

**BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL**

**Minutes of the Parish Council meeting duly convened on 11th June 2024 at 7.30pm In the Church Room**

**Present:** Cllrs J. Harding (Chair), S. Robson, J. Davys, J. Debney, D. Fisher  
B. Manning (SODC)

**In attendance:** G. McEvoy (Clerk)

Before the start of the meeting a Chair needed to be appointed. Cllr Robson proposed Cllr Harding and this was seconded by Cllr Davys. Following a vote the proposal was unanimously agreed.

1.	<b>Apologies for Absence</b> Apologies received from Cllrs Baines, Gilgrass, Nielsen, Jackson, Simpson (SODC) and Sudbury (OCC)
2.	<b>Minutes of the meeting held on 21<sup>st</sup> May 2024</b> The minutes of the meeting held 21 <sup>st</sup> May 2024 were approved and signed by Cllr Harding. Cllr Harding discussed matters arising from these minutes: <ul style="list-style-type: none"><li>• The issue of using weedkiller was discussed. The Clerk reported that it has been brought to her attention that it was usual for the Grounds Maintenance Contractor to occasionally use weedkiller and they had been asked to spray the path by the Tennis Club.</li><li>• It was confirmed that Cllr Nielsen had composed a response to the late submission regarding The Rodings and Cllr Davys had submitted this to the planning officer.</li><li>• The issues of the Verges, not necessarily specific to Mackney Lane, was raised. Cllr Debney telephoned Ben (local gardener) during the meeting. It was agreed that Ben would provide the Clerk with a copy of his Public Liability Insurance and would begin verge work on Saturday 15<sup>th</sup> June.</li></ul>
3.	<b>Declarations of Disclosable Pecuniary/Personal Interest</b> None declared
4.	<b>Public Participation</b> <ul style="list-style-type: none"><li>• No members of the public were present.</li></ul>
5a	<b>County Councillor's Report</b> <ul style="list-style-type: none"><li>• The County Councillor had sent his apologies</li></ul>
5b	<b>District Councillor's Report</b> <ul style="list-style-type: none"><li>• The District Councillors' Report had been circulated prior to the meeting. Cllr Manning highlighted the survey about Open Spaces. Cllr Debney said he had looked at the survey and felt the questions were too non-specific. Cllr Manning mentioned Capital Grant funding and advised that a Funding Advice Session would be held on 20<sup>th</sup> June. There would be telephone or teams meeting appointments available for those unable to attend. He talked about the Rural Crimes initiative and the consultation on a Reservoir in Abingdon.</li><li>• Cllr Debney queried Regulation 19 and felt that despite assurances to the contrary there was not sufficient safeguarding should Brightwell-cum-Sotwell become a larger village. He requested a meeting with Cllr Simpson – Cllr Manning said he would pass on this request.</li><li>• Cllr Robson raised the issue of speeding in the village and approaches from parishioners on this topic. Cllr Manning mentioned the Speedwatch initiative.</li></ul>
5c	<b>Clerks Report –</b> <ul style="list-style-type: none"><li>• The Clerk had now obtained 3 quotes with regard to felling of 2 trees on the Recreation ground. It was unanimously agreed to proceed with the quote from Cottrell's as, although slightly more expensive, their knowledge of the village, emergency responses and general goodwill was valuable to the parish.</li><li>• Cllr Debney requested that Cottrell's be asked to check the Ash trees around King's Meadow to ensure they had not deteriorated further.</li></ul>

