



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 6th September 2022 at the Village Hall Sutton Courtenay, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), David Butler, Eileen Daw, Hugo Raworth and Antony Willott.

In attendance: District and County Councillor Richard Webber; Jennie Currie, Clerk; 3 members of the public.

- 2022/263 Apologies for absence
Apologies for absence were received from Cllrs Teresa Field, Father Morkos, and Jason Warwick.
- 2022/264 Declarations of Interest
No declarations of interest were received.
- 2022/265 Minutes for the meeting held on 28th June 2022
RESOLVED that the minutes of the meeting held on 28th June 2022 were a true and accurate record and would be signed by the Chairman.
- 2022/266 Public Participation
- The applicants for P22/V1577/HH outlined their planning application.
 - The County Councillor was questioned as to why the County Council had allowed numerous overlapping road closures.
Cllr Webber replied that the Highways Agency were responsible for the A34 and the County Council had limited powers over the utility firms.
- 2022/267 Parish Councillor Vacancies
Members noted that the Council had two vacancies which can be filled by co-option and asked anyone interested in the role to contact the Clerk.
- 2022/268 Planning applications
(a) Planning applications to be consider
RESOLVED that the following observations would be submitted:
P21/V2682/O - Land north of Hobbyhorse Lane Sutton Courtenay – Objection. Draft response circulated prior to the meeting would be submitted. Tom Duckham to be appointed as the Parish Council's representative at meetings.
P22/V0391/HH - January Cottage 35 Church Street Sutton Courtenay – No objections
P22/V1577/HH - 96 Bradstocks Way Sutton Courtenay – No objections
P22/V1673/HH - Garden Barn 51A High Street Sutton Courtenay – No objections
P22/V1718/HH - 27 The Nursery Sutton Courtenay – No objections
Culham Neighbourhood Plan - Support
MW.0033/22 & MW.0034.22 - additional documents. The Portway, Appleford Sidings, Appleford – Objection. Planning community to review and submit detailed response.
P22/V1827/LDO - Unit 178 Brook Drive Milton Park – No objections
P22/V1852/FUL - 5 Ginge Brook Sutton Courtenay – Objection. The proposed development to be a overdevelopment of the plot and not in-keeping with the existing street scene.
P22/V1952/LDO - 177 Brook Drive Milton Park – No objections

2022/268 Planning applications

(a) Planning applications to be consider continued

- P22/V1857/O - RWE N Power Plc Didcot Power Station – No objections. Request that soft landscaping (especially trees) are planted before construction.
- P22/V1730/FUL - Cross Tree Farm High Street Sutton Courtenay – Clerk to request further information on the propose equestrian use. **Clerk**
- P22/V1947/DIS - Land at Appleford Road Sutton Courtenay – No objections
- P22/V1967/LB- Cross Trees 1 Church Street Sutton Courtenay – No objections
- P22/V1917/LDO - Milton Park Milton – No objections. Request no five storey buildings on Sutton Courtenay side of the development.
- P22/V2018/HH - 67 Milton Road Sutton Courtenay – No objections

(b) Decisions on previous applications

- P22/V0800/HH - Swanacre All Saints Lane Sutton Courtenay. Approved
- P21/V2401/FUL - ASDA ADC Sutton Courtenay. Approved
- P21/V2885/FUL - Sutton Courtenay School. Approved
- P22/V1800/CM - Sutton Courtenay Landfill Appleford Sidings. Approved

2022/269 County Councillor's Report

Cllr Webber advised that the HIF1 project would be delayed due to cost overruns. An extra £35million expenditure had been identified and the County Council had approached Central Government for funding. Question: Would the Culham Science Park housing element of the HIF1 be affected? Response: That is part of the local plan which has been abandoned.

2022/270 District Councillor's Report

Cllr Webber confirmed that he would be attending the Sutton Courtenay Neighbourhood Plan presentation on 7th September. He is in favour of the plan, although notes there might need to be some compromises. Comment: The co-ordination of road closures is very poor. Apart from the fibreoptics currently being installed most of the works in the past 5 years have been of no benefit to residents.

