting route. However after I pointed out that I thought the grit was for the pavement and the Parish Council were aiming to provide a safe walking route to the school and bus stop they have relented.

d) Planning Report

Ref	Description	PC Rec	Decision
P15/S2748/FU L	Construction of one dwelling and garages. Land between Mount Vernon and North Barn	Object	Approved
P15/S2702/HH	Relocated Access. Haddon Close Orchard, Sires Hill	Approve	Approved
P15/S3305/LB	Demolish existing single storey garage (not listed), adapt existing conservatory (not listed) and build new one and a half storey extension adjoining existing conservatory. Red House, Sotwell St	NSV	Approved
P15/S3567/HH	Convert existing conservatory to Garden Room. Addition of link room to kitchen and dining area. Swan Cottage, Church Lane	No objections	
P15/S3651/HH	Single Storey side extension. Wintles, Mackney Lane	No objections	
P15/S3724/HH	2 Storey extension with external covered storage area and improvements to driveway. 5 Grove Cottages, Didcot Rd	No objections	

e) Neighbourhood Plan Report

The Consultation for the Scoping Report has gone out. A paper is being together of sites that don't meet either local or national policies mindful of the fact that local policies may change.

There is to be a public meeting at the end of February for consultation on the site selection criteria and to update residents on the progress of the Neighbourhood Plan.

The steering group have started to form local policies and written a new process for site selection.

Hugh Colver has advised the Council that he has taken pre-application advice with SODC for the Old Orchard site. It was agreed that Cllr Fox would respond reporting that there will be a Public Consultation in February and once the draft criteria have been considered by the steering group they will be published on the Council website prior to the meeting.

f) Post Office Report

The Open meeting on 24th November was well attended. It enabled people to raise their concerns and ask questions, it also highlighted there was confusion around the options open to the village. The Shop Management Committee is now gathering information on the pros and cons of taking the Post Office into the shop. We have secured a small amount of grant money from Plunkett to assist us in this. We are talking to Community Shops who operated a Post Office Local and those who provide alternative services if the Post Office is not located near them.

Also, we have been investigating Community Post Offices. I have talked to the Parish Council Clerk at Blewbury. The Parish Council has paid for the hire of the room for their Community Post Office for a number of years. To help supplement the income it sells card, stationary and some local goods. It appears that Community Post Offices diversify to provide coffee shops, other services or retail to survive.

We are continuing our discussions with the Post Office, they are providing a retail expert (free of charge) to give advice. The Post Office consultation is open to 6th January.

The Management Committee's aim is to take the vote to the members early in the New Year, when we hope to have explored the financial implications in full.

Cllr Collett will confirm with the Plunkett Foundation the necessary legal framework for a vote.

The Post Master has written to the Parish Council asking them to consider subsidising the current Post Office at £9000 per annum. The Clerk will confirm if the Parish Council has the legal power to do this before the proposal is discussed.

It has also been confirmed that the pub would consider taking the Post Office into its premises.

g) December's Payments for approval

The following accounts for payment were approved.

Payee and reason	£ detail	£ VAT	£ total
AG Cooper – Grass verge Cutting	600.00		600.00
Evergreen Grounds Maintenance – extra cut of Rec	212.00	42.20	254.40
Parish Online - Mapping	28.00	5.60	33.60
Abingdon Stone and Marble – Church War Memorial alterations	270.00	54.00	324.00
L. Dalby – Clerks salary and expenses	508.14		508.14
Post Office Ltd - PAYE	72.60		72.60
Shillingford Hill Residents assoc. – room hire for defibrillator demonstration	40.00		40.00
Brightwell PCC – room hire	110.00		110.00

6. **Matters for Discussion/Decision**

a) Grass Cutting Contract 2016

The Clerk has met with 2 potential grass cutting contractors in conjunction with Tony Windsor representing the School. The quotes will be considered at the January meeting.

