

## BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL

### Minutes of the Parish Council meeting duly convened and held on 20<sup>th</sup> April 2021 at 7.30pm Via Zoom,

**Present:** Cllrs S.Robosn (Chair), H.Baines, G.Gilgrass, J.Davys, J.Debney, J.Harding, C.Collett, B.Nielson, P.Sudbury A. Simpson

**In attendance:** K. Fanstone (Clerk)

There was a minute's silence at the start of the meeting as a mark of respect to Prince Philip The Duke of Edinburgh.

1	<b>Apologies for Absence</b>  S.Jackson
2	<b>Minutes of the meeting held on 16<sup>th</sup> March 2021</b>  The minutes of the meeting held on 16 <sup>th</sup> March 2021 were approved and will be signed by Sue in the Parish Office when Social Distancing is over.
3	<b>Declarations of Disclosable Pecuniary Interest</b>  There were no declarations of pecuniary interest.
4	<b>Public Participation</b>  Ross Robertson dialled into the meeting along with 2 planning consultants from Anderson Orr to present his initial plans for the Highlands. Celia requested at the end of the presentation that Mr. Robertson and Anderson Orr looked at the Neighbourhood plan before submitting their application. The Council thanked the group for coming and will await the full plans being submitted at which point they will be able to comment.
5	<b>Appointment of Internal Auditor –</b>  It was resolved to appoint IAC Audit Consultancy Ltd to complete the Parish Council's Internal Audit.  <b>Appointment of Planning Committee –</b> All members have agreed to remain on the Planning Committee. Cllr. Collett offered to stand as the Chair of the planning Committee for one year, as long as a Vice Chair was appointed. The two roles will work closely together for the next 12 months with the Vice Chair taking over next year. It was resolved to appoint Cllr. Collett (Chair), Cllr. Debney (Vice Chair), Cllr. Jackson, Cllr. Davys  <b>Appointment of Representation</b>  It was resolved to appoint the following representation –  Councillor in Charge of Finance – Cllr. Harding Footpaths – Sue to contact the Wintle's to ensure Walking group are still happy to do this Kings Meadow and Recreation Ground – Cllr. Gilgrass

Jubilee Pavilion – Cllr. Baines  
 Village Hall – Cllr. Gilgrass  
 Highways – Cllr. Nielson  
 Playgrounds – Vote to continue rota  
 Millennium Wood – Environmental Group  
 Mineral Strategy – Cllr. Nielson  
 Earth Trust – Cllr. Collett & Cllr. Debney  
 Grass Verges – Cllr. Debney  
 Public Transport Rep – Sue to speak to Jane Davies  
 Neighbourhood Plan – Cllr. Debney, to include design code and help from Cllr. Collett

To approve and adopt –

The following documents were approved and adopted –

Standing Orders  
 Finance Regulations  
 Risk Register  
 Risk Assessments

It was approved to continue the direct debit payment for Talk Talk, and to use online banking for payments and transfers.

## 6 Reports & District Councillor Report

**Cllr. Simpson** – The last few weeks have been dominated by Covid and the easing of restrictions, vaccination roll out and the community hub. There are no planning section updates.

**Cllr. Sudbury** – Pete had been to the minerals and waste meeting and had tried to fight the planning application at the quarry and any further applications, but unfortunately it was voted through with 4-2 votes.

With the election next month, a lot of things have been put on the back burner, but it is hoped next month there will be some more developments with the bypass lights and Pete will take this back up if successfully voted back in.

Whilst out canvassing Pete had received very positive feedback about the Parish Council from people in the village, he let the Council know that they are regarded in the village as an excellent Parish Council.

## Planning report and Payments for approval

Ref	Description	Decision
P20/S0317/HH	Applecroft Amendments	Comments submitted
P20/S2973/FUL	Old Priory Amendments	No Objection
P21/S1337/FUL	Nursery Lane - Amendments	More investigation needed
P21/S1230/HH	Wellsprings	No Objection
P21/51456/HH	Mackney Lodge – Plans and amendments	No Objection

April Payments were approved

Payee and reason	total
K. Fanstone – Clerk's Salary	£595.40
Zoom Charge	£14.39
Norman Cox – Stream materials	£234.60
Church room hire x 3 months in 2020	£66.00
OALC Membership	£322.42
Jason Mitchell – Painting gym equipment	£70.00

## 7 Matters for Discussion/Decision

- a) The details for the Annual Parish Meeting were discussed and the topics to be discussed decided. The meeting will take place on Zoom with a view to holding an in person meeting later on in the year. Sue to open the meeting with a summary of what the PC has achieved since the last meeting 2 years ago. Sue will finalise the meeting details with Katie in the office next week
- b) The final Parish Council accounts for 2020/21 were circulated along with the Annual Governance Statement and accounting statement for 20/21 prior to the meeting, Celia proposed approving the accounts and statement and Sue Seconded, all approved.
- c) There was a discussion regarding a request for a storage container to be put next to the pavilion for the use of a private business to store their equipment whilst using the pavilion and outside area. There was a unanimous vote against having the container. The surveyors report has been returned and has concluded that it is safe to open the pavilion for bookings once indoor activities are allowed next month. It was decided no further investigations would be needed until a plan for the pavilion was drawn up over the next few months.
- d) Legal land transfers – Bob has worked his way through the legal document from Kingerlee, the document protects the residents of Little Martins to any major changes from the PC, but essentially it is proceedable, Celia proposed to proceed with the land transfer, Bob seconded and all agreed. Bob to liaise with Sarah regarding the next steps.

## 8 Matters for report and inclusion on December Agenda

Celia confirmed the stream is almost finished and thanked the PC for the funds for the materials, it had become a real community project with lots of people getting involved. All agreed it looked fantastic.

Jason reported that 2 trees with preservation orders had been damaged on Little Martins whilst a patio was being laid, it was agreed that the replacement trees should be placed on Parish Council land and not in the home owners garden. All agreed.

The bottom of Bell Lane has been mowed by the home owners again, this is a conservation area and shouldn't be being mowed till after the end of May. Parish Council to write to the residents concerned. Jason to put up some signs warning against mowing.

Graham has received a document regarding the history of Highlands and suggested we should send to the Ross Robertson and Anderson Orr. Katie to arrange.

It was agreed that the next meeting of the Council would take place on Tuesday 18<sup>th</sup> May 2021 at 7.30pm. There being no further business the meeting was declared closed at 9.40 pm.

