



## Sutton Courtenay Parish Council

### Minutes for the annual meeting of the Parish Council held on Tuesday 7<sup>th</sup> May 2024 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Paul Galliver, Lyn Hodder, Father Morkos, Joanna O'Callaghan and Hugo Raworth.

In attendance: Jennie Currie, Clerk; 3 members of the public.

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2024/075 Election of the Chairman

**RESOLVED** that Councillor Atkinson be elected as Chairman.

Councillor Atkinson signed the Chairman's Acceptance of Office.

2024/076 Election of the Vice Chairman

**RESOLVED** that Councillor Dalby be elected as Vice Chairman.

Councillor Dalby signed the Vice Chairman's Acceptance of Office.

2024/077 Apologies for absence

Apologies for absence were received from Councillors Teresa Field, Jason Warwick, and Fiona Wolveridge.

2024/078 Declarations of Interest

No declarations of interest were received.

2024/079 Minutes for the meeting held on Tuesday 9<sup>th</sup> April 2024

**RESOLVED** that the minutes of the meeting held on Tuesday 9<sup>th</sup> April 2024 were a true and accurate record and would be signed by the Chairman.

2024/080 **RESOLVED** that item 17 Public Participation would be brought forward.

2024/081 Public Participation

Issue: Concerns raised about recent tree planting on the Village Green. They asked that the trees are moved as the trees will cut off the view of the church. They asked why the locations can be selected.

Response: One tree was positioned to screen the parking area; one to replace the flowering cherry which is in poor health; and two to create a visual distinction from the road.

Public response: That the two near the road are moved closer to the road, as they break up that section of grass.

Response: The Council will consider the matter under the agenda item later in the meeting.

2024/082 Co-option of Councillor

**RESOLVED** that Ian Pratley would be co-opted as a Member of the Parish Council.

Members noted that there were no further vacancies to be filled.

2024/083 Delegation scheme

**RESOLVED** that the 2024 scheme of Delegation would be approved.

2024/084 Committees

**RESOLVED** that Staffing Committee be re-appointed:

Membership: 4 Members including the Chairman and Vice Chairman

- Cllrs Rita Atkinson, Rob Dalby, Jason Warwick and Fiona Wolveridge.

Quorum: The quorum shall be 3 Members.

Terms of Reference:

- To exercise the powers of Sutton Courtenay Parish Council in all policy matters, rules pertaining to discipline, staff grievances, health and safety at work and conditions of service that are required to be dealt with by the Council.
- The appointment of all Officers, in consultation with the Clerk.

Notes:

- The Clerk shall report any leave of absence (whether sickness or annual leave) to the Chairman or if they are not available the Vice Chairman. All other matters will be dealt with by the Committee.
- (If additional Officers are appointed.) The Clerk shall be responsible for the day-to-day management of Officers, appointments, disciplinary procedures, and Health & Safety at Work.

2024/085 Working parties

(a) Appoint Members to working parties

**RESOLVED** that the Working Parties would be:

Communication: Cllrs Dalby, Galliver, O'Callaghan, Pratley and **Raworth**.

Council Plan Monitoring: Cllrs Atkinson, **Dalby**, Hodder, O'Callaghan, Warwick and Wolveridge.

Planning: Cllrs **Atkinson**, Galliver, Father Morkos, Pratley and Raworth. Plus, Robin Draper and David Hignell.

Recreational Amenities: Cllrs Atkinson, Hodder, O'Callaghan, Pratley and Wolveridge. Plus, June Dunton and Tim Twaits.

Village Hall: Cllrs Dalby and Wolveridge. Plus, the **Clerk**, Rita Atkinson (VH trustee) and Mary Warrington (VH treasurer)

(b) Dissolve working parties

**RESOLVED** that the following Art Trail Working party would be dissolved.

2024/086 Areas of interest

**RESOLVED** that the following Members would be appointed to these Areas of interest:

Financial oversight: Cllr Dalby

Cemetery: Cllr O'Callaghan

Defibs: Cllr Father Morkos

Environment: Cllr Warwick

Speed Indicator Devices: Cllrs O'Callaghan, Raworth and Warwick

2024/087 Representatives on external committees/organisations

**RESOLVED** that the following Members would be appointed to these external committees:

- Didcot Garden Town Board – Parish Council Working Party: Cllr Hodder
- Didcot LCWIP: Cllr Warwick
- FCC Liaison Committee: Cllrs Dalby & O’Callaghan
- Millennium Common Management Committee: Cllr O’Callaghan
- Milton Park Liaison Committee: Cllrs Atkinson, Warwick
- Neighbourhood Plan Steering Group: Cllrs Atkinson, Dalby, O’Callaghan & Raworth.
- Neighbouring Parish Councils Joint Committee (HIF1): Cllrs Atkinson & Raworth
- Oxfordshire Parish Transport Representatives (PTR): Cllr Warwick
- RWE Local Liaison Committee: Cllr Atkinson (sub Cllr Warwick)
- UKAEA Technology - Culham Local Liaison Committee: Cllr Hodder
- UKAEA Technology - Harwell Local Liaison Committee: Cllr Hodder

