

BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL
Minutes of the Annual Parish Council meeting duly convened on 16th May 2023 at 7.30pm In the
Church Room

Present: Cllrs S. Robson (Chair), H. Baines, D. Fisher, G. Gilgrass, J. Davys, S. Jackson, J. Debney, J. Harding, R. Nielsen,
P. Sudbury, A-M Simpson, B. Manning (Partial attendance)
In attendance: G. McEvoy (Clerk), S. Hill

	The meeting began with the appointment of the Chair and Vice-Chair Cllr Davys nominated Cllr Robson as Chair which was seconded by Cllr Baines. Cllr Fisher nominated Cllr Baines as Vice-Chair which was seconded by Cllr Davys.	
1.	Apologies for Absence No apologies	
2.	Minutes of the meeting held on 18th April 2023 The minutes of the meeting held on 18 th April 2023 were approved and were signed by Cllr Robson	
3.	Declarations of Disclosable Pecuniary/Personal Interest Cllr Debney declared a personal interest in the Village Hall/Car Park	
4.	Public Participation There was no public participation.	
5a	County Councillor's Report Cllr Sudbury confirmed that the reduction in speed limits in Shillingford were still on course. It was confirmed that the Police Reports, following the 3 serious accidents that had recently occurred on the A4130, could help expedite the reduction in speed limits. A Priority Grant for speed reduction equipment would be favourably considered.	
5b	District Councillor's Report Cllr Simpson, introduced Ben Manning as a newly appointed District Councillor and highlighted a Community Hub meeting on 6/6/23 at the Cornerstone, Didcot to discuss grants.	
5c	Clerks Report – The Clerk asked all the Councillors to sign a Declaration of Acceptance – completed at the meeting. A request from Celia Collett for use of the Recreation Ground on 1/6/24 for a dog show in aid of Save the Children was approved. It was agreed that the following Councillors would be signatories on the bank: Cllrs Robson, Harding and Debney. The recently distributed Finance Policy was agreed and adopted (with the amendment of a third bank signatory). It was agreed that this policy should be reviewed every 2 years. The recently distributed Banking Payments Policy was agreed and adopted (with the inclusion of Dog bins as a regular payment). It was agreed that this policy should be reviewed every 2 years. The recently distributed Risk Management Policy was agreed and adopted. It was agreed that this policy should be reviewed Annually.	
5d	Planning Report The councillors agreed that former Councillor Collett could continue her involvement with Applecroft. As well as supporting the Planning Committee with transitioning into new roles.	
	P22/S1554/HH	Applecroft, Slade End, (Amendment) A response has been sent to planning objecting to the alterations to the original planning application.
	P23/S1534/HH	Willow Tree, High Road (Extension) There were some concerns from members of the public regarding the works being carried out at this property. It was agreed that the planning committee would continue to monitor closely. There were some issues with access to the site as Fencing had been constructed blocking any views from public areas.
	P23/S1586/HH	Cappaslade Cottage (Extension)

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		This was added to the agenda due to the short timescale for responses. It was noted that the property was within a conservation area which may create complications. Planning Committee to investigate further.
5e	Agree Payments for approval	
	Payee and reason	£ total
	Gabrielle McEvoy – Clerk’s Salary	686.92
	Clive Collett (Electrical) Ltd – installing Pavillion Defibrilator	353.38
	OALC (Training – Roles and Responsibilities x 2)	192.00
	OALC (Training – Property Law for Town and Parish Councils x 1)	48.00
	Forget-me-Not Gardeners strimming docs at Little Martins	50.00
	Scofell Landscapes – grass cutting	1282.28
	Acanthus Clews Instalment 5 Village Hall Planning Stage Fee	6000.00
	Parish Online – Digital Mapping	54.00
	Arrow Fencing – Car Park	2331.90
	RTC – playground resurfacing work	3802.80
	OALC (training – Essentials of Employing People)	36.00
	OALC (training – Councillor Fundamentals x 2)	120.00
	All payments were approved for payment	
6a	Parish Council Roles and Responsibilities	
	Finance – Janet Harding	
	Footpaths – Jason Debney	
	Kings Meadow and Recreation Ground – Graham Gilgrass	
	Jubilee Pavillion – Helen Baines and Sue Robson	
	Village Hall – Graham Gilgrass	
	Highways – Bob Nielsen	
	Playgrounds – Graham Gilgrass	
	Millennium Wood – James Davys	
	Earth Trust – Jason Debney, Bob Nielsen, Derren Fisher	
	Grass Verges – Jason Debney	
	Public Transport – Derren Fisher	
	Neighbourhood Plan – Jason Debney	
	Planning – James Davys, Jason Debney, Derren Fisher	
	Staffing/Legal – Sarah Jackson	
	Drainage – Derren Fisher	
	Website/E-publicity – Helen Baines	
6b	Speeding	
	There were discussions around speeding measures and their expense. It was agreed to explore Councillor grants for funding.	
6c	Clerk’s Salary Review	
	It was unanimously agreed to increase the Clerk’s Salary by 5% from 1/6/23 and review progress in 6 months.	

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6d	<p>Tree Donation</p> <p>It was agreed that the donation of a tree by Dawn Bawden Sills, in memory of her parents could be accommodated on the Recreation Ground. Cllr Debney to advise on location, species and size of tree.</p>
6e	<p>Naming of Street</p> <p>This matter was carried over to the June Meeting</p>
6f	<p>Sarcen Stones</p> <p>This matter was carried over to the June Meeting</p>
6g	<p>Car Park</p> <p>The wording for both the signage and legal agreement were agreed.</p>
6h	<p>Training</p> <p>The Chair acknowledged the uptake of training by councillors. It was agreed that following training attendees should write a review of the training.</p>
6i.	<p>Repairs and Cleaning of play equipment</p> <p>Following an offer of community participation, Cllr Gilgrass was liaising with S. Hill regarding this matter.</p>
6j	<p>Village Hall</p> <p>It was agreed that the pre-planning application for the Village Hall (£549 +VAT) can be paid from CIL money.</p>
6k	<p>Jubilee Pavillion</p> <p>Cllr Robson reported that carpets had been cleaned, a working party was been organised in September to paint the inside of the building and general maintenance work was been carried out until Project Managers come forward to lead a comprehensive refurbishment. Cllr Gilgrass and Nielsen agreed to look at remedial works to prevent the clock tower leak.</p>
6l	<p>APM</p> <p>Arrangements for the APM were discussed.</p>
7.	<p>Matters for report and inclusion on April Agenda</p> <p>Neighbourhood Plan Sarcen Stones Naming of Street Hedges around Brightwell Red Kites Parish Plan</p>

It was agreed that the next meeting of the Council would take place on Tuesday 20th June 2023 at 7.30pm. There being no further business the meeting was declared closed at 9.30pm