



## Sutton Courtenay Parish Council

### Minutes for a meeting of the Parish Council held on Tuesday 3<sup>rd</sup> September 2024 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Teresa Field, Paul Galliver, Joanna O'Callaghan, Ian Pratley and Hugo Raworth.

In attendance: Jennie Currie, Clerk; District Councillor Peter Stevens; 0 members of the public.

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- 2024/135 Public Participation  
No matters were raised.
- 2024/136 Apologies for absence  
Apologies for absence were received from Councillors Lyn Hodder, Father Morkos and Jason Warwick.
- 2024/137 Declarations of Interest  
Councillor Dalby declared an interest in item 2024/150f as his wife is an employee of OALC.
- 2024/138 Minutes for the meeting held on Tuesday 2<sup>nd</sup> July 2024  
**RESOLVED** that the minutes of the meeting held on Tuesday 2<sup>nd</sup> July 2024 were a true and accurate record, and would be signed by the Chairman.
- 2024/139 Planning applications  
(a) Planning applications considered during the summer break under delegated authority:  
P24/V0586/FUL - 4A Bradstocks Way, Sutton Courtenay - No objections  
P24/V1483/HH - 96 Bradstocks Way, Sutton Courtenay - Comment: Sutton Courtenay Parish Council is concerned that the partially built 'garage' has replaced the two parking spaces detailed in application P22/V1577/HH but the plans show a 'garage' with glazed doors, which appear to be too narrow for an average vehicle, therefore raising the concern that the intended purpose of the new structure is not for the use of storing vehicles.  
Neighbours have raised concerns that the structure has lintels for additional windows and spacings for Velux roof lights. If permission is granted for this application, then a condition should be included to prevent the structure from becoming an annexe or separate dwelling.  
P24/V1469/HH - 137 Drayton Road, Sutton Courtenay - No objections  
P24/V1535/HH - 34 Harwell Road, Sutton Courtenay - No objections  
P24/V1454/HH - 50 Tyrrells Way, Sutton Courtenay - No objections  
Additional Planning Correspondence:  
P24/V1499/LDE - The Coach House, Abingdon Road (Certificate of lawful development) – No comments submitted  
P24/V0331/FUL - 120 High Street (amended plans) – No comments submitted

2024/139 Planning applications continued

(b) Planning applications to be considered

**RESOLVED** that the following observations would be submitted:

- MW.0090/24 - Heidelberg Materials UK, Sutton Courtenay - No objections, but asks that should planning permission for the proposed development be granted, a condition which limits the end date of the permission to that which is currently imposed via condition 3 (i.e. 31st December 2030) is included.

*Councillor Raworth joined the meeting at 7.28pm*

*Councillor Field joined the meeting at 7.32pm*

Councillor Pratley declared an interest in the following planning application.

- P24/V1756/HH - The Granary, All Saints Lane, Sutton Courtenay - Objection
- P24/V1211/FUL - Hachette UK Distribution Centre, Milton Road, Sutton Courtenay - Objection: the plans submitted are not a true presentation of: (a) the current relationship between The Granary and the neighbouring property on the northern boundary (16 Church Street). (Having looked at an online OS map it would appear that OS mapping is also inaccurate.) (b) The proposed extension would come very close to large trees in the adjacent property to the south (Gallery House) but these trees are not fully recorded on the site plan. The final point that the Parish Council considered is that the proposed height of the extension would be significant at the rear of the property, affecting the residents of 16 Church Street and their rear garden.
- WA010005 - Application by Thames Water Utilities Limited (the Applicant) for an Order granting Development Consent for the South East Strategic Reservoir Option (SESRO) – the Planning Working Party will prepare a detailed response outlining information that should be provided in the Environmental Statement.

(c) Additional planning correspondence:

- P24/V0586/FUL - 4A Bradstocks Way, Sutton Courtenay – Amended plans. **RESOLVED** to object to the proposed application as the new balcony will overlook neighbouring properties' rear gardens both adjacent to the site and along Milton Road.
- Planning enforcement: Hobbyhorse Lane - Removal of hedging and parking in Village Hall car park. VE24/243 Response from Planning at the District Council. "As no whole sections of hedge have been removed, we wouldn't consider this commencement of development. I have contacted the applicant listed on the planning application just to make sure they are aware they can't commence development until the pre commencement conditions attached to their outline planning permission have been discharged. If any works to remove sections of hedge or works to lay out an access take place, please contact me to let me know and we can look into it."

