

# BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL

## Minutes of the Parish Council meeting duly convened on 27<sup>th</sup> June 2023 at 7.30pm In the Church Room

**Present:** Cllrs S. Robson (Chair), H. Baines, J. Davys, G. Gilgrass, S. Jackson, J. Debney, R. Nielsen, B. Manning (District Councillor - Partial attendance)

**In attendance:** G. McEvoy (Clerk), M Lee

1.	<b>Apologies for Absence</b> Apologies received from Cllrs J Harding, D. Fisher, P. Sudbury (County)						
2.	<b>Minutes of the meeting held on 16<sup>th</sup> May 2023</b> The minutes of the meeting held on 16 <sup>th</sup> May 2023 were approved and were signed by Cllr Robson						
3.	<b>Declarations of Disclosable Pecuniary/Personal Interest</b> No personal interests were declared.						
4.	<b>Public Participation</b> There was no public participation						
5a	<b>County Councillor's Report</b> Cllr Sudbury not in attendance						
5b	<b>District Councillor's Report</b> Cllr Manning's report had been distributed prior to the meeting. He advised that District Councillor Grants would be available from 4 <sup>th</sup> January to 20 <sup>th</sup> October and each District Councillor had a budget of up to £5000. Cllr Manning discussed his attendance at the Oxfordshire Food Strategy which had the aim of improving eating habits and making healthy food more affordable. He reported that there were many positive ideas put forward.						
5c	<b>Clerks Report –</b> The Clerk reported that Thames Water had been in contact to say that without a specific date of the incident at the Recreation Ground they would not be able to continue with our claim. 3 quotes for repairs to the affected post had been sought as part of the claim with Arrow Fencing being significantly cheaper than the other 2 (£192). Cllr Gilgrass proposed that we instruct Arrow Fencing to carry out the repair and this was seconded by Cllr Robson. The Clerk referred to the recent email (06/06/23) from the Waste Team (previously forwarded to Councillors). Several areas were identified for weeding – the Clerk will respond to the email. The Standing Orders had previously been distributed to all Councillors for review. It was unanimously agreed to adopt the Standing Orders. The Clerk sought agreement to change the Parish Council's bank account from Lloyds Bank to Unity Bank and that part of the CIL money should be deposited in a Savings Account at the Nationwide to accrue interest. This would also serve to ensure PC funds are protected under the banking scheme, currently up to £85,000 per bank/account. It was agreed by the Councillors that the Clerk should proceed with these changes at the earliest opportunity. The Lloyds Account will remain open 'in reserve' until all new banking arrangements were operating satisfactorily.						
5d	<b>Planning Report</b> <table border="1"> <tr> <td>P22/S2370/FUL</td><td>Middle Farm, Church Lane (Amendment) Jason</td></tr> <tr> <td>P21/S4771/FUL</td><td>Land at Bosleys Orchard, High Road Jason</td></tr> <tr> <td>P22/S4391/FUL</td><td>36 Greenmere OX10 0QQ - James</td></tr> </table> <p>Cllr Davys updated the meeting on planning issues. An objection response has been submitted regarding 36 Greenmere. There was an update on Cappaslade from the last meeting as it has now come to light that a neighbour retains a covenant with regards to building works at Cappaslade – our response on the planning portal has been updated to reflect this. There were concerns regarding Willow Tree that have been raised. Cllr Debney advised that he had sent information to Cllr Davys regarding Bosleys Orchard site and a response will be posted on the planning portal.</p>	P22/S2370/FUL	Middle Farm, Church Lane (Amendment) Jason	P21/S4771/FUL	Land at Bosleys Orchard, High Road Jason	P22/S4391/FUL	36 Greenmere OX10 0QQ - James
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5e	<p>Since the publishing of the agenda a further planning application had been received: P23/S2069/HH, Brightwell Manor regarding a swimming pool. Whilst no objection to the pool was foreseen it was agreed that the PC's response would be a "Holding Objection" and the matter should be referred for an archaeological survey.</p> <p><b>Agree Payments for approval</b></p>																		
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	<p>All payments were agreed</p> <p>The clerical fee charge from SODC was questioned by Cllr Nielsen and other Councillors as it had not been pre-notified, no services had been contracted or requested, and SODC were merely complying with their statutory duties. Furthermore it seemed excessive for the small tasks performed.</p>																		
6a	<p><b>Village Hall – Approval of CIL Funding</b></p> <p>It was agreed (with one absention) that the Parish Council would pay for the surveys for Heritage assessment, trees and Ecology – the Parish Clerk was asked to raise purchase orders to this end. Cllr Gilgrass reported that the pre-planning consultation with SODC was encouraging.</p>																		
6b	<p><b>Internal Auditor 2022/23 – review of Audit and Completion of AGAR</b></p> <p>The Internal Auditor's report had been circulated prior to the meeting. There were no questions raised. Page 4 of the AGAR was completed and duly signed by the Chair and the Clerk. Page 5 of the AGAR was signed by the Chair and the Clerk. The AGAR is now ready for submission with accompanying documents.</p>																		
6c	<p><b>Signatories for Bank</b></p> <p>Following on from previous discussions and advice from the Internal Auditor, it was agreed that 4 signatories would be identified and should not include the Councillor responsible for Finance. It was therefore agreed that Cllrs Robson, Debney, Baines and Gilgrass would be named signatories on the new bank accounts.</p>																		
6d	<p><b>Neighbourhood Plan – Appointment of an Examiner</b></p> <p>Cllr Neilsen was interested to read the comments referred to in the Examiner's Clarification Note (circulated prior to the meeting) and was referred to the SODC website. Cllr Debney reported that O'Neill Homer, consultants have quoted £975 + VAT to assist in the next phase of the Examination, responding to the Examiner's question/queries. It was hoped that the Examiner would approve the plan without the need for a public hearing. The funding for the consultant was agreed with one abstention.</p>																		
6e	<p><b>Sarcen Stones</b></p> <p>The matter was deferred to the next meeting</p>																		
6f	<p><b>Naming of Street</b></p> <p>Cllr Debney notified the meeting that, following extensive research and consultation, the preferred street name was "Style Acre Orchard". Cllr Debney will check that there are no issues with the local charity of the same name before finally confirming.</p>																		
6g	<p><b>Hedges Around Brightwell</b></p>																		

