

**BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL**  
**Minutes of the Parish Council meeting duly convened on 16<sup>th</sup> January 2024 at 7.30pm In the**  
**Church Room**

**Present:** Cllrs, H. Baines (Chair), S. Robson J. Davys, D. Fisher, G. Gilgrass, R. Neilsen; S. Jackson;  
A-M Simpson (SODC), P Sudbury (OCC)

**In attendance:** G. McEvoy (Clerk), S. Hill

1.	<b>Apologies for Absence</b> Apologies received from Cllrs Debney, Harding, Manning (SODC)
2.	<b>Minutes of the meeting held on 19<sup>th</sup> December 2023</b> The minutes of the meeting held on 19 <sup>th</sup> December 2023 were approved and were signed by Cllr Baines
3.	<b>Declarations of Disclosable Pecuniary/Personal Interest</b> None declared
4.	<b>Public Participation</b> 1. Mr Hill advised that due to illness and inclement weather the bus stop refurbishment was not yet completed but the matter was in hand. He also offered assistance with cutting back overgrown hedge rows.
5a	Cllr Robson, acknowledged the new Chair and thanked Cllr Baines for taking on the role for the next 6 months.  <b>County Councillor’s Report</b> Cllr Sudbury was asked if he could offer any assistance with the drainage issues being experienced in Church Lane. It was explained that the matter had been reported on FixMyStreet, a year ago and contractors eventually attended to clear tree roots from the drainage channels but did not complete the works and the problem has reoccurred. With the current freezing conditions the escape of water is a significant hazard to users of Church Lane. Cllr Sudbury will explore as to whether he can influence a speedier repair.
5b	<b>District Councillor’s Report</b> The District Councillor’s report had been distributed prior to the meeting. It was agreed that the Promotional Poster for “Building our Future Together” would be displayed on Parish Council Noticeboards (Clerk to expedite this). Cllrs Robson and Debney are scheduled to attend one of the “In-Person” meetings being offered by District Councillors.
5c	<b>Clerks Report –</b> <ul style="list-style-type: none"> <li>• The Clerk stated that an agreement had now been achieved with the Cricket Club with regard to the future grass cutting needs at the Recreation Ground. She would draw up a letter so both parties were clear on their commitments and a representative of the Cricket Club and the Chair of the Parish Council would sign the document. It was agreed that a three yearly review would be appropriate. Following some clarification regarding the cutting of the Little Martin’s swale, the Parish Council were now in a position to agree the 2024 grass cutting contract with Scofell.</li> <li>• In response to the Clerk’s request for an update regarding IT support, Cllr Jackson reported that she has contacted PC Technicians in Wallingford (01491 825449) who offer IT support at £65 + VAT per hour. It was suggested that the Clerk arrange an hour session in which all Cllrs could drop in to resolve any IT issues.</li> <li>• The Clerk stated that the £70,000 of CIL money placed in a fixed term high interest account was about to mature. The meeting agreed that the money, including interest accrued, should remain in a fixed term, high interest account.</li> </ul>

**BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL**

**Minutes of the Parish Council meeting duly convened on 16<sup>th</sup> January 2024 at 7.30pm In the Church Room**

5d	<b>Planning Report</b>	
	P23/S4152/FUL	Village Hall
	P23/S4336/DIS	Apple Croft, Slade End (variations)
	<p>Cllr Davys reported that the Apple Croft submission was a discharge of their duties and required no further action from the Parish Council.</p> <p>The Planning Permission for the refurbishment of the Village Hall was discussed and it was requested that the word “Café” should be removed from the plans and that the door at the front of the hall was clearly labelled as the “Main” entrance. Cllr Gilgrass stated he would liaise with the architects and ask that the drawings are amended accordingly.</p> <p>It was pointed out that the Planning Application incorrectly appears in the name of the Parish Council and not Village Hall – the Clerk was asked contact planning for this amendment to be made.</p> <p>The Council took a vote as to whether they wanted to support the Planning Application for the Village Hall and it was unanimously agreed that the Parish Council’s comments should be in support of the plans as submitted.</p>	
5e	<b>Agree Payments for approval</b>	
	Payee and reason	£ total
	Gabrielle McEvoy – Clerk’s Salary	721.27
	Ridge & Partners (Village Hall)	3000.00
	All payments were agreed.	
6	<b>Cut Your Hedge Day</b>	
	A 2 week period at the start of February had been set by Cllr Debney. Cllr Davys had submitted an article to The Villager. Cllr Baines would liaise with Cllr Debney for further information.	
7	<b>Neighbourhood Plan Meeting 30/1/24</b>	
	The Clerk was asked to make Posters for the Noticeboards advertising this event.	
8.	<b>Agree Parameters for Pavillion Upgrade Project</b>	
	<p>Following on for a zoom meeting with Pinelog (architectural practice). It was agreed that Cllrs Robson and Fisher would take the lead on progressing this project. Cllr Baines proposed that a budget of £5000 should be given to Cllrs Robson and Fisher to progress the project to a pre-planning stage and this was seconded by Cllr Davys.</p> <p>It was recognised that the Village Hall, Jubilee Pavillion and Brightwell School’s Eco-classroom project could all be running simultaneously. Cllr Gilgrass requested that any fund-raising/applications for grants are co-ordinated to avoid any risks of the projects competing and thus negatively impacting one and other.</p> <p>Cllr Fisher reported back on his research into the Jubilee Pavillion’s Clock Tower repairs. The cost to repair/replace were prohibitive and it was agreed that volunteers would carry out some maintenance in the Spring to stop the ingress of water.</p>	
9.	<b>Joint Local Plan</b>	
	The consultation period for the Plan is between 10 <sup>th</sup> January and 21 <sup>st</sup> February 2024. Cllrs had been sent access to the online interactive version. Concerns were discussed that the village would no longer be described as a “small” village would could impact its autonomy. The importance of participating in this	

**BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL**  
**Minutes of the Parish Council meeting duly convened on 16<sup>th</sup> January 2024 at 7.30pm In the**  
**Church Room**

10	<p>dialogue was stressed. Cllrs Robson and Debney will report back following their attendance at the “In-Person” meeting.</p> <p><b>Holiday Cover for Councillors</b></p> <p>As Cllr Davys will be away for most of March he would need to deputise his role on the Planning sub-committee to ensure Planning Applications were responded to in accordance with the Parish Council’s protocol. Cllr Fisher volunteered to take the lead role in Cllr Davys absence.</p>
11.	<p><b>Matters for reporting and items for inclusion on February’s Agenda</b></p> <p>No matters were raised.</p>

It was agreed that the next meeting of the Council would take place on Tuesday 20<sup>th</sup> February 2024 at 7.30pm. There being no further business the meeting was declared closed at approximately 8.40pm