



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 3rd October 2023 at Sutton Courtenay CoE Primary School, commencing at 7.15pm.

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

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

2023/146 Public Participation

Issue: A resident spoke in support of the street trader licence. (item 2023/155)

Issue: A resident spoke against the Parish Council making any changes to speed limits. (item 2023/161b)

Response: Councillors noted the comments.

2023/147 Apologies for absence

Apologies for absence were received from Councillor Hugo Raworth.

2023/148 Declarations of Interest

Cllr Atkinson declared an interest in item 2023/163c as a trustee of the Village Hall Management Committee (who had not been appointment by the Parish Council).

2023/149 Minutes for the meetings held on Tuesday 5th September 2023

RESOLVED that the minutes of the meeting held on Tuesday 5th September 2023 were a true and accurate record and would be signed by the Chairman.

2023/150 Co-option of Councillors

Members noted that there were two vacancies to be filled.

2023/151 Planning applications

(a) Planning applications to be considered

RESOLVED that the following observations would be submitted:

MW.0113/23 - Former Sutton Wick Landfill, South of Bassett Lane, Sutton Courtenay - Comment: that at present the Environment Agency has not submitted a response and the Parish Council would want to see confirmation from them that there are no issues with the proposal before supporting the application.

P23/V2085/FUL - Trident Business Park, Unit 5d, Basil Hill Road, Didcot - No objections

(b) Additional planning correspondence

Members noted a certificate of lawful development application:

P23/V2117/LDP - 137 Drayton Road, Sutton Courtenay.

Proposed single storey garage outbuilding.

- 2023/151 Planning applications
(b) Additional planning correspondence continued
Members noted the decisions on previous applications:
P23/V1703/FUL - Trident One Trident Park, Unit 1e Basil Hill Road, Didcot - GRANTED
MW.0080/23 - Oday Quarry (Sutton Wick Quarry), Oday Hill, Sutton Wick - APPROVED
P23/V1451/FUL - Pipaway Engineering Ltd, Milton Road, Drayton - GRANTED
P23/V1204/FUL - Churchmere Lake, Churchmere Road, Sutton Courtenay - GRANTED

Councillor Field joined the meeting at 7.25pm.

- 2023/152 HIF1 update
Oxfordshire County Council (OCC) have taken a neutral stance. The Joint 5 Parishes Committee agree that it needs to be represented at the hearing.

RESOLVED that in principle the Council will support the Joint 5 Parishes Committee plan to be represented at the hearing and to request that the Parish Council reserves the right to give additional information to proceedings.

- 2023/153 Hobbyhorse Lane North P21/V2682/O appeal
The appeal inquiry was held. The Council recorded a vote of thanks to all those who helped to build a strong case against the appeal, especially Mr Draper, Cllr Raworth, Mr Harman and the Parish Council's consultant Deirdre Wells. The District Council's representative used much of our evidence in their summary.

- 2023/154 Reports
(a) County Councillor
Cllr Webber was absent.
(b) District Councillor
Cllr Webber was absent.
(c) Parish Councillors
Cllr Atkinson raised the idea of an autumn litter pick and asked for a volunteer to organise it. Cllr Atkinson agreed to organise the event.
RESOLVED that a community litter pick would be held at 2pm on Saturday 25th November 2023, starting at the Village Hall. **RA**
(d) Clerk
The Clerk reported that the new defibrillator cabinet would be installed at the Recreation Ground on 4th October, she would then transfer the defib unit from the phone box (High Street) cabinet to the new cabinet. She would remove any signage at the phone box and cover the old cabinet.
The Clerk advised that the war memorial had been cleaned and a wreath for Remembrance Sunday had been ordered from the local branch of The Royal British Legion. Cllr Atkinson, as Chairman, would lay the wreath during the event.

- 2023/155 The George & Dragon: street trader landowner permission and licensing application
The Clerk had carried out extensive research ahead of the meeting and circulated a report.
Members noted that the land in question belongs to the Parish Council as recorded on the Land Registry title ON173753. On the Land Registry title, the section where Oak Taverns are applying to have a food van, nearest The George (& Dragon) public house, is marked in yellow to indicate that the land is “Public Highway and subject to the rights of Oxfordshire County Council as the Highway Authority”.
Having consulted with the Highway Authority the Parish Council has been advised that as the land is public highway the Parish Council could not grant permission for it to be used.
Members noted that the section marked in yellow also falls under the registered Village Green, although it was part of the highway at the time of registering the Village Green in 1967/70 as evidenced on OS map SU59SW–A Series 1:10,560 published 1960 therefore should not have been registered as part of the Village Green.
Members noted that as there are Highway rights over the land, the surface is maintained at the public expense by Oxfordshire County Council - the Parish Council own the sub-soil but Oxfordshire County Council own the surface. Therefore, the Parish Council is not liable for the maintenance of the area.
RESOLVED that the Parish Council acknowledges that although it is the landowner, as the area is designated as a highway, control over its use rests with the Highways Authority and therefore the Parish Council does not have the power to grant permission to Oak Taverns as required for their street traders licence application.
- 2023/156 Art Trail update
The Clerk had approached Oxford Oak and they had reduced their quote to £60,860 and she had been advised that there was additional S106 funding available if the increase was no more than 5% of the total applied for. The costs would have to be covered by the Parish Council and claim retrospectively once invoices were submitted to the District Council.
The Clerk had sort confirmation from the Planning Authority that a planning application would not be required for the proposed project, the response was that although the noticeboards complied with the advertising constraints as some of the sites were not owned by the Parish Council then an application would need to be made. The Clerk advised that she would be able to make the application but there would be a fee to be paid, which could be covered within the additional 5% S106 funding.
Clerk
- 2023/157 Neighbourhood Plan
Cllr Atkinson advised that at present the plan sits with the inspector and there is nothing else the Parish Council can do at this stage.
Cllr Atkinson would ask for an invoice from Bluestone Planning and a worst case scenario estimate for any future work.
RA
- 2023/158 Open Spaces
(a) Tree survey contractor
RESOLVED that subject to satisfactory references from another parish council that either The Whole Tree Company or ODS would be appointed.

