



Brightwell-cum Sotwell Parish Council

To Members of the Council: you are summoned to attend the Meeting of Brightwell-cum-Sotwell Parish Council on **Tuesday 16th June 2026** in the Stewart Room, Village Hall, Brightwell-cum-Sotwell commencing at 7.30pm.

Members of the Public: you are invited to attend. Any members of the public wishing to address the Council during the formal meeting must make the Chair aware of their intention before the meeting starts. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public wishing to record the meeting are asked to notify the Chair of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

AGENDA for Parish Council Meeting

1. **Apologies for absence** – to receive apologies.
2. **Declarations of interest** – to receive any declarations of interest from Councillors relating to items on the agenda, in accordance with the Council's code of conduct.
3. **Public Participation** – to receive questions from the public relating to items on the agenda in accordance with the Council's code of conduct and standing orders: **Request from R Todd regarding The Village Hall**
4. **Reports from District & County Council** – for information only
5. **Minutes** – to confirm Minutes of meeting held on 19th May 2026
6. **Update on progress from previous Minutes** – the Chair/Councillors will report on progress of outstanding items which do not require further decision.
 - i) Pavillion update: **Cllr. R Nielsen**
 - ii) Village Hall Update: **Cllr. G Gilgrass**
 - iii) Playground update: **Cllr. G Gilgrass**
7. **Finance**
 - **Financial Report** – to receive the reports for information.
 - **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements.
 - **Grants** - to consider any requests received: lawnmower for St James's churchyard **Cllr. J Davys**
 - **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule.
8. **Planning**
 - **To Elect Planning Committee: Cllr. C Hollebhone**

- **Planning Applications** – to consider all recent Applications received from South Oxford District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting.

P25/S0922/FUL	Land West of Green Lane, Slade End	On going consultation with Andy Heron
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- 9. Parish Matters** – to consider any parish matters to include Clerk’s Report
- a) **Clerk’s Report**
 - i) **Draft AGAR/Internal Auditor’s Report 25/26**
 - ii) **Internal Audit:** Members are asked to review the Internal Auditor’s written report and to note the AGAR Internal Audit (page 3). It is recommended that a plan of action is developed to address any issues.
 - iii) **Annual Governance Statement (Section 1):** Members are asked to review and complete the Annual Governance Statement 2025/26 – page 4 of the AGAR. Clerk and Chairman to sign and date.
 - iv) **Annual Accounting Statement (Section 2):** Members are asked to review and approve the Accounting Statements 2025/26 – page 5 of the AGAR. Chairman to sign and date.
 - v) **Exercise of Public Rights:** Members are further asked to confirm the dates of the period for the exercise of public rights as commencing 18th June 2026 and ending on 29th July 2026. Announcement to be made 17th June 2026.
 - vi) **Explanation of Variances and Bank Reconciliation 2025/26:** Members are asked to review and approve the explanation of variances and bank reconciliation for 2025/26
 - b) Councillor Responsibilities review – **Cllr. K Sherman**
 - c) ‘You are here’ map – **Cllr K Sherman**
 - d) Policies reviewed – Finance Regulations and Bank Mandate (JH), Investment Policy (KS), IT Policy (MF),
 - e) Request for a memorial bench along the Croft Path – **Cllr J Davys**
 - f) Trustee role for Jubilee Pavilion – discussion re clarification of Trustee Role: **Cllr. K Sherman**
 - g) Email re Mobile Fresh Produce request: **Cllr. C Hollebone**
 - h) Parish Council Facebook Page: **Cllr M Freeman**
- **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by **6th July 2026**
 - **Date of next meeting** - to confirm the date of the next meeting as **Tuesday 15th July 2026**

JA Gray

Dated: 8/6/2026

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