



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 5th December 2023 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Paul Galliver, Lyn Hodder, Joanna O'Callaghan and Hugo Raworth.

In attendance: Jennie Currie, Clerk; County & District Councillor Richard Webber; 0 members of the public.

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- 2023/191 Public Participation
No members of the public were present.
- 2023/192 Apologies for absence
Apologies for absence were received from Councillor Teresa Field, Father Morkos, Jason Warwick and Fiona Wolveridge.
- 2023/193 Declarations of Interest
No declarations of interest were received.
- 2023/194 Minutes for the meeting held on Tuesday 21st November 2023
RESOLVED that the minutes of the meeting held on Tuesday 21st November 2023 were a true and accurate record and would be signed by the Chairman.
- 2023/195 Co-option of Councillors
Members noted that there was one vacancy to be filled.
- 2023/196 Planning applications
(a) Planning applications to be considered
RESOLVED that the following observations would be submitted:
P23/V2576/O - Entree Global Services, Appleford Road, Sutton Courtenay –
Objection: the Parish Council considers the proposed development to be a over-development of the site; pedestrian routes from the proposed site to the village centre and nearby bus tops are insufficient; the traffic data presented within the application was collected on Monday 21 August 2023 during the summer school holidays and therefore is not a true representation of usage of the road networks; the application states that the occupations will be limited until the HIF1 scheme is constructed, as the HIF1 scheme is currently subject to a public inquiry the application should only be considered once the outcome of the inquiry is decided.
P23/V2574/HH - 57 Milton Road, Sutton Courtenay - No objections.
(b) Additional planning correspondence
Members noted the decisions on previous applications:
P23/V2140/HH - 34 Appleford Road, Sutton Courtenay - GRANTED

2023/197

HIF1 update

The deadline for submission of Statement of Case is Friday 8th December, the Neighbouring Parish Councils - Joint Committee (NPC-JC) would be submitting the document.

As its contribution to the Statement of Case, the Planning Working Party has focused on addressing the traffic issues pertinent to Sutton Courtenay, namely the inclusion of a junction between Sutton Courtenay and Appleford on the B4016.

The wider arguments for induced traffic are being developed and, in that context the arguments are being set out for worsening of traffic buildup along the B4016 from traffic approaching from the west along the B4016 (Drayton Road/Church Street sections and possibly the High Street) as a means of accessing the new junction. Other villages are also highlighting their traffic-impact issues.

The Statement of Case is high-level document to set the scene for the NPC-JC's (as with all other Rule 6 parties) case for objection and presentation at the Public Inquiry which is currently planned to start on Tuesday 20th February 2024 at the Bee House, Milton Park.

There is also a requirement to submit Proofs of Evidence to back up the assertions made in the Statement of Case. The deadline for submission is 5pm on 23rd January 2024.

Expert witnesses are also required to present the case at the Public Inquiry and accept cross examination by the Inspector and the supporting side. Sutton Courtenay has been unable to secure a traffic consultant who could help with the Statement of Case, Proofs of Evidence and act as an expert (on the timescales we need to meet) the Working Party felt the best approach was to work with Planning Oxfordshire's Environment and Transport Sustainably (POETS) who will also be contending (in a wider context) that the data underpinning the HIF1 application is flawed, outdated and fails to allow for induced traffic. POETS is an objecting Ruel 6 party.

Cllr Hugo Raworth joined the meeting at 7.44pm.

2023/198

Hobbyhorse Lane North P21/V2682/O appeal
No additional information had been received.

2023/199

Reports

(a) Parish Councillors

Members reported the following items:

- The George's street trading licence application would be decided by committee due to the number of objections received.
- The Milton Road bus stop was very muddy underfoot. Cllr Hodder would report the matter on Fix My Street. **LH**
- Bus stop signage had been installed at the brick bus shelter on Milton Road.
- Staff at The George had been placing cones on part of the public Highway in front of the pub. Cllr Raworth would report the matter on Fix My Street. **HR**
- Thames Water had published a list of sewerage treatment works to be upgraded, the Drayton (Ginge Brook) site would be improved by the end of 2024.

