



BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL

Minutes of the APM Parish Council meeting duly convened on 16th September 2025 @ 7.30pm In the Stewart Village Hall

+Present: Cllrs. J Davys (Chair), R Nielsen, S. Robson, J. Debney, J Harding, C Hollebone, G Gilgrass

In attendance: J Gray (Clerk), James Barlow (OCC)

1)	Receive Apologies: Cllr. D Fisher - Accepted
2)	To Confirm and sign a true record of the last meeting of Parish Council 15/7/25 – Agreed by all
3)	Declaration of Interests; None
4)	Public Participation: <ul style="list-style-type: none"> Update from Mr R Todd regarding the Village Hall renovation. Original funds had been deployed to Kingerlee for a tender pack. By mid-October a Contractor can be instructed (but not tied into). The funds are for surveys, section cost's, engineering. There will be a digital ring binder facility for the purposes of viewing the costs/savings to be made for this project. An invoice is urgently required to make a further payment by the end of September for CIL funds. As part of the discussion about the Village Hall the Parish Council members unanimously approved the payment of the invoice from Kingerlee: Cllr. J Harding has emailed for Village Hall Trustees for outstanding Invoice. Mr Richard Todd highlighted some fundamental issues that have not been dealt with by the Sweetcroft Development at the Slade End Nursery Site and contravene the BcS Neighbourhood Plan. These include the height of proposed developments, materials specified and windows in plot 2. Jason Dedney to respond by the deadline at the end of this week.
5.	Reports <p>5a) County Council: Cllr. James Barlow: Reported back regarding the timetable changes of the school bus and late bus. This has been put to County Council but, to date, no action has yet been taken. Advised re the current road closures. It was also mentioned that there is currently an OCC grant available should this be of interest: requests can be made by application. Cllr Barlow also advised of 4 new rail stations to be opened.</p> <p>5b) District Council: Not in attendance/update information emailed to all Councillors</p> <p>5c) Clerks Report:</p> <ul style="list-style-type: none"> Clerk raised the gov.uk email address change (as per AGAR Audit) – this is being further researched into the cost and what needs to be carried out to change from the current gmail address – to update October meeting. Clerk advised that the Internal Auditor (who has been used for past3 years) will now have to step down and a new Internal Auditor approached for next year. We will be contacting J Olds for this position for next year – all Councillor's happy with this appointment. Clerk to contact for terms of engagement to be put in place Updated that Scribe was now fully up and running and proving to be a great success



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	<ul style="list-style-type: none"> • Clerk advised that the Parish Council Public Liability Insurance was due to re-start on 1/10/25 (final year of 3-years locked in with Gallagher – to renew next year with a different company) – Invoice £4369.02 – approved by all Councillors • Late invoices: MKA Ecology Ltd (Pavillion) £1200.00 • OALC (training) £78.88 • ICO Data Protection £52.00 • Poppy Wreath £139.75 • All late payments accepted and approved 				
5d)	Planning: <div> <div>P25/S2064/HH</div> <div>Strathdene West End</div> <div>S/Storey detached garage</div> <div>20/8</div> <div>No comments</div> </div> <div> <div>P25/S2207/PDH</div> <div>6 Church Lane, BCS</div> <div>S/Storey extension</div> <div></div> <div></div> </div> <div> <div>P25/S1175/FUL</div> <div>Jubilee Pavillion</div> <div>Extensions/Alterations amendments</div> <div>19/8</div> <div>No comments</div> </div> <div> <div>P25/S2425/DIS</div> <div>The Rodings, High Road</div> <div></div> <div></div> <div></div> </div> <div> <div>P25/S2322/HH</div> <div>Langton House, Bell Lane</div> <div>S/Storey extension & double side extension</div> <div>5/9</div> <div>No objections but comments made/ 21/9/25</div> </div> <div> <div>P25/S2607/LDE</div> <div>Shillingford Bridge Hotel</div> <div>Cert of lawful development</div> <div></div> <div></div> </div> <div> <div>P25/S1835/HH</div> <div>Brightwell Manor</div> <div>New gated entrance</div> <div></div> <div></div> </div> <div> <div>P25/S2161/HH</div> <div>Hillside, High Road</div> <div>New driveway/dropped kerb</div> <div>22/9</div> <div></div> </div> <div> <div>P25/S2668/HH</div> <div>Maitland, Sotwell Street</div> <div>Extension/Alteration amendments</div> <div>29/9</div> <div>Awaiting comments</div> </div> <div> <div>P25/S2761/DIS</div> <div>Brightwell Manor</div> <div>Discharge Condition 5</div> <div></div> <div></div> </div> <div> <div>P25/S2480/HH</div> <div>Farthing Corner, Sotwell St</div> <div>Retrospective planning fence erection</div> <div>30/9</div> <div>Comments</div> </div>				
	Agree August Payments – All Agreed for payment				
6).	Pavillion Update: Cllr R Nielsen updated that the planning application was no in. The Ecology team have some further questions that need to be answered -? further survey for Bats required. Planning request to therefore be extended. Cllr. S Robson had been in talks regarding the Website for the Pavillion not being fit for purpose. Therefore, it was agreed that their website would form part of the Village Website – this was agreed by all Councillors to be a good idea. Cllr Robson also discussed the conversations with 2 local football teams wishing to use the football pitch – possibly to share this: letters to be sent to team for consent to pay the £35.00 costs for using he pitch – Cllr S Robson will send these letters				
7).	Village Hall Update: See Public participation				



