



BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL

Minutes of the Parish Council meeting duly convened on 16th December 2025 @ 7.30p in the Church Hall,
St Agatha's Church, Brightwell-cum-Sotwell

DRAFT & UNAPPROVED MINUTES TO BE APPROVED IN JANUARY MEETING

Present: Cllrs. J Davys (Chair), J. Debney, C Hollebone, G Gilgrass, D Fisher, J Harding, S Robson, R Nielsen

In attendance: J Gray (Clerk), James Barlow (OCC) K Sherman Anne-Marie Simpson (SODC)

1)	Receive Apologies: Nil
2)	To Confirm and sign a true record of the last meeting of Parish Council 18/11/25 – Agreed by all
3)	To Vote on & Co-opt new Council Member: <ul style="list-style-type: none"> • Karen Sherman applied to be a Parish Councillor (current vacancy) • Nominated by Cllr. J Davys (Chair) • Seconded by Cllr. J Harding • A vote was taken with a unanimous result by all other Councillors
4)	New Councillor to sign the Declaration of Acceptance of Office: <ul style="list-style-type: none"> • Signed by Karen Sherman (New Councillor) & Cllr J Davys (Chair)
5.	Declaration on Interests: Nil
6)	Public Participation: None
7)	Reports
7a)	County Council: Cllr. James Barlow in attendance <ul style="list-style-type: none"> • Cllr. Barlow emailed his report over to the Clerk to circulate for review prior to the meeting. • No questions were raised regarding his report • Cllr Barlow asked if the Parish Council had heard anything regarding the street lighting; no news to date; Cllr. Barlow will look further into this
7b)	District Council: Cllr. Anne-Marie Simpson in attendance <ul style="list-style-type: none"> • Cllr. Simpson emailed district council report to the clerk to circulate to all Councillors prior to meeting. • Reported that the Joint Local plan was still in the examination/inspection phase and unlikely to be adopted until late 2026 (no guarantee).
7c)	Clerks Report: <ul style="list-style-type: none"> • Clerk requested a change of working days to Tuesday, Wednesday (office based) & Thursday from home; All Councillors accepted the change of days – unanimous agreement • Clerk reported a late Invoice for McAfee £109.99 due for payment 17/12/25 • Clerk reported an email from South Oxford District Council regarding 'Deep Cleanse' operation of Brightwell-cum-Sotwell from 9th March to 11th March 2026. Cllr Nielsen requested that we ask that Biffa dig-up and take away weeds & soil on the pavements down Shillingford Road. It was also discussed regarding deep clean of Baker's Lane Clerk to contact SODC with this request. • Clerk gave an update on the migration to a .gov.uk domain; Clerk advised that Parish Online were now in the 'build phase' of the new website. Domain name has been accepted and new website