• Members noted the decisions on previous applications:

P24/V1007/HH - 23 Lady Place, Sutton Courtenay - APPROVED

P24/V1088/FUL - 3 sites in Sutton Courtenay: Ginge Brook (bench), Peep O Day Lane, Church Street - APPROVED

P24/V1116/LDP - 69 High Street, Sutton Courtenay - CERTIFICATE OF LAWFUL DEVELOPMENT APPROVED

P24/V0865/HH - 49 Milton Road, Sutton Courtenay - GRANTED

P24V0826HH - 1A Drayton Road, Sutton Courtenay - GRANTED

P24V1237HH - 28 Appleford Road, Sutton Courtenay - GRANTED

- 2024/139 Planning applications continued  
(c) Additional planning correspondence continued:
- Members noted the decisions on previous applications continued:  
MW.0051/23 - Oday Hill Plant Site, Sutton Wick - APPROVED  
MW.0052/23 - Oday Hill Plant Site, Sutton Wick - APPROVED  
MW.0161/22 - Oday Hill Plant Site, Sutton Wick - APPROVED  
P24/V0505/HH - 75 Bradstocks Way, Sutton Courtenay - GRANTED  
P24/V1483/HH - 96 Bradstocks Way, Sutton Courtenay - GRANTED

- 2024/140 Reports
- (a) County Councillor  
Councillor Stevens advised the Oxfordshire County Council has objected to Thames Water's proposed South East Strategic Reservoir Option. He attended the Heidelberg/FCC site meeting, explaining the work being carried out after the leachate problems.
- (b) District Councillor  
Councillor Stevens reported that he had been appointed to the Planning Committee.
- (c) Parish Councillors  
Members reported the following items:
- Multiple Councillors raised concerns about a banging noise. Complaints were submitted to the District Council and the reports were mapped. It is believed to have come from the building work at the new data centre on Milton Park, the working hours are within the conditions of the planning application.
  - Cllr Atkinson attended the County Council's (OCC) Planning committee where the Bridge Farm Quarry applications were considered, to present the Parish Council's objections.

*Councillor Pratley left the meeting at 8.05pm*

- Cllr O'Callaghan attended the Heidelberg/FCC site meeting. They reported that they are developing plans to deal with future leachate incidents.

(c) Clerk

The Clerk advised that a poppy wreath had been ordered from the Royal British Legion and that Cllr Atkinson, as Chairman, would collect the wreath and attend the service on Sunday 10<sup>th</sup> November.

The Clerk highlighted councillor training on 2<sup>nd</sup> October and 3<sup>rd</sup> December for new and experience councillors, respectively.

Thames Water had offered to attend a council meeting to make a presentation on the South East Strategic Reservoir Option. Members asked the Clerk to invite them to a meeting in the near future.

**Clerk**

The Clerk would be meeting a Highway's Officer on Monday 9<sup>th</sup> September to discuss matters which are of importance to the parish. Members asked that the following issues were raised: new SID poles; parking and surface near The George public house; the poor road surface at the Village Hall; welcome signs; trees on Appleford Road, especially the bus stop area; limited impact of the new build out on Drayton Road and how vehicles are back to speeds in excess of the limit once at Ginge Brook; Church Street gravel path on the north/west side.

The Clerk asked for representatives for the Digital Infrastructure, and Didcot Garden Town meetings, the Clerk would circulate the details.

- 2024/141 Art Trail update (S106 funded)  
The planning application for the final bench and two maps had been approved with conditions. The Clerk had submitted a discharge of conditions application which would be decided in late September.
- 2024/142 Community policing  
No matters were raised.
- 2024/143 Provision of electric vehicle charging locations  
Deferred to the next meeting.
- 2024/144 Open Spaces
- (a) Areas to be highlight to the District Council for the annual clean  
**RESOLVED** that the following areas be suggested: Litter pick Bradstocks Way & Tyrrells Way, especially in front and behind the shops; remove weeds from Church Street gravel paths; Frilsham Street needs lots of attention to remove weeds.
- (b) Grounds maintenance contract update  
The Clerk had been unable to obtain quotes and had learnt that Steventon Parish Council does not use a contractor for grass cutting as they are not responsible for most areas. There had been fewer issues and the Clerk was revising the scope of works for 2025.
- (c) Replacing the wooden benches on the Village Green and at The George northbound bus stop  
**RESOLVED** that wooden benches on the Village Green and at The George northbound bus stop would be replaced with benches supplied by Earth Anchors Ltd and installed by AES Ltd. The inscription would be copied and a new plaque added. The project would be funded from CIL.
- (d) New bus shelter at the Bradstocks Way westbound bus stop  
**RESOLVED** that the Parish Council would use CIL funds to purchase and install a new shelter (from Externiture Ltd), at the Bradstocks Way westbound bus stop on Milton Road, in conjunction from OCC funding new hard standing.
- (e) New litter bin by the two benches on Bradstocks Way  
**RESOLVED** that the Parish Council would use CIL funds to purchase and install a new litter bin by the two benches on Bradstocks Way. Shield Group Ltd would be contracted to install and service the bin.
- (f) Correspondence regarding dog fouling on Appleford Road  
The Clerk was received further communication from the resident advising that the dog fouling has been spotted by them on four occasions this year and that they are now reporting it to the District Council. They continue to clear the mess themselves. Members felt that the District Council should be given time to address the problem before the Parish Council takes action.
- (g) To consider a report from a resident that the Newsagents are charging residents to place posters on the Parish Council's community noticeboard  
**RESOLVED** that there should not be a charge for using the community noticeboard, that notices would be limited to A5 size and displayed for no longer than 1 month. Councillors and the Clerk would be responsible for monitoring the board.