**Trusts:**

- The Parochial Charities 235924 (4 years from February 2024, 4 people)
- Cllrs Atkinson, O’Callaghan. Plus William Hanks and David Hignell.
- Village Hall 300213 (1 person) Cllr Dalby
- Sutton Courtenay (National Power) Trust 1075049 (can be all Cllrs, 8 people) Atkinson, Dalby, Galliver, Hodder, O’Callaghan, Pratley, Warwick & Wolveridge

2024/088 Standing Orders and Financial Regulations

**RESOLVED** that the Council’s Standing Orders 2020 and Financial Regulations 2020 would be adopted without any changes.

2024/089 Subscriptions

**RESOLVED** that the Council’s subscriptions would remain unchanged:

- Society of Local Council Clerks (SLCC)
- National Association of Local Councils (NALC) & Oxfordshire Association of Local Councils (OALC)
- Institute of Cemetery and Crematorium Management (ICCM)
- Parish Online (mapping software)
- Wilts & Berks Canal Trust (local charity)

2024/090 Standing Orders and Direct Debits

**RESOLVED** that the Council’s standing orders and direct debits would remain unchanged:

- Information Commissioner’s Office (ICO)
- Clerk – salary
- Clerk – home office allowance
- Oxfordshire Pension Fund
- Unity bank – quarterly service charge

2024/091 Policies and Procedures

**RESOLVED** that the following Council's policies and procedures would remain unchanged:

- Publication Scheme (May 2023)
- Code of Conduct (2022)
- Complaints Procedure (reviewed - no changes)
- Risk Management Policy (reviewed)
- Memorial benches, planting and plaques (October 2023)
- Data Protection Policy & Privacy Notice (reviewed)
- Appraisal Policy (reviewed)
- Disciplinary Policy (reviewed)
- Equality and Diversity Policy (reviewed)
- Expenses Policy (March 2024)
- Health & safety Policy (February 2024)
- Grievance Policy (reviewed)
- Pension Policy (March 2024)

**RESOLVED** that the Flexible working Policy be adopted.

**RESOLVED** that the Biodiversity Statement be adopted.

2024/092 Meeting dates for the 2024-25 municipal year

**RESOLVED** that the 2024-25 meetings would be held on Tuesdays at 7.15pm:

4 <sup>th</sup> June 2024	19 <sup>th</sup> Nov. 2024 Budget setting	1 <sup>st</sup> April 2025 - 7.15pm
2 <sup>nd</sup> July 2024	3 <sup>rd</sup> December 2024	Annual Electors' Meeting
3 <sup>rd</sup> September 2024	7 <sup>th</sup> January 2025	followed by Council
1 <sup>st</sup> October 2024	4 <sup>th</sup> February 2025	6 <sup>th</sup> May 2025 Annual meeting
5 <sup>th</sup> November 2024	4 <sup>th</sup> March 2025	of the Council

2024/093 Planning applications

(a) Planning applications to be considered

**RESOLVED** that the following observations would be submitted:

24/V0678/FUL - Land adjacent to 3 High View Court, Drayton Road, Sutton Courtenay - Object as the Parish Council considers this to be planning creep as it adds another property to High View Court. The Parish Council is also concerned about the increased vehicle movements on Drayton Road at a particularly dangerous bend in the 40mph zone.

P24/V0899/HH - 49 Milton Road, Sutton Courtenay - Object due to the size of the proposed development in relation to the existing house; vehicle movements along the length of the property disturbing neighbours; and concerns regarding future business use or creation of a separate dwelling.

(b) Additional planning correspondence:

- P24/V0897/DIS - Land north of Hobbyhorse Lane - Discharge of condition 20 (Groundwater Sampling and Testing) on application P21/V2682/O.

**RESOLVED** that a response would be submitted commenting on the report rather than objecting to it.

**RESOLVED** that a letter would be sent to the District Council requesting that the Parish Council is consulted on all discharge of conditions associated with application P21/V2682/O.

