



## BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL

### Minutes of the APM Parish Council meeting duly convened on 15<sup>th</sup> July 2025 @ 7.30pm In the Stewart Village Hall

**Present:** Cllrs. J Davys (Chair), R Nielsen, S. Robson, J. Debney, D. Fisher J Harding, S Jackson

**In attendance:** J Gray (Clerk) Anne-Marie Simpson (SODC)

1)	<b>Receive Apologies:</b> Cllr. G Gilgrass, Cllr. C Hollebone, Cllr James Barlow (OCC) - Accepted
2)	<b>To Confirm and sign a true record of the last meeting of Parish Council 17/6/25</b> - Agreed
3)	<b>Declaration of Interests;</b> Cllr J Debney Chair of the History Group
4)	<b>Public Participation:</b> <ul style="list-style-type: none"> <li>• <b>Village Hall:</b> An update was provided by Mr P Jones -The survey had now been done; structural survey is imminently due. Conversations to be had with Kingerlee on 15/8/25 to discuss design and construction. Further updates due in the coming months. The two purchase orders raised on Kingerlee for £65,766 by the Parish Council, to cover surveys etc leading up to the tender are due to complete in August. Of the CIL funds allocated, £33,881 must be spent by October.</li> <li>• <b>The Village History Group</b> presented a request for funding from the Parish Council towards the Cobb Wall repair at St Agatha's Churchyard. The funding is to repair the wall and to re-do the thatch. Quotes to be obtained by Mr B Horsfield for both wall repair and thatch and to be presented at a further meeting with a proposal of what funding the Group are going to put towards this cost; to re assess all options at the next meeting in September.</li> </ul>
5.	<b>Reports</b>
5a)	<b>County Council:</b> Cllr. James Barlow not in attendance; provided an email prior to meeting which was circulated to all Councillors for review
5b)	<b>District Council:</b> Anne- Marie Simpson sent an email of recent activities within the District Council – this was circulated to all Councillors. The Performing Arts Grant was discussed and a further email with information was sent by email – Application deadline 5/9/25
5c)	<b>Clerks Report:</b> <ul style="list-style-type: none"> <li>• Swing Seat at Kings Meadow due for repair 25/7/25</li> <li>• Part-time lighting application has now been submitted by Cllr J Debney</li> <li>• Goalposts at Recreation Ground discussed ownership regarding moving them to allow grass cutting to take place. No longer have a football team so no real ownership. Was decided that the Clerk would contact Scofell to see if they would move them occasionally to allow cutting – if not Councillors will take the football posts down for storage (Cllr. R Nielsen &amp; Cllr. J Davys)</li> <li>• Policies; under review with Cllr. R Nielsen to be discussed at September meeting</li> <li>• Late invoice paid £43.98 (Pickleball Grant) – payment approved</li> </ul>



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5d)	<b>Planning:</b>  <b>P25/S1287/HH</b> Church House, Sotwell Street – Alterations/Extension Rejected
	<b>Agree June Payments</b> – All Agreed for payment
6).	<b>Village History Group</b> – Cob Wall – Request for funding – see <b>Public Participation</b> above
7).	<b>Pavillion – update:</b> Cllr R Nielsen updated that the planning application was about to be submitted (payment made for application 16.7.25)
8)	<b>Wellspring Tree – update:</b> Cllr S Robson updated that the residents are happy to pay to have this tree safely cut back; The residents are personally approaching T Cottrell and Devey Tree Care for independent quotes for this work and, will advise the Council when these are received and the agreed contribution of £550.00 will be paid
9)	<b>Steve Colam: Request for further funds from Approved Grant</b> – Second payment request from the approved grant was made for £858.00 – (payment received for OCC for the two payments made by the Parish Council for drainage work of £1758.90)
10)	<b>Asset Register:</b> Cllr S Jackson had now submitted the Asset Register Application for The Red Lion Pub; further questions have been raised which were discussed at the meeting and input from all Councillors to assist with these additional questions to finalise the submission of the report
11)	<b>Village Hall update:</b> Discussed in <b>Public Participation</b> above
12)	<b>Review of Accounts:</b> Cllr J Harding provided an email update of accounts which was circulated to all Councillors prior to the meeting. A full summary of the accounts was provided with an increase in the budget for Trees to £5,000 and also an increase in budget for playground of £550
13)	<b>Review Clerks hours:</b> Mrs Gray left the room whilst the Councillors debated on the change of hours. It was unanimously agreed to increase the hours from 12 per week to 15 per week to keep under review
14)	<b>Succession Planning:</b> Cllr S Jackson requested that it was discussed again regarding the process of resignation of a Councillor and, the new appointment of a new Councillor. The Clerk to pass the information on timescales for this and the casual vacancy process to Cllr Jackson



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15)	<b>Pennygreen Lane: Follow-up on retrospective planning application:</b> There has been no confirmation from planning that this has been received; 2 letters have been sent to the property owners in Pennygreen Lane with no response; passed to Anne-Marie Simpson (SODC) to look into this further
16)	<b>Scribe Accounts:</b> The Clerk presented to the Council the importance of a good accounting system going forward with the AGAR audit etc; A letter was provided from another Clerk explaining the reasons this has been beneficial to their Parish Council; also provided documents from Scribe with costs involved. Cllr J Harding explained that it would safeguard the Parish Council when new Councillors come on board who may not have the same knowledge that she has with accountancy. The motion was proposed by Cllr J Davys and Seconded by Cllr. J Harding; motion was carried with 4/1 votes
	<b>Matters for Reporting and Items for Inclusion in September Meeting:</b> <ul style="list-style-type: none"><li>• Pavillion Update</li><li>• Village Hall Update</li><li>• Pennygreen Lane</li><li>• Policy Reviews</li></ul>

It was agreed that the next meeting of the Council would take place on **16<sup>th</sup> September 2025 at 7.30pm**

There being no further business the meeting was **declared closed at approximately 9.02pm**