



## Sutton Courtenay Parish Council

### Minutes for the Parish Council meeting held on Tuesday 4<sup>th</sup> July 2023 at the Village Hall Sutton Courtenay, commencing at 7.15pm.

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

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

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- 2023/116 Public Participation  
Issue: Application P23/V1204/FUL - Churchmere Lake. A representative of the applicant explained the proposal.
- 2023/117 Apologies for absence  
Apologies for absence were received from Councillor Teresa Field.
- 2023/118 Declarations of Interest  
Councillor Atkinson declared an interest in item 2023/128b Grant application from the Village Hall Management Committee, as she is a trustee.
- 2023/119 Minutes for the meetings held on Tuesday 6<sup>th</sup> June and Wednesday 28<sup>th</sup> June 2023  
**RESOLVED** that the minutes of the meeting held on Tuesday 6<sup>th</sup> June and Wednesday 28<sup>th</sup> June 2023 were a true and accurate record and would be signed by the Chairman.
- 2023/120 Co-option of Councillors  
Members noted that there were two vacancies to be filled.

*Councillor Morkos joined the meeting at 7.25pm.*

- 2023/121 Planning applications  
(a) Planning applications to be considered  
**RESOLVED** that the following observations would be submitted:  
P23/V1204/FUL - Churchmere Lake, Churchmere Road, SC – Object,  
In the emerging Sutton Courtenay Neighbourhood Plan, the proposed development site is within Green Space 20 and Green Gap A6a and therefore the Parish Council objects to developing the site.  
P23/V1304/LDP - 20 Appleford Road, SC – No objections  
MW.0080/23 - Oday Quarry (Sutton Wick Quarry), Oday Hill, Sutton Wick – No objections  
MW.0084/23 – Sutton Courtenay Landfill Site, Appleford Sidings, SC – No objections  
(b) Additional planning correspondence  
Members noted the amendment to P23/V0365/HH  
26 Church Street, Sutton Courtenay.

2023/121 Planning applications  
(b) Additional planning correspondence continued  
Members noted the decisions on previous applications  
P23/V1008/FUL Village Hall, Hobbyhorse Lane, SC – Granted  
MW.0028/23 Former Sutton Wick Landfill, South of Bassett Lane, SC – Approved  
MW.0033/22 The Portway, Appleford Sidings, Appleford - Withdrawn  
MW.0034/22 The Portway, Appleford Sidings, Appleford – Withdrawn  
(c) HIF1 update  
Cllr Warwick would attend the meeting on the 17<sup>th</sup> and 18<sup>th</sup> July. The 5 Parishes Joint Committee meeting would take place on Saturday 8<sup>th</sup> July and may spend the remaining £1,000 allocated by the Parish Council.

2023/122 Reports  
(a) County Councillor  
Cllr Webber gave a report on the Thames Water reservoir plans and advised the HIF1 application would most likely be considered on 17<sup>th</sup> and 18<sup>th</sup> July 2023.  
(b) District Councillor  
See item 2023/122a.

*Councillor Webber left the meeting.*

(c) Parish Councillors  
Cllr Dalby reported the poor condition of the path near the weir pools. He would report it to the County Council. **RD**  
Cllr Wolveridge explained that when using the single yellow gate at the play area buggies would end up going off the made path, it needed a wider platform at the entrance. – To be considered at a future meeting.  
Cllr Wolveridge had been told that the dog waste bins were often overflowing. The Clerk asked that this is reported to the District Council as it was responsible for the majority of bins in the area and if it was either of the two Parish Council bins then they would be told.  
Cllr Morkos reported that the hedging at the play area looked better but many of the saplings had died. The Clerk advised that the contractor would replace all the dead saplings in the autumn.  
Cllr Warwick reported the meadow to the south of the cemetery had been cut and asked the Parish Council to consider writing to the landowner to ask them to leave it for longer next year. – To be considered at a future meeting.  
Cllr Warwick advised that The Abbey would be holding a public Garden Party on Sunday 16<sup>th</sup> July and they were recruiting for a new director and house keeper.  
Cllr O’Callaghan asked for an update on the SIDs, the SID team would action the installation of the units. **RA, HR, JW**

(d) Clerk  
The Clerk had received an email regarding the Good Neighbour Scheme that was running in other parts of Oxfordshire. The co-ordinator of the scheme had offered to attend a Council meeting to make a presentation. Members declined the offer and asked the Clerk to include details of how volunteers could start a local scheme in the next newsletter.

