



# Sutton Courtenay Parish Council

Clerk, Miss Jennie Currie  
Sutton Courtenay Parish Council, c/o 44 Harrington Close, Newbury, RG14 2RQ  
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To: Cllrs Rita Atkinson, Robert Dalby, Lyn Hodder, Father Morkos, Joanna O'Callaghan, Hugo Raworth and Jason Warwick.

Thursday 11<sup>th</sup> May 2023

Dear Councillor,

You are hereby summoned to attend the annual meeting of Sutton Courtenay Parish Council, to be held on Tuesday 16<sup>th</sup> May 2023 at 7.15pm in Sutton Courtenay Village Hall, for the purpose of transacting the following business.

Yours sincerely,  
Miss J. Currie, Clerk

## AGENDA

### 1. Election of the Chairman

### 2. Election of the Vice Chairman

### 3. Public Participation

An opportunity for the public to bring parish matters to the attention of the Council

### 4. Apologies for Absence

### 5. Declarations of interest from Councillors and requests for dispensations

### 6. Minutes of the meeting held on Tuesday 4<sup>th</sup> April 2023 (enclosed)

### 7. Co-option of new Councillors

### 8. Delegation arrangements (to follow)

### 9. Working parties

a) To appoint members to the following working parties:

Art Trail  
Council Plan (new) deadline September 2023  
Planning  
Recreational Amenities

b) To consider dissolving the following working parties:

Cemetery  
Digital  
Effectiveness of Internal Audit  
Finance, Staffing and General Purposes

### 10. Areas of interest

To appoint Councillors to champion particular subjects:

Financial oversight  
Cemetery  
Defibs  
Environment (including waste)  
Rights of Way  
Speed Indicator Devices (2 Councillors)

### 11. Standing Orders and Financial Regulations

To review the Standing Orders and Financial Regulations (see website)

**12. Representatives on external committees/organisations**

To review Council representatives on the following committees/organisations

ADYP Advisory Board  
Didcot Garden Town Board  
Didcot LCWIP  
FCC Liaison Committee  
Millennium Common Management Committee  
Milton Park Liaison Committee  
Neighbourhood Plan Steering Group  
Neighbouring Parish Councils Joint Committee (HIF1)  
RWE Local Liaison Committee  
UKAEA Technology - Culham Local Liaison Committee  
UKAEA Technology - Harwell Local Liaison Committee  
Village Hall Management Committee

**13. Subscriptions**

To review the Council's subscriptions to other bodies to (follow)

**14. Standing Orders and Direct Debits**

To review payments made by standing order or direct debit (to follow)

**15. Policies and Procedures**

To review the following Policies and Procedures: (enclosed)

Appraisal Policy	Equality and Diversity Policy
Code of Conduct	Grievance Policy
Complaints Procedure	Reserves Policy
Data Protection Policy & Privacy Notice	Publication Scheme
Disciplinary Policy	

**16. Meeting dates for the 2023-24 municipal year**

To agree the meeting dates for 2023-24 (enclosed)

**17. Planning applications (Planning working party) (enclosed)**

a) Applications for consideration at the meeting:

P23/V0752/FUL The Coach House, Abingdon Road, Sutton Courtenay

Retention of separate dwelling in breach of condition 3 of permission P07/V1488/FUL

P23/V0792/HH Courtenay Pitts, All Saints Lane, Sutton Courtenay

Single storey detached garage.

P23/V0793/HH Courtenay Pitts, All Saints Lane, Sutton Courtenay

Single storey rear extension with parapet wall and 2 no. roof lanterns over extension.

Internal alterations to ground floor layout. Remove existing timber cladding and replace with white render to match existing. Replace all existing UPVC windows with powder-coated aluminium windows in existing structural openings. Crittall style windows.

Convert existing garage to annexe accommodation. Replace existing timber gate with

painted steel.

P23/V0796/HH Bekynton Cottage, 7A The Green, Sutton Courtenay

Covered porch to front elevation, roof extension to provide an additional room on the first floor, rear single storey extension to main house, reduction in level at front of cottage to improve surface water drainage and create a sunken terrace, new covered cycle and bin store, replacement of single glazed timber casement windows with double glazed.

a) Applications for consideration at the meeting (continued)

MW.0033/22 & MW.0034/22 The Portway, Appleford Sidings, Appleford

AMENDMENT TO: The applicant now proposes that the loading/unloading of trains would take place from 07.00 to 22.30 Monday to Friday and 07.00 to 18.30 on Saturdays. There would still be a requirement for trains to arrive and depart the site between 06.00 and 22.30 Monday to Friday but trains would not be loaded/unloaded before 07.00.

It is also now proposed that these longer hours would be limited to only 150 occasions per year. As previously, the change is sought for a 5-year period.

An updated noise report and a noise protocol have been provided.

P23/V0859/FUL Land and building west of Peewit Farm, Drayton Road, Sutton Courtenay

Erection of dwelling and demolition of agricultural building.

MW.0066/23 Hanson Aggregates, Appleford Road, Sutton Courtenay

Erection of a covered store formed of two bays.

P23/V0365/HH 26 Church Street, Sutton Courtenay

Demolition of dilapidated outbuildings and erection of work from home office.

P23/V0849/HH & P23/V0853/LB Pull Croft 53, High Street, Sutton Courtenay

Proposed single storey infill extension, first floor alteration to north side and south side, adding one conservation rooflights. Refurbishment works relating to the railing and entrance gate at the front and other landscaping works Garage enlargement and a new home office is proposed in the garden and new shed.

P23/V1008/FUL Village Hall, Hobbyhorse Lane, Sutton Courtenay

Replacement entrance porch for the Village Hall. (This application has been made by the Parish Council as the landowner and therefore it will not submit any comments.)

b) Additional planning correspondence

**18. Reports**

- a) County Councillor's Report - Cllr R Webber
- b) District Councillor's Report - Cllr R Webber
- c) Parish Councillors' Reports
- d) Clerk's Report

**19. High Street Speed bumps**

To consider the concerns of a resident regarding vehicles causing damage to their home due to vibrations

**20. Art Trail update**

- a) To consider the need to advertise on the Contract Finder or to approve the appointment of Oxford Oak to create the benches and boards (legal advice to follow)
- b) To select the contractors to carrying out the utilities surveys and install the benches and boards (to follow)
- c) To appoint two Councillors to sign the S106 grant agreement

**21. Neighbourhood Plan update**

**22. Recreation Ground (Recreational Amenities working party)**

- a) Update on football/rugby goal posts
- b) Skate Park request for 23<sup>rd</sup> August 2023 (to follow)
- c) To agree the scope of the new cricket practice strips (to follow)
- d) To consider repositioning the main football pitches due to proximity to play area
- e) To establish a rota for fortnightly checks of the Recreation Ground

**23. Village Hall**

- a) Request from SSE to cut trees (to follow)
- b) Request to provide administrative support to the Management Committee for its planning application

**24. Finance**

- a) To consider the external auditor's report for the year 2021-22 (to follow)
- b) To review the use of S106 and CIL funds (to follow)
- c) To approve the receipts and payment report (to follow)
- d) To appoint two Councillors to authorise the payments via the online banking platform
- e) To note the budget and reserves reports (to follow)

**The press and public are welcome to attend the meeting.**