- 2023/158 Open Spaces continued
 (b) Cutting of verges
 The Clerk updated Members on the current position with Tactical Facilities Management (TFM) and advised that she had received one phone call complaining of the height of the grass at the north junction of the High Street with Brook Street and Church Street.
 The Clerk had not been able to find a contractor willing to do a one-off cut. She would continue to try to get a quote, whilst chasing TFM.
- 2023/159 Recreation Ground
 (a) Review the fortnightly checks
 Members admitted to missing a few checks. The Clerk had regularly been inspecting the area and had emailed a detailed checklist to all Members. Members requested whether the list could be placed on a Members' only area of the website. **Clerk**
 (b) Draft schedule of surfacing work for the play area
 The Clerk had prepared a draft schedule of surfacing work including creating a turning circle outside the single yellow gate to assist those with buggies and installing a grass mesh system (similar to the mesh under the obstacle course) either side of the baby swing, either end of the wobble bridge, route from wet pour to mound steps and the eastern half of slide mound.
 Members asked the Clerk to proceed with obtaining quotes for the work. **Clerk**
- 2023/160 Rights of Way S106 Project
 The Clerk had not yet received the S106 legal agreement.
- 2023/161 Traffic management
 (a) Additional locations for SID poles
 Members agreed to get all three units in position; to check the heights of the poles; and to confirm the current locations are correct. Any issues would be reported to the Clerk to feedback to OCC. **HR & JW**
 Members would then create maps to indicate the locations for new poles and present them to the Council for consideration. **HR & JW**
 (b) Request to decrease speed limits in the 40mph zones
RESOLVED that the Parish Council would request that Drayton Road from the parish boundary to the 30mph zone be reduced to a 30mph limit. **Clerk**
RESOLVED that the Parish Council would ask Milton Parish Council for their support in requesting that Sutton Road from the High Street roundabout to the parish boundary/30mph zone be reduced to a 30mph limit. **Clerk**
- 2023/162 Bench and memorial policy
RESOLVED that the Bench and memorial policy would be adopted.
- 2023/163 Working Parties and Outside bodies
 (a) Millenium Common Management Committee representative
RESOLVED that Cllr O'Callaghan would be appointed to the Millenium Common Management Committee.
 (b) Recreational Amenities Working Party additional members
RESOLVED that June Cummings and Tim Twaits would be appointed as non-Councillors members of the Recreational Amenities Working Party.

2023/163 Working Parties and Outside bodies continued
 (c) Village Hall Working Party
 Following a request from the Village Hall Management Committee for help in considering the future management of the Trust, Members
RESOLVED that a Village Hall Working Party would be formed, the initial membership would be Cllr Robert Dalby, Cllr Fiona Wolveridge, the Parish Clerk and Rita Atkinson (as a Trustee).

2023/164 Finance
 (a) Clerk's salary from April 2024
RESOLVED that from 1st April 2024 the Clerk would be paid at the SCP24 rate.
 (b) External auditor's report
 Members noted the external auditor's report and the items raised in the covering letter: risk management strategy and low level of general reserves. These matters would be addressed in the next few months.
 (c) New policy: Buying back Exclusive Rights of Burials
RESOLVED that the Buying back Exclusive Rights of Burial policy would be adopted.
 (d) Q2 bank reconciliation
RESOLVED that quarter 2 bank reconciliation would be approved with balances of Unity £93,389.26, Santander 1 £5,000.00, Santander 2 £71,062.39 and Equals prepayment card & vouchers £200.
 (e) Receipts and Payments report
RESOLVED that the following payments would be authorised:

Receipts for September 2023

S106 funds - Recreation Ground footpath	VoWHDC			£3,264.00
Precept 2 of 2	VoWHDC			£39,750.00
Total receipts				£43,014.00

Direct Debits and pre agreed payments for October 2023

Oxford Oak	Art Trail - 15% deposit	913	80	£8,829.00
Unity Trust Bank	Quarterly bank charge	Fee	93	£18.00
Subtotal				£8,847.00

BACS & Cheque Payments to be agreed in October 2023

Tactical Fac Man Ltd	Grds Maintenance Aug	805	81	£697.50
Moore	External audit	319901	82	£1,008.00
Gallagher	Insurance 2023-24	527068219	83	£2,699.49
C-Through Windows	Bus shelter Aug 2023	1715	84	£40.00
C-Through Windows	Bus shelter Sep 2023 - final one	1727	85	£40.00
Red Kite Development Consultancy	HHL appeal	RK/560/2023	86	£8,990.20
Shield Maintenance Ltd	Litter & dog waste bins Sept	6938	87	£130.00
J Currie	Mileage Sept 2023	mileage	88	£26.00
HMRC	Tax and NI	Month 07	90	£393.97
Tactical Fac Man Ltd	Grds Maintenance Sep	877	92	£697.50
Subtotal				£14,722.66

Standing orders for October 2023

J Currie	Salary	Month 07	89	£1,371.00
Oxfordshire Pension Fund	Clerk's Pension	Month 07	91	£476.17
J Currie	Office Allowance	Month 07	mins	£26.00
Subtotal				£1,873.17
Total payments				£25,442.83

(f) Councillors to authorise payments

RESOLVED that Cllrs Atkinson and Father Morkos would authorise payments online.

RA & FM

(g) 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 7th November. There being no further business the Chairman declared the meeting closed at 8.43pm.

Signed

Dated