



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 6th June 2023 at the Village Hall Sutton Courtenay, commencing at 7.30pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Teresa Field, Lyn Hodder, Joanna O'Callaghan, Jason Warwick and Fiona Wolveridge.

In attendance: Jennie Currie, Clerk; 2 members of the public.

2023/093 Public Participation

Issue: When will the County Council complete enforcement action to ensure that landowners/utility companies maintain the Public Rights of Way? In particular Hobbyhorse Lane which had been damaged by Thames Water and neglected by FCC (the landowner).

Councillor Warwick joined the meeting at 7.19pm.

Issue: A member of the public is repeatedly claiming on social media that the Parish Council selected Hobbyhorse Lane to be a strategic site for housing development.

Response: The Parish Council has always been against developing the site for housing and never suggested it as a suitable site.

2023/094 Apologies for absence

Apologies for absence were received from Councillors Father Morkos and Hugo Raworth, and County & District Councillor Richard Webber.

RESOLVED that Councillor Raworth would be permitted to sign their Acceptance of Office forms at a later date, but before they joined a meeting.

2023/095 Declarations of Interest

Councillor Dalby declared an interest in item 2023/098b Hobbyhorse Lane development appeal as his father-in-law owns an adjacent area of land.

Councillor Atkinson declared an interest in item 2023/098b Hobbyhorse Lane development appeal as she is a trustee of the Village Hall.

2023/096 Minutes for the meetings held on Tuesday 16th May 2023

RESOLVED that the minutes of the meeting held on Tuesday 16th May 2023 were a true and accurate record and would be signed by the Chairman.

2023/097 Co-option of Councillors

Members noted that there were two vacancies to be filled.

2023/098 Planning applications

(a) Planning applications to be considered

RESOLVED that the following observations would be submitted:

P23/V1069/FUL 5 Ginge Brook, SC - Object, the proposed development at 5 Ginge Brook to be an overdevelopment of the site.

In the emerging Sutton Courtenay Neighbourhood Plan Ginge Brook is included as Important View 16, the development would be detrimental to this Important View.

2023/098 Planning applications
(a) Planning applications to be considered continued
P23/V1115/HH 2 The Coal Yard, All Saints Lane, SC – No objection.
MW.007/23 CEMEX Landfill Site, South of Bassett Lane, Sutton Wick, SC – No objection.

Councillor Field joined the meeting at 7.39pm.

(b) Additional planning correspondence

Members noted the amendment to P17/V2490/LDO Local Development Order for Didcot Technology Park for informal technical consultation. (Revised May 2023).

RESOLVED that the previous objection would be resubmitted for the appeal for P20/S1988/FUL - Culham Hill, Culham

Description of development: Change of use of land from agricultural land to farm park, wildlife and outdoor activity centre, associated buildings and outdoor play structures, mountain bike trail, formation of a new vehicle / pedestrian access off the A415, associated engineering works, drainage and landscaping.

RESOLVED that a planning consultant would be commissioned to submit an objection to the appeal for P21/V2682/O - Land north of Hobbyhorse Lane, Sutton Courtenay

Description of development: Residential development up to 175 dwellings (Outline Planning Application with all matters reserved except means of access to the site from Frilsham Street) and associated works.

RESOLVED that the Planning Working Party would prepare a letter to be sent to Michael Gove (Secretary of State for Levelling Up, Housing and Communities) and David Johnson (MP for Wantage and Didcot).

Members noted the decisions on previous applications

P23/V0700/HH 39 Barretts Way, SC - Granted

P23/V0515/S73 Rebellion Film Studios, Milton Road, SC - Granted

MW.0027/23 CEMEX Landfill Site, South of Bassett Lane, Sutton Wick - Withdrawn

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

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

P23/V0541/HH Laburnum, Churchmere Road, SC - Granted

(c) Appointment of a planning consultant for the P21/V2682/O Hobbyhorse Lane development appeal

RESOLVED that a planning consultant would be contracted to support the Parish Council's objection to P21/V2682/O Hobbyhorse Lane as the developer appeals the decision.

RESOLVED that an initial budget of £3,000 from reserves would be allocated to the work.

2023/099 Reports

(a) County Councillor

CLlr Webber had submitted his apologies for the meeting.

(b) District Councillor

CLlr Webber had submitted his apologies for the meeting.

(c) Parish Councillors

CLlr O'Callaghan asked for an update on the SIDs, the SID team would action the installation of the units. **RA, HR, JW**

(c) Clerk

The Clerk had created a webpage for the cemetery which includes the latest, regulations, fees and revised forms.

Oxfordshire CPRE would be meeting on 27th June from 6pm-7pm via Zoom. CLlr O'Callaghan would attend the meeting.

- 2023/099 Reports
(c) Clerk continued
The Vale of the White Horse District Council would be clearing pavements in the parish from 14th-18th August 2023. Officers had requested a list of priority areas, Members suggested: Milton Road and Bradstocks-Tyrrells Way; Church Street and Appleford Road from High Street to the Abingdon Road junction; High Street. **Clerk**
The Clerk advised that she had not received the Register of Interest forms for Cllrs Raworth or Father Morkos and asked that they be completed.
The Clerk explained that the current grounds maintenance company had had an equipment failure which had meant that the verges had not been cut in May. As the contractor was planning to retire and in a rolling contract, with less than a week's notice, they had advised that they would cease to be the grounds maintenance contractor from 31st May 2023.
The Clerk had approached the contractor who currently emptied the Parish Council's dog waste bins and they would be emptying the litter bins from this week at a cost of £3.50 per bin per week, which would be less than the previous contract. The bin contractor would provide a price to get the grass around the play facilities at the Recreation Ground cut in June and hopefully a new contractor would be brought in from early July 2023. **Clerk**
- 2023/100 Staff Committee
RESOLVED that a Staff Committee would be formed with the following terms of reference:
Membership: 4 Members including the Chairman and Vice Chairman
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.**RESOLVED** that in addition to the Chairman and Vice Chairman, Cllrs Warwick and Wolveridge would be appointed to the Staff Committee.
- 2023/101 Digital (IT) working party
Members considered creating a Digital working party. As there was no immediate project, Members agreed there was no need for a working party at this time.
- 2023/102 Appointments to Sutton Courtenay (National Power) Trust
RESOLVED that Cllrs Atkinson, Dalby, Hodder, O'Callaghan, Warwick and Wolveridge would be appointed as trustees to Sutton Courtenay (National Power) Trust.

