

**BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL**  
**Minutes of the Parish Council meeting duly convened on 21<sup>st</sup> February 2023 at 7.30pm In the**  
**Church Room**

**Present:** Cllrs S. Robson (Chair), H. Baines, J. Davys, C. Collett, S. Jackson, J. Debney (part),  
G. Gilgrass, P. Sudbury, A-M Simpson

**In attendance:** G. McEvoy (Clerk) P. Southwell, Mrs M Lee, Kelsey Proctor

1.	<b>Apologies for Absence</b> Apologies received from Cllr Harding, Cllr Nielson (apologies not sent)
2.	<b>Minutes of the meeting held on 17<sup>th</sup> January 2023</b> The minutes of the meeting held on 17 <sup>th</sup> January 2023 were approved and were signed by Cllr Robson
3.	<b>Declarations of Disclosable Pecuniary/Personal Interest</b> Cllrs Debney and Baines declared a personal interest in the Village Hall/Car Park
4.	<b>Public Participation</b> Mr Southwell was in attendance to have his complaint (sent via email to the Parish Council) regarding OCC's hedgerow cutting, specifically in Watermans Lane, formally minuted. It was acknowledged that the works were carried out without the Parish Council's prior knowledge and that Cllr Debney had spoken to the workmen and requested that advance notification of this type of work be given in future.  Cllr Robson addressed some of the issues raised in a recent email from Mrs Lee regarding Waterman's Lane: Cllr Debney had agreed to organise a formal volunteering event on Saturday 4 <sup>th</sup> March. The Duke of Edinburgh participants would be starting the weeding/general maintenance of the Little Martins/Watermans Lane area this weekend (25 and 26 <sup>th</sup> February). It was suggested this would include the bus stop. Cllr Davys discussed the limitations of managing the trees along the Watermans Lane area and stated he had removed as much as he was able. Any further arboreal works would have to be carried out by OCC and/or the landowner (it was raised that there can be difficulties establishing landowners). The council also wanted to take the opportunity to thank Mrs Lee for all her efforts in maintaining the Watermans Lane area for the community and hoped she would continue her good works.
5a	<b>County Councillor's Report</b> Cllr Sudbury reported that he was still pursuing the reduction of the speed limit to 40 mph and having the by-pass street lights dimmed further. It was agreed that a meeting would be arranged with Cllrs Sudbury, Debney and the developers. It was noted that there are still funds in the Cllrs Priority Fund and it was suggested that the Clerk applies for funds to carry out the climbing wall works identified by Arrow Fencing. The Clerk stated, despite chasing the matter, we had not had any progress regarding our previous application for £2000 of the Priority Fund. It was agreed that the clerk would contact the Office again sending copies to Cllr Sudbury. Cllr Gilgrass asked about the proposed yellow traffic box – Cllr Sudbury reported that, at this time, it was felt this was not needed. There was discussion of reducing the speed limit at Shillingford to 20mph. Cllr Sudbury said he would check how this was progressing. Cllr Debney asked about the timetable for the Appleford Crossing as it was hoped this would reduce traffic passing through the village. Cllr Sudbury reported that the single carriageway works are scheduled to start in 2024 and be completed by March 2026.

