



Sutton Courtenay Parish Council

Minutes for a meeting of the Parish Council held on Tuesday 3rd December 2024 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Teresa Field, Father Morkos, Lia Plowman, Ian Pratley, Hugo Raworth and Jason Warwick.

In attendance: Jennie Currie, Clerk; District Councillor Peter Stevens; 5 members of the public.

2024/191 Public Participation

Councillors Dalby & Warwick joined the meeting at 7.17pm

District & County Councillor Stevens joined the meeting at 7.19pm

Councillor Field joined the meeting at 7.20pm

Issue: A resident explained how they had attended one of the Thames Water presentation sessions regarding the proposed reservoir and had been applying pressure for Thames Water to rectify the damage to Hobbyhorse Lane (a Byway Open to All Traffic) that their contractors caused in 2018. Thames Water and Countryside Access Officers had discussed the situation. Thames Water would be happy to hold a meeting in January 2025.

Response: The Parish Council would ensure representatives attended the meeting and the resident was invited to join the Planning Working Party.

Issue: Two representatives from DAMASCUS Youth Project outlined the work of their charity.

Response: They were thanked for updating the Council.

2024/192 Apologies for absence

Apologies for absence were received from Councillors Paul Galliver, Lyn Hodder and Joanna O'Callaghan.

2024/193 Declarations of Interest

Cllr Atkinson declared a non-pecuniary interest in item 2024/197 as she is a trustee for two of the charities.

2024/194 Minutes for the meeting held on Tuesday 19th November 2024

RESOLVED that the minutes of the meeting held on Tuesday 19th November 2024 were a true and accurate record, and would be signed by the Chairman.

2024/195 Planning applications

(a) Planning applications to be considered

RESOLVED that the following observations would be submitted:

- P24/V2451/LB - 20-22 Tudor House, Church Street, Sutton Courtenay – No objections.

2024/195 Planning applications continued

(b) Additional planning correspondence:

- APPEAL APP/V3120/W/24/3353334 - P24/V0678/FUL
Land adjacent to 3 High View Court Drayton Road Sutton Courtenay
- Erection of a self build infill dwelling and associated infrastructure

RESOLVED that the Parish Council would submit a written representation to the appeal, reiterating the objections previously submitted.

- Members noted the decisions on previous applications:
P24/V1454/HH - 50 Tyrrells Way, Sutton Courtenay GRANTED
P24/V1714/FUL - National Grid Co Plc Didcot Power Station REFUSED
MW.0138/23 - Sutton Wick Landfill Site, Drayton APPROVED
MW.0090/24 - Heidelberg Materials UK, Sutton Courtenay APPROVED
P24/V0150/S73 - Atwood House, Appleford Road, Sutton Courtenay APPROVED
MW.0113/23 - Former Sutton Wick Landfill, South of Bassett Lane, Sutton Courtenay APPROVED

2024/196 Reports

(a) County & District Councillor

Cllr Stevens advised that the consultation on the Joint Local Plan had closed.

He had met with Highways Officers to discuss the pavement on Sutton Bridge and either side. Has been listed for remedial work. Also discussed the possibility of creating a cycle lane between Peep O Day Lane and Drayton village.

He had attended the Milton Park Liaison meeting, potentially there will be a new cycle lane from Peep O Day Lane to Milton Heights.

He reported that the final decision for the HIF1 project should be announced soon.

He outlined the Thames Flood Scheme. Cllr Field asked whether there was an overview of individual building developments to consider the impact each one had on the dispersion of water and the resulting affect on existing areas and other developments being planned/built. Cllr Stevens advised that there is, but there is a collective responsibility on people to use permeable surfaces and plant trees.

A Parish Councillor disagreed, stating that there is no oversight. The planning team looks at the site and not the wider impact. They added that the Planning Authority signs off the development and nobody holds Thames Water, other utilities or the developers to account.

(b) Parish Councillors

Members reported the following items:

- Cllr Warwick advised that he had attended the Milton Park Liaison meeting and noted that Milton Park had flooded in November. He added that nobody appears to be responsible for coordinating a multi agency response to flooding. He stated that Oxfordshire County Council was not affective during the November flooding.
- Members discussed the SESRO and the detrimental impact it will have on flooding in the area. Members would like to consider working with other parishes which will be impacted by the SESRO. They asked for it to be on the next agenda.

