## BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL

## Minutes of the Annual meeting of the Parish Council meeting duly convened and held on 21<sup>st</sup> May 2019 at 7.30pm in the Church Room, Brightwell-cum-Sotwell

**Present:** Cllrs S. Robson, C. Collett, G. Gilgrass, S. Jackson, J. Harding, J. Debney, R. Nielsen and J. Davies

In attendance: L. Dalby (Clerk), County Cllr L. Atkins and one member of the public.

1.	Election of Chairperson and to receive the Chairman's Declaration of Acceptance of Office							
	It was proposed by Cllr Collett and <b>RESOLVED</b> to elect Cllr Robson as Chairperson.							
	Cllr Robson signed the declaration of acceptance of office in the presence of the Clerk.							
2.	Election of Vice-Chairman							
	It was proposed by Cllr Robson and <b>RESOLVED</b> to elect Cllr Baines as vice-chairman.							
3.	To receive Declarations of Acceptance of Office							
	The Declarations of Acceptance of Office were signed in the presence of the Clerk.							
4.	To co-opt a member to the Parish Court							
	James Davies was co-opted to the Parish Council and signed the Declaration of Acceptance of							
	Office in the presence of the Clerk.							
5.	Apologies for Absence							
	Apologies were received from Cllr H. Baines.							
6.	Declarations of Disclosable Pecuniary Interest.							
	There were none.							
7.	Public Participation							
	Matthew Freeman was welcomed to the meeting as the Parish Council representative to the							
	Fairthorne Memorial Trust. Cllr Robson explained that the council are putting in further							
	accessible play equipment and have asked if a further donation would be possible.							
8.	Minutes of the meeting held on 19 <sup>th</sup> March and 23 <sup>rd</sup> April 2019							
	The minutes of the meetings were agreed and signed by the Chairperson.							
9.	Appointment of Internal Auditor							
	It was <b>RESOLVED</b> to appoint IAC as Internal Auditor.							
10.	Appointment of Planning Committee							
	It was <b>RESOLVED</b> to appoint Cllrs J. Davies, C. Collett, S. Jackson and J. Debney as the Planning							
	Committee.							
11.	Appointment of Representatives							
	It was <b>RESOLVED</b> to appoint the following representatives.							
	Trustee to Fairthorne Memorial Trust	Matthew Freeman						
	Councillor in Charge of Finance	Cllr Harding						
	Footpaths	Walking Group						
	Kings Meadow and Recreation Ground	-						
	Jubilee Pavilion	Cllr Baines						
	Village Hall	Cllr Gilgrass						
	Highways	Cllr Nielsen						
	Playground Reports	Rota						
	Millennium Wood Reports	Environment Group						
	Mineral Strategy	Cllr Nielsen						
	Earth Trust	Clirs Collett and Debney						
	Grass Verges	Cllr Debney						
1	Public Transport Rep TBC							
	Neighbourhood Plan	Cllr Debney						

