

BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL
Minutes of the Parish Council meeting duly convened on 19th September 2023 at 7.30pm In the
Church Room

Present: Cllrs S. Robson (Chair), J. Davys, D. Fisher, S. Jackson, J. Debney, R. Nielsen, J Harding,
G. Gilgrass

In attendance: G. McEvoy (Clerk), G. Sillcott, Cllrs. A-M Simpson and P. Sudbury

1.	Apologies for Absence Apologies received from Cllrs H. Baines, B Manning																		
2.	Minutes of the meeting held on 18th July 2023 The minutes of the meeting held on 18 th July 2023 were approved and were signed by Cllr Robson																		
3.	Declarations of Disclosable Pecuniary/Personal Interest Cllr Debney declared a personal interest in matters regarding the Village Hall.																		
4.	Public Participation There was no public participation																		
5a	County Councillor’s Report Cllr Sudbury reported that, following some difficulties in obtaining the correct contact details regarding the lights on the by-pass, he will contact the relevant parties to discuss turning street lights off at night. He also confirmed that he would try to ascertain when the zebra crossing at Slade End will be installed and investigate the progress of the speed limitations in Shillingford. The County Councillor was also asked to clarify why new street lighting had recently been installed at the Slade End roundabout.																		
5b	District Councillor’s Report The Clerk did not receive the District Councillor’s Report in time to circulate it prior to the meeting. It will be forwarded to all Parish Councillors on 20 th September. Cllr Simpson outlined details on Councillor Grants, will advise when Capital Grants are to be launched and advised that the Land Use Consultation Hub is open until 29/9/23.																		
5c	Clerks Report – It was agreed that The Equality and Diversity Policy (BCSPC Policy 10) and the Terms of Reference for the Planning Committee (distributed prior to the meeting) did not require any amendments and it was unanimously agreed to adopt both documents. The Clerk reported that she had received the Signed External Audit Report from ‘Moore’, (circulated prior to the meeting). Section 3 of the External Auditor Report and Certificate 2022/23 will be uploaded to the Parish Council’s website. The Clerk notified the Council that £70,000 of CIL money had been placed in a Lloyds Bank Savings account and should accrue £1500 interest after a 6 month period. The Clerk queried the necessity of a ‘tree survey’ on Parish Council land. It was noted that local landscapers Cottrell carry out an annual ‘walk around’ to assess any needs. The Clerk was instructed to liaise with the contractors. The Clerk queried the Verge Maintenance Programme of works as there had been no invoice received from Forget-me-Not since 17 th March 2023. It was agreed that Giles Whitehead (of Forget-me-Not) should liaise with the Clerk directly.																		
5d	Planning Report <table><tr><td>P23/S2193/HH</td><td>Lucks All, Mackney Lane (Amendment)</td><td>NO ACTION</td></tr><tr><td>P23/S2497/LB</td><td>Moat Cottage (external decs)</td><td>NO OBJECTION</td></tr><tr><td>P23/S2243/HH</td><td>Honeysuckle Cottage (Annexe/workshops)</td><td>NO OBJECTION</td></tr><tr><td>P23/S1534/HH</td><td>Willow Cottage (Amendment)</td><td>OBJECTION – Approved by SODC</td></tr><tr><td>P23/S2318/FUL</td><td>Chilton Farm (New straw storage)</td><td>NO OBJECTION</td></tr><tr><td>P23/S2700/HH</td><td>24 Little Martins (single storey extn)</td><td>NO OBJECTION</td></tr></table>	P23/S2193/HH	Lucks All, Mackney Lane (Amendment)	NO ACTION	P23/S2497/LB	Moat Cottage (external decs)	NO OBJECTION	P23/S2243/HH	Honeysuckle Cottage (Annexe/workshops)	NO OBJECTION	P23/S1534/HH	Willow Cottage (Amendment)	OBJECTION – Approved by SODC	P23/S2318/FUL	Chilton Farm (New straw storage)	NO OBJECTION	P23/S2700/HH	24 Little Martins (single storey extn)	NO OBJECTION
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	P23/S2780/S73	Bosley's Orchard (Variation)	
	P23/S2691/FUL P23/S2692/LB	Slade End House (Holiday homes/Gym	NO OBJECTION
	P23/S2788/HH	1 Mackney Lane (Rear Extn/Porch)	20/9/23
	Cllr Davys updated the meeting on planning issues with regard to the above applications. He expressed his disappointment that, despite the best efforts of the sub-committee, planning applications for Applecroft, Greenmere and Willow Cottage were all approved by SODC. The development at Slade End House was discussed along with the other planned development in that part of the village. It is the Parish Council's wish, and part of the Neighbourhood Plan, that these separate developments have a holistic approach. To this end Cllr Debney and Davys will arrange a meeting with the 3 parties (Wood, Venners and Whitley) to ensure each development considers these requirements. Cllr Davys outlined the sub-committee's processes in dealing with Planning Applications (copy to be distributed by the Clerk.		
5e	Agree Payments for approval		
	Payee and reason		£ total
	Gabrielle McEvoy – Clerk's Salary		721.27
	Oxford Heritage Partnership		1562.44
	Scofell (Monthly ground maintenance)		1282.28
	RoSPA Play Area Inspections		310.20
	OALC Training		36.00
	Insurance		3600.31
	Moore (External Auditor		504.00
	All payments were agreed		
6	S137 Request from Brightwell-cum-Sotwell Web Group		
	It was unanimously agreed that the Parish Council would meet this request for £300.		
7	Basketball Backboard		
	The meeting unanimously agreed that a new backboard should be purchased and approved the quoted costs of £225. Cllr Gilgrass will place the order with SportsCourts.		
8.	Sensor Lighting in Village Hall Car Park		
	Cllr Gilgrass reported that he had been approached regarding PIR lighting in the new Car Park at the back of the Village Hall. Following a brief discussion it was agreed that this would be contrary to the villages' dark skies policy and contrary to assurances made to neighbouring properties.		
9.	Updating Policies		
	It was agreed that reviewing of policy should only occur once in each electoral cycle unless reviews are required by changes in law, protocol or as the result of a change in circumstance.		
10	Village Hall		
	Cllr Gilgrass reported that a further Liaison Group Meeting was imminent and that progress was on schedule for a Planning Application to be submitted by the end of this year.		
11	Insurance		
	The Annual Insurance Policy is up for renewal on 1 st October (payment approved, see 5e). Both the Clerk and Cllr Jackson had read through the policy and all seemed in order. The Clerk had responded to the insurers advising the timber cladding on the Pavillion (policies states no cladding) but assumes this is merely a formality will not change the premium. The Clerk stated that she had requested a breakdown of		

