

**BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL**

**Minutes of the Parish Council meeting duly convened and held on 19<sup>th</sup> February 2019 at 7.30pm in the Church Room, Brightwell-cum-Sotwell**

**Present:** Cllrs H. Baines (Chair), A. McGivan, S. Jackson, G. Gilgrass, C. Collett, and J. Debney.

**In attendance:** L. Dalby (Clerk), County Cllr L. Atkins and two members of the public.

1.	<p><b>Apologies for Absence</b> Apologies were received from Cllr S. Robson, D. Fox and R. Nielsen.</p>																
2.	<p><b>Minutes of the meeting held on 15<sup>th</sup> January 2019</b> The minutes of the meeting held on 15<sup>th</sup> January 2019 were agreed and signed by the Chair.</p>																
3.	<p><b>Declarations of Disclosable Pecuniary Interest.</b> There were none.</p>																
4.	<p><b>Public Participation</b> Mr Dobbin raised concerns about the verge running up Bell Lane. The verge has been damaged by parked cars and larger vehicle from contractors carrying out landscaping work in the lane. It was agreed to ask the residents if their contractors would repair the damage they caused. Cllr Collett will obtain some wood chippings to be spread on some of the damaged areas and signs will be put up asking residents not to park on the verge. Mr Thorne reported that the application for the old nursery has not yet been submitted as the house sizes have been changed and the village hall car park included in the plans.</p>																
5.	<p><b>Reports</b></p> <p>a) County Councillor’s Report The Parish Council should have received a factsheet from Paul Fermer at the OCC Highways team with details of all the Highways contacts and who does what at the County Council. Please let me know if it hasn’t arrived as I hope it will be very useful.</p> <p>I was pleased that David Fox was able to attend one of the Town and Parish Council events organized by OCC in the autumn. Some feedback from that process should have reached you (if not, it will be there soon) and the relevant officers at OCC will be in touch to see if there is an appetite for the process to continue in future.</p> <p>A set of Highway Policy Statements were agreed in December which may be of use to the Parish Council.</p> <p>Cllr Atkins confirmed that the County Council have no control over the lighting at Site B as the roads won’t be adopted. Discussion about the lighting will need to go through the developers and planning officers.</p> <p>b) District Councillors’ Report The District Council report was noted and is held on file.</p> <p>c) Clerk’s Report The residents of Shillingford Hill have now been offered a meeting room by the owners. As previously discussed, they may wish to apply for a grant for setting up costs.</p> <p>d) Planning Report</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Ref</th> <th style="width: 60%;">Description</th> <th style="width: 10%;">PC Rec</th> <th style="width: 15%;">Decision</th> </tr> </thead> <tbody> <tr> <td>P18/S3899/LB</td> <td>Repairs and alterations to fabric of building. The Orchards, The Street</td> <td>NSV</td> <td>Granted</td> </tr> <tr> <td>P18/S4121/HH</td> <td>Garden room to replace garage. Workman Cottage, Mackney Lane</td> <td>NSV</td> <td>Granted</td> </tr> <tr> <td>P19/S0003/FUL</td> <td>Variation P18/S0050/FUL The Rodings, High Road</td> <td>NSV</td> <td>Granted</td> </tr> </tbody> </table>	Ref	Description	PC Rec	Decision	P18/S3899/LB	Repairs and alterations to fabric of building. The Orchards, The Street	NSV	Granted	P18/S4121/HH	Garden room to replace garage. Workman Cottage, Mackney Lane	NSV	Granted	P19/S0003/FUL	Variation P18/S0050/FUL The Rodings, High Road	NSV	Granted
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P19/S0258/FUL	Engineering works and an intensification of use of the existing access to Fir Tree Cottage for construction purposes for a period of 7 years. Land to the West of Wallingford (Site B) Wallingford		
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e) Agree February's Payments for approval

Payee and reason	£ detail	£ VAT	£ total
L. Dalby – Clerk's Salary and Expenses	499.97		499.97
HMRC – PAYE	123.80		123.80
L. Dalby – Anti virus	49.99		49.99
Parish Online – mapping subscription	35.00	7.00	42.00
RCOH Ltd – Consultation on Planning Application	375.00	75.00	450.00
SODC – Dog bins	43.65	8.73	52.38
Tom Cottrell Landscapes – tree work	1380.00	276.00	1656.00

6. **Matters for Discussion/Decision**

a) Play Areas and Tennis Court Update

Cllr Gilgrass reported that the outstanding issues at Kings Meadow are yet to be resolved. The steps on the zip wire ramp have been fixed and the rotten bench removed. A quote for extra safety surface to combat the mud has been requested along with fitting strimmer guards on the zip wire. The play and adult gym equipment is likely to cost in the region of £30,000. Half of this has been awarded by SODC, the parish Council have budgeted £5,000, £1000 can be obtained from the Jane Dix fund, £4,000 from Brightfest and £1000 from the Old Time Music Hall. There for fundraising of £4000 will be needed. The tennis club will apply for grants for the work to the tennis courts.

b) To appoint a new Auditor

Cllr Collett proposed that IAC Audit be appointed as internal auditor. Seconded by Cllr Jackson and passed unanimously.

c) Report of Pavilion Meeting

- Constitution

The amended constitution was approved.

- Treasurer and Booking Clerk Roles

It was agreed the roles of Booking Clerk and Treasurer should be held by different people. A policy for the payments system needs to be approved and a treasurer found.

The next meeting is on 30<sup>th</sup> April and someone from the Parish Council needs to chair the meeting.

d) Tree planting Kings Meadow

Two mountain ashes are to be planted. Robin Sutcliffe has offered to manage the coppicing in Kings Meadow.

e) To consider council email addresses

The quote of £175 to set up 10 council email addresses from the new website company was accepted. The Clerk's email is to be set up first with Councillor email addresses following after the May election.

7. **Matters for report and inclusion on March's Agenda**

- Bell Lane verge
- Village Gates need painting
- Budget to be reported from April

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|  | <ul style="list-style-type: none"><li>- Cllr Gilgrass has keys for the bollards at the recreation ground</li><li>- Cllr Jackson asked if the footpath from Little Martins through the old nursery could be reconsidered. This was previously found to not be possible.</li><li>- APM</li><li>- Cllr Debney reported that the Slade End landowners had met with the landscape architect and have agreed in principle to give land for the green.</li><li>- Concerns have been raised about speeding in the village.</li></ul> |
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It was agreed that the next meeting of the Council would take place on Tuesday 19<sup>th</sup> March 2019 at 7.30pm. There being no further business the meeting was declared closed at 9.20 pm.