

BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL
Minutes of the Parish Council meeting duly convened on 16th July 2024 at 7.30pm In the Church
Room

Present: Cllrs J. Davys (Chair), J. Debney, D. Fisher, R Nielsen, P. Sudbury (OCC) [Part]

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

1.	Apologies for Absence Apologies received from Cllrs Harding, Baines, Gilgrass, Jackson, Robson, Simpson (SODC) and Manning (SODC)				
2.	Minutes of the meeting held on 11th June 2024 The minutes of the meeting held 11 th June 2024 were approved and signed by Cllr Davys.				
3.	Declarations of Disclosable Pecuniary/Personal Interest None declared				
4.	Public Participation <ul style="list-style-type: none"> No public participation. 				
5a	County Councillor's Report <ul style="list-style-type: none"> Cllr Sudbury reported that he had requested that the cycle path on the A4130 is widened, with overhanging branches removed. The County Council have been examining precedents and criteria for turning off the by-pass lights outside of peak hours. Paul Firmer, Head of Highways, has a proactive approach therefore we can expect some action on this matter in the near future. Cllr Debney expressed concerns regarding the suspension of the Wallingford School Bus which would see an increase in pedestrian and cyclists crossing the A4130 at Slade End. He requested if the installation of the promised pedestrian crossing could be accelerated to meet the needs at the start of the new school year in September. Cllr Sudbury agreed to take this matter back to his colleagues. 				
5b	District Councillor's Report <ul style="list-style-type: none"> No SODC Councillor present 				
5c	Clerks Report <ul style="list-style-type: none"> The Clerk reported that she had asked Dave Cottrell to survey trees at Kings Meadow, as requested at the last meeting. Cottrell's reported back that he would recommend raising some of the trees over the play areas and removing large dead branches which overhang paths. He provided a quote of £900 + VAT for these works. It was unanimously agreed by the Councillors to accept the quotation and instruct Cottrell's to proceed with the recommended work. The Clerk reported that the investment in the high interest account will mature on 24th July, whereby a further £1242.08 would be accrued. It was unanimously agreed that we should continue investing this money in short-term investments of 6-9 months. Prior to the meeting the Clerk had distributed an Investment Policy (as recommended by the Internal Auditor). It was unanimously agreed that the Council would adopt this policy. The Clerk raised the issue of the list of maintenance issues at the Pavillion, specifically the leaking Clock Tower. It was agreed that, when the roofer is appointed to replace missing tiles, he is instructed to seal leaks around the clock tower at the same time. Following a query from a parishioner, it was unanimously agreed that a sign, declaring that the Parish Council accept no responsibility for loss or damage to vehicles parked in the Pavillion car park should be placed on the noticeboard at the Pavillion. 				
5d	Planning Report <table border="1"> <tr> <td>P24/S1930/HH</td><td>Rosemary, West End (side extn)</td></tr> <tr> <td>P24/S1885/LB</td><td>Orchard Cottage, Old Nursery Lane (Orangery)</td></tr> </table>	P24/S1930/HH	Rosemary, West End (side extn)	P24/S1885/LB	Orchard Cottage, Old Nursery Lane (Orangery)
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5e	<p>Cllr Davys reported that the Parish Council submitted a response of no comments with regard to these application.</p> <p>He reported that The Highlands, High Road had been granted planning permission but the Planning Officer had taken into account Cllr Fisher's comments on behalf of the Parish Council, and these were reflected in the planning permission conditions.</p> <p>.Agree July Payments for approval</p>												
	<table border="1"> <thead> <tr> <th data-bbox="240 495 1286 528">Payee and reason</th><th data-bbox="1286 495 1520 528">£ total</th></tr> </thead> <tbody> <tr> <td data-bbox="240 528 1286 562">Gabrielle McEvoy – Clerk's Salary</td><td data-bbox="1286 528 1520 562">798.00</td></tr> <tr> <td data-bbox="240 562 1286 595">Scofell (grounds maintenance)</td><td data-bbox="1286 562 1520 595">1089.42</td></tr> <tr> <td data-bbox="240 595 1286 629">Gallagher (insurance)</td><td data-bbox="1286 595 1520 629">45.24</td></tr> <tr> <td data-bbox="240 629 1286 663">All Outdoor Elements (Ben Lawrence)</td><td data-bbox="1286 629 1520 663">330.00</td></tr> <tr> <td data-bbox="240 663 1286 696">WelMedical (Defibrillators)</td><td data-bbox="1286 663 1520 696">3060.00</td></tr> </tbody> </table>	Payee and reason	£ total	Gabrielle McEvoy – Clerk's Salary	798.00	Scofell (grounds maintenance)	1089.42	Gallagher (insurance)	45.24	All Outdoor Elements (Ben Lawrence)	330.00	WelMedical (Defibrillators)	3060.00
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6	<p>Cllr Nielsen queried the payment to Gallagher which was for administration costs of increasing the Council's liability should illegal behaviours result in the Council's monies been stolen. The internal Auditor had highlighted that the current insurance of £180,000 did not cover all the monies held by the Parish Council. The Clerk has raised the insurance to £230,000. Cllr Nielsen expressed concerns regarding "over insuring" and that we should recognise that the Internal Auditor can make recommendations but the Council are not obligated to adopt all their proposals. All payments were agreed.</p> <p>Matters Arising from previous minutes</p> <p>The Planting Plan (Item 10) had not yet been submitted.</p>												
7.	<p>Speeding Initiative</p> <p>It was noted that Jamie Cresswell had offered to co-ordinate the village's approach to the Thames Valley Speedwatch initiative. He is working with other parishioners on the criteria and training required.</p>												
8.	<p>Agree Chair(s) 2025</p> <p>In the absence of the majority of Councillors, Cllr Nielsen offered to take on the role of chair for the period Jan – June 2025 with Cllr Davys covering the July to December period. This matter was agreed in principle but will be raised in September's meeting to allow absentee Councillors to express a preference for these times.</p>												
9.	<p>Budget Review</p> <p>The Budget was circulated prior to the meeting. The Councillors had no questions or concerns with regard to the budget. The Clerk pointed out that there was an approximate £6000 overspend at this stage but it was felt that this would be mitigated throughout the financial year.</p>												
10.	<p>Asset Register Review</p> <p>The Asset Register was circulated prior to the meeting. The Councillors concurred that the Register was as expected.</p>												
11.	<p>CIL Monies</p> <p>The Clerk reported that CIL monies due from the Deanfield Development (£44,505.00) were due in October 2024. It was unanimously agreed that these monies should be automatically transferred to the Council's bank account.</p>												
12.	<p>Culvert Grant</p> <p>Cllr Debney reported on his site meeting with James Feast to discuss the flooding issues in the village. It was agreed that a grant of £15,000 would be awarded to Brightwell-cum-Sotwell for the installation of culverts to redirect flood waters, initially at West End, Church Lane and the Garage with further works to</p>												