*Councillor Raworth joined the meeting at 8.12pm.*

*Members resolved to allow Cllr Raworth to make his report.*

- 2023/122      Reports  
 (d) Parish Councillors continued  
 Cllr Raworth reported that the footway on Church Street was being covered by encroaching grass. The Clerk asked that this is reported to the County Council via Fix My Street. **HR**
- 2023/123      Consultation: South and Vale Air Quality Action Plan  
**RESOLVED** that the Clerk from complete the consultation survey with the following responses: Strongly agree to all questions except –  
     Question 15 (3 priorities from list): Parking review; Henley-on-Thame Heavy Goods Vehicles (HGV) Emission Management Plan; Develop a Low Emission Taxi Strategy.  
     Question 17 disagree to removing the AQMA for Wallingford  
     Question 19 disagree to removing the AQMA for Watlington  
     Question 22 disagree to removing the AQMA for Abingdon **Clerk**
- 2023/124      Art Trail  
 The Clerk reported that she still required landowner permissions from Lady Place Management Committee and the Newsagents. Cllr Atkinson would contact the representative at the Management Committee. Cllr Raworth would contact the Newsagents. **RA & HR**  
 Rodas from Oxford Oak would be contacting the Working Party members in July to discuss the designs for the benches and noticeboards.  
 A vote of thanks was recorded for all the effort made by the Clerk.
- 2023/125      Neighbourhood Plan  
**RESOLVED** that Andrew Ashcroft would be the Council’s preferred Examiner. If he was not available the Parish Council would ask to be consulted before appointing an alternative.
- 2023/126      Recreation Ground (Recreational Amenities working party)  
 (a) Review the fortnightly checks  
 The grass had been cut and the other matters were with Kompan to action, see item 2023/136b. Litter was being left on the ground, even when the bins were not full, Members would consider installing anti-litter signs.  
 The Clerk had noticed that three quarters a barge board had come off the shelter in the fenced play area, this had happened in the past 7 days.  
 (b) Outstanding issues with Kompan Ltd  
 Slide mound - Kompan had arranged for the turf on the slide mound to be replaced, they gave no warning and had installed the turf during very hot weather. The Clerk had arranged for a local window cleaner to water the grass every other day, they also put the temporary fencing back up but this was frequently being removed. After a fortnight the Clerk removed the dead sections of turf and the fencing.  
 Members were asked to remove any turf that dies.  
 In the autumn the Clerk would get quotes to resurface the areas of the mound and other worn sections of grass with a grass and mesh system.  
 Youth shelters – Kompan had previously agreed to replace the panel on the pump track shelter. The other shelter now needed a new barge board.

- 2023/126 Recreation Ground (Recreational Amenities working party)
- (b) Outstanding issues with Kompan Ltd continued  
Fitness equipment – the post installation inspection had identified that the safety surfacing did not extend far enough for a section of the equipment. Kompan had recently removed one rail as a temporary solution.
- RESOLVED** that the Clerk would continue to raise the problems with the shelters and fitness equipment with Kompan staff.
- (c) Installation of a bin at the skate park
- RESOLVED** that Tactical Facilities Management would be contracted to install a bin at the skate park.
- (d) Installation of two bollards in the car park
- RESOLVED** that Tactical Facilities Management would be contracted to install two bollards in the car park to protect the entrance to the field nearest the new play area.
- 2023/127 Rights of Way S106 Project (Recreational Amenities working party)
- (a) Appointment of contractor for the Rights of Way S106 Project
- RESOLVED** that Oxfordshire County Council would be contacted to complete the Rights of Way S106 Project.
- (b) Appointment of two Councillors to sign the S106 agreement
- RESOLVED** that Cllrs Dalby and Warwick would sign the S106 agreement.
- (c) Appointment of contractor for the Recreation Ground footpath S106 Project
- RESOLVED** that Tactical Facilities Management would be contracted to complete the Recreation Ground footpath S106 Project, using the remaining funds from P14/V1906/O, 15V55 - Land to the west of Didcot Power Station Sutton Courtenay Lane Didcot (Agreement dated 17 July 2015).
- (d) Appointment of two Councillors to sign the S106 agreement
- RESOLVED** that Cllrs Dalby and Warwick would sign the S106 agreement.
- 2023/128 Finance
- (a) Grounds Maintenance contractor
- RESOLVED** that Tactical Facilities Management would be appointed as the Grounds Maintenance contractor.
- The contract end date is 31<sup>st</sup> December 2026, which is the same date as when the dog waste and litter bin contract ends.
- (b) Grant request from the Village Hall for tree works
- RESOLVED** that a grant of £3,672.00 would be given to the Village Hall Management Committee. This would be funded for the Village Hall Ear Marked Reserve.
- (c) Quarter 1 bank reconciliation
- RESOLVED** that the quarter 1 bank reconciliation would be approved with balances of Unity £88,813.27, Santander 1 £5,000.00, Santander 2 £70,739.05 and Equals prepayment card & vouchers £100.

2023/128 Finance continued  
 (d) Receipts and Payments report

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

**Receipts for June 2023**

none				
<b>Total receipts</b>				<b>£0.00</b>

**Direct Debits and pre agreed payments for July 2023**

Unity Trust Bank	Quarterly bank charge	Fee	58	£18.00
No5 Barristers Chambers	HIF1 legal support	5565	49	£720.00
<b>Subtotal</b>				<b>£738.00</b>

**BACS & Cheque Payments to be agreed in July 2023**

Kompan Ltd	Quarterly inspection May 2023	246666	46	£496.80
Community Heartbeat	New cabinet for defib	17089	47	£1,044.00
ST Grounds Maintenance	Grounds maintenance May	303925	48	£529.30
Shield Maintenance Ltd	Litter & dog waste bins June	6684	50	£130.00
Grant to Village Hall	Tree works	Grant	51	£3,672.00
J Currie	Mileage June 2023	mileage	52	£52.00
HMRC	Tax and NI	Month 04	54	£393.97
Red Kite Development Consultancy	Hobbyhorse Lane appeal	RK/556/2023	56	£4,200.00
C-Through Windows	Bus shelter June 2023	1702	57	£40.00
<b>Subtotal</b>				<b>£10,558.07</b>

**Standing orders for July 2023**

J Currie	Salary	Month 04	53	£1,371.00
Oxfordshire Pension Fund	Clerk's Pension	Month 04	55	£476.17
J Currie	Office Allowance	Month 04	mins	£26.00
<b>Subtotal</b>				<b>£1,873.17</b>

<b>Total payments</b>				<b>£13,169.24</b>
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(e) Councillors to authorise payments

**RESOLVED** that Cllrs Morkos and Raworth would authorise payments online. **FM & HR**

(f) 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 5<sup>th</sup> September. There being no further business the Chairman declared the meeting closed at 9.06pm.

Signed.....

Dated.....