- 2023/103 Appointment of a Council representative to the Oxfordshire Parish Transport Representatives (PTRs)
Members considered appointing a representative and decided to share the role.
- 2023/104 Art Trail
The Clerk reported that the S106 application had been submitted, she needed to chase some of the landowner permissions and forward those to the District Council. Rodas from Oxford Oak had confirmed he could have the benches and boards ready in November. Rodas requested a meeting with the Working Party members and a finalised list of locations.
The Clerk and Cllr O'Callaghan would meet in Sutton Courtenay to confirm the locations. **Clerk & JO**
- 2023/105 Community Litter Pick
RESOLVED that a Community Litter Pick would be held on Saturday 21st October.
- 2023/106 Neighbourhood Plan
The public consultation period was coming to an end. The tender for the Inspectorate had been disturbed by the District Council.
- 2023/107 Conservation Area Appraisal
Members considered the Conservation Area Appraisal report provided by the District Council. As there would be a cost to the Parish Council and other projects needed to be completed, Members would review the idea in the future.
- 2023/108 Recreation Ground (Recreational Amenities working party)
The first fortnightly check had been carried out. In addition to the skate park shelter damage and lack of turf on the mound, the report noted damage to the play area shelter and the litter bin was full. **Clerk**
The Clerk had contacted the hedging company as the young trees were looking rather neglected and there were weeds. The company apologised as they had missed the monthly visits for April and May, they would be onsite this week and add 2 months to the end of the contract to extend it to the end of February 2023. The new football nets had not been installed. Cllr Atkinson would contact the Football Club manager. **RA**
- 2023/109 Rights of Way S106 Project (Recreational Amenities working party)
Thanks were recorded for the work of residents in putting together a list of improvements. Members wanted to ensure there was a good north – south route to enable residents to transverse the parish away from the roads. Mill Lane to Drayton needed to be improved.
The list would be submitted to the County Council to establish if the project could be progressed before the August cut off point. **RA-WP**

2023/110 Finance

(a) Internal auditor's report for 2022-23

Members noted the report and the four actions listed.

Item 1 regarding the 2021/22 external auditor's report had been actioned at the May 2023 meeting. Items 2 & 3 regarding risk management would be resolved by December 2023. Item 4 regarding the low level of general reserves would be addressed when setting the budget for 2024/25.

(b) 2022-23 Annual Governance Statement

RESOLVED that the 2022-23 Annual Governance Statement would be signed having agreed with the majority of statements, apart from item 5 which had been raised by the internal auditor and would be resolved by December 2023.

(c) 2022-23 Accounting Statements

RESOLVED that the 2022-23 Accounting Statements would be signed.

(d) Scope of work for the Grounds Maintenance contract

Members reviewed the scope of work that the Clerk had prepared.

RESOLVED that the revised scope of work form the basis for the new Grounds Maintenance contact from July 2023.

(e) Contract for cleaning the Milton Road bus shelter and High Street phone box

Members discussed which of the two Milton Road shelters were being clean. (After the meeting the Clerk received confirmation it was the brick shelter being cleaned twice a week.)

RESOLVED that the current contract for cleaning the bus shelter and phone box would be cancelled from the end of September 2023.

(f) Receipts and Payments report

RESOLVED that the following payments would be authorised:

Receipts for May 2023

Abingdon Stone	SC008			£80.00
RWE Donation for litter picking refreshments	PI09			£100.00
			Total receipts	£180.00

BACS & Cheque Payments to be agreed in June 2023

Vale of White Horse DC	Uncontested election fee	90243302	37	£200.00
Shield Maintenance Ltd	Dog waste May	6601	38	£20.80
C-Through Windows	Bus shelter May 2023	1686	39	£40.00
OALC	Cllr training 18 July 2023	W-2623	40	£96.00
Equals Prepayment card (Fairfax Plc)	No VAT	p1-13	41	£62.85
J Currie	Quarter 1 salary top up	Quarter 1	43	£1.07
HMRC	Tax and NI	Month 03	44	£394.17
			Subtotal	£814.89

Standing orders for June 2023

J Currie	Salary	Month 03	42	£1,371.00
Oxfordshire Pension Fund	Clerk's Pension	Month 03	45	£476.17
J Currie	Office Allowance	Month 03	mins	£26.00
			Subtotal	£1,873.17
			Total payments	£2,688.06

BALANCE AT BANK

Unity	05-Jun-23	£92,239.33
Santander main	05-Jun-23	£5,000.00
Santander deposit	05-Jun-23	£70,739.05
Equals prepayment card & vouchers	05-Jun-23	£100.00
Total Balance		£168,078.38

- (g) Councillors to authorise payments
RESOLVED that Cllrs Morkos and Raworth would authorise payments online. **FM & HR**
- (h) Budget and Reserves report
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 4th July. There being no further business the Chairman declared the meeting closed at 9.22pm.

Signed.....

Dated.....