



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 21st April 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

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 Representative from JPPC, Chartered Town Planners & 2nd request from residents of Planning Applications: P26/S0631/S73 & P26/S0632/S73**
4. **Reports from District & County Council** – for information only
5. **Minutes** – to confirm Minutes of meeting held on 24th March 2026
6. **Update on progress from previous Minutes** – the Clerk/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**
 - iv) Charity donation guidance letter – review **Cllr. J Davys**

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.
- **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule.

8. Planning

- **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.

16/3/26	P25/S3921/HH	Hill View, Sires Hill, North Morton - Construction of ancillary building (annexe) in the rear garden to create living space for family member.	8/4/26 – comments made	
19/3/26	P26/S0632/S73	Westend Nurseries Site Old Nursery Lane, BCS – Residential development of 4 dwellings amendment	17/4/26 Comments made	
19/3/26	P26/S0631/S73	The application is for: Residential Development for four dwellings: amendment to list of approved plans due to proposed changes to Plot 4; variation and/or removal of conditions 1, 2, 3, 4, 5, 7, 11, 13 and 16 of planning permission P21/S1337/FUL. Particular variation of condition 2 (Approved plans) & 11 (Turning Area & Car Parking) in relation to the access position.	17/4/26 comments made	
24/3/26	P26/S0770/HH	11 Greenmere, BCS – Double Storey Extension following demolition of single storey extension	16/4/26 Comments no objection	
24/3/26	P26/S0258/HH	Tree Haven, BCS – Part Demolition of existing s storey extension		Granted 24.3.26
27/3/26	P24/S3481/0	Land west of Shillingford – 400 houses – outline planning		
31/3/23	P26/S0452/S73	Maitland, Sotwell Street – Variation of Cond 2 (P25/S2668/HH)		

9. Parish Matters – to consider any parish matters.

- a) Surface water drainage **Cllr. K Sherman (to be discussed with Cllr J Barlow at the start of the meeting)**
 - b) Hedge – village end of Croft Road – **Cllr. K Sherman** (2 villagers' complaint)
 - c) HR – Update – **Cllr. K Sherman**
 - d) APM – date to be set -? 19/5/26 before PC meeting
 - e) Four Policies reviewed (Cllr. K Sherman & Cllr. M Freeman) – to confirm re adoption (Debit Card, Investment, Complaints Procedure, Privacy Policy)
 - f) Revisit Code of Conduct for purposes of both new and current Councillors – **Cllr. J Davys**
 - g) Dead Elm Tree resident complaint email – Deacons Orchard – **Cllr. C Hollebhone/M Freeman**
 - h) Sires Hill traffic calming – **Cllr, C Hollebhone (to be discussed with Cllr Barlow at the start of the meeting)**
 - i) Email request to **Cllr J Davys** re a memory bench in recreation ground
- **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by 7th May 2026
 - **Date of next meeting** - to confirm the date of the next meeting as Tuesday 19th May 2026

J.A Gray

Dated: 15/4/2026

Nettie Gray,

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Clerk to the Parish Council

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