

BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL
Minutes of the Parish Council meeting duly convened on 17th October 2023 at 7.30pm In the
Church Room

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

In attendance: G. McEvoy (Clerk), Cllrs. B Manning (part) and P. Sudbury (part), P Southwell and
S. Hill

1.	Apologies for Absence Apologies received from Cllrs Harding & Simpson	
2.	Minutes of the meeting held on 19th September 2023 The minutes of the meeting held on 19 th September 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 street lighting would be included in next year's budget, looking at reducing the brightness. There was no news on the Zebra Crossing but the speed restrictions at Shillingford were in consultation. Cllr Sudbury confirmed that recent government announcements with regard to 20 mph zones should not impact the Brightwell-cum-Sotwell Parish (BcS). Cllr Debney raised a question with regard to the proposed road scheme which incorporated Culham Bridge. Cllr Sudbury informed the meeting that the Planning Committee did not approve the scheme. An enquiry is scheduled for February and ultimately a Planning Examiner will make the final decision. Cllr Sudbury stated that they were unlikely to adopt the whole scheme. The proposed dual carriageway will undoubtedly impact BcS and will need careful scrutiny as plans develop.	
5b	District Councillor's Report Cllr Manning distributed some copies of the District Councillor's Report (the report will be emailed to all Parish Councillors with these minutes). He congratulated BcS on the adoption of the Neighbourhood Plan. Advised the closing date for Capital Grants (3/11/23) and an extension of District Council Grants until 1/12/23. Aside from the report Cllr Manning advised that the Council had recently passed 2 motions: <ol style="list-style-type: none"> 1. Concerning the recent changes in environmental policy announced by the Government 2. To ensure that all members of staff are awarded the living wage. 	
5c	Clerks Report – The Clerk notified the meeting that a grant cheque for £279.54 had been received from the Community Association to cover the cost of the recently purchased defibrillator battery. The Clerk advised that she had moved £50,000 of the CIL monies into an existing instant access bank account which will accrue interest. It was unanimously agreed that the Clerk should contact both the Cricket and Football Clubs and request that as of 2024, they make a 10 per cent contribution to the cutting of the grass at the Recreation Ground. It was unanimously agreed that the Clerk should appoint Deborah O'Brien as the Internal Auditor for the 2023/24 Audit.	
5d	Planning Report	
	P23/S2691/FUL	Slade End House (Holiday Homes/Gym) Approved by Planners
	P23/S2692/FUL	
	P23/S2788/HH	1 Mackney Lane (Rear Extn/Porch) NO OBJECTION
	P23/S3068/HH	Sinodun House (Rear Exnt) NO OBJECTION
	P23/S3140/HH	Red House, West Sotwell (Extn/Alterations) 25/10/23
	Cllr Davys updated the meeting on planning issues in what had been a relatively quiet month.	

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5e	<p>The Parish Council had had no reason to raise objections to recent planning objections. Cllr Davys advised that he would be carrying out the Planning Procedures with regard to the Red House within the next few days.</p> <p>Cllr Debney raised the withdrawal of planning permission by the owners of Moat Cottage as there were issues raised by the Conservation Group. Cllr Debney supported the original planning permission (the Parish Council had offered no objections) and disagreed with the issues raised by the Conservation Group.</p> <p>Agree Payments for approval</p>												
	<table border="1"> <thead> <tr> <th data-bbox="228 526 1286 568">Payee and reason</th> <th data-bbox="1286 526 1516 568">£ total</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 568 1286 607">Gabrielle McEvoy – Clerk’s Salary</td> <td data-bbox="1286 568 1516 607">721.27</td> </tr> <tr> <td data-bbox="228 607 1286 645">Sylva Consultancy (Village Hall)</td> <td data-bbox="1286 607 1516 645">1164.00</td> </tr> <tr> <td data-bbox="228 645 1286 683">Scofell (Monthly ground maintenance)</td> <td data-bbox="1286 645 1516 683">1282.28</td> </tr> <tr> <td data-bbox="228 683 1286 721">Sports Courts</td> <td data-bbox="1286 683 1516 721">270.00</td> </tr> <tr> <td data-bbox="228 721 1286 757">Creative Haus (Hosting Wordpress)</td> <td data-bbox="1286 721 1516 757">90.00</td> </tr> </tbody> </table>	Payee and reason	£ total	Gabrielle McEvoy – Clerk’s Salary	721.27	Sylva Consultancy (Village Hall)	1164.00	Scofell (Monthly ground maintenance)	1282.28	Sports Courts	270.00	Creative Haus (Hosting Wordpress)	90.00
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6	<p>All payments were agreed</p> <p>Changes to OCC Road Cutting Agreement</p> <p>It was agreed that the Parish Council would not sign the revised S101 Grass Cutting Agreement between OCC and BcS as further clarification was required in the light of extra grass cutting commitments i.e. Little Martins. Cllr Debney will meet with the Clerk to discuss our response.</p>												
7	<p>Village Hall Planning Update</p> <p>Cllr Gilgrass reported that that a Liaison Meeting was scheduled for 30/10/23 and following the meeting planning would be submitted.</p>												
8.	<p>Problem Cars</p> <p>Cllr Robson reported that she had spoken to the garage owner earlier that day but felt little progress had been made. He did report that 5 of the cars parked along the BcS roadside would be removed by the end of the month. However, he made no compromise with regard to remaining vehicles and future plans.</p>												
9.	<p>Neighbourhood Plan Update/Village Meeting</p> <p>The meeting thanked Cllr Debney for his work in getting the Neighbourhood Plan ‘made’. It was proposed that a public meeting be arranged for Tuesday 28th November 2023 to present the final plan to the residents. The Clerk was asked to book the Village Hall for this date. Also, the Final Plan will need printing, Cllr Debney agreed to provide the Clerk with the necessary information to allow her to source 3 quotes for the printing work.</p>												
10	<p>Hedge Tidying Day</p> <p>As this is proposed to take place in 2024, the matter was deferred to the next meeting.</p>												
11	<p>Millennium Wood Management</p> <p>Cllr Davys confirmed that along with his previous employers, Vertex, he had carried out general maintenance at the Millennium Wood and, following a meeting with Cllr Debney, the cut wood had been left on site. Cllr Robson will write to Simon at Vertex to thank them for their time and effort. The Clerk will write to the Environment Group to establish if they are still managing the Millennium Wood on behalf of the Parish Council.</p>												
12	<p>Environmental Grants</p> <p>It was agreed that Cllr Debney and the Clerk would meet to discuss possible projects that may qualify for an Environmental Grant.</p>												

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13.	<p>Succession Planning – Timetable</p> <p>It was agreed that, once Cllr Robson steps down as Chair, the vice-councillor, H Baines will take on the role of Chair for the period January 2024 to June 2024. After this period Cllr Harding will step into the role as Chair from July 2024 to December 2024.</p>
14.	<p>RoSPA</p> <p>This matter was deferred to the next meeting to allow Cllr Gilgrass the opportunity to respond to the RoSPA inspection.</p>
15.	<p>Training Feedback</p> <p>Cllr Robson reported on the first session of the training regarding ‘Impact on Climate Change’ the aim of the training was to establish concrete ideas in ways of improving environmental impacts. Cllr Robson is hoping that at the end of the 3 sessions she will have identified how this may affect BcS.</p>
18.	<p>Matters for reporting and items for inclusion on November’s Agenda</p> <p>Village Hall</p> <p>Feedback from Pavillion Meeting</p>

It was agreed that the next meeting of the Council would take place on Tuesday 21st November 2023 at 7.30pm. There being no further business the meeting was declared closed at approximately 9.00pm