Clerk

2024/196

Reports

(b) Parish Councillors continued

- Cllr Dalby advised that two of the wooden bollards on section of Parish Council land All Saints Lane had been knocked down. The Clerk advised that these had been removed and disposed of. They were at the northern end. The remaining bollards were generally in good condition, with movement in one post at the southern end.
- Cllr Dalby advised that Countryside Access had replaced the bridge from Church Street to Sutton Pools. Members asked that the Clerk write to the team to thank them for the work. **Clerk**
- Cllr Atkinson raised the matter of the condition of the Hobbyhorse Lane BOAT. Members were keen to progress the restoration of the route. Cllrs Atkinson, Dalby, Plowman, and Raworth would start to research options. Current tasks would be attending the Thames Water meeting in January 2025; contacting Oxfordshire County Council; and supporting the approach of working with different agencies to identify funding.
- Cllr Raworth had spoken with representatives from the Diocese of Oxford (Church of England) regarding the former Roman Catholic church site. The Diocese of Oxford own the site immediately to the south of the former Roman Catholic church site on the south side of Hobbyhorse Lane which is owned by the Diocese of Portsmouth.

The Diocese of Portsmouth bought the site off the Diocese of Oxford on the condition that it had to be used to build a church. That covenant is still in place. When the Diocese of Portsmouth put the site on the market they were not aware of this covenant. That is why the sale process on the Diocese of Portsmouth site fell through.

The Diocese of Oxford in effect have control of the site as will only release the Diocese of Portsmouth of the covenant if they agree to sell to someone who will develop the site for something they approve. Hence the discussion at the last meeting about building social housing on the site for local residents which is the Diocese of Oxford 's preferred option. If we turn this down the Diocese of Oxford still need to approve of any sale of the site by Diocese of Portsmouth. Members discussed several options for the site including social housing as presented by Community First Oxfordshire; a local wildlife rehabilitation centre; and the Parish Council purchasing the site as a green space. Members asked that the matter be discussed at the February meeting to allow Members time to research the possibilities. **Clerk**

(c) Clerk

The Clerk had no additional items to report.

2024/197

Grant applications for 2025-26

RESOLVED that the following grants would be awarded:

26th Abingdon Scouts £2,000	Citizens Advice £3,000
DAMASCUS Youth Project £4,000	Home Start £500
All Saints' Church £1,500	Sutton Courtenay News £1,750
All Saints' Singers £0	Village Hall £3,500
Be Free Young Carers £500	

RESOLVED that £1,000 would be budgeted for the Friends of Sutton Courtenay School, the funding would be released once a satisfactory application had been received.

2024/198 2025-26 Budget
(a) 2025-26 Budget

RESOLVED that the 2025-26 Budget would be:

Receipts	
Precept	102,000
OCC Verges	1,608
Cemetery fees	4,000
Interest	1,000
Donations	250
Wayleaves	12
SUB TOTAL	108,870
Administration	
Clerk's Salary	34,000
Office Allowance	312
Audit	820
Bank fees	108
Chairman's Allowance	250
Conferences & Training	800
Election & Legal fees	35
Insurance	3,000
Software	1,283
Stationery	500
Subscriptions	900
Travel	624
Website	420
SUB TOTAL	43,052
Additional member of staff from October 2025	
Office rental	7,200
Salary 12hrs / week	12,500
Additional laptop & phone	600
Additional Clerk's Salary	2,445
Additional training etc	500
SUB TOTAL	23,245
Cemetery	
Bins	494
Grass cutting	2,580
Contracted maintenance	615
Additional maintenance	385
SUB TOTAL	4,074

(b) 2025-26 Precept

RESOLVED that the 2025-26 Precept would be £102,000.

2024/199 Parish Council Assets

(a) High Street phone kiosk

No further update.

(b) Bradstocks Way bus shelter update

No further update.

(c) New litter bins

Due to be installed on Thursday 12th December.

(d) Memorial trees for the cemetery

Due to be planted in December 2024.

(e) Current SIDs

No matters were raised.

