

BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL
Minutes of the Parish Council meeting duly convened on 15th October 2024 at 7.30pm In the
Church Room

Present: Cllrs H. Baines (Chair), D. Fisher, J. Debney, G. Gilgrass, S. Jackson, R Nielsen and A-
M Simpson (SODC) [Part]
In attendance: G. McEvoy (Clerk)

1.	Apologies for Absence Cllrs. J. Harding, S. Robson, J. Davys and P. Sudbury												
2.	Minutes of the meeting held on 17th September 2024 The minutes of the meeting held 17 th September 2024 were approved and signed by Cllr Baines.												
3.	Matters Arising from Previous Minutes There were no matters requiring discussion at this time.												
4.	Declarations of Disclosable Pecuniary/Personal Interest None												
5.	Public Participation None												
6a	County Councillor's Report <ul style="list-style-type: none">The County Councillor had sent his apologies.												
6b	District Councillor's Report <ul style="list-style-type: none">Cllr Simpson reported that the Local Plan was out for consultation until 12/11/24 and assured the meeting that BcS' representations regarding reclassification to tier 3 had been considered. Cllr Debney expressed his concerns regarding the scoring system which he believes inaccurately reclassifies BcS to a tier 3. Cllr Simpson stated that these concerns could be expressed directly through the Inspection via Regulation 19. Cllr Debney will make representations on behalf of the Parish Council.Cllr Simpson advised that changes to digital provision may affect personal alarms/fire alarms and stated that users should contact their provider to ensure they will not be impacted.												
6c	Clerks Report <ul style="list-style-type: none">The Clerk notified the meeting that a S137 request had been received from CAB but as it was too late for this month's agenda it would have to be discussed in November's meeting.The Clerk informed the meeting that further CIL monies (£44,505) will be received at the end of this month.It was unanimously agreed that Deborah O'Brien should be appointed as our Internal Auditor for 2024/25 AGAR.Policy No. 21, Sexual Harassment Policy and Procedure was discussed and the Council agreed to formally adopt this policy.The maintenance needs of the Tennis Club were briefly discussed following a meeting between Cllr Gilgrass and Tony Windsor. The Cllrs agreed in principle to a 50% contribution towards Court cleaning cost if the Tennis Club are agreeable to pay the remaining 50%. Clerk to communicate with Tennis Club.												
6d	Planning Report There were no outstanding Planning Applications for discussion.												
6e	Agree October Payments for approval												
	<table> <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>Moore (External Auditor)</td><td>504.00</td></tr> <tr> <td>Simpson Architecture (Pavillion)</td><td>3350.00</td></tr> <tr> <td>Brightwell Vineyard (AGM Refreshments)</td><td>35.80</td></tr> </table>	Payee and reason	£ total	Gabrielle McEvoy – Clerk's Salary	798.00	Scofell (grounds maintenance)	1089.42	Moore (External Auditor)	504.00	Simpson Architecture (Pavillion)	3350.00	Brightwell Vineyard (AGM Refreshments)	35.80
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	Bob Nielsen reimbursement (Combination lock for Recreation ground)	13.99	
	Arrow Fencing (Repairs to KM play equipment)	546.00	
	Wicksteed (M20 Protective Nut Caps)	100.68	
7.	<p>All payments were agreed.</p> <p>Vote on Chair of Pavillion</p> <p>It was unanimously agreed the Cllr Robson take over the role as Chair of the Pavillion.</p>		
8.	<p>Plans for on-going Management of the Pavillion</p> <p>A Pavillion meeting is scheduled for Tuesday 22nd October. The proposals put forward by Cllr Robson, circulated prior to the meeting, were approved. Cllr Gilgrass requested a 'Business Plan' .</p>		
9.	<p>Pavillion Refurbishment</p> <p>Cllr Nielsen reported that the next stage of the process was to determine the types of materials to be used. Decisions such as roof coverings, cladding materials, whether a modern or rustic look is required, are need before submitting drawings for planning permissions. He stated that it would be helpful if, when he shares information, Cllrs responded as 'no reply' will be determined as agreement. It was unanimously agreed that Cllr Nielsen should continue to the next stage i.e "Design development and preparation of drawings and documentation for a full planning application at a cost of £2850.</p>		
10.	<p>Clerk Recruitment</p> <p>2 applications had been received for the post of Parish Clerk. It was agreed the CV's and applications be shared with the whole Council. Janet, Helen and Sarah would carry out interviews at the end of October/beginning of November.</p>		
11.	<p>Village Hall</p> <p>Cllr Gilgrass reported that the focus was on fundraising. It had been agreed to tackle the refurbishment in 3 phases with Phase 1 being to protect the integrity of the building at an estimated cost of £1 million. Meetings have been arranged with a semi-professional fundraiser to establish a strategy and they have had some preliminary discussions regarding National Lottery Funding.</p>		
12.	<p>Highways Engagement Meeting</p> <p>Cllrs Baines and Fisher met with Highways and gave positive feedback. They learnt more about the Superuser(s) scheme and are appealing for volunteers to take on the role.</p>		
13.	<p>Car Park Planting</p> <p>It was unanimously agreed that Cllr Nielsen would arrange the planting of Lavender around the perimeter of the Car Park and a budget of £1500 should be allocated although works would not start until 2025.</p>		
14.	<p>Matters for reporting and items for inclusion on November's Agenda</p> <p>Cllr Baines raised the issue of Steve Colan's proposal for a wildlife camera at the Millennium Woods. The proposal was agreed in principle but the Council would need details regarding Processes and Procedures and on the type of camera to be used and its costs. It was agreed this item should be added to November's agenda along with:</p> <p>Village Hall Recruitment 2025 budget Sports Courts S137 Donation Request from CAB</p>		

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It was agreed that the next meeting of the Council would take place on Tuesday 19th November 2024 at 7.30pm. There being no further business the meeting was declared closed at approximately 9.15 pm.