- 2024/093      Planning applications  
 (b) Additional planning correspondence continued:
- P24/V0150/S73 - Amended plans Atwood House, Appleford Road - Amended plans.
- RESOLVED** that the following response would be submitted: Sutton Courtenay Parish Council has reviewed the amended plans submitted in April. The Parish Council recognises that its previous objections have been addressed with the removal of the evergreens.  
 The Parish Council notes that not all of the Forestry Officer's comments have been addressed at present but the Parish Council has no further comments to make.
- P23/V2576/O - 2morrow Court, Appleford Road, Sutton Courtenay - Notice of meeting of Planning Committee - Wednesday 8<sup>th</sup> May
- RESOLVED** that Cllr Raworth would attend the meeting to present the Parish Council's objections.
- Members noted the decisions on previous applications:  
 P23/V0752/FUL - The Coach House, Abingdon Road, Sutton Courtenay - REFUSED
- (c) Developer's correspondence for Peewit Farm  
 Members considered correspondence regarding Peewit Farm with the possibility of the Parish Council supporting the development of 7-8 self-build units whilst being able to secure the remainder of the site at the cost of £1 to provide a public open space/play area.  
 Members noted the access would be from Drayton Road via High View Court and that the site included a pond and high-powered overhead cables.
- RESOLVED** that the Clerk would reply to the developer explaining that at present the Parish Council were working on other projects and did not have the resources at this point to fully investigate the ongoing costs of the managing the area. Therefore it is not in a position at this time to provide a definite response to your offer.
- 2024/094      HIF1 update  
 The Public Inquiry has been completed for the main part. The Inspector is now considering the compulsory purchase orders.
- 2024/095      Reports
- (a) County Councillor  
 Members recorded a vote of thanks to the outgoing Councillor Richard Webber.
- (b) District Councillor  
 Members recorded a vote of thanks to the outgoing Councillor Richard Webber.
- (c) Parish Councillors  
 Members reported the following items:
- Cllr O'Callaghan had noticed that there were numerous empty office units on Milton Park yet new offices were being built. She asked that the Council representative raise the matter at the next liaison meeting. **RA or JW**
  - Cllr Pratley raised concerns regarding the smell coming from the FCC site. Members advised that people should continue to report it to the Environment Agency and that the Council representative would raise it at the next liaison meeting. **RA & RD**  
 Cllr Pratley agreed to research whether monitoring equipment was available. **IP**
  - Cllr Pratley raised the issue of dog waste bins being needed in All Saints Lane and Church Street. He would provide a list of locations. **IP**

- 2024/095 Reports
- (c) Parish Councillors continued
- Cllr Raworth raised that the verges needed to be cut. The Clerk advised that the contractor should be out that week.
  - Cllr Atkinson had received a verbal request for a bench at the west bound Bradstocks Way bus stop on Milton Road. (see Clerk's report)
- (d) Clerk
- The Clerk had received an email from a resident highlighting the need for a bench at the west bound Bradstocks Way bus stop on Milton Road. The Clerk had also recently completed an inspection of the other benches owned by the Parish Council. The wooden benches on the Village Green inscribed "TO LIVE IN HEARTS LEFT BEHIND IS NOT TO DIE" and outside 17 Church Street (gifted by the Produce & Craft Show Committee in 2000) by the bus stop where in poor condition. Members asked the Clerk to prepare a report to consider removing/replacing the benches and to add a bench at the Bradstocks Way bus stop. **Clerk**
- 2024/096 Art Trail update
- The Flood Risk Assessment for the final bench and two maps had been completed (by Cllr Atkinson) and the Clerk had submitted the Planning Application. Once the Clerk receives confirmation, she would obtain a quote from Greenford Ltd for installation.
- 2024/097 Neighbourhood Plan
- The referendum for the Neighbourhood Plan took place on 11<sup>th</sup> April 2024. The official results were:
- Votes in favour of adopting the Neighbourhood Plan: 479 (88.7%)  
 Votes against adopting the Neighbourhood Plan: 61 (11.3%)  
 Turnout: 22.9%
- 2024/098 Community policing
- Members noted the email correspondence from the Police and Crime Commissioner.
- 2024/099 Open Spaces
- (a) New litter bins
- Members considered a report prepared by the Clerk regarding purchasing a new bin for the cemetery and one for the High Street, opposite the newsagents.
- RESOLVED** that a new 240l bin for the cemetery and a new 125l bin for opposite the newsagents on the High Street would be purchased from Glasdon Ltd to match existing bins (Jubilee 240 and Topsy Jubilee designs). That the bins would be installed by Shield Maintenance and that the collection of waste would be added to the current contract with Shield Maintenance.
- RESOLVED** that CIL funds would be used for the purchase and installation of the bins. The Clerk would contact Oxfordshire County Council's Highways team to gain permission to install the High Street bin before placing the order.