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	<p>and email address should be in place mid-January – email to be clerk@brightwellcumsotwell-pc.gov.uk</p> <ul style="list-style-type: none"> • Clerk to instruct Creative Haus to close current website down with effect from end of January 2026 • Clerk requested a change of venue for the Parish Council meetings starting January 2026; to move to the Stewart Room; this was discussed and was Proposed by Cllr J Davys and seconded by Cllr K Sherman- all other Councillors were unanimously in agreement at the change of venue – Clerk to contact St Agatha's Church to advise them of this change in venue. 										
7d)	<p>Planning:</p> <table border="1"> <thead> <tr> <th>Planning Number</th><th>Address</th></tr> </thead> <tbody> <tr> <td>P25/S3386/HH</td><td>Rockwood, Mackney Lane – Demolition of dilapidated storage garage & replace with single storey side extension</td></tr> <tr> <td>P25/S842/S43</td><td>Benjamin House – BCS – Variation of Condition 2 on P25/S0745/HH</td></tr> <tr> <td>P25/S3473/HH</td><td>Fairways, High Road, BCS – Single Storey Extension</td></tr> <tr> <td>P25/S3701/DIS</td><td>The Rodings, High Road, BCS – Discharge Condition 7</td></tr> </tbody> </table> <p>Cllr. D Fisher advised there was nothing to report on above applications but, Cllr. Fisher did raise concerns regarding Planning Number P24/S1233/HH – The Highlands, High Road, Brightwell-cum-Sotwell – his concerns were that the entire exterior of property has been rendered – this being a breach of the planning consent. Cllr. Fisher will write a letter to SODC with these concerns.</p>	Planning Number	Address	P25/S3386/HH	Rockwood, Mackney Lane – Demolition of dilapidated storage garage & replace with single storey side extension	P25/S842/S43	Benjamin House – BCS – Variation of Condition 2 on P25/S0745/HH	P25/S3473/HH	Fairways, High Road, BCS – Single Storey Extension	P25/S3701/DIS	The Rodings, High Road, BCS – Discharge Condition 7
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	Agree December Payments – All Agreed for payment										
8).	<p>Pavillion Update:</p> <ul style="list-style-type: none"> • Cllr Nielsen reported that the 2nd payment had been made for the bat survey on the Pavillion – this showed 'no bats'. • There is to be some slight modification to the building design • There is likely to be 1 further bill from Ecology regarding this survey • Final bill to be expected from Michael Simpson (Architect) 										
9).	<p>Village Hall Update:</p> <ul style="list-style-type: none"> • Cllr. Gilgrass reported that Annette Kilworth (Chair of Village Hall) has resigned with effect from January • Meeting on 7/1/26 to discuss the next steps 										
10)	<p>Playground Update:</p> <ul style="list-style-type: none"> • Cllr. Gillgrass reported that repairs to the play areas will be carried out on 12/1/26 by Arrow Fencing 										
11)	<p>Budget & Finance Update:</p> <ul style="list-style-type: none"> • Cllr J Harding provided copies of the Budget for 26/27 to a Full Council and thoroughly explained the figures which led to her Precept figure remaining the same as 25/26 @ £45,000.00 for year 										



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	<p>26/27 year. This was Proposed by Cllr. J Davys (Chair) and was Seconded by Cllr. R Nielsen. A vote was taken with a unanimous result. Clerk to send of Precept Form by January 15th 2026</p> <ul style="list-style-type: none"> • Cllr R Nielsen questioned the payment for Heat source and should this be added into the general fund. It was debated and then Proposed by Cllr. R Nielsen and Seconded by Cllr. J Davys (Chair) – unanimously agreed by all Councillors to transfer the remaining balance £131 to the PC balance.
12)	<p>Millenium Wood</p> <ul style="list-style-type: none"> • Cllr. C Hollebone reported that 20/30 trees have been felled & they need to be cut up and removed next month • Woodland Trust have donated some trees to be planted • Cllr. C Hollebone also updated on the Swan Wood to advise that an application has been sent to help tidy up this wooded; a report will be needed to enable this grant application to be submitted
13)	<p>Pennygreen Lane:</p> <ul style="list-style-type: none"> • Cllr. G Gilgrass reported that he will reply to SODC regarding concerns with the erection of the fence and the dead plants since this has been erected (photos to be provided).
14)	<p>Eart Trust Food Paths:</p> <ul style="list-style-type: none"> • Cllr C Hollebone reported the path to be constructed from Ladygrove to Hill Trust (an OCC Project – developer funded). It is a 3k path which has been approved without any consultation. • Cllr. C Hollebone has contacted Mr A Gant and will also email Cllr. James Barlow (OCC) regarding his concerns.
15)	<p>Matters for reporting & items for inclusion in January Agenda:</p> <ul style="list-style-type: none"> • Cobb Wall – Public Participation update • Pavillion Update • Village Hall Update • Playground Update

It was agreed that the next meeting of the Council would take place on **20th January 2026 @ The Stewart Room, Village Hall, Brightwell-cum-Sotwell**

There being no further business the meeting was **declared closed at 9.02 pm**

Signed:

Dated: