



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 7th February 2023 at the Village Hall Sutton Courtenay, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), David Butler, Eileen Daw, Teresa Field, Lyn Hodder, Father Morkos, Joanna O'Callaghan, Hugo Raworth, Jason Warwick and Antony Willott.

In attendance: Jennie Currie, Clerk; County & District Councillor Richard Webber; 1 member of the public.

2023/018 Public Participation

The Village Hall Management Committee Trustees advised the Council that although plot 1 had been cleared of general waste, human excrement had been found and a specialist company were quoting to clear the plot.

A resident raised concerns regarding the Didcot Garden Town project which potentially will see Sutton Courtenay swallowed up into one large town. The project includes a number of new paths, the County Council is struggling to maintain the current routes so how additional routes be maintained.

2023/019 Apologies for absence

No apologies for absence were received.

2023/020 Declarations of Interest

No declarations of interest were received.

2023/021 Minutes for the meetings held on Tuesday 10th January and Wednesday 18th January 2023

RESOLVED that the minutes of the meeting held on Tuesday 10th January 2023 and the extraordinary meeting held on Wednesday 18th January 2023 were a true and accurate record and would be signed by the Chairman.

2023/022 Signatories for the Santander accounts

Santander had written to the Clerk and Chairman advising that the savings account would be restricted as they had been unable to reach a particular signatory.

The Clerk investigated the matter and discovered that there were six signatories for the savings account which should have been removed (the previous Clerk believed this had been actioned). This is in addition to two signatories for both accounts that the Clerk and Chairman were aware of.

RESOLVED that the following signatories would be removed from all of the Council's accounts held with Santander:

D. Bond	E. Davies
G.A. Crask	I.J. Spalding
J. Francis	M.D. Thopmson
H. Savery	J.R. Corrigan

2023/022 Signatories for the Santander accounts continued
RESOLVED that the following individuals would continue to be signatories for all of the Council's accounts held with Santander:
R. Atkinson E. Daw
A. Willott J. Currie

2023/023 Parish Councillor Vacancy
RESOLVED that Robert Dalby be co-opted to the Parish Council.

2023/024 Planning applications
(a) Planning applications to be considered
RESOLVED that the following observations would be submitted:
P23/V0109/LB & P23/V0141/HH The Norman Hall, 9 Church Street, SC - Support
P23/V0179/FUL Pipaway Engineering Ltd, Milton Road, Drayton – Comment: concerned that the new entrance is particularly close to existing entrances.

(b) Additional planning correspondence
Drayton Conservation Area Appraisal – noted
Members requested that the matter of creating a Conservation Area Appraisal for Sutton Courtenay be added to the next agenda.
Members noted the decisions on previous applications
P22/V1967/LB Cross Trees, 1 Church Street, SC – Granted
P22/V2867/HH 14 Tullis Close, SC - Granted

Cllr Raworth joined the meeting at 7.29pm

2023/025 HIF1
(a) Didcot to Culham Thames Bridge Scheme and Side Roads Order
The matter would be deferred to the next meeting to allow the Planning Working Party to consider it.
(b) Joint Committee funding
RESOLVED that £400 would be released from the remaining £2,000 held.
Members asked the Planning Working Party to consider how the remaining £1,600 can be spent on traffic monitoring rather than future legal fees.

2023/026 Neighbourhood Plan
Members had met with the consultants and the plan should be ready to submit on Monday. Members noted that the District Council appoints the inspector but the Parish Council would be consulted.

Cllr Willott joined the meeting at 7.40pm

2023/027 Reports
(a) County & District Councillor
Cllr Webber advised that he believes the HIF1 project will raise major legal issues later on. There are 2 areas of concern, the financial risk to the County Council if it goes wrong and inflation continues to rise, and the traffic monitoring data came from a high level study.
The Milton Interchange to Didcot section is more secure. The later stages are less certain.

2023/027

Reports

(a) County & District Councillor continued

Cllr Webber thanked the Clerk for her work on securing the SIDs for the parish.

Cllr Warwick asked whether funds would be better spent on reducing traffic via public transport and active travel rather than new roads. How can the Parish Council make a case to support public transport?

(b) Parish Councillors

Cllr Field advised that the development opposite her home had commenced.

Cllr Warwick had attended a FCC meeting, at which the County Council had confirmed they are responsible for maintaining the Hobbyhorse Lane Right of Way. Although they added that there is no funding available.

Cllr Willott advised that the welcome sign on the Appleford Road had been graffitied. The Clerk would report it to the County Council. **Clerk**

Cllr Daw advised that the grass verge outside the cemetery had been damaged by vehicles parking on the grass. The matter would be added to March meeting agenda.

Cllr O'Callaghan had been contacted by a resident concerned about parking on pavements and verges across the village. The matter would be added to March meeting agenda.

Cllr Hodder asked if anyone had an update on the Gigaclear broadband service. Cllr Warwick advised that you can now contact them for a quote.

Cllr Butler had noticed a number of potholes in the parish and would report them to the County Council via FixMyStreet.

Cllr Raworth advised that if you were considering tree works to have a survey completed first.

Cllr Atkinson explained that the Church wished to use the Green for a Coronation event and that she would like the Council to organise a community event on the Monday. The matter would be added to March meeting agenda.

Cllr Atkinson had received an email from Springfield Way Management, who are planting trees and looking for assistance from the Council. The Clerk had advised them of potential grants.

(c) Clerk – no items to be reported.

2023/028

Consultations

(a) B4016 Drayton Road - 30mph Speed Limit extension and Traffic Calming

RESOLVED that the Council fully supported the proposal.