- 2024/099      Open Spaces continued  
 (b) Complaints regarding the position of the new oak trees on the Village Green  
 Members considered an email from the Rector, an email from a resident and  
 comments made in the public session requesting that the trees be moved as the  
 location of the trees would obscure views and prevent people from enjoying the  
 open space.  
**RESOLVED** that the trees would not be moved.
- 2024/100      Recreation Ground  
 (a) Fortnightly checks  
 Contractors were booked to resurface the southern footpath (by the end of June)  
 and repair the skate park (week beginning 13<sup>th</sup> May). The remaining items would be  
 considered by the Recreational Amenities Working Party. **RAWP**  
 (b) Outstanding items raised with Kompan in December 2023  
 The three tall toadstools which were loose had been refitted.
- 2024/101      Rights of Way & Southern footpath S106 Project  
 The contractors had confirmed that they would be onsite to resurface the southern  
 footpath by the end of June.
- 2024/102      Traffic management  
 (a) Concerns raised regarding the highway in front on The George PH  
 Members discussed the concerns regarding blocking off an area of parking for the  
 weekly food catering unit and the numerous potholes in the immediate area. As  
 Highways are responsible for the area the matter would be reported to them. **Clerk**  
 (b) SIDs  
 Members requested that the Clerk chase Highways for an update on the additional  
 poles. **Clerk**
- 2024/103      Finance  
 (a) Wantage Town Football Club S106 request  
**RESOLVED** that the Parish Council would support Wantage Town Football Club's request to  
 use £4,278.49 of S106 funding from P13/V0401/O (13V50) - Asquith Park.  
 (b) Internal auditor's report for 2023-24  
 Members noted the internal auditor's final report for 2023-24 and that there were  
 no recommendations at the final audit.  
 (c) 2023-24 Annual Governance Statement  
**RESOLVED** that 2023-24 Annual Governance Statement would be signed having agreed  
 with all the statements.  
 (d) 2023-24 Accounting Statement  
**RESOLVED** that the 2023-24 Accounting Statements would be signed.  
**RESOLVED** that the public rights period will be from Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> July  
 2024. Any member of the public wishing to inspect and make copies of the  
 accounting records for the 2023-24 financial year should contact the Parish Clerk  
 during this time.

2024/103 Finance continued  
 (e) Receipts and Payments report

**RESOLVED** that the following payments would be authorised:

<b>Receipts</b>				
<b>Voucher</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Totals</b>
1	Vale of White Horse DC	Precept	46,400.00	
2	Vale of White Horse DC	S106 Art Trail	65,073.80	
3	OCC	OCC Verges	1,607.74	
4	Vale of White Horse DC	CIL	4,240.81	
				<b>117,322.35</b>

<b>Payments</b>					
<b>Voucher</b>	<b>Method</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Totals</b>
19	Card	EE	Phone	4.50	
23	Card	HP Inc UK Ltd	Ink	11.99	
40	Card	Royal Mail	Postage	2.70	
41	Card	Royal Mail	Postage	1.35	
					20.54
17	BACS	April Skies Accounting	Audit	167.50	
18	BACS	ICCM	Membership	100.00	
20	BACS	Tactical Facilities Management Ltd	Street furniture	414.24	
21	BACS	Wilts & Berks Canal Trust	Membership	25.00	
22	BACS	Community Heartbeat	Defib supplies	357.00	
24	BACS	Shield Maintenance Ltd	Waste collection	130.00	
25	BACS	Abingdon DAMASCUS Youth Project	Grant	4,000.00	
26	BACS	Be Free Young Carers	Grant	500.00	
27	BACS	Citizens Advice	Grant	3,000.00	
28	BACS	Home Start	Grant	500.00	
29	BACS	Parochial Church Council	Grant	1,300.00	
30	BACS	Sutton Courtenay News	Grant	1,500.00	
31	BACS	Village Hall	Grant	3,500.00	
32	BACS	26th Abingdon Scouts	Grant	2,000.00	
33	BACS	Tactical Facilities Management Ltd	Grounds maintenance	976.39	
34	BACS	The Abbey	Grant	2,300.00	
35	S/O	J Currie	Salary	1,505.00	
36	S/O	Oxfordshire Pension Fund	Pension	521.45	
37	BACS	HMRC	NI & Tax	437.52	
38	S/O	J Currie	Office Allowance	26.00	
39	BACS	J Currie	Mileage	26.00	
42	BACS	Planning Portal	Art Trail	216.50	
					23,502.60
					<b>23,523.14</b>

(f) Councillors to authorise payments

**RESOLVED** that Cllrs Dalby and O'Callaghan would authorise payments online. **RD & JO**

(g) Budget and reserves reports

Members noted the reports.

Close of meeting

It was noted that the next ordinary meeting of the Council would be held at 7.15pm, on Tuesday 4<sup>th</sup> June 2024. There being no further business the Chairman declared the meeting closed at 9.26pm.

Signed .....

Dated .....