	To approve and ad	lopt							
The following documents were approved and adopted.									
	- Standing O	rders							
- Financial Regulations									
	- Complaints Policy								
	- Freedom of Information Policies								
	- Risk Assessment								
2.	Reports								
	a) County Councillor's Report								
	Following the recent traffic problems in Wallingford caused by roadworks the County Council are								
	looking at how this can be avoided in the future. Speaking with Thames Water.								
	There may well be problems with the Local Plan and the new administration at SODC especially								
	concerning the Neighbourhood Plan. Although it could be an opportunity to improve the plan.								
	b) District Councillor's Report								
	No report.								
	c) Clerk's Report								
	No report.								
	d) Planning Ro						<b>.</b>		
	Ref	Description			PC R		Decision		
	P19/S0534/FUL	d extension of	NSV subject to		Granted				
		existing storage barn to	e barn to create additional condition it c						
		garage accommodation	and a guest annex not become a			become a			
		and incorporation of sur	f surrounding land			rate dwelling			
		within residential curtila	ntial curtilage of Orchard Hill						
		House.							
	P19/S0911/FUL	Four houses. Old Nurser	y Lane Supports			orts			
	P18/S0068/RM	Reserve Matters Site B			No c	omment			
	P19/S1128/FUL	Demolish dwelling and r	eplace. Strathd	ene.	Obje				
	P19/S1137/HH	Extensions and alteratio							
	P19/S1327/HH	Single storey rear extens							
	P19/5132//ПП	Single storey rear extens	1sion 16 Greenmere						
	e) May Payments								
	Payee and reason	£ detail	f,	VAT	£ total				
		Salary and Expenses	519.17			519.17			
	HMRC – PAYE	כמומוץ מוום באפרווסכס	128.00			128.00			
	Geoxphere Ltd – Mapping software		30.00	A A	.00	36.00			
	L. Dalby – printer cartridge		34.99			34.99			
	Stewart Village Hall – room hire for APM		55.00			55.00			
	Payments made between meetings								
	Payee and reason		£ detail	E'	VAT	£ total			
	L. Dalby – Clerk's Salary and Expenses		515.69			515.69			
	HMRC – PAYE		128.00	<u> </u>		128.00			
	Stewart Village Hall – Office rent		660.00	<u> </u>		660.00			
	SODC – Dog bins Arrow Fencing - playground			<u> </u>		52.38			
			300.00		00.0	360.00			

	Wel Medical Ltd – Defib battery			193.14						
11.	Matters for Discussion/Decision									
	a) Agree Councillors to discuss the Condition Report with the Village Hall Committee									
	Robert Field has asked two Parish Councillors to work with the committee to look at the report.									
	Cllrs Gilgrass and Debney agreed to work with the Village Hall Committee.									
	b) Discuss grass cutting at the Recreation Field									
	The cricket club are dissatisfied with the grass cutting and would like the grass to be cut and									
	collected. This would be prohibitively expensive.									
	The contractors (who already work their schedule around the cricket fixture list) could cut the									
	grass before every home game but this would be 4/5 extra cuts at £110.85 per cut.									
	The cricket club along with the other sports clubs contribute to half the annual cost of cutting									
	the rec.									
	The grass cutting was discussed. There is an issue at the moment with the speed the grass is									
	growing. It was agreed to ask if the cricket club would pay for the extra cuts next year as the extra cuts would only be for cricket club's benefit.									
	c) Discuss request for donation from Brightfest 2019									
	Brightfest have requested a donation of £500. Previously the donation was to underwrite the									
	event rather than a donation. It was agreed to donate up to £500 on receipt of an invoice for a									
	specific item.									
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	The Village Hall have requested a donation of	£187 towards	the annual	cost of the	bookings					
	software. It was agreed to donate £187.									
	d) Discuss use of Notice Boards									
	Cllr Robson asked if someone would take charge of the Longwall noticeboard and keep it tidy.									
	Cllr Davies to take charge.									
	e) Discuss offer from Kingerlee to ca	nrry out some v	/illage mai	ntenance						
	- Notice Board outside Village Hall		U							
	- Clear space for adult gym equipment	but would need	d coordinat	ing throug	h Cllr Gilgrass					
	- Millennium Wood is in need of work using machinery.									
	<ul> <li>Chop back Watermans Lane – Cllr Debney to coordinate</li> </ul>									
	- Accessible styles?									
12.	Matters for report and inclusion on June's Agenda									
	- Review of Planning Committee									
	- Risk Assessment									
	- Villager Rota – taking notices dow									
	- Land by the school. A community	-	biar panels	in the cent	re and Forest					
	School around the edge is being d									
	- Cars around war memorial. Ongoi		n SUDC.							
	- Boat – Cllr Robson has spoken to o									
<ul> <li>Trevor has started the grass cutting.</li> <li>Save the Children would like to book Rec for 3 and 4<sup>th</sup> July 2020.</li> </ul>										
	<ul> <li>Save the children would like to be</li> <li>Children's speed signs have been</li> </ul>		iu 4 July 2	.020.						
	- children's speed signs have been	րու սր.								

It was agreed that the next meeting of the Council would take place on Tuesday 18<sup>th</sup> June 2019 at 7.30pm. There being no further business the meeting was declared closed at 9.30 pm.