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	<p>Cllr Debney reported that the recent planting of hedge whips had been 70 per cent successful and thanked the council for their grant.</p>																
5b	<p><b>District Councillor's Report</b></p> <p>Cllr Simpson stated she had sent her report through – Clerk to circulate this to all Councillors. Cllr Collett requested a progress report on “Applecroft” as neighbours are requesting a specific timeline for responses be established. Cllr Simpson stated that she is satisfied with the Officer’s approach and the information requests are for a variety of data not merely one issue. Cllr Collett said that she now felt she could reassure neighbours.</p> <p>Cllr Debney asked that Cllr Simpson thank Ricardo and Rosalyn for all their assistance in bringing our Neighbour Plan to the next stage.</p>																
5c	<p><b>Clerks Report –</b></p> <p>The Clerk requested the Councillors notify her when they are on holiday/unavailable. The Clerk suggested that we investigate moving the PC’s bank account to Nationwide as they still have a presence in Wallingford and transferring some monies into a savings account to accrue interest. The general consensus that this was a good idea - the clerk will discuss this with Cllr Harding on her return. It was agreed that the purchase of Wheelie Bin speed limit stickers (20 mph) should go ahead then be sold to the community at cost price.</p> <p>It was agreed that the overgrown hedgerow along the alleyway leading to Kings Meadow (to the school) will be cut by Forget-me-Not. This was prompted by a letter from a parishioner. The clerk to contact Forget-me-Not to ascertain cost of the works.</p> <p>A S137 from Clean Slate was discussed. The clerk had requested further information from the organisation. Until this information is received no further discussion of the request can take place.</p>																
5d	<p><b>Planning Report</b></p> <p>Cllr Collett raised the issue of O’Neil Homer’s Report and was seeking a volunteer to put together our own response to the consultation. Cllr Robson asked that the councillor further familiarise themselves with the report and Cllr Collett would raise the request again via email.</p> <p>It was reported that following the letter to residents bordering Site B no further information had been provided regarding a residents meeting. The Clerk said she would keep the Parish Councillors informed when further information was available.</p> <p>Cllr Collett notified the meeting of a recent planning application (received after the agenda had been circulated) regarding 36 Greenmere. A proposal has been received to build a 3 bedroom house on the property. It was agreed that Cllrs. Collett, Debney and Davy arrange a site meeting before responding to the planning application.</p>																
5e	<p><b>Agree Payments for approval</b></p> <table border="1"> <thead> <tr> <th>Payee and reason</th><th>£ total</th></tr> </thead> <tbody> <tr> <td>Paul Chilton – Supply of 12 Fruit Trees/Stakes – Little Martins</td><td>£390.00</td></tr> <tr> <td>Acanthus Clew – Steward VH – Professional Services – Installment1</td><td>£6000.00</td></tr> <tr> <td>Acanthus Clew – Steward VH – Professional Services – Installment2</td><td>£600.00</td></tr> <tr> <td>Wel Medical – Defibrillator Pads - Shillingford</td><td>£79.08</td></tr> <tr> <td>Gabrielle McEvoy – Stationery/Postage</td><td>£8.40</td></tr> <tr> <td>Arrow Fencing Repairs to playground equipment</td><td>£414.00</td></tr> <tr> <td>Gabrielle McEvoy – Clerk’s Salary</td><td>£686.92</td></tr> </tbody> </table>	Payee and reason	£ total	Paul Chilton – Supply of 12 Fruit Trees/Stakes – Little Martins	£390.00	Acanthus Clew – Steward VH – Professional Services – Installment1	£6000.00	Acanthus Clew – Steward VH – Professional Services – Installment2	£600.00	Wel Medical – Defibrillator Pads - Shillingford	£79.08	Gabrielle McEvoy – Stationery/Postage	£8.40	Arrow Fencing Repairs to playground equipment	£414.00	Gabrielle McEvoy – Clerk’s Salary	£686.92
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	<p>All payments were agreed with the exception of those to Acanthus Clew as Cllr Gilgrass pointed out that these invoices need to be approved by Richard Todd in accordance with the Procedure on Third Party Payments.</p>
6a	<p><b>Loud Hailer</b></p> <p>Cllr Debney stated that he had now forwarded the invoice to the Clerk this expense having been previously agreed. The Loud Hailer will be kept in the Parish Office for future use.</p>
6b	<p><b>Grounds Maintenance</b></p> <p>The recently received quotation from Scofell was discussed. It was agreed that these costs would need to be reduced. With regards to the requirements of the cricket club it was agreed that Elliot Forster would be approached regarding reducing costs/the club making a bigger contribution. Opportunities for further reductions need to be identified therefore the matter would be raised at the next meeting.</p>
6c	<p><b>Car Park Update</b></p> <p>Cllr Gilgrass reported that the works would be starting in March.</p>
6d	<p><b>EV Chargers</b></p> <p>The Clerk reported that despite previous correspondence with “char.gy” they have not responded to recent requests to find out more about their chargers. Cllr Sudbury asked that we forward information to him as he has a colleague who with expertise in this area.</p> <p>Cllr Baines suggested another possibility would be to create a register of parishioners with have a personal charging point which they may be willing to share with the community.</p>
6e	<p><b>Village Hall</b></p> <p>Cllr Gilgrass reported that there had been a further Liaison Group Meeting on Monday 20<sup>th</sup> February following a meeting with the architect to discuss revised plans. Issues raised had mostly been resolved – the design process continues.</p>
6f	<p><b>Jubilee Pavillion</b></p> <p>The Clerk stated that templates/information used for the Village Hall had been forward to Elliot Forster and Stephanie DiMassa but was not aware of any further progress. It was agreed the Clerk would ascertain if Elliot and Stephanie were still able to project manage the Jubilee Pavillion renovations.</p>
6g	<p><b>Elections</b></p> <p>Cllr Robson reminded the meeting of the 4<sup>th</sup> May elections in which all present incumbents will have to complete a Nomination Form by 4 pm on Tuesday 4<sup>th</sup> April if they wish to stand again.</p> <p>The Clerk will resend the link to access Nomination forms.</p>
6h	<p><b>Boundary Oaks</b></p> <p>The trees for planting have been obtained (at no cost to the PC) and Cllr Debney will organise the planting. The beating of the boundaries will take place on 14<sup>th</sup> May 2023.</p>