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5d	<ul style="list-style-type: none"> <li>Following a request from the Scout group, it was unanimously agreed that the Scouts could erect insect houses on Greenmere. Cllr Debney offered to make a presentation to the Scouts regarding encouraging insects into the village. The Clerk will correspond with Hilary Rogerson on this matter.</li> <li>A donation of £500 had been made by the Plymouth Brethren Community towards the purchase of 3 Defibrillators to replace those that are now out of warranty. It was unanimously agreed to accept the donation and the Parish Council extend their gratitude for this kind offer.</li> </ul> <p><b>Planning Report</b></p> <table border="1"> <tr> <td>P24/S1284/HHJ</td><td>5 Grove Cottages, Didcot Road (Oak framed Orangery)</td></tr> </table> <p>Cllr Davys stated that the Parish Council had submitted no objections with regard to this planning application.</p> <p>Cllr Fisher stated that decisions regarding The Rodings and The Highlands should be published by 18<sup>th</sup> June.</p> <p>Cllr Davys discussed the meeting attended by himself and Cllr Debney at Slade End. The meeting was arranged by the agent of Sweetcroft for the residents in that area. Cllr Debney gave a presentation and how the various developments at that end of the village fitted into the Neighbourhood Plan.</p>	P24/S1284/HHJ	5 Grove Cottages, Didcot Road (Oak framed Orangery)												
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5e	<p><b>Agree May Payments for approval</b></p> <table border="1"> <tr> <th>Payee and reason</th><th>£ total</th></tr> <tr> <td>Gabrielle McEvoy – Clerk’s Salary</td><td>798.00</td></tr> <tr> <td>Scofell (grounds maintenance)</td><td>1089.42</td></tr> <tr> <td>Stewart Village Hall (rental of Parish Council Office)</td><td>792.00</td></tr> <tr> <td>Stewart Villag Hall (Room Rental for APM)</td><td>49.00</td></tr> <tr> <td>C. Baines (Printing of Speeding Signs)</td><td>74.66</td></tr> <tr> <td>D. O’Brien (Internal Auditor)</td><td>225.00</td></tr> </table> <p>All payments were agreed.</p>	Payee and reason	£ total	Gabrielle McEvoy – Clerk’s Salary	798.00	Scofell (grounds maintenance)	1089.42	Stewart Village Hall (rental of Parish Council Office)	792.00	Stewart Villag Hall (Room Rental for APM)	49.00	C. Baines (Printing of Speeding Signs)	74.66	D. O’Brien (Internal Auditor)	225.00
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6	<p><b>Succession Planning</b></p> <p>It was agreed to carry this matter over to the next meeting when, hopefully, more of the Councillors will be in attendance.</p>														
7.	<p><b>Draft AGAR/Internal Auditor’s Report</b></p> <p>The AGAR and Auditor’s Report had been circulated prior to the meeting.</p> <p>The Clerk raised the issue as to whether or not the Parish Council were Trustees of the Recreation Ground and the Jubilee Pavillion. Those listed as Trustees on the Charity Commission’s website confirmed that this was part of their role as Parish Councillors. The Parish Council are responsible for the maintenance and running of the Pavillion therefore the inference is that the Parish Councillors also act as Trustees for the building. The matter was raised as there has been some inconsistency when completing the AGAR over the past few years but it was agreed that the YES Box, No. 9 of Page 4 on the AGAR should be ticked. Following some discussion of the Auditor’s Report it was noted that the audit and the expectations put on both the Clerk and the Council was a great burden and seemed unnecessarily onerous. Following the discussion Page 4 of the AGAR was completed and duly signed by the Chair and the Clerk. Page 5 of the AGAR was also signed by the Chair and the Clerk. The AGAR is now ready for submission with accompanying documents.</p>														
8.	<p><b>Speeding in Village</b></p> <p>Cllr Robson expressed her disappointment that members of the public, who had indicated they would attend, were not present. Having already raised the issue with Cllr Manning, it was agreed that the Clerk would make contact with residents in Slade End who had been previously sent the Speedwatch</p>														

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	information to see if they had any feedback. She would also send the information to Anne Salisbury in the hope that villagers could be mobilised into taken action. Cllr Robson had also written to Community Policing and was awaiting a response.
9.	<b>Benson Community Shed</b> An email and proto-type letter had been circulated prior to the meeting. The Councillors unanimously agreed that they would support this Community Project – the Clerk was asked to complete the correspondence.
10.	<b>Planting Plan for Village Hall Car Park</b> Cllr Debney reported he had drawn-up a plan but had not yet sent it to Cllr Gilgrass. He stated that the narrow strip around the car park would only be suitable for Hornbeam and would negotiate with the gardener for this work to be undertaken in September.
12.	<b>Matters for reporting and items for inclusion on July's Agenda</b> 2025 Chair Succession

It was agreed that the next meeting of the Council would take place on Tuesday 16<sup>th</sup> July 2024 at 7.30pm. There being no further business the meeting was declared closed at approximately 9.15 pm