



Brightwell-cum-Sotwell Parish Council -Minutes of Parish Council Meeting held.

Minutes of the Meeting of Brightwell-cum-Sotwell Parish Council held Tuesday 24th March 2026 at 7.30pm in the Stewart Room, Village Hall

Draft Minutes to be approve at meeting 21/4/2026

Present: Cllr. James Davys, Cllr. Graham Gilgrass, Cllr. Jason Debney, Cllr. Christopher Hollebone, Cllr. Janet Harding, Cllr. Karen Sherman, Cllr. Matthew Freeman, Cllr. Robert Nielsen, Cllr. Derren Fisher

Apologies: Cllr. Anne-Marie Simpsons (District Council)

2. Apologies for Absence – To receive apologies – Anne-Marie Simpson (District Councillor)

3 Minutes – To confirm Minutes of the meeting held on 17th February 2026. It was **Resolved** that the minutes of the Full Council meeting be accepted as a true record and were signed by the Chairman.

4. Declarations of Interest – to receive any requests for Declarations of Interest for Councillors relating to items on the agenda, in accordance with the Councils Code of Conduct – **NIL**

5. Public Participation – to receive questions from members of the public relating to items on the agenda, in accordance with the Councils Code of Conduct and Standing Orders.

Mr RT was in attendance after making a request to the Clerk to participate. His attendance was to present details of a Planning Application which he was due to submit. He wanted the Council to see the plans and convey the materials used and layout of the plans prior to him making his submission. All Councillors noted this, and they thanked Mr RT for attending the meeting.

6. Reports from District and County Councillors – for information only

6a) Cllr James Barlow was in attendance and gave an update of what is currently taking place within the County Council.

- He advised of a current Flood Project Fund that was available.
- Further conversations were had regarding the ongoing request for a 20MPH speed and weight limit at Sires Hill/Earths Trust.
- Further update on the A4130 Calvin Thomas Way Barriers – continuation of replacing and cleaning these barrier – further date waited for this to be conducted.



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- He reported that he had sent the report he received from KS requesting the resurfacing of Slade End on to the relevant department for consideration.

6b) Cllr. Anne-Marie Simpson District Councillor sent her apologies and forwarded the Clerk circulation the report to all Councillors.

6c) Clerk's Report

- Clerk informed Council that payment of £900.00 had been received as part payment from Pavilion for Insurance
- Clerk informed Council that a Teams meeting had taken place with new Internal Auditor (IA) – Jane Olds regarding the forthcoming AGAR Audit. Several points to be reviewed and updated – **Clerk/Cllr J Harding to action these points.**
- Clerk informed that IA also stated further signatories/approvers were required for the banking purposes/Financial Regulations – **Clerk has actioned this with Lloyds Bank**
- Clerk informed that Cllr. K Sherman and Cllr. M Freeman were reviewing Policies: Debit Card Policy, Investment Policy, Complaints Procedure and Privacy Policy; to be re adopted and Website updated – **Clerk to action**
- Cllr. K Sherman requested that a policy for Grievance and Disciplinary Procedures be located and reviewed and adopted for next meeting
- 3 Late invoices which needed approval were brought to meeting by the Clerk: - **Unanimously approved by all Councillors.**
- **Clive Collet (Electrical) £88.20 (VAT £14.70)**
- **Arrow Fencing (Macney Lane) £378.00 (VAT 63.00)**
- **MKA Ecology (Biodiversity) £672.00 (VAT £112.00)**

6d) Planning Report

Cllr. D Fisher had Nil to report on current planning applications

6e) Agree March Payments & Payments made between meetings.

- All Councillors reviewed invoices to be paid and unanimously agreed for payment.

7. Pavilion Update

- Cllr. R Nielsen informed Council that there was nothing much to report other than SODC had conceded on the stream not needing to have a further report done. Also, it was noted that they had conceded on all hedges except four meters (hedges not to be touched)



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- Was noted that the boiler had been serviced and was advised that it will need to be replaced in due course; this will happen when renovations are complete.

8. Village Hall Update

- Cllr. G Gilgrass that there had been a meeting of the funding group on 24/3/26; no update yet
- Next meeting will be in April to discuss further fund raising.

9. Playground Update

- Cllr. G Gilgrass informed that currently there is not much wrong
- Mackney Lane surfaces are due to be cleaned by Jet-it-Off.
- Playdale equipment loose screws in brackets have all been tightened.
- Kings Meadow – small amount of decay in the wood: Activity Trail ramp – not critical
- Tennis Court Fence – agreed with Tony Windsor (Tennis Courts) a 50% contribution toward the repair of the fencing. Painting of the posts to be investigated.

10. Finance Update

- Cllr. J Harding provided all Council with a summary of all accounts/finances
- The YTD Finances to Feb 2026 were discussed and Cllr J Harding explained that the 25/26 Budget showed a £3,000 deficit whereas the latest forecast shows a £7,000 surplus, a £10,000 variance.
- Cllr. J Harding informed Council that the additional £10,000 cash was due to £3,000 Planning advice (not required this year), £1,000 for Neighbourhood Plan (not spent), £3,500 for tree/verges (not used) and £2,400 due to less S137 grants awarded. In addition, the VAT reclaim was £4,000 higher than budget and bank interest was £1,500 higher.
- Cllr. J Harding informed the overspend was on Tennis Courts £2,800 and Staff Salary £2,800, which was due to the National Insurance changes, and an increase in the number of hours worked by the Clerk.
- The 26/27 Precept has been maintained at the same level as 25/26

11. Surface Water/drainage around the village

- Cllr. K Sherman wanted to find out what is happening with all the surface water; This was discussed with Cllr. J Debney who gave an explanation as to how/why this happens and proposed that Cllr.K Sherman approach Mr SC who has been dealing with a grant for this.



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- **Clerk to email Mr SC to introduce Cllr. K Sherman to discuss the next steps to endeavour to alleviate this problem**

12. Quotes

- Arrow Fencing Quote for repair of Tennis Court wires @ Kings Meadow – Quote for £1715.00 + VAT (this is to be split with the Tennis Courts paying 50% of the cost)
- Jet-it-Off – Quote to pressure wash and treat surfaces at Jubilee Recreation ground £300.00.
- **Unanimously approved to accept quotes – Clerk to advise both companies and dates be booked.**

13. New Wall & access Bakers Lane – damage to hedge & tree.

- Cllr. G Gilgrass requested to raise this issue; it was agreed that unsatisfactory job had been carried out in controlling damage to the hedge. Cllr. J Debney had spoken to the parishioners where the work had been conducted and reassured them that all will be made good. New trees/shrubs have been offered.
- OCC will close Bakers Lane between Datchet Green and Holden House for 2 days from May 11th for tree work.

14. CAB – procedure for funding requests going forward/? Policy/procedure document

- Cllr. J Davys (Chair) requested to re-visit the CAB application for funding.
- Cllr. J Davys proposed to Council to have a procedure document written up and to put in place for any future requests from National Companies
- This was unanimously approved/agreed by all Councillors.
- **Cllr. J Davys to draft this procedure document and to review at next meeting**

15. Next meeting date 21.4.26

- **Items for inclusion**
- **Pavillion update**
- **Village Hall Update**
- **Playgrounds update.**

Meeting was closed at 8.45pm