



## Sutton Courtenay Parish Council

### Minutes for the Parish Council meeting held on Tuesday 6<sup>th</sup> December 2022 at the Village Hall Sutton Courtenay, commencing at 7.15pm.

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

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

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2022/317 Public Participation  
No members of the public were present.

2022/318 Apologies for absence  
Apologies for absence were received from Cllrs Daw and Willott.

2022/319 Declarations of Interest  
No declarations of interest were received.

2022/320 Minutes for the meetings held on Tuesday 1<sup>st</sup> November 2022 and Tuesday 15<sup>th</sup> November 2022

**RESOLVED** that the minutes of the meeting held on Tuesday 1<sup>st</sup> November 2022 and Tuesday 15<sup>th</sup> November 2022 were a true and accurate record and would be signed by the Chairman.

2022/321 Parish Councillor Vacancy  
Members noted that the Council had one vacancy which can be filled by co-option and asked anyone interested in the role to contact the Clerk.

Cllr Field joined the meeting at 7.21pm.

2022/322 HIF1 – consultation  
**RESOLVED** that a 6 week deadline extension would be requested.  
**RESOLVED** that the matter would be considered at the February meeting.  
**RESOLVED** that a request would be submitted that if the budget would not cover the proposed works that a new application is submitted. **Clerk**

2022/323 Planning applications  
(a) Planning applications to be considered  
**RESOLVED** that the following observations would be submitted:  
P22/V2501/HH 2 High Street, SC – Support  
P22/V2600/HH 100 Milton Road, SC – Support  
P22/V2592/HH 16 Appleford Road, SC – Support  
P22/V2709/N8A Rebellion Film Studios, Milton Road, SC – Support  
R3.0156/22 Drayton Highways Maintenance Depot, Drayton - Support

2022/323 Planning applications continued  
(b) Additional planning correspondence continued  
Members noted the decisions on previous applications  
P22/V2305/HH 52 High Street, SC – Approved  
P21/V2682/O Land north of Hobbyhorse Lane, SC - Refused  
P22/V2467/O Didcot B Power Station, Purchas Road - Granted

County & District Cllr Webber joined the meeting at 7.25pm.

2022/324 Neighbourhood Plan  
Cllr Raworth joined the meeting at 7.31pm.

**RESOLVED** that the Sutton Courtenay Neighbourhood Plan would be submitted to the District Council. **Clerk**

2022/325 Village Hall Allotments  
The signing of the tenancy agreement would be deferred to the next meeting.  
Members noted that there is currently a squatter on the plot and until they are homed the plot cannot be let.

2022/326 Reports  
(a) County & District Councillor  
Central government has reduced the figures for the South East's housing allocation and therefore the next Local Plan should be simpler. The Local Plan will be a joint South Oxon & Vale of White Horse District Councils project. Each District would be given a set allocation and cannot take each other's allocation.

HIF1 The deadline is tight due to funding deadlines set by central government. HIF2 has paused and will be redesigned.

Question: When will the Drayton Road build out be completed?  
Cllr Webber agreed that this should be a priority and would contact Officers.

(b) Parish Councillors  
Cllr O'Callaghan advised that the 33 bus service was very unreliable, it should be an hourly service including evenings and Sundays.  
The bus stop on the south side of Milton Road near Bradstocks Way was very muddy. The Clerk would report the bus stop issue. **Clerk**  
Cllr O'Callaghan asked what would be the 33 bus route diversion with the Botley Road closure. The Clerk would contact the District Council. **Clerk**  
Cllr Field advised that the bus timetable does not allow people to get to Didcot Train Station in time to get trains to school.  
Cllr Hodder reported that several tree roots are causing trip hazards on pavement. The issue should be reported via FixMyStreet. **LH**  
Cllr Warwick had attended a meeting of the Milton Park Liaison Committee. HIF1 was discussed. The plans for Kelaart's Field are yet to be finalised but will be scaled back.  
Cllr Butler reported that the gravel from 9 Hobbyhorse Lane was spreading out across the pavement. Members asked the Clerk to write to the residents asking them to clear the pavement. **Clerk**

2022/326

## Reports

### (b) Parish Councillors continued

Cllr Atkinson explained the Local Cycling & Walking Infrastructure Plan (LCWIP) steering group. Both Didcot Garden Town and Abingdon are creating LCWIPs. The plans will impact Sutton Courtenay. There are Sutton Courtenay residents as part of the steering group but more people are welcomed to join to ensure Sutton Courtenay is well represented. If you are interested in joining the steering group or have any comments, please contact Cllr Atkinson.