- 2023/028 Consultations continued
(b) Thames Water Resources Management Plan 2024
RESOLVED that the Council were not in support of creating a reservoir at Abingdon and that the focus should be on fixing leaks on the existing network and developing the River Severn to Thames transfer.
- 2023/029 Sutton Courtenay Parochial Charities
RESOLVED that Cllr Rita Atkinson, Mr William Hanks and Mr David Hignell would be reappointed as trustees and that Cllr Joanna O'Callaghan would become the fourth trustee. The term of office would be 4 years.
- County & District Cllr Webber left the meeting at 8.19pm.
- 2023/030 Recreation Ground (Recreational Amenities working party)
(a) New combined football / rugby goal posts
The posts should be installed in late February. The Working Party would meet with the Cricket Club prior to the installation.
(b) Inspection frequency for all equipment
RESOLVED that an annual inspection plan of 3 quarterly inspections and an annual inspection would be booked with Kompan Ltd.
Members noted the quote was greater than the budgeted figure for 2023-24. The Clerk would request a discount as Kompan Ltd had recently installed $\frac{3}{4}$ of the areas to be inspected.
(c) Purchasing of new signage
This matter would be deferred as the quote had not been received.
(d) Thank you plaque
Members discussed creating a plaque to thank the many individuals who had been involved in the design and completion of the play area, MUGA, pump track and fitness equipment. Members were concerned about missing individuals from a list and asked the Clerk to suggest some wording. **Clerk**
(e) Active Communities Team event
RESOLVED that South Oxfordshire District Council on the Active Communities Team would be granted permission to use the skate park on Tuesday 11th April 2023 to hold public skate sessions for families.
Members requested that the Clerk makes them aware that there are outstanding items from the annual safety inspection for the skate park.
- 2023/031 Art Trail working party update
(a) Email regarding a replacement bench in the High Street
Members considered an email from a resident regarding a bench in the High Street neat the Tullis Close junction which the Council had removed in 2021 and had intended to replace.
RESOLVED that as part of the Art Trail a bench would be installed to replace the bench removed from the High Street in 2021.
Members noted that the new wooden benches would need ongoing maintenance.
(b) Consideration of changing the resolution made under item 2021/212
RESOLVED that the resolution under item 2021/212 (September 2021) would be rescinded.

2023/032 SIDs
 (a) Update from the Clerk
 The County Council had confirmed that funding from the Councillors' Priority Fund would be available to purchase three SIDs. Letters had been sent to residents near the proposed locations and there had been a couple of responses asking for clarification of the location. Once clarification had been given there were no further concerns. The County Council would arrange for the installation of the poles.
 (b) Purchase of a third SID
RESOLVED that a third SID would be purchased.

2023/033 Litter and Dog Waste
 (a) Community Litter Pick
RESOLVED that a Community Litter Pick would be organised for Saturday 25th March. Starting at 2pm from the Village Hall. The Chairman would organise refreshments for after the event and Cllr Butler agreed to receive equipment from the District Council. **RA & DB**
 (b) Litter Strategy
 The Clerk confirmed that the contractor who empties the Council's dog waste bins would be able to service bins on footpaths without direct vehicle access. Suggestions for locations of new bins would be requested via the newsletter. Cllr Warwick would collate information regarding the creating a strategy and the matter would be discussed after the litter pick. **JW**

2023/034 Finance
 (a) Purchase of defib for Bradstocks Way and a cabinet for the Recreation Ground
RESOLVED that a new defib and cabinet would be purchased for Bradstocks Way.
RESOLVED that a cabinet would be purchased for the Recreation Ground and that the defib from the High Street would be moved to the Recreation Ground. Members requested that the Clerk obtains quotes for removing the telephone kiosk in the High Street. **Clerk**
 (b) Receipts and Payments report
RESOLVED that the following payments would be authorised:

Receipts for January 2023

Cemetery interment	x1	£500.00
Abingdon Marathon donation	x1	£200.00
Total receipts		£700.00

Cheque & BACS Payments to be agreed in February 2023

OALC	Cemetery management training	W-2350	BACS	£132.00
ST Grounds Maintenance	Grounds maintenance - Dec	303864	BACS	£116.10
Community Heartbeat	Replacement pads	15393	BACS	£140.40
Shield Maintenance Ltd	Dog waste bins - January	6268	BACS	£20.80
C-Through Windows	Bus shelter clean 30Nov	1647	BACS	£40.00
C-Through Windows	Bus shelter clean 30Dec	1643	BACS	£40.00
ST Grounds Maintenance	Grounds maintenance - Jan	303874	BACS	£193.50
J Currie	Salary	Month 11	BACS	£906.56
C-Through Windows	Bus shelter clean Apr 2022	1572	BACS	£40.00
Vision ICT	Biennial fee for domain	16040	BACS	£78.00
Subtotal				£1,707.36

Standing orders for February 2023

Oxfordshire Pension Fund	J Currie Pension	Month 11	93	£332.93
J Currie	Office Allowance	Month 11	mins	£26.00
Subtotal				£358.93
Total payments				£2,066.29

2023/034 Finance continued
(c) Councillors to authorise payments
RESOLVED that Cllrs Daw and Willott would authorise payments via the online banking software. **ED & AW**
(d) Reserves and budget reports
Members noted the reports.

2023/035 Staffing Review
(a) Clerk's probationary period
RESOLVED that Miss Currie had successfully completed her probationary period as Clerk and Responsible Financial Officer.
(b) Clerk's hours and SCP from 1st April 2023
RESOLVED that from 1st April 2023 the Clerk's hours would increase to 25.5 per week.
RESOLVED that from 1st April 2023 the Clerk's pay would increase to SCP23.

Close of meeting
It was noted that the next ordinary meeting of the Council would be held at 7.15pm, on Tuesday 7th March. There being no further business the Chairman declared the meeting closed at 8.52pm.

Signed.....

Dated.....