



**Brightwell-cum-Sotwell Parish Council**

**Complaints Policy**

Version	Release Date	Distribution	Notes	Reviewed Date	Date Adopted
BCSPC12 Standing Orders	July 2023			15/4/2026	Re-Adopted 21/4/2026

**Document Sign Off & Adoption**

This document was distributed to Cllr. M Freeman for review prior to the Parish Council Meeting on 21/4/2026. The Policy was discussed at the meeting. No revisions were required and the Policy was formally re-adopted (Ref: 9d of the minutes of that meeting).

Adoption Witnessed by the Clerk to Brightwell Cum Sotwell Parish Council

Name: \_\_\_\_\_ Jeanette Gray \_\_\_\_\_

Signature: \_\_\_\_\_ *J A Gray* \_\_\_\_\_

Date: \_\_\_\_\_ 21/4/2026 \_\_\_\_\_

1. Brightwell-cum-Sotwell Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

3. This Complaints Procedure does not apply to:

3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.



## Document Reference – BCSPC POL 12

3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on April 2023 and, if a complaint against a councillor is received by the council, it will be referred to the Monitoring Officer at South Oxfordshire District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer at the SODC offices.

4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.

6. Wherever possible, the Clerk will acknowledge your complaint within five working days and provide you with a response in a timely manner as described below.

7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.

8. The Clerk or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

### Contacts:

Parish Clerk, Brightwell Cum Sotwell Parish Council, Parish Office, The Village Hall, Westend, Brightwell-cum-Sotwell, Oxon OX10 0RY

Telephone – 01491 826968

Email – [clerk@brightwellcumsotwell-pc.gov.uk](mailto:clerk@brightwellcumsotwell-pc.gov.uk)

Website – [www.brightwellcumsotwellpc.co.uk](http://www.brightwellcumsotwellpc.co.uk)