Cllr Atkinson highlighted the email distributed to Members today asking for people's availability to attend a meeting to discuss the Didcot Transport Strategy. Once the responses are collated the most popular date will be selected.

**All Members**

### (c) Clerk

- The previous play area inspector has confirmed the end of their contract, there are two outstanding invoice in this month's payment run. Kompan has offered a better service at a similar rate for quarterly inspections which will be considered at a future meeting.
- The five new gates for rights of way near Ginge Brook has been installed. They were purchased in 2021 and the Clerk has submitted the final report to enable the funds from Trust for Oxfordshire Environment to release the funds to cover the purchase cost. Thanks to the landowner, P. Allen, for installing the gates.
- S. Gray has signed the assignment of rights agreement which gives the Parish Council full copyright of the work he completed for the initial part of the Art Trail. His final invoice is in this month's payment run.
- The Clerk has been collating details, provided by the working party, of the proposed locations of benches and boards for the Art Trail (which will be funded from S106 funds).

2022/327

## Appleford Road Traffic Management

A resident had emailed the Council with a request to ask the County Council to address the speeding traffic in Appleford Road.

Members advised that the Parish Council had previously raised the issue with the County Council, were trying to get a 20mph restriction, would consider extending the new SID scheme to Appleford Road and would ask the resident to contact the County Councillor directly.

**Clerk**

County & District Cllr Webber left the meeting 8.35pm.

2022/328

## Youth Council

**RESOLVED** that in principle the Council would support the creation of a Youth Council with the support of the DAMASCUS Youth Project.

Members noted a Councillor should be appointed as the lead contact and requested more details of the role before an appointment would be made.

- 2022/329 Recreation Ground (Recreational Amenities working party)
- (a) Current refurbishment work  
The work was almost complete. The new hedging and trees had been planted. The MUGA and car park markings had not been painted. There would be a site meeting on Tuesday 13<sup>th</sup> December to review the work and the safety inspection should be completed that day.  
The working party needed to advise what would be done with the timber table and benches which had been removed from the play area. **RAWP**
- (b) New outdoor gym  
The gym was completed and need to be inspected before opening to the public.
- (c) New combined football / rugby goal posts  
The S106 funds for this should be with Council by the end of December. The order had been placed for the posts to be installed in the New Year.

Members noted that the safety fencing would remain in place until all work and inspections had been completed. This would assist with ensuring the new turf and grass seed had an opportunity to get established.

2022/330 Finance

(a) Purchase of two SIDs

**RESOLVED** that two solar powered SIDs and 6 securing bars (one for each location) would be purchased subject to receiving funding from County Councillor Priority Fund.

(b) 2023-24 budget

**RESOLVED** that the 2023-24 budget would be:

RECEIPTS	£
Precept	79,500
OCC Grass cutting	1,572
Cemetery fees	2,000
<b>TOTAL RECEIPTS</b>	<b>83,072</b>
PAYMENTS	
Administration	
Clerk's Salary	28,900
Office Allowance	312
Audit	925
Insurance	2,000
Subscriptions	810
Conferences & Training	1,000
Election & Legal fees	3,000
Chairman's Allowance	50
Stationery	400
Travel	480
Website	2615
Bank fees	72
<b>Total Administration</b>	<b>40,564</b>
Cemetery	
Bins	338
Grass cutting	1,536
Maintenance	900
<b>Total Cemetery</b>	<b>2,774</b>
Outside Spaces & Assets	
Recreation Ground	
Inspections	650
Maintenance	5,000
<b>Total Recreation Ground</b>	<b>5,650</b>
Village Green	
Grass cutting	1,410
Maintenance	200
War Memorial	400

