



BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL

Minutes of the APM Parish Council meeting duly convened on 17th June 2025 @ 7.30pm In the Stewart Village Hall

Present: Cllrs. J Davys (Chair), R Nielsen, S. Robson, J. Debney, D. Fisher C. Hollebone

In attendance: J Gray (Clerk) Crispin Topping (District Council), James Barlow (County Council)

1)	Sign Declaration OF Acceptance of Office – New Chair Signed by Cllr J Davys (retrospectively as voted in May PC Meeting)
2)	Receive Apologies: Cllr J Harding, Cllr G Gilgrass, Cllr S Jackson, Anne-Marie Simpson (SODC) - Accepted
3)	Vote & Co-opt New Councillor: New Councillor Chris Hollebone – Proposed by Cllr J Davys and Seconded by Cllr S Robson – Unanimously voted for and accepted by all Councillors – We all welcome to Mr Chris Hollebone to the Parish Council Team
4)	New Councillor to Sign Declaration of Acceptance of Office: Signed and witnessed by all Councillors @ 7.45pm
5.	Declaration of Interests: None recorded
6.	To Confirm & Sign a true record of minutes of the last meeting of Parish Council 20/5/25 Cllr Nielsen requested an amendment to the minutes of point 10 on 20/5/25 be made – where the statement was that it had been ‘decided’ to either take the Wellsprings tree completely down or, cut it back– this was NOT a decision but, merely a discussion to obtain quotes from 3 independent Tree Surgeons, and then decide what the next steps were to be at this meeting – this has been altered and the Chair signed the amendment. Minutes signed by the Chair
7.	Public Participation: Mr R L requested to publicly participate: His request was for permission to put up windbreak/s for the new Pickleball on the Tennis Courts. A Grant has previously been obtained for funding of equipment for this. This was discussed by all the Councillors and unanimously agreed that the Parish Council were happy for this to be done
8. 8a.	Reports: District Council: Crispin Toppin in attendance – Previous SODC Report was circulated to all Councillors. Notes of interest was the consultation of Local Government Reorganisation – information was provided along with a Form for the Parish Council to fill out in support of the new Ridgeway Council; Cllr J Debney happy to deal with this form and submit. Cllr J Debney will also post on Facebook site for all local residents to get involved.
8b.	County Council: Cllr. James Barlow was in attendance. <ul style="list-style-type: none"> The Part-Time Street Lighting Consultation was discussed and comments are due by 6th July 2025. Cllr J Debney is currently dealing with this.



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	<ul style="list-style-type: none"> • Question was raised by Cllr Debney regarding the last bus to Didcot being 10.20; requesting whether Cllr Barlow could look into this being later. • Wallingford School bus stopping; Cllr Debney stated that several people had spoken to him about this bus stopping and, if the public bus times could be 'tweaked' to fit in with children getting to and from school. Cllr. Barlow is going to look into this
8c.	Clerks Report: <ul style="list-style-type: none"> • Recent playground inspection it was noted that there was broken equipment; Arrow Fencing approached for a quote for URGENT repairs; Unanimously agreed this should be done • Further URGENT repair of equipment (cradle seat swing) now tapped off so cannot be used – quote given and accepted unanimously • Email from resident regarding a dead tree at Greenmere; discussed and all agreed they are happy for the resident to cut this tree down; if any problems to come back to the Council for further discussion • Late invoice for inclusion in the meeting to pay Arrow Fencing £196.80 – unanimously agreed to pay
8d	Planning Report: Nothing to report. <ul style="list-style-type: none"> • Cllr D Fisher is now taking the lead on planning whilst Cllr Davys is current Chair. • New Councillor Cllr C Hollebone will also be involved in planning
	Agree June Payments@ Agreed by all
9.	Draft Agar/Internal Auditor Report
9a	Agar/Internal Audit – circulated to all Councillors prior to meeting. Assessed internal Audit Report and any noted problems to be addressed: <ul style="list-style-type: none"> • Financial Regulations – updated & adopted 2025 – for annual review • Standing Orders – currently under review and for annual review • Risk Management Policy – Reviewed in the meeting – no amendments needed – agreed and adopted 17 6 25 – entered on Website - for annual review • Insurance Cover – This has to be reviewed annually • Public Liability & Risk Assessment for Contractors – Now obtained • Website Accessibility – Advice needs to be taken for compliance with this • Play Area – Risk Assessment required • Parish Council Email address; - Needs to be changed to a.gov.uk account – Clerk to arrange
9b.	Annual Governance Statement: Reviewed in the meeting with all Councillors – form completed and signed by Chair Cllr J Davys and Clerk Mrs N Gray



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9c.	Annual Accounting Statement: Circulated prior to meeting – reviewed and approved by all – signed by Chair Cllr J Davys
9d.	Exercise of Public Rights – Posted on 2 noticeboards as well as the Website on 18.6.52
9e.	Explanation of Variances and Bank Reconciliation: Circulated to all prior to meeting – approved by all Councillors AGAR is now ready for submission with documents
10.	Quotes x 3 Wellsprings Tree: It was agreed to accept the quote from Tom Cottrell to cut back the tree to a desired height. The Council were aware that the residents would be happy to contribute to this cost of cutting back. It was agreed that a letter should be sent to the residents in question to propose the cost towards this expense with the Parish Council also contributing. Proposed by Cllr. S Robson with 4 votes for and 1 vote against – motion was carried with a majority to go ahead with the reducing the height of the tree when it is clear how much the residents are happy to pay.
11.	Red Lion Community Asset Update: Cllr S Jackson is near completion with this application and it will be complete by the agreed date in July
12.	Tennis Court/Pickleball: As noted in Public Participation comments
13.	Steve Colam: First expenses request from grant approved previously. Reviewed by Councillors and agreed that first payment can be made
14.	Warranty-Extension Radar Speed Signs Sires Hill: It was agreed that this was not necessary to renew
15.	Part-Time Lighting Consultation; Cllr J Debney is currently dealing with this form
16.	Review of Effectiveness/Internal Controls: Circulated to all prior to meeting – provided by Cllr J Harding and updated. Reviewed by all Councillors and approved and agreed
17.	Matters for Reporting and Inclusion in July Meeting: <ul style="list-style-type: none"> • Pavillion Update • Wellsprings Tree update

It was agreed that the next meeting of the Council would take place on **15th July 2025 at 7.30pm**

There being no further business the meeting was **declared closed at approximately 9.16pm**