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8)	Pennygreen Lane Update: Retrospective planning application (P25/S240/HH) has now been received – comments due by 30/9/25 – Cllr. D Fisher/Cllr. J Debney will be submitting comments on this planning application
9)	Policy Reviews: Cllr R Nielsen has been looking into review of all policies; it was agreed by ALL Councillors to adopt the current Standing Orders Model Policy– further review on other policies will continue to be monitored at a later date
10)	Wellsprings Tree Update: Cllr S Robson had received an email regarding update on the cutting back of the tree at Wellsprings from the residents. They have acquired further quotes and are happy to go ahead with the quote they have received. The council further discussed this and agreed that the PC were happy for them to proceed and for the PC to contribute £550.00 as per June meeting
11)	Succession Planning: Cllr J Davys (Current Chair) raised the conversation regarding 2027 re-elections and succession planning going forward. He stated that he was happy to continue as Chair until December 2026 and then Cllr. J Debney would then take over at this point. Cllr J Davys would step back from the planning side of things to concentrate on duties as Chair. This was agreed by all Councillors.
12)	Swan Wood: Cllr C Hollebhone – It was discussed regarding a management plan for the Swan Wood and whether the Parish Council would be happy to take on financial support of this wood alongside the Environment Committee and Village Hall. Cllr J Davys stated the Council could not take on this responsibility. It was proposed that the Scouts Master could be approached to see if they could help. It was also suggested that a grant through the Parish Council could be made to assist with finances. Cllr. C Hollebhone to look into these options.
13)	Playground Maintenance – Quotes: Playground Maintenance as follows - Quotes: Cllr G Gilgrass explained that the 2 quotes for repairing delamination's in the roundabout safety surface at Mackney Lane were very expensive for littler gain, situation to be monitored. The quotation from Playdale to replace the decaying rope bridge rails was also deemed excessive, we have now approached Arrow Fencing, who will manufacture the parts and fit them at a much lower price.
14)	Insurance Renewal: The was raised in Clerk's report
15)	Cars around Memoria & Street: Update by Cllr, S Robson to state that a few cars have now been removed by the Police and hoping that this will continue to carry on
16)	External Auditors Report: Reviewed by All Councillors and finalised – to be put onto the Website and noticeboards
17)	Matters for Reporting & Item for Inclusion on October Agenda: <ul style="list-style-type: none"> • Playground update • Village Hall Update • Pavillion Update • Finance Update



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<p>POST MEETING NOTE: We have received the invoice from Kingerlee, the amount is £39,249.10 (excl. VAT) and has now been paid.</p>

It was agreed that the next meeting of the Council would take place on **21st October 2025 at 7.30pm**

There being no further business the meeting was **declared closed at approximately 9.20pm**