- 2023/199 Reports
- (a) Parish Councillors continued
- The FCC landfill site continued to be the source of numerous complaints regarding odour. Cllr Atkinson would report back to the Environment Agency meeting and the Clerk would include the contact details to report issues in the next newsletter. **RA & Clerk**
 - Cllr Atkinson thanked everyone who had taken part in the litter pick event.

Cllr Richard Webber joined the meeting at 7.48pm.

(b) County Councillor

Cllr Webber advised that Thames Water had ruled out creating the Severn Link (in favour of creating a new reservoir) as Thames Water would be reliant on the Severn Trent water company to allow extraction and movement of water.

(c) District Councillor

Cllr Webber would request an update on the Hobbyhorse Lane North P21/V2682/O appeal.

(d) Clerk

The Clerk had attended an SLCC briefing that morning and then deposited 6 bound volumes of Parish Council minutes from January 2007 to December 2021 at the Oxfordshire History Centre.

The Clerk asked that all Councillors complete the survey on the Oxfordshire County Council Charter as individual Members. **ALL**

The Clerk had received a request from a resident that the Parish Council highlights the lack of mobile phone coverage in the village. Members asked the Clerk to add this to the next agenda and to contact the County Council to enquire what actions could be taken. **Clerk**

- 2023/200 Art Trail update
The S106 agreement had been signed by Councillors.

- 2023/201 Neighbourhood Plan
Cllr Atkinson reported that a response from the inspector should be received shortly.

- 2023/202 Street furniture – uses of ex-BT phone box (High Street, near The Nursery junction)
A representative of the book club suggested it could be used as a book exchange (subject to confirming whether the structure provided sufficient protection from rain). Alternative ideas included removing the phone box, installing a new defib and/or printing the new village map onto the outside of the phone box.
Members would inspect the phone box before a decision would be made. **ALL**

Cllr Richard Webber left the meeting at 8.20pm.

- 2023/203 Recreation Ground - fortnightly checks
Members reviewed the items which had been reported. The Clerk would enquire when the hedging saplings would be replaced. The Clerk would ensure the tree near the litter bin at the entrance to the play area was trimmed to remove any low branches. **Clerk**

- 2023/204 Rights of Way S106 Project
The S106 agreement had been signed by Councillors. The work on footpath 27 had been completed.
- 2023/205 Traffic management
(a) Report on current locations
No matters were raised.
(b) Additional locations for SID poles
Cllr O’Callaghan would prepare location plans for a future meeting. **JO**
- 2023/206 Policies - Parish Council Plan
Cllr Atkinson had circulated a list of ideas. Members were requested to review the list and provided any additional items. **ALL**
- 2023/207 Consultations
(a) Oxfordshire County Council Lane Rental Scheme
RESOLVED that the following response would be submitted: In principle it would be a good scheme and the B4016 should also be included in the scheme. This is on the basis that the B4016 is already congested as it is used as an east-west bypass which will be exacerbated should the HIF1 go ahead with a junction on the B4016.
(b) Sutton Courtenay 20mph Speed Limit, Oxfordshire County Council
RESOLVED that the Parish Council would support the scheme and would request that the section of Appleford Road marked to remain as a 30mph limit also be included due to the quantity of new housing and housing being built south of the road.
(c) Joint Local Plan, Vale of the White Horse District Council
This item would be deferred to the January meeting and the Planning Working Party would prepare a response. **Planning WP**
- 2023/208 Working Parties and Outside bodies
Response to FCC regarding bridleway 373-24-30
RESOLVED that FCC must ensure that bridleway 373-24-30 is cleared and remains open.
- 2023/209 Finance
(a) NALC revised salary scale
RESOLVED that the NALC revised salary scale for the Clerk for 2023-24 together with back dated pay to April 2023 would be approved.
(b) 2023-24 interim internal auditor’s report
RESOLVED that the following actions would be taken:
Accounting software – the Council had included this in the draft budget for 2024-25.
VAT claim – the Clerk had submitted a claim until 30th September and would continue to submit biannual claims.
Cyber risk insurance – the Council would consider purchasing insurance.
New employment for the Clerk – due to changes in hours from April 2023 and increases in SCP the Clerk would be issued a new contract for 1st April 2024.
(c) Cyber insurance
The Clerk had obtained a quote for the Council’s current broker. The matter would be deferred to the next meeting, to allow for Members to consider the details in the quote. **ALL**

