



Brightwell-cum-Sotwell Parish Council Agenda – Tuesday 17th June 2025

To all members of the Council, you are hereby summonsed to attend the Parish Council Meeting of Brightwell cum Sotwell Parish Council at The Church Room, Brightwell-cum-Sotwell on

Tuesday 17th June at 7.30pm for the purpose of transacting the following business.

1. To Sign **Declaration of Acceptance for new Chair Cllr. J Davys**
2. To receive apologies for absence
3. To Vote on and Co-opt the new Council Member
4. New Councillor to sign the Declaration of Office book
5. Declaration of Interests
6. To confirm and sign as a true record the minutes of the last meeting of the Parish Council held on 20th May 2025
7. Public Participation Session
8. Reports
 - a) County Councillor's Report
 - b) District Councillors' Report
 - c) Clerk's Report to include Matters Arising from previous minutes

d) Planning Report

			Response due	Comments
P25/S1573/Dis	Old Dairy House – BCS – Discharge Cond 4 - Re App P25/S0420/HH			Discharge
P25/S1287/HH	Church House Sotwell Street Brightwell-cum- Sotwell	Alterations and extensions to an existing detached garage/outbuilding to form a residential annexe	5/6/25	No Objections
P25/S0422/HH	6 Kings Orchard Brightwell-cum- Sotwell	Garage Conversion into living space		Approved 8/5/25

Agree May Payments for approval

Payee and Reason	£ GROSS	£ total
Payroll	£806.29	£806.29
Scofell (Monthly Grounds Maintenance)	£1125.65	£1125.65
D O'Brien (IA)	£225.00	£ 225.00
St Agatha Church	£240.00	£240.00

Payments made between meetings and approved:

GHA (Trees) Report	£150.00
Parish Online	£54.00
Brightwell Vineyar (APM Meeting)	£39.34
Sports Courts (Deposit Invoice)	£1537.20
Trees Direct (Little Martins)	£154.80
Asda (Stationery)	£10.15
SLCC (Membership)	£202.00
Pickleball Games UK (Grant)	£299.92
Stewart Village Hall APM	£49.00

9. Draft AGAR/Internal Auditor's Report 24/25

9a. **Internal Audit:** Members are asked to review the Internal Auditor's written report and to note the AGAR Internal Audit (page 3). It is recommended that a plan of action is developed to address any issues.

9b. **Annual Governance Statement (Section 1):** Members are asked to review and complete the Annual Governance Statement 2024/25 – page 4 of the AGAR. Clerk and Chairman to sign and date.

9c. **Annual Accounting Statement (Section 2):** Members are asked to review and approve the Accounting Statements 2024/25 – page 5 of the AGAR. Chairman to sign and date.

9d. **Exercise of Public Rights:** Members are further asked to confirm the dates of the period for the exercise of public rights as commencing 19th June 2025 and ending on 30th July 2025. Announcement to be made 18th June 2025.

9e. **Explanation of Variances and Bank Reconciliation 2024/25:** Members are asked to review and approve the explanation of variances and bank reconciliation for 2024/25.

10. Quotes for Wellsprings Tree: Tom Cotrell, Devey Tree Care, Aborwood Solutions

11. Registration of The Red Lion Pub as a Community Asset update – Cllr Jackson states it is in hand and will be completed before the deadline.

12. Tennis Courts request for funding for windbreaks from Grant

13. Steve Colam; First Expenses Claim (Grant)

14. Warranty Extension (Sire's Hill) Radar Speed Signs

15. Part-Time Lighting – Cllr. J Debney

16. Review Effectiveness of Internal Controls _Cllr J Harding

17. Matters for reporting and items for inclusion in April meeting

The next meeting of Brightwell-cum-Sotwell Parish Council is on Tuesday 15th July 2025, **Church Room**, Mrs Jeanette Gray, Parish Clerk – 01491 826968 – bcsparishcouncil@googlemail.com
Parish Council Office, The Village Hall, West End, Brightwell cum Sotwell OX10 0RY

J.A Gray