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<p>6h</p> <p>6i.</p> <p>6j</p> <p>6k</p>	<p>There was some discussion of overgrown hedges from private residences blocking public footpaths. It was agreed that Cllr Baines would approach homeowners on behalf of the Council and Cllr Davys would put a reminder in the next issue of "The Villager"</p> <p><b>Parish Plan Update</b>  The current Parish Plan runs from 2014 to 2024 with many objectives still to be realised. Advice to be sought from SODC/OALC to determine whether a new Plan is required. The matter was deferred until January 2024.</p> <p><b>Bike Racks for Village Hall/Shop Car Park</b>  It was agreed that a bike rack would be a useful addition and that Cllr Robson would approach a representative from the Village Hall and Community Shop to discuss the most convenient location for all parties.</p> <p><b>Purchase of Lawn Mower for Little Martins</b>  This proposal was withdrawn following a response from the grass cutting contractor (Scofell) and discussion with Mrs Lee (Little Martins). Cllr Debney will discuss the standard of the recent cut and clarify our expectations with regard to grass disposal, etc.</p> <p><b>RoSPA</b>  Cllr Gilgrass expressed his dissatisfaction with RoSPA and said he had sought an alternative but had nothing to report at this time. Following an email exchange with RoSPA it has now been agreed that the Play Area inspections will take place in August and the that Cllr Gilgrass will meet with the inspector. Cllr Gilgrass to confirm costs of August inspection. Cllr Robson made the point that RoSPA inspections form part of the AGAR and possibly have insurance implications.</p> <p style="text-align: center;"><b>Finally, the Parish Council wanted to thank Stuart Hill and his team for the excellent refurbishment of the slide and benches around the village. An impressive restoration for the benefit of the whole community.</b>  <b>THANK YOU.</b></p>
<p>7.</p>	<p><b>Matters for report and inclusion on July's Agenda</b>  Village Hall  Speed Limit at Little Martins  Neighbourhood Plan  Sarcen Stones</p>

It was agreed that the next meeting of the Council would take place on Tuesday 18<sup>th</sup> July 2023 at 7.30pm. There being no further business the meeting was declared closed at approximately 9.15 pm