Recreation Ground	
Bins	1,014
Grass cutting	1,816
Inspections	2,000
Contracted maintenance	949
Additional maintenance	4,000
SUB TOTAL	9,779
Outside Spaces & Assets	
Bench & Bus shelter cleaning	568
Bins	650
Defib maintenance	300
Grass cutting	3,258
Maintenance	1,000
Verge grass cutting	4,500
Tree works	2,000
War Memorial	500
SUB TOTAL	12,776
Grants	
SC News	1,750
Citizens Advice SO&V	3,000
Parochial Church Council	1,500
Youth Project	4,000
Village Hall	3,500
Other	4,000
SUB TOTAL	17,750
Earmarked Reserves (EMR)	
SUB TOTAL	0
TOTALS	
Total receipts	108,870
Total payments	110,676
From (-) / To (+) general reserves	-1,806

- 2024/200 Recreation Ground
 (a) Replacing the fence between the main fence and southern path
 The work had been completed in November.
 (b) Cricket Club withdrawal from their licence
RESOLVED that the Cricket Club's request to withdraw from the licence would be agreed with immediate effect.
 (c) Annual inspection report
 Members noted the annual inspection report for the play equipment, MUGA, skate park and gym equipment. The Recreational Amenities Working Party would review the report.
 (d) Fortnightly checks
 The Recreational Amenities Working Party would review the report.
- 2024/201 Communication Working Party
 The Clerk had circulated a draft of the new website. Cllr Pratley had prepared a site map for the new website. The Clerk would send the site map to the new provider (Parish Online) and introduce Cllrs Pratley and Raworth so that they could work on the draft site before it is published. **Clerk**
- 2024/202 Consultations - Oxfordshire County Council Planning Local List 2024
RESOLVED that the Planning Working Party would write the Council's response objecting to the increasing use of S73 applications to vary conditions, whilst there is little monitoring and enforcement to ensure that conditions are met.
- 2024/203 Governance
 (a) Oxfordshire Councils' Charter
RESOLVED that the Oxfordshire Councils' Charter would be adopted and signed.
 (b) Civility and Respect Pledge
RESOLVED that the Civility and Respect Pledge would be adopted and signed.
 (c) Dignity at Work Policy
RESOLVED that the new Dignity at Work Policy (based on a NALC template) would be adopted.

2024/204 Finance

(a) Receipts and Payments report

RESOLVED that the following payments would be authorised:

Receipts						
Voucher	Name	Description		Amount	Totals	
16	Abingdon Marathon	Donation		250.00		
17	VoWHDC	S106 Art Trail		8,456.20		
18	Central Co-Op Funeral - Didcot	Cemetery fees		650.00		
						9,356.20
Payments						
Voucher	Method	Name	Description	Invoice	Amount	Totals
140	CARD	Royal Mail	Postage	card	0.85	
141	CARD	EE	Phone	card	4.50	
145	CARD	HP Inc UK Ltd	Ink	card	11.99	
				IIUKDN1096992739		
155	CARD	Royal Mail	Postage	card	1.65	
					Card payments	18.99
139	BACS	Terrain Geomatics Limited	Surveys	TGL/105/1494b	354.00	
142	BACS	Shield Maintenance Ltd	Waste collection	8206	127.34	
143	BACS	AES Ltd	CIL	INV-5845	918.00	
144	BACS	Thomas Mooring (ORM Fencing Ltd)	Additional grounds maintenance	INV0197	8,277.00	
146	BACS	Kompan Ltd	Inspection	257947	737.08	
147	BACS	Tactical Facilities Management Ltd	Grounds maintenance	SI-2647	1,014.48	
148	BACS	Steelway Fensecure Ltd	Gate repairs	INF15088	171.00	
149	BACS	Shield Maintenance Ltd	Waste collection	8266	148.20	
150	S/O	J Currie	Salary	Month 9 salary	1,556.00	
151	S/O	Oxfordshire Pension Fund	Pension	Month 9 pension	542.08	
152	BACS	HMRC	NI & Tax	Month 9 HMRC	468.08	
153	S/O	J Currie	Office Allowance	Month 9 office	26.00	
154	BACS	J Currie	Mileage	Month 9 mileage	79.95	
156	DD	Unity	Bank fee	Oct-24	8.10	
					To be paid	14,427.31
						14,446.30
Transfer	BACS	From Unity	To prepayment card		18.99	

(b) Councillors to authorise payments

RESOLVED that Cllrs Dalby and Father Morkos would authorise payments online. **RD & FM**

(c) Budget and reserves reports

Members noted the reports.

(d) Transfer of the Village Hall EMR to the new CIO accounts

RESOLVED that the funds held in the Village Hall EMR would be transferred to the new CIO accounts once they were open.

Close of meeting

The next ordinary meeting of the Council would be held at 7.15pm, on Tuesday 7th January 2025. There being no further business the Chairman declared the meeting closed at 8.59pm.

Signed

Dated