



## BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL

Minutes of the APM Parish Council meeting duly convened on 18<sup>th</sup> November 2025 @ 7.30pm In the  
Stewart Village Hall

### ***DRAFT & UNAPPROVED MINUTES TO BE APPROVED AT DECEMBER MEETING***

**Present:** Cllrs. J Davys (Chair), J. Debney, C Hollebone, G Gilgrass, D Fisher, J Harding

**In attendance:** J Gray (Clerk), James Barlow (OCC) Crispin Topping (SODC) K Sherman (Observer)

1)	<b>Receive Apologies:</b> Cllr. R Nielsen, Cllr. S Robson, Anne-Marie Simpson (SODC)
2)	<b>To Confirm and sign a true record of the last meeting of Parish Council 21/10/25</b> – Agreed by all
3)	<b>Declaration of Interests;</b> Nil
4)	<b>Public Participation:</b> Nil
5.	<b>Reports</b>
5a)	<b>County Council:</b> <ul style="list-style-type: none"> <li>• Cllr. Barlow advised that there are no current disruptive road closures</li> <li>• Reminded that he has a small grant fund available for any applications</li> <li>• Discussed the street lighting switch off proposal and the next steps with a letter from BCS to OCC to support this</li> <li>• The consultation on <b>proposals to improve Oxfordshire's Fire and Rescue Service</b> runs until 20th January. This includes options to move our local fire station from Wallingford to Crowmarsh, and have a permanent day-crew on station, rather than the current on-call staff arrangement.</li> <li>• Comments were suggested for <b>Wallingford Local Cycling and Walking Infrastructure Plan:</b> Consultation is open until 7th January.</li> </ul>
5b)	<b>District Council:</b> <ul style="list-style-type: none"> <li>• Anne-Marie Simpson sent apologies – emailed recent updates for all Councillors to review – Attended by Crispin Topping who advised:</li> <li>• 5 out of the 7 Councils backed the two-unitary proposal for Council re-organisation</li> <li>• Funding to go into supporting Council Housing</li> <li>• Grants Panel – larger sums available for predominantly Village Halls – further applications Feb 26 &amp; Nov 26 – applications to be sent 3 months prior to the dates.</li> <li>• Smaller grants to local communities available</li> </ul>
5c)	<b>Clerks Report:</b> <ul style="list-style-type: none"> <li>• Clerk reported receipt of CIL funds of £44,505.00 which had arrived into bank account 24.10.25 – transferred funds across to CIL account.</li> <li>• VAT Reclaim had been made for £10,074.00 – (£7,849.82 payment was CIL funds to Kingerlee for Village Hall restoration) this was credited into current account on 13.11.25</li> <li>• Creative Haus advised that they will no longer be hosting Website/Email domain with effect from 31.3.26</li> </ul>



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- Parish Online: circulated information regarding change of Website & Email to **a.gov.uk account** as advised by the Internal Auditor. This **was proposed by Cllr J Harding and seconded Cllr. G Gilgrass** – it was **RESOLVED** to agree the changeover to ensure the Parish Council are compliant with accessibility
- Clerk to contact Parish Online for changeover to be started
- Late invoice for payment Creative Haus £110.00 (6 months) approved to pay by all Councillors

5d)

Planning:

Planning Number	Address	Decision/Comments
P25/S0922/FUL	Land West of Green Lane, Slader End-	amended/amplified by info rec'd
P25/S3059/S73	Earthtrust Between Hill Farm & Sire Hill Wittenham	Variation of condition 2/ Response Due <b>19/11/25</b>
P25/S3229/HH	Beauchamp Grange, Old Nursery Lare BCS – Demolition of existing Double Garage	construct a new 1.5 storey annexe/ Response due <b>19/11/25</b>
P25/S3368/Dis P25/S2692/LB	Slade End House	Discharge of Condition 3
P25/S2668/HH	Maitland Sotwell Street Brightwell-cum-Sotwell	Erection of double storey rear extension including changes to the fenestration and associated landscape works.
P25/S2842/S73	Benjamin House, BCS	Variation of condition 2 on planning P25/S0745/HH Response Due: <b>5/11/25</b>
P25/S3386/HH	Rock Wood, Mackney Lane	Demolition of dilapidated storage garage and replaced with a single storey side extension – Response Due: <b>25/11/25</b>

Agree November Payments – All Agreed for payment

Payee and Reason	£ total
Clerk's Salary	£876.35
Scofell	£1175.65
Starboard Systems (Scribe)	£ 44.40

Payments made between meetings and approved: October

SODC Dog Bins

£1123.76

JS Davys (Expenses)

£ 14.25

HMRC (Quarter)

£ 472.21

123.Reg (domain renewal)

£ 31.18 (Pd by G McEvoy refunded)



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6).	<b>Pavillion Update:</b> Cllr. R Nielsen not in attendance; no update provided
7).	<b>Village Hall Update:</b> Cllr. Gilgrass advised that 2 Meetings have taken place with Kingerlee: for updated reports/costings to endeavour to provide a reasonable quote; this has come in at £2.4 million. Therefore, a strategy needs to be implemented regarding fund-raising of £500,000.00. It was proposed that a 'Table of Influence' be considered within the village and also for Councillors to speak to parishioners of the village who may have experience with larger fundraising projects; this needs to be put in place before Xmas.
8)	<b>Playground Update:</b> Cllr. Gilgrass updated the Council that Arrow fencing are going to carry out several of the repairs required to the wood on the Playdale bridge and also the swing seat arms and the play area; this will take place on 10/12/25
9)	<b>Budget &amp; Finance Update:</b> Cllr J Harding presented and circulated the 26/27 Budget (via email initially) to all of the Councillors for review prior to the meeting. The forecast for the year to 31 March 26 and the proposed budget for 26/27 were fully explained. The 26/27 budget was approved by all councillors.
10)	<b>Matters for reporting and items for inclusion on December's Agenda</b> <ul style="list-style-type: none"><li>• Precept</li><li>• Village Hall Update</li><li>• Playground Update</li><li>• Pavillion Update</li><li>• Millenium Wood</li><li>• Co-opt New Councillor – Karen Sherman</li></ul>

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

There being no further business the meeting was **declared closed at 9.03 pm**

**Signed:**

**Dated:**