2022/271 Parish Councillors' Reports

Cllr Daw raised an email that had been circulated to Councillors regarding a complaint against the Football Club, regarding behaviour of people at the clubhouse. The Chairman had already replied to the enquirer asking them to take the matter to the Football Club.

District Councillor Webber left the meeting at 8.20pm.

2022/272 Clerk's Report

Members reviewed the items on the Clerk's Report, the following actions would be taken:

Title deeds – all documents would be requested from the solicitors.

Broken fence near Recreation Ground – R & A Working Party would take photographs.

Litter bins – report to be submitted to a future meeting.

File storage – noted that the matter had been resolved by the Clerk.

Call for sites – request an update from the District Council.

Scout Hut – remove from list.

- 2022/272 Clerk's Report continued
 NS&I account – the outgoing Clerk had arranged for the account to be closed and the Council had received the funds plus interest.
 Confidential matter – noted that the matter had been resolved before the appointment of the current Clerk.
- The Clerk had met with Cllr Daw regarding the cemetery, a report would be submitted to a future meeting to consider tidying up the existing paths and improving maintenance of the site. The contracted advisor from Thirlwall Associates had been asked to prepare their final invoice for work completed and to ensure the Council had copies of all the documents.
 The Clerk had visited the cemetery before the meeting and cleared two bags of rubbish from the eastern half of the cemetery.
- One set of bound minutes had been returned. A different company was being used to bind the remaining minutes. The Clerk had completed the Pension Regulator re-enrolment.
- The Clerk highlighted the Abingdon Marathon on Monday 17th October 2022 would cause a number of roads to be closed during the day. The County Council were undertaking a series of public events, in person and online, to enable residents to discuss matters, called 'Oxfordshire Conservations'.
- The Clerk had received an email from a resident of Bradstocks Way raising concerns regarding speeding. Members asked the Clerk to respond explaining that the Parish Council would be installing SIDs and supporting the '20 is plenty' scheme. **Clerk**
- 2022/273 **RESOLVED** that item 15 would be brought forward.
- 2022/274 New allotment tenancy
RESOLVED that a new tenancy for allotment plot 8 would be signed by Cllrs Daw and Willott.
- 2022/275 Meeting dates
RESOLVED that the meeting dates for the remainder of the municipal year would be:
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| 4 th October 2022 | 7 th February 2023 |
| 1 st November 2022 | 7 th March 2023 |
| 15 th November 2022 Budget setting – Meeting of the Finance working party | 4 th April 2023 - 7.15pm Annual Parish Assembly followed by Council |
| 6 th December 2022 | 9 th May 2023 Annual meeting of the Council |
| 10 th January 2023 | |
- 2022/276 Settlement Assessment Questionnaire (Planning working party)
RESOLVED that Cllr Atkinson would include the additional businesses and services then submit the questionnaire. **RA**
- 2022/277 Neighbourhood Plan update
 A public presentation event would be held at the Village Hall on Wednesday 7th September 2022. The ten panels which would be displayed would be included on the website.

2022/278 Finance

(a) Grants

RESOLVED that a grant of £930 would be awarded to Damascus PCC.

My Vision would be asked to submit its request for the 2023-24 year.

(b) Institute of Cemetery and Crematorium Management

RESOLVED that the Council would become a member of the Institute of Cemetery and Crematorium Management.

(c) Standing order payments

RESOLVED that standing order payments would be setup of the Clerk's salary, home office allowance and pension.

(d) Q1 bank reconciliation

RESOLVED that the quarter 1 bank reconciliation would be approved with balances of Unity £115,362.29, Santander 1 £56,591.88, Santander 2 £19,139.07, NS&I £6,275.71 and Equals prepayment card £26.23.

(e) CIL funds

RESOLVED that the Parish Council would hold all CIL funds allocated to the parish.

