



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 19th May 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 APM & Parish Meeting

1. **To Elect the Chairman** of the Council and to receive the Chairman's Declaration of Acceptance of Office
2. **Election of Vice Chair** - of the Council and to receive the Vice Chair's Declaration of Acceptance of Office
3. **Apologies for absence** – to receive apologies.
4. **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.
5. **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:
6. **Reports from District & County Council** – for information only
7. **Minutes** – to confirm Minutes of meeting held on 21st April 2026
8. **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**

9. 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.

10. 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.

P26/S0632/S73	Westend Nurseries Site Old Nursery Lane, BCS – Residential development of 4 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.	Comments Made 28.4.26
P26/S0631/S73	Westend Nurseries Site Old Nursery Lane, BCS – Residential development of 4 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.	Comments Made 28.4.26
P25/S3059/S73	Earth Trust between Hill Farm & Sires Hill – Variation of Condition 8 on application no P/20/S1290/FUL	Update Cllr C Hollebhone

11. Parish Matters – to consider any parish matters to include Clerk’s Report

- a) Clerk’s Report
- b) Surface water drainage **Cllr. K Sherman**

- c) Pennygreen Lane – further letter **Cllr. G Gilgrass**
 - d) Planning Policy – review – **Cllr. C Hollebhone**, IT Policy – **New** (reviewed **Cllr. M Freeman**), Investment policy (**New**) – **Cllr. K Freeman**, Standing Orders – review – **Cllr. R Nielsen**, Finance Policy & Banking Mandate – review – **Cllr. J Harding**
 - e) Newly painted white road markings for restricted parking outside The Village Store – **Cllr. J Debney**
 - f) IA report review for AGAR & to consider the appointment of Internal Auditor for 26/27
 - g) Earths Trust update – **Cllr. C Hollebhone** – see planning section
 - h) Donations Procedure; Final draft to be approved **Cllr. J Davys**
 - i) Quotes: **Arrow Fencing x 2**
- **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by 4th June 2026
 - **Date of next meeting** - to confirm the date of the next meeting as Tuesday 16th June 2026

JA Gray

Dated: 13/5/2026

Nettie Gray,

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Clerk to the Parish Council

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