



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 7th November 2023 at Sutton Courtenay Village Hall, commencing at 7.15pm.

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

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

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- 2023/165 Public Participation
Issue: A resident thanked all those involved in having the build out installed on Drayton Road. They added that it has had a significant impact on reducing speeding traffic.
- 2023/166 Apologies for absence
Apologies for absence were received from Councillor Fiona Wolveridge.
Cllr Rita Atkinson joined the meeting at 7.20pm.
- 2023/167 Declarations of Interest
No declarations of interest were received.
- 2023/168 Minutes for the meetings held on Tuesday 3rd October 2023
RESOLVED that the minutes of the meeting held on Tuesday 3rd October 2023 were a true and accurate record and would be signed by the Chairman.
- 2023/169 Co-option of Councillors
RESOLVED that Paul Galliver would be co-opted to the Parish Council
Members noted that there were was one remaining vacancy to be filled.
Cllrs Field, Webber and Raworth joined the meeting at 7.22pm.
- 2023/170 Planning applications
(a) Planning applications to be considered
RESOLVED that the following observations would be submitted:
MW.0138/23 - Sutton Wick Landfill Site, Stonehill, Drayton – No objections.
P23/V2140/HH - 34 Appleford Road, Sutton Courtenay – No objections.
MW.0144/23 - Land at Culham Weir, Culham – Objection: The material in the heap is a mixture of construction material, debris and natural mass which should not be disposed of in this manner. Despite the vegetation covering the heap, its presence disrupts the naturally flat environment and when the area is subject to flooding the presence of the mound would affect the flow of water across the site.
P23/V2375/FUL - Various sites Sutton Courtenay – No comment, the Parish Council is the applicant.

- 2023/170 Planning applications continued
 (b) Additional planning correspondence
 Members noted the decisions on previous applications:
 P23/V1911/A - 143 Park Drive, Milton Park - GRANTED
 P23/V1875/HH - 20 Appleford Road, Sutton Courtenay - GRANTED
 P23/V1697/HH - 4-5 The Green, Sutton Courtenay - GRANTED
 P23/V1804/HH - 90 Milton Road, Sutton Courtenay - GRANTED
 P23/V0849/HH & P23/V0853/LB - Pull Croft 53 High Street, Sutton Courtenay - GRANTED
 MW.0066/23 - Hanson Aggregates, Appleford Road, Sutton Courtenay – APPROVED
 P23/V2085/FUL - Trident Business Park, Unit 5d, Basil Hill Road, Didcot - GRANTED
- 2023/171 HIF1 update
 The chairman of the 5 Parishes Joint Committee, Cllr Greg O’Broin, (Appleford Parish Council) will represent the committee at the hearing. The committee has to consider whether to register as a Rule 6 party and how much they will support the local campaign groups.
- 2023/172 Hobbyhorse Lane North P21/V2682/O appeal
 No additional information had been received.
- 2023/173 Reports
 (a) County Councillor
 Cllr Webber advised that there is nothing further that he can add to the HIF1 update. Thames Water are proposing the build the reservoir as originally planned (the largest of the options). The County Council has found that 80% of the feedback to the proposed 20mph zones has been in favour of the project.
 Cllr Webber would be happy to support the Parish Council’s proposal to reduce Drayton Road and Sutton Road from 40mph to 30mph.
 The Parish Council recorded a vote of thanks to Cllr Webber for his work on the Drayton Road build out. Cllr Webber reported that it had been well received and had already made a difference.
 Cllr Webber requested that the Parish Council works with Drayton Parish Council to get more SIDs in place on Drayton Road, there is further funding available via the Councillor Priority Fund.
- (b) District Councillor
 Cllr Webber reported that the District Council would be working on a new Local Plan. Cllr Webber would be looking for support from Parish Councils with his proposal to improve planning enforcement.
- (c) Parish Councillors
 Cllr O’Callaghan had attended an FCC meeting regarding public rights of way. Following the meeting FCC had commenced cutting back hedgerows. As Hobbyhorse Land and Old Wallingford Way are byways open to all traffic (BOATs) there would be a need to involve Oxfordshire County Council.
 Cllr Webber requested that Cllr O’Callaghan emails him the details. **JO**
 Cllr Raworth raised the ongoing problem of the smell from FCC being particularly bad which is unusual for the autumn/winter. Cllr Atkinson will ask the Environment Agency to attend a Council meeting to provide an update. **RA**