(f) Receipts and Payments report

RESOLVED that the following payments would be authorised:

Receipts for July & August 2022

Cemetery interment		x1	£600.00
Cemetery memorial		x1	£100.00
NS&I interest on closing account		x1	£46.17
Refund for Charity Law course (OALC)		x1	£110.00
Total receipts			£856.17

Direct Debits and pre agreed payments for July & August 2022

Oxfordshire Pension Fund	Pension HS		aw	£342.51
HS	salary - July 2022	M04	ax	£204.76
HMRC	Tax and NI - months 01 & 03	Q1	ay	£151.90
Mrs L Benton	Village map	36	av	£1,995.00
Vision ICT	Email hosting July 2022- June 2023	14679	au	£21.60
ST Grounds Maintenance	Grounds Maintenance - May 2022	303745	at	£1,378.81
A.D. Maclean Tree Management Ltd	All Saints Lane	INV22-263	7	£1,248.00
HS	Payment in lieu of leave	Final	9	£62.66
HMRC	Tax and NI - Month 02	Q1	14	£76.17
ICO - DIRECT DEBIT	annual fee	ZA461840	13	£35.00
Subtotal				£5,481.41

Cheque & BACS Payments to be agreed in September 2022

Nuneham Courtenay PC	percentage of 5 parish joint committee invoice	NPCJC2022/08	1	£316.67
B&Q - D Butler (Cllr)	Paint	receipt	2a	£40.00
B&Q - D Butler (Cllr)	Brushes	receipt	2b	£39.00
ST Grounds Maintenance	Grounds maintenance - June 2022	303764	3	£1,378.81
C-Through Windows	Bus shelter clean	1593	4	£40.00
C-Through Windows	Telephone box clean	1592	5	£20.00
Shield Maintenance Ltd	Dog waste bins - June	5832	8	£15.59
ST Grounds Maintenance	Grounds maintenance - July 2022	303784	11	£1,378.81
C-Through Windows	Bus shelter clean	1600	12	£40.00
Shield Maintenance Ltd	Dog waste bins - July	5895	15	£20.80
Moore	External audit 2021-22	313052	16	£480.00
J Currie	Salary	Month 5	17	£852.16
J Currie	Office Allowance	Month 5	mins	£26.00
Oxfordshire Pension Fund	J Currie Pension	Month 5	18	£311.17
J Currie	Mileage claim	Month 5	19	£18.00
J Currie	Salary	Month 6	20	£1,284.56
HMRC	Tax and NI - Months 04, 05 & 06	Q2	22	£208.20
Fair Fax PLC Equals card	Stationery & increase to £100	August	23	£91.80
Nuneham Courtenay PC	percentage of 5 parish joint committee invoice	NPCJC2022/12	24	£750.00
Shaws & Sons Ltd	Binding of minutes	286335	25	£170.40
Mrs C A Pennitcott	9 x land registry searches	email	26	£54.00
Subtotal				£7,535.97

Standing orders for September 2022

Oxfordshire Pension Fund	J Currie Pension	Month 6	21	£311.17
J Currie	Office Allowance	Month 6	mins	£26.00
Subtotal				£337.17

Total payments				£13,354.55
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2022/278 Finance continued
(g) Councillors to authorise payments
RESOLVED that Cllrs Raworth and Willott would authorise payments via the online banking software.
(h) Reserves and budget reports
Members noted the reports.

2022/279 Recreation Ground (Recreational Amenities working party)
(a) Weekly inspections report
Cllr Atkinson reported there had been some litter onsite. Members thanked the residents to regularly litter pick the area.
(b) Ongoing weekly inspections
Members noted that due to the installation of the new play equipment there would be no weekly inspections.
(c) Sutton Courtenay Football Club request
The matter would be deferred to the next meeting as Councillors had been unable to meet with Club representatives.
(d) New outdoor gym and pathway
RESOLVED that new outdoor gym equipment would be installed at the Recreation Ground and that a new pathway would be created from the car park to the skate park to connect all the new and existing equipment.

Councillor Daw left the meeting at 9.21pm.

(e) Conditions of £30,000 grant from Sutton Courtenay (National Power) Trust for new outdoor gym
Cllrs Atkinson and Butler declared an interest as trustees.
RESOLVED that the £30,000 grant with administrative conditions would be accepted.

2022/280 Reports and updates for working parties
There were no additional reports.

Close of meeting

It was noted that the next meeting of the Council would be held at 7.15pm, on Tuesday 4th October 2022. There being no further business the Chairman declared the meeting closed at 9.21pm.

Signed.....

Dated.....