b) Maintenance Quotes

	<p>A quote has been received for the tennis court path, concrete pad at the Kings Meadow play area, cycle racks and tennis court fence. The Clerk is hoping to obtain further quotes for the work. It was agreed to consider the work once further quotes had been received.</p> <p>c) Donations It was agreed to pay Shillingford Hill Residents Association £40 for room hire for Defibrillator Training. The request for a donation from the Environment Group was reconsidered following discussions with the group. It was agreed not to make a donation. It was resolved to review the procedure for Section 106 payments to include a request for a report on how the funds have been used.</p> <p>d) Review Complaints Procedure The Complaints Procedure was considered and will be adopted at the next meeting once it has been adapted for Brightwell-cum-Sotwell.</p> <p>e) External Auditor Arrangements 2017/18 It was resolved to choose to have an auditor appointed by the new sector led body which has been set up by NALC with SLCC and the Association of Drainage Authorities from the beginning of the financial year 2017-8 when smaller authorities are responsible for appointing their own external auditor</p> <p>f) Budget 2016/17 The draft budget was discussed. It was agreed to include £3000 for possible works to the Community Shop. The printing of the A-Z was discussed. The pages need to be rechecked for any changes. The Clerk will obtain a quote for a printer to collate and print the booklet. It was agreed that an indication of the cost of work to the play areas would be useful in order to allocate reserves held. It was agreed to keep the Precept at the same level as last year.</p> <p>g) Site B An amendment has been submitted relating to planting, drainage and minor amendments to the roundabout.</p>
7.	<p>Matters for report and inclusion on January's Agenda</p> <ul style="list-style-type: none"> - Traffic monitoring survey – the Clerk will inform OCC that the results of the equipment on Sotwell St will have been affected by temporary traffic lights in the area. - Annual Parish Meeting - Queen's Birthday Street Party - Village Green Procedure for Well Springs - Gigaclear Internet Broadband - Complaints Procedure

It was agreed that the next meeting of the Council would take place on Tuesday 19th January 2016 at 7.30pm.

There being no further business the meeting was declared closed at 9.55pm.

Action List

Reference	Action	Who	Status
2015-10-02	Well Springs Designation	Clerk	See Agenda
2015-10-03	Tennis Court Path	Clerk	Further quotes needed
2015-10-04	Kings Meadow – Concrete Pad	Clerk	Further quotes needed
2015-10-05	Tennis Court Fence	Clerk	Further quotes needed
2015-10-06	Bike Racks	Clerk	Further quotes needed
2015-10-09	OCC Partnership Working	Clerk	Awaiting information
2015-10-11	Bank Signatures	RN/SR/SB	Ongoing
2015-10-12	Asset Register	Clerk	No progress
2015-10-13	File Weeding	Clerk/DF/CC	No progress
2015-10-14	Recreation field Rabbits	Clerk	Top soil delivered CC has spoken to Angus Dart about moving the composting grass
2015-10-15	Notice Boards	Clerk	Ordered and Bob has been asked to look at Sotwell Board
2015-10-16	Paint Slide	Clerk	Bob has paint
2015-10-18	Playdale Platform	Clerk	Bob to complete
2015-10-19	Gate catches Kings Meadow	Clerk	Bob to complete
2015-11-01	Well Springs designation	Clerk	Ongoing
2015-11-02	Grass Cutting Quotes	Clerk	Ongoing
2015-11-03	Village Water Courses	JD	
2015-11-05	2015/16 Budget Review	All Cllrs	See Agenda
2015-11-06	A-Z	RN/ Clerk	
2015-12-01	Respond Hugh Colver	DF	
2015-12-02	Respond Post Master	DF	
2015-12-03	Power to assist Post Office?	Clerk	
2015-12-04	Confirm that Pub would be interested in Post Office	CC	
2015-12-05	Clarify procedure for Village Stores vote	CC	
2015-12-06	Review Donations Procedure	Clerk	
2015-12-17	Report traffic monitoring anomalies	Clerk	