<i>Total Village Green</i>	2,010
Bus shelter & Phone box	300
Defibs	500
Bins	2,236
Maintenance	650
Strimming verges	7,051
Tree works across all sites	5,000
<b>Total Outside Assets</b>	<b>23,397</b>
<b>Grants</b>	
SOAV Cit Adv (s142)	3,000
SC News (s142)	1,500
Youth Project	4,000
PCC	950
Village Hall	3,500
Others:	
The Royal British Legion	200
26th Abingdon Scouts	1,500
Be Free Young Carers	500
Cricket Club	500
Home Start	500
My Vision	100
<b>Total Grants</b>	<b>16,250</b>
<b>Projects - funds to come from Ear Marked Reserves</b>	
<b>Total projects</b>	<b>0</b>
<b>TOTAL PAYMENTS EXC VAT</b>	<b>82,985</b>
<i>TOTAL SURPLUS (+) or DEFICIT (-)</i>	<i>87</i>

**RESOLVED** that the precept for 2023-24 would be £79,500.

2022/330 Finance continued

(c) Receipts and Payments report

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

**Receipts for November 2022**

S106 P22/V1653/106	x1	£58,147.18
VAT 126 claim (until 10 Oct 2022)	x1	£35,252.20
<b>Total receipts</b>		<b>£93,399.38</b>

**Cheque & BACS Payments to be agreed in December 2022**

ASA Landscape Architects Ltd	Stage 5 construction	2731	50	£1,435.00
Shield Maintenance Ltd	Dog waste bins - September	6038	51	£20.80
ST Grounds Maintenance	Grounds maintenance - Oct	303834	52	£1,346.59
Kompan Ltd	Play area part 2	243263	53	£16,886.58
Glenn Bartley	Binding of minutes	0925	54	£940.00
Stephen Gray	Art Trail - final invoice	inv2	55	£1,241.05
C-Through Windows	Bus shelter clean	1623	56	£40.00
Parish Online	Mapping software	38UE059-01	57	£172.80
Thirlwall Associates	Cemetery design work	22006	58	£2,184.00
ASA Landscape Architects Ltd	Stage 5 construction	2739	59	£1,230.00
Vale of the White Horse DC	Dog waste bins - Apr-July 2022	90230912	60	£243.43
Oxfordshire Pension Fund	J Currie Pension	Month 09	61	£419.97
J Currie	Salary	Month 09	62	£1,110.16
HMRC	Tax and NI - Months 07-09	Month 09	63	£1,443.81
Advent Solutions (Peter Debbage)	May play area inspection	SC0005	64	£135.00
Advent Solutions (Peter Debbage)	October play area inspection (final invoice)	SC0006	65	£135.00
Shield Maintenance Ltd	Dog waste bins - October	6110	66	£20.80
Kompan Ltd	Outdoor Gym	243699	67	£31,734.57
J Currie	Mileage claim	Oct & Nov	68	£95.81
Kompan Ltd	Play area part 3 (not final)	243857	69	£55,914.92
Kompan Ltd	Gym - add. Treeworks	243697	70	£3,420.00
<b>Subtotal</b>				<b>£120,170.29</b>

**Standing orders for December 2022**

J Currie	Office Allowance	Month 9	mins	£26.00
<b>Subtotal</b>				<b>£26.00</b>
<b>Total payments</b>				<b>£120,196.29</b>

2022/330 Finance continued

(d) Councillors to authorise payments

**RESOLVED** that Cllrs Atkinson and Raworth would authorise payments via the online banking software. **RA & HR**

(e) Reserves and budget reports

Members noted the reports.

Close of meeting

It was noted that the next meeting of the Council would be held at 7.15pm, on Tuesday 10<sup>th</sup> January 2023. There being no further business the Chairman declared the meeting closed at 8.55pm.

Signed.....

Dated.....