



BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL

Minutes of the Parish Council meeting duly convened on 18th March 2025 @ 7.30pm In the Church Room

Present: Cllrs. R Nielsen (Chair), S. Robson, J. Debney, J. Davys, G. Gilgrass, S. Jackson, H Baines, P Sudbury OCC

In attendance: J Gray (Clerk)

1.	Apologies for Absence Cllr. D Fisher A-M Simpson South Oxford District Council
2.	Confirm & Sign Minutes of the meeting The minutes of the meeting held 18 th February 2025 were approved and signed by Cllr. R Nielsen
3.	Declarations of Disclosable Pecuniary/Personal Interest Nil
4.	Public Participation: Two members of the Parish attended: <ol style="list-style-type: none"> 1) To discuss traffic issues 40/20mph at Sires Hill; this will be looked into by Cllr. P Sudbury OCC. 2) Planning application due to be submitted at Slade End; brief presentation was provided to explain of what the plan will include – Cllrs. J Debney and J Davys have been in consultation with this request
5a	County Councillor's Report <ul style="list-style-type: none"> • Cllr P Sudbury attended; update on the Brightwell Pedestrian Crossing due to be carried out April
5b	District Councillor' Report <ul style="list-style-type: none"> • Email update sent to all Counsellors as unable to attend meeting
5c	Clerks Report/Matters for noting from previous minutes <ul style="list-style-type: none"> • Update on Lavender planting at Car Park; now have plants due to arrange a Saturday morning for Cllr. R Nielsen and volunteers to put the plants in • Mobile phone for Clerk – unanimously approved • Debit Card Policy approved by all and adopted • Signatories on bank account updated • iCloud storage of information upgrade agreed; proposed Cllr. J Hardin Seconded Cllr. G Gilgrass • Quote for Jet-it-Off to pressure wash Basketball court and Gym Equipment – unanimous agreement to continue; Clerk to arrange the date; 5th April 2025 • Trial of Parish Accounts Software agreed by all • Bell Lane: extra 5 posts to be fitted: Arrow Fencing to do awaiting date
5d	Planning Report: <ul style="list-style-type: none"> • P25/SO308/HH Application approved 13/3/25 • P25/SO164/HH Application approved 14/3/25 • P25/SO314/HH Amended 18/3/25 • P25/SO420/HH No Objection • P25/SO588/HH Comments • P25/S3740/HH Minor changes



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6.	Agree December Payments for approval	
	Payee and reason	£ total
	Clerk's Salary	£865.70
	Stationery Expenses	£ 12.69
	Arrow Fencing	£ 36.00
	Printinco (Pavillion)	£ 22.80
	OALC (Training)	£ 42.00
	HMRC (PAYE)	£431.11
	Payment approved and paid after meeting:	
	Root One Ltd – Planting	£764.11
7.	Tesco Mobile	£ 89.00
	All payments were agreed by all Counsellors	
	Succession Planning:	
	<ul style="list-style-type: none"> Clerk to find out number of Counsellors allowed on Parish Council; 9 Counsellors Discussion re resignation of Counsellor/s and the process of re-election of a Casual Vacancy; resignation letter to be sent to Chair to put the Casual Vacancy into process Co-opting of new Counsellor/s Invitations for new Counsellors at APM meeting May 2025 	
	Flood Planning Update:	
	<ul style="list-style-type: none"> Grant approved for the work to started @ Slade End 	
	Pavillion Update:	
	<ul style="list-style-type: none"> Cllr. R Nielsen advised that the plans had been circulated and agreed; no comments from Parishioners were made on the design. Planning Application will be submitted in next 2 weeks 	
	5 Year Community Asset Renewal	
	<ul style="list-style-type: none"> Cllr. S Jackson will complete this application 	
10.	CIL Funding Update:	
	<ul style="list-style-type: none"> Cllr. J Harding provided an update on both CIL funding and a treasurer's report 	
11.	Lloyds Bank Fixed Term Deposit:	
	<ul style="list-style-type: none"> Due to mature 24/3/25; to re-invest; Clerk to contact Lloyds for details of new rates for Fixed Term Deposit Accounts 	
12.	Pennygreen Lane Update:	
	<ul style="list-style-type: none"> Awaiting retrospective planning application 	
13.	Date of APM	
	<ul style="list-style-type: none"> Date agreed of 6th May 2025 	
14.	Clerk's Pension:	
	<ul style="list-style-type: none"> Unanimously agreed to pay 5% to Pension from the over qualifying figure 	



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15.	Matters for reporting & Items for inclusion in April Meeting: <ul style="list-style-type: none">• APM Agenda• Review year end - financial• Village Hall Update
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It was agreed that the next meeting of the Council would take place on **Tuesday 15th 2025 at 7.30pm.** There being no further business the meeting was declared closed at approximately 9.30 pm.