- 2023/173 Reports
(c) Parish Councillors continued
Cllr Dalby attended the Citizens Advice Oxfordshire South & Vale’s AGM, the number of people using the service is increasing. Most enquiries relate to finances. Cllr Dalby attended a meeting to discuss the Oxfordshire Council’s Charter, unfortunately there were no representatives from the Vale of White Horse District Council in attendance. It was a very positive meeting and all Councillors should be encouraged to complete the survey which has been circulated.
Cllr Atkinson reminded Members that the Community Litter Pick would take place on Saturday 25th November.
(d) Clerk
The Clerk had moved the defib from the High Street phone box to the new cabinet at the Recreation Ground. A draft document had been submitted to the Village Hall Working Party and the Clerk would await feedback. The Clerk had been working on the draft 2024-25 budget for consideration at the 21st November meeting.
The Clerk advised that the national pay scales for 2023-24 had been published, the Clerk’s pay at SCP23 would be increased to £16.67 and back dated to 1st April 2023. Due item 7.3 of the Council’s Financial Regulations the matter would need to be resolved at the December meeting.
- 2023/174 Art Trail update
Oxford Oak had completed 4 benches and these would be delivered to the installers, Greenford, who intend to install the items in a single week. The planning application for the items on non Parish Council land had been submitted and the decision date was before the proposed installation date.
The S106 agreement should be issued electronically to be signed by Councillors.
- 2023/175 Neighbourhood Plan
No additional information had been received.
- 2023/176 Open Spaces
(a) Amendment to Oxfordshire County Council verges agreement
RESOLVED that the amendment to Oxfordshire County Council verges agreement would be accepted and papers signed by the Clerk.
- 2023/177 Recreation Ground
(a) Review the fortnightly checks
Members reviewed the items which had been reported. The Clerk had collected the discarded sofa cushion and tree sapling tubes, she had cut back the brambles near the maintenance gate and made arrangements to have the goal post repaired. The Clerk would obtain a quote for replacing the damaged fencing between the main field and the southern path.
- 2023/178 Rights of Way S106 Project
The work on footpath 27 had started. The S106 agreement should be issued electronically to be signed by Councillors.

- 2023/179 Traffic management
 (a) Report on current locations
 Members would move one of the SIDs to be near the Drayton Road build out. Cllr Warwick reported that a small panel had come loose from the face of one SID, he would send a photo to the Clerk and she would report to issue to the manufacturer. The SIDs could not be set to work in a 40mph zone, Members asked that the Clerk confirms this with the manufacturer. **JW – Clerk**
 (b) Additional locations for SID poles
 Cllr O’Callaghan would prepare location plans for a future meeting. **JO**
- 2023/180 Policies
 (a) New risk management strategy
RESOLVED that the new risk management strategy would be adopted.
 (b) Parish Council Plan
 This item would be deferred to the December meeting.
- 2023/181 Consultation: Oxfordshire County Council Lane Rental Scheme
 This item would be deferred to the December meeting and the Planning Working Party would prepare a response.
- 2023/182 Working Parties and Outside bodies
 (a) Planning Working Party additional member
RESOLVED that Russell Harmen would be appointed as a non-Councillor member of the Planning Working Party.
 (b) Village Hall Working Party additional member
RESOLVED that Mary Warrington, Hall Treasurer, would be appointed as a non-Councillor member of the Village Hall Working Party.
 (c) Response to FCC regarding bridleway 373-24-30
 The matter would be deferred to the December meeting.
- 2023/183 Finance
 (a) Council’s registered address with HM Land Registry
RESOLVED that the Clerk would update the address with HM Land Registry to her home address and the Council’s email address.
 (b) Scout Hut & Garage lease
RESOLVED that the Scout Hut & Garage lease would be extended by 12 months.
 (c) New signatories for the Unity bank account
RESOLVED that Cllrs Dalby and O’Callaghan would be added as signatories for the Unity bank account with online access.
 (d) New signatories for the Santander bank accounts
RESOLVED that Cllrs Dalby and O’Callaghan would be added as signatories for the Santander bank accounts.
RESOLVED that Eileen Daw and Antony Willott would be removed from the Santander bank accounts.

2023/183 Finance continued
 (e) Receipts and Payments report

RESOLVED that the following payments would be authorised:

Receipts for October 2023

Wayleaves	SSE Networks			£12.00
Cemetery fees	x4			£345.00
CIL P19/V1728/RM Final Instalment	VoWHDC			£50,726.84
Total receipts				£51,083.84

Direct Debits and pre agreed payments

Vale of White Horse DC	Art Trail planning application	PP12533761v1ELR	95	£181.00
Subtotal				£181.00

BACS & Cheque Payments to be agreed in November 2023

Bluestone Planning	NHP to date	1250	94	£1,533.00
Abingdon Stone & Marble Ltd	War memorial clean	29045	96	£1,056.00
Shield Maintenance Ltd	Litter & dog waste bins Oct	7025	97	£130.00
Tactical Fac Man Ltd	Grounds Maintenance Oct	946	99	£697.50
Equals Prepayment card (Fairfax Plc)	Stationery, phone, SID padlocks	p33-46	100	£161.57
J Currie	Mileage Oct 2023	mileage	101	£26.00
HMRC	Tax and NI	Month 08	103	£394.17
Parish Online	Annual subscription	38UE059-0002	105	£172.80
Subtotal				£4,171.04

Standing orders for November 2023

J Currie	Salary	Month 08	102	£1,371.00
Oxfordshire Pension Fund	Clerk's Pension	Month 08	104	£476.17
J Currie	Office Allowance	Month 08	mins	£26.00
Subtotal				£1,873.17

Total payments				£6,225.21
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Payment 98 to Gardner Leader LLP would not be authorised. Cllr Atkinson advised that a local solicitor would complete the work free of charge.

(f) Councillors to authorise payments

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

(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 21st November. There being no further business the Chairman declared the meeting closed at 8.41pm.

Signed

Dated