



# Sutton Courtenay Parish Council

Clerk, Miss Jennie Currie  
Sutton Courtenay Parish Council, c/o 44 Harrington Close, Newbury, RG14 2RQ  
info@suttoncourtenay-pc.gov.uk 07495 123 353

To: Cllrs Rita Atkinson (chairman), Robert Dalby, Teresa Field, Lyn Hodder, Father Morkos, Joanna O'Callaghan, Hugo Raworth, Jason Warwick and Fiona Wolveridge.

Wednesday 31<sup>st</sup> May 2023

Dear Councillor,

You are hereby summoned to attend the annual meeting of Sutton Courtenay Parish Council, to be held on Tuesday 6<sup>th</sup> June 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. Public Participation

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

### 2. Apologies for Absence

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

### 4. Minutes of the meeting held on Tuesday 16<sup>th</sup> May 2023 (enclosed)

### 5. Co-option of Councillors to the two vacancies

### 6. Planning applications (Planning working party) (enclosed)

#### a) Applications for consideration at the meeting:

P23/V1069/FUL - 5 Ginge Brook, Sutton Courtenay

Demolish existing bungalow and replace with 2 storey chalet style house.

P23/V1115/HH - 2 The Coal Yard, All Saints Lane, Sutton Courtenay

Installation of Solar PV roof panels.

MW.0071/23 - CEMEX Landfill Site, South of Bassett Lane, Sutton Wick

Section 73 application to continue the development of a site office building and compound in association with monitoring of former Sutton Wick landfill permitted by MW.0129/16 (P16/V2781/CM), without complying with condition 1 (to amend the approved Site Layout Plan to seek retrospective approval for two new structures sited within the office compound, comprising a storage container, and a new electrical cabinet) and condition 2 (to extend the date for the removal of the buildings and structures on site to 2037).

#### b) Additional planning correspondence

#### c) To consider appointing a consultant for the P21/V2682/O Hobbyhorse Lane development appeal

### 7. 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

### 8. Staff committee

To consider forming a staff committee (enclosed)

**9. Digital (IT) working party or area of interest**

To consider whether a Digital (IT) working party or Councillor appointment as area of interest is required.

**10. Appointments to Sutton Courtenay (National Power) Trust**

**11. Appointment of a Council representative to the Oxfordshire Parish Transport Representatives (PTR)**

**12. Art Trail update**

**13. Community Litter picking event for September 2023**

**14. Neighbourhood Plan update**

**15. Conservation Area Appraisal**

To consider whether the Parish Council should commission a Conservation Area Appraisal (enclosed)

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

To review the fortnightly checks

**17. Rights of Way S106 Project (Recreational Amenities working party)**

To agree a list of ideas to be submitted to the County Council

**18. Finance**

- a) To receive the internal auditor's report for 2022-23 (enclosed)
- b) Approval and signing of the 2022-23 Annual Governance Statement (page 4, enclosed)
- c) Approval and signing of the 2022-23 Accounting Statements (page 5, enclosed)
- d) To agree the scope of work for the Grounds Maintenance contract (enclosed)
- e) To consider ending the contract for cleaning the Milton Road bus shelter and High Street phone box
- f) To approve the receipts and payment report (to follow)
- g) To appoint two Councillors to authorise the payments via the online banking platform
- h) To note the budget and reserves reports (to follow)

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