

**BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL**

**Minutes of the Annual meeting of the Parish Council meeting duly convened and held on 17<sup>th</sup> May 2016 at 7.30pm in the Church Room, Brightwell-cum-Sotwell**

**Present:** Cllrs S. Robson (Chair), C. Collett, D. Fox, A. McGivan, J. Debney, and S. Jackson.

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

1.	<p><b>Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office</b>  It was proposed by Cllr Fox and <b>RESOLVED</b> to elect Cllr Robson as Chairman.  Cllr Robson signed the declaration of acceptance of office in the presence of the Clerk.  Cllr Fox thanked everyone for their support and help over the past 5 years.  Cllr Collett thanked Cllr Fox for all his hard work as Chairman.</p>																										
2.	<p><b>Election of Vice-Chairman</b>  It was proposed by Cllr Fox and <b>RESOLVED</b> to elect Cllr Baines as vice-chairman.</p>																										
3.	<p><b>Apologies for Absence</b>  Apologies were received from Cllr S. Booth, Cllr H. Baines and District Cllr J. Murphy.</p>																										
4.	<p><b>Declarations of Disclosable Pecuniary Interest.</b>  There were none.</p>																										
	<p><b>Public Participation</b>  There was none.</p>																										
5.	<p><b>Minutes of the meeting held on 15<sup>th</sup> March 2016</b>  The minutes of the last meeting were agreed and signed by the Chairman.</p>																										
6.	<p><b>Appointment of Internal Auditor</b>  It was <b>RESOLVED</b> to appoint Roger Symes as Internal Auditor.</p>																										
7.	<p><b>Appointment of Planning Committee</b>  It was <b>RESOLVED</b> to appoint Cllrs Fox (Chair), Collett, Debney and McGivan as the Planning Committee</p>																										
8.	<p><b>Appointment of Representatives</b>  It was <b>RESOLVED</b> to appoint the following representatives.</p> <table border="0"> <tr> <td>Councillor in Charge of Finance</td> <td>Cllr Fox</td> </tr> <tr> <td>Footpaths</td> <td>Walking Group</td> </tr> <tr> <td>Kings Meadow and Recreation Ground</td> <td>Cllr Fox</td> </tr> <tr> <td>Jubilee Pavilion</td> <td>Cllr Booth</td> </tr> <tr> <td>Highways</td> <td>Cllr McGivan</td> </tr> <tr> <td>Playground Reports</td> <td>Rota</td> </tr> <tr> <td>Millennium Wood Reports</td> <td>Sue Myatt</td> </tr> <tr> <td>Trustee to Fairthorne Memorial Trust</td> <td>Nick Spencer</td> </tr> <tr> <td>Mineral Strategy</td> <td>Cllr Nielsen</td> </tr> <tr> <td>Earth Trust</td> <td>Cllr Collett</td> </tr> <tr> <td>Grass Verges</td> <td>Cllr Debney</td> </tr> <tr> <td>Public Transport Rep</td> <td>Richard Borner</td> </tr> <tr> <td>Neighbourhood Plan</td> <td>Cllrs Debney, Collett and Baines</td> </tr> </table>	Councillor in Charge of Finance	Cllr Fox	Footpaths	Walking Group	Kings Meadow and Recreation Ground	Cllr Fox	Jubilee Pavilion	Cllr Booth	Highways	Cllr McGivan	Playground Reports	Rota	Millennium Wood Reports	Sue Myatt	Trustee to Fairthorne Memorial Trust	Nick Spencer	Mineral Strategy	Cllr Nielsen	Earth Trust	Cllr Collett	Grass Verges	Cllr Debney	Public Transport Rep	Richard Borner	Neighbourhood Plan	Cllrs Debney, Collett and Baines
Councillor in Charge of Finance	Cllr Fox																										
Footpaths	Walking Group																										
Kings Meadow and Recreation Ground	Cllr Fox																										
Jubilee Pavilion	Cllr Booth																										
Highways	Cllr McGivan																										
Playground Reports	Rota																										
Millennium Wood Reports	Sue Myatt																										
Trustee to Fairthorne Memorial Trust	Nick Spencer																										
Mineral Strategy	Cllr Nielsen																										
Earth Trust	Cllr Collett																										
Grass Verges	Cllr Debney																										
Public Transport Rep	Richard Borner																										
Neighbourhood Plan	Cllrs Debney, Collett and Baines																										
9.	<p><b>Reports</b>  a) County Councillor's Report  Along with representatives from Long Wittenham Parish Council, Wallingford Town Council and Cholsey Parish Council, I had a very useful meeting with representatives of the Environment Agency about the potential impact downstream on the Thames of Oxford of planned flood alleviation works. In particular, we discussed how best to engage local people in future</p>																										

consultation exercises. If any member of the Parish Council would be interested in joining in a future such exercise, please let me know.

