

**BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL**

**Minutes of the Parish Council meeting duly convened and held on 19<sup>th</sup> June 2018 at 7.30pm in the Church Room, Brightwell-cum-Sotwell**

**Present:** Cllrs S. Robson (Chair), H. Baines, S. Jackson, G. Gilgrass, C. Collett, A. McGivan and J. Debney.

**In attendance:** L. Dalby (Clerk) and two members of the public.

1.	<b>Apologies for Absence</b> Apologies were received from Cllrs D. Fox, R. Nielsen and County Cllr L Atkins																															
2.	<b>Minutes of the meeting held on 15<sup>th</sup> May 2018</b> The minutes of the meeting held on 15 <sup>th</sup> May 2018 were agreed and signed by the Chairman.																															
3.	<b>Declarations of Disclosable Pecuniary Interest.</b> There were none.																															
4.	<b>Public Participation</b> There was none.																															
5.	<p><b>Reports</b></p> <p>a) County Councillor's Report There was none.</p> <p>b) District Councillors' Report The District Council report was noted.</p> <p>c) Clerk's Report The Clerk will open a separate Bank Account for the Jane Dix bequest. The Shillingford Hill Residents association AGM is on Wednesday 11<sup>th</sup> July. Cllr Robson will attend.</p> <p>d) Planning Report</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Ref</th> <th style="width: 60%;">Description</th> <th style="width: 10%;">PC Rec</th> <th style="width: 15%;">Decision</th> </tr> </thead> <tbody> <tr> <td>P18/S1145/HH</td> <td>Demolition of existing office and conservatory. Erection of new single storey rear extension. Thistledown, The Square</td> <td>NSV</td> <td></td> </tr> <tr> <td>P18/S1144/HH</td> <td>Demolition of existing shed. Erection of new single storey rear extension. Lilicot, The Square</td> <td>NSV</td> <td></td> </tr> <tr> <td>P18/S1535/HH P18/S1536/LB</td> <td>Single storey rear extension and alterations to existing house. The Orchards, The Street</td> <td></td> <td></td> </tr> <tr> <td>P18/S1879/HH P18/S1880/LB</td> <td>Single storey rear extension. Minor internal and external alterations. Marjoram Cottage</td> <td></td> <td></td> </tr> <tr> <td>P18/S1720/HH P18/S1721/LB</td> <td>Two storey oak framed extension to rear of house. Replacement of pool conservatory with oak framed building. The Barn, Brightwell Street</td> <td></td> <td></td> </tr> <tr> <td>P18/S1683/HH</td> <td>Single storey extension to side. Small 2 storey extension along front elevation. Haddon Orchard, Sires Hill</td> <td></td> <td></td> </tr> </tbody> </table> <p>e) Agree June's Payments for approval</p>				Ref	Description	PC Rec	Decision	P18/S1145/HH	Demolition of existing office and conservatory. Erection of new single storey rear extension. Thistledown, The Square	NSV		P18/S1144/HH	Demolition of existing shed. Erection of new single storey rear extension. Lilicot, The Square	NSV		P18/S1535/HH P18/S1536/LB	Single storey rear extension and alterations to existing house. The Orchards, The Street			P18/S1879/HH P18/S1880/LB	Single storey rear extension. Minor internal and external alterations. Marjoram Cottage			P18/S1720/HH P18/S1721/LB	Two storey oak framed extension to rear of house. Replacement of pool conservatory with oak framed building. The Barn, Brightwell Street			P18/S1683/HH	Single storey extension to side. Small 2 storey extension along front elevation. Haddon Orchard, Sires Hill		
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The following accounts for payment were agreed.

Payee and reason	£ detail	£ VAT	£ total
Arrow Fencing – work at Kings Meadow	2175.00	435.00	2610.00
L. Dalby – Clerks salary and expenses	497.95		497.95
HMRC - PAYE	123.60		123.60
John O’Conner Grass Cutting	441.19	88.24	529.43
RCOH Ltd – consultation fees for appeal	1125.00	225.00	1350.00
Rialtas Business Solutions – accounts software	116.00	23.20	139.20

6. **Matters for Discussion/Decision**
- a) To discuss Playground Update  
Handmade Places have completed their survey of Kings Orchard and the plans should be available next month. The publicity for the project is ongoing.
- b) To discuss Little Martins Update  
It was reported that there is still interest in the custom build houses. Cllr Fox’s comments on the latest amendment were approved.
- c) To discuss response to amended plan P18/S1279/FUL - Demolition of agricultural barn and erection of new dwelling and creation of residential curtilage. The Byre Mackney Lane Brightwell-Cum-Sotwell  
Cllr Fox’s comments were discussed and approved.
- d) To discuss the Jubilee Pavilion Management  
Cllr Fox has spoken with Mr Sanger regarding the constitution. It was agreed that an ownership notice is needed for the Pavilion making rules for the use of the field and building.
- e) To receive internal auditors report  
The internal Auditors report was noted.
- f) To agree the Annual Governance Statement  
The Annual Governance Statement was agreed and signed by the Chair and Clerk.
- g) To agree the Accounting Statements for 2017/18  
The Accounting Statements were agreed and signed by the Chair and Clerk.
- h) Villager Report  
Cllr Collett will write the report and include an update on the play area and Little Martins.

7. **Matters for report and inclusion on July’s Agenda**
- Risk Assessment
  - Pavilion
  - Cllr Jackson reported the issue of ongoing flooding in Mackney Lane. The Clerk is to meet with the SODC drainage engineer.
  - There will be a meeting to discuss the development of Slade End.
  - The website needs updating.
  - Clerk to speak to Plymouth Brethren regarding the benches.
  - Summary report of Neighbourhood Plan
  - Open space at Little Martins

Council noted the death of Sally Dugan and reflected on the hard work she had done for the village.

It was agreed that the next meeting of the Council would take place on Tuesday 17<sup>th</sup> July 2018 at 7.30pm. There being no further business the meeting was declared closed at 8.40pm.