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	the cost of insuring the Pavillion as it was agreed that the cost of this building insurance should be taken from the Pavillion income and not Parish Council Precept. Cllr Nielsen said that the building insurance should be a separate entity. Due to time constraints this would not be possible this year but should be possible next year.
12.	<p>Millennium Wood</p> <p>Cllr Davys confirmed that his former employers have agreed to carry out some general maintenance once again this year. It was agreed that any cut wood, etc. should, where possible, be put to one side and not burnt. Cllrs Davys and Debney agreed to meet at the wood on 21st September to establish how best to maintain the area.</p>
13.	<p>Succession Planning</p> <p>Cllr Robson reported that, despite some individual approaches, a successor for the Chair had not been found and it was still her intention to stepdown as chair on 31/12/23. Therefore, Cllr Davys earlier proposal that each member of the Council takes on the role of Chair for 6 months was the only viable option at this time. A provisional timetable was proposed as follows:</p> <p>Jan – Jun 24 either Cllr Nielsen or Cllr Baines</p> <p>Jul – Dec 24 Cllr Davys</p> <p>Jan – Jun 25</p> <p>Jul – Dec 25 Cllr Harding</p>
14.	<p>Neighbourhood Plan</p> <p>Cllr Debney reported that he had emailed a response to the Examiner's Report with particular reference to 'Proportion to Population' and is awaiting a reply. The Plan should be reviewed by SODC in October and will be 'made'/carry full weight soon after.</p>
15.	<p>Hedge Cutting Day</p> <p>Cllr Debney will draft an article for the Villager publication to propose that the community come together to cut back overgrown hedges and generally weed all areas of the village. Cllr Robson agreed to post on the WhatsApp group and facebook. A provisional date of January was discussed.</p>
16.	<p>Sarcen Stones</p> <p>Cllr Debney had distributed a draft copy of the community information with regard to the stones. The Councillors approved the content whilst acknowledging some editing is required.</p>
17.	<p>Pavillion</p> <p>Cllr Robson reported back on progress in 'refreshing' the Pavillion. The painting/cleaning day she organised was a resounding success (Cllr Davys thank her organising and managing the day). There was positive feedback from the community volunteers. The efforts have been transformative. The clogged fan in the kitchen has now been replaced, a new kitchen has been sourced from Howdens and members of the Plymouth Brethren Church had offered to fit the new kitchen and make a donation towards the costs. Future works will involve a general clear out of the loft space and replacement of the Clock Tower which is causing significant water ingress and undermining the fabric of the building. Cllr Fisher undertook to locate a replacement clock tower and Cllr Gilgrass suggested John Calvert to fit it once sourced.</p>
18.	<p>Matters for report and inclusion on October's Agenda</p> <p>Quarterly Budget/Budget Planning</p> <p>Village Hall Planning Update</p>

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	Problem Cars Neighbourhood Plan Update and Village Meeting Hedge Tidying Day Environmental Grants RoSPA
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It was agreed that the next meeting of the Council would take place on Tuesday 17th October 2023 at 7.30pm. There being no further business the meeting was declared closed at approximately 9.20 pm