Cllr Debney agreed to join the flood alleviation discussion group.

Discussions about Unitary Authorities continue. The District and County Council studies are underway. The earliest any change could happen is April 2019.

Cllr Atkins has been appointed to County Council Planning and Regulations Committee.

b) District Councillor's Report

The District Councillors report was noted and is held on file.

c) Clerk's Report

The Clerk has received a quote to replace the climbing wall on the Playdale Unit. It was agreed to wait until the plans for the playground refurbishment are completed before carryout any work.

d) Planning Report

Ref	Description	PC Rec	Decision
P16/S0751/HH	Extension of existing kitchen. Provision of new garage. Haddon Furze Orchard, Sires Hill	NSV	Granted
P16/S0563/HH	Single Storey rear extension. Magnolia House, Sotwell Street	NSV	Granted
P16/S1260/HH	Erection of 1 <sup>st</sup> floor extension above existing single storey extension. Stewart Memorial, The Street	NSV	
P16/S0950/LB	Retrospective consent for new boiler with external vent pipe to front wall. Proposed painting of front elevation (flint) in white. Replacement of sitting room rear window. Rethatching of the roof. The taking down and reconstruction of the section of the curved red brick boundary wall. Red House Lodge Brightwell - Cum - Sotwell Oxon OX10 ORH	Object	

e) May Payments

Payee and reason	£ detail	£ VAT	£ total
L. Dalby – Clerk's Salary and Expenses	576.38		576.38
Post Office Ltd - PAYE	7.60		7.60
Community First Oxfordshire - Subscription	55.00		55.00
OALC – CiLCA Training Day	12.00	2.40	14.40
CiLCA Registration	250.00		250.00
Filmbank Distribution Ltd – deposit for single screening licence	150.00		150.00

f) N.P. report

The steering group are waiting for the SODC grant before appointing a consultant. It is hoped the first report will be complete by the end of September.

g) Jubilee Pavilion Accounts

To be reviewed next month'

10. **Matters for Discussion/Decision**

a) Adopt Grant Policy

It was **RESOLVED** to adopt the updated Grant Policy.

	<p>b) Discuss Bus Service Review It was agreed to contact the other local Parishes to discuss the proposals from OCC once more information is available.</p> <p>c) Discuss Oxfordshire Together Service Arrangements The Clerk will obtain more information before the next meeting.</p> <p>d) Queen's Birthday Celebrations It was agreed to apply for the full Grant from SODC to contribute to the costs of the Shillingford residents Fish and Chip Supper, the Film Night and Street Party.</p> <p>e) Confirm details of Annual Parish Meeting The school, pre-school and church will give presentations on their future plans. The details and costings of the speed limit review will be discussed.</p> <p>f) Discuss appointing an employment committee Cllr Collett reported that the OALC training day had recommended that the Parish Council should set up an employment committee. It was agreed that procedures for the management of staff should be put in place as a priority. The Clerk will seek further guidance from OALC.</p>
11.	<p><b>Matters for report and inclusion on June's Agenda</b></p> <ul style="list-style-type: none"> <li>- The Verge cuts have started this week.</li> <li>- It was agreed to send 2 councillors to the Unitary Authority workshop</li> <li>- A-Z</li> <li>- Update Website</li> <li>- Benches should be included in the play area inspections</li> <li>- Concerns were raised about the abusive attitude of the garden bin lorry driver</li> <li>- The Pavilion has been had three windows smashed.</li> <li>- There will be an Earth trust Exhibition during the first week in June</li> </ul>

It was agreed that the next meeting of the Council would take place on Tuesday 21<sup>st</sup> June 2016 at 7.30pm

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