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6i	<p><b>Neighbourhood Plan</b></p> <p>Cllr Debney reported that we are at Regulation 15 stage which means the Council have formally accepted the Plan. The next stage, Regulation 16, will happen on Friday 24<sup>th</sup> February (at which stage the Design Code can be implemented). Posters will need to be placed around the village and a copy of the Plan will be made available in the Red Lion Pub, the Village Shop and the Parish Council Office. This stage will finish on 17<sup>th</sup> April 2023 and there is then a 2 week period to make a choice of Examiner in Public (funded by SODC). By September 2023 the process should be complete.</p>
6j	<p><b>King's Coronation</b></p> <p>The Clerk stated that she had received a request from the Chairperson of Shillingford Hill Home Park regarding a donation towards their celebration for the Coronation (as they had previously been awarded a sum for the Platinum Jubilee) it was agreed that the PC would make a similar donation.</p> <p>There will be a film and picnic organised in celebration of the Coronation but at a slightly later date.</p> <p>The villagers celebration, organised by the Community Group, will comprise of a lunch on Sunday 7<sup>th</sup> May from 12.30 and will take the form of a street party. Cllr Davys reported that he had booked tables and chairs and some transport but would appreciate further assistance. Cllr Debney is to organise bunting.</p> <p>The Clerk was asked to organise the closing of the road from 9 a.m. to 6 p.m. It was agreed that the Parish Council would give a grant of £150 toward the costs of this event.</p>
7.	<p><b>Matters for report and inclusion on March Agenda</b></p> <p>Update of Neighbourhood Plan – Discussion regarding examiner</p> <p>Garage Cars</p> <p>Parish AGM</p> <p>Purely Plants Site</p> <p>Personal Computer/Email security</p> <p>Public Transport</p> <p>Elections</p> <p>Saracen Stones</p> <p>Car Park</p> <p>Village Hall</p> <p>Jubilee Pavillion</p>

It was agreed that the next meeting of the Council would take place on Tuesday 21<sup>st</sup> March 2023 at 7.30pm. There being no further business the meeting was declared closed at 9.30pm