2023/209 Finance continued
(d) Receipts and Payments report

RESOLVED that the following payments would be authorised:

Receipts for November 2023

VAT 126 claim XBV126000100705	HMRC			£4,114.23
Total receipts				£4,114.23

Direct Debits and pre agreed payments

Subtotal				£0.00
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BACS & Cheque Payments to be agreed in December 2023

Oxford Oak	1st delivery payment	914	106	£11,781.00
April Skies Accounting	Interim audit 23-24	INV-0127	107	£167.50
Shield Maintenance Ltd	Litter & dog waste bins Nov	7125	108	£130.00
Slatter Cricket & Play	Replace damaged post	CP3776	109	£786.00
J Currie	Quarter 3 salary top up with back dated	Quarter 3	111	£530.75
HMRC	Tax and NI	Month 09	112	£872.55
Oxfordshire Pension Fund	J Currie Pension	Month 09	113	£749.66
Royal British Legion UK	Poppy Appeal	Grant	114	£200.00
Kompan Ltd	Annual inspection Nov. 2023	250559	115	£702.00
Tactical Fac Man Ltd	Grds Maintenance Nov	1073	116	£697.50
Vision ICT	Web hosting Feb24 - Jan25	17542	117	£354.76
Cllr R. Atkinson	Litter pick refreshments	receipt	118	£26.85
Subtotal				£16,998.57

Standing orders for December 2023

J Currie (new amount)	Salary	Month 09	110	£1,437.00
Oxfordshire Pension Fund	Clerk's Pension	see BACS		£0.00
J Currie	Office Allowance	Month 09	mins	£26.00
Subtotal				£1,463.00
Total payments				£18,461.57

(e) Councillors to authorise payments

RESOLVED that Cllrs Atkinson and Raworth would authorise payments online. **RA & HR**

(f) Budget and Reserves report

Members noted the reports.

2023/210 2024-25 Budget

(a) Accounting software

RESOLVED that Scribe software would be used from April 2024.

(b) 2024-25 Budget

RESOLVED that the 2024-25 budget would be

	£
RECEIPTS	
Precept	92,800
OCC Grass cutting	1,606
Cemetery fees	2,000
Interest	500
TOTAL RECEIPTS	96,906
PAYMENTS	
Administration	
Clerk's Salary	32,000
Office Allowance	312
Audit	965
Bank fees	72
Chairman's Allowance	150
Conferences & Training	500
Election & Legal fees	1,100
Insurance	3,800

IT - Accounting software	1,140
IT - Email & Website	550
Stationery	400
Subscriptions	950
Travel	480
Total Administration	42,419
Cemetery	
Bins (1)	350
Grass cutting	1,925
Maintenance	4,000
Total Cemetery	6,275
Outside Spaces & Assets	
Recreation Ground	
Grass cutting	1,820
Inspections	1,700
Maintenance	3,000
Total Recreation Ground	6,520
Village Green	
Grass cutting	1,980
Maintenance	200
War Memorial	500
Total Village Green	2,680
All other sites	
Bins (5+2 dog)	1,118
Defibs	250
Maintenance	2,000
Bench cleaning	120
Bus shelter cleaning	80
Strimming Verges	1,640
Tree works	5,000
Total Outside Assets	19,408
Grants	
SOAV Cit Adv (s142)	3,000
SC News (s142)	1,500
Youth Project	4,000
PCC	1,300
Village Hall	3,500
Others	5,500
Total Grants	18,800
Projects - funded from Ear Marked Reserves	0
Addition to precept to build up General Reserve	10,004
TOTAL PAYMENTS EXC VAT	96,906

(c) 2024-25 Precept

RESOLVED that the 2024-25 precept would be £92,800.

Close of meeting

It was noted that the next ordinary meeting of the Council would be held at 7.15pm, on Tuesday 9th January 2024. There being no further business the Chairman declared the meeting closed at 8.49pm.

Signed

Dated