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13.	<p>follow. This may include installing culverts in private gardens. Cllr Debney wanted to commend James Feast for his professionalism and asked Cllr Sudbury to report this commendation to relevant parties.</p> <p>Pavillion Refurbishment</p> <p>Cllr Nielsen shared sketches of recent proposals for the refurbishment of the Jubilee Pavillion. He reports that he is hoping to have outline plans to share with the Council at the September meeting. Cllr Debney stated that he felt what was being proposed was a good design which had been well thought out. He did raise some concerns with the amount of space/rooms being created between the School, the Stewart Village Hall and the Pavillion.</p>
14.	<p>SODC Joint Local Plan 2041</p> <p>Unfortunately, the absence of a District Councillor did not allow for discussion of the is matter. The Clerk was requested to contact Cllr Simpson and ask for a meeting to be arranged (as minuted under 5b in the June meeting). Cllr Debney would like to discuss the criteria for classifying Brightwell-cum-Sotwell as a 'large' village and to discuss how this decision was made.</p>
15.	<p>Little Martins Land Management Plan</p> <p>The Land Management Plan, produced by Mr Southwell, had been distributed prior to the meeting. Mr Southwell explained that the document defined land ownership at Little Martins and identified areas of responsibility. The Council confirmed that they felt the details in Section 6 – Annexe B reflected previous discussions with regard to the Parish Council's maintenance of land in their ownership. However, the Council were not in a position to formally adopt the document as the Council reserves the right to deviate from the document when climate, budget or resources necessitates.</p>
16.	<p>Matters for reporting and items for inclusion on September's Agenda</p> <p>Culvert Works</p> <p>Pavillion</p> <p>2025 Chair</p>

It was agreed that the next meeting of the Council would take place on Tuesday 17th September 2024 at 7.30pm. There being no further business the meeting was declared closed at approximately 9 pm