- 2024/145 Recreation Ground  
 (a) Fortnightly checks  
 The fortnightly checks report had been circulated. The Working Party would meet to consider the non-urgent items. The Clerk would continue to liaise with Kompan to replace the toadstools and repair the 4 person rotator.  
 (b) Replacing the fence between the main fence and southern path  
 Deferred to the next meeting.  
 (c) Football Club correspondence  
 Sutton Courtenay Football Club were considering applying for S106 funding to make improvements to the pavilion and pitches at the Recreation Ground. A condition of seeking the funding would be to have a 10 year lease/licence in place, this is not a problem for the pavilion as the lease expires in 2037.  
**RESOLVED** that in principal that the Parish Council would support the S106 application for the pavilion subject to seeing the plans.  
**RESOLVED** that the Working Party would meet to discuss the improvements to the pitches.

- 2024/146 Southern footpath S106 Project  
 The project should be complete this month.

- 2024/147 Traffic management (SIDs)  
 (a) Issues with current SIDs  
 The SIDs would be moved to different locations. **HR**  
 (b) County Council response to potholes near The George  
 Members noted that Highways had advised that the area does not currently meet the criteria for immediate intervention under our Highway Safety Inspection Policy. They will continue to monitor the location during routine statutory inspections. They asked that if anyone observes any deterioration or worsening of the issue, that a new report be opened.

- 2024/148 Village Hall CIO – creation of a Council committee  
 The Charity Commission application form to create a new CIO asks whether the Council will have a committee to oversee the day-to-day management of the charity. The committee would include Councillors and could include members of the public.  
**RESOLVED** that a committee for the Sutton Courtenay Village Hall CIO would be created once the Council becomes sole corporate trustee.

- 2024/149 Consultations – Vale of the White Horse District Council boundary changes  
 Members noted that Sutton Courtenay parish would remain in a single ward as requested. There were no further comments.

*District Councillor Peter Stevens left the meetings at 9.07pm*

- 2024/150 Finance  
 (a) Q1 bank reconciliation  
**RESOLVED** that the Q1 bank reconciliation would be approved with balances of Unity £122,879.17, Santander 1 £5,000.00, Santander 2 £71,062.39 and Equals prepayment card £175.42.

2024/150 Finance continued  
 (b) 2023-24 external auditor's report  
 Members noted the comments in the external auditor's report.  
 (c) Insurance renewal specification and quote

**RESOLVED** that the insurance specification prepared by the Clerk was sufficient and that Hiscox Insurance Company Limited quote would be accepted.

(d) Internal auditor for 2024-25

**RESOLVED** that Mike Platten, April Skies Accounting Ltd, would be reappointed as internal auditor for 2024-25.

(e) CIL retention

**RESOLVED** that the Parish Council would continue to receive its CIL contributions rather than asking the District Council to hold the funds on their behalf.

(f) OALC subscriptions for 2025-26

**RESOLVED** that the Parish Council would support the vote to increase the OALC subscriptions for 2025-26.

(g) Receipts and Payments report

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

**Receipts**

Voucher	Name	Description	Amount	Totals
6	Oxfordshire Memorials	Cemetery fees	125.00	
7	Tonks Brothers Funeral Directors	Cemetery fees	150.00	
8	Santander	Interest	746.93	
9	Set In Stone	Cemetery fees	125.00	
10	Private arrangement fee	Cemetery fees	150.00	<b>1,296.93</b>

**Payments**

Voucher	Method	Name	Description	Invoice	Amount	Totals
72	CARD	Royal Mail	Postage		2.10	
74	CARD	Royal Mail	Postage		1.90	
75	CARD	EE	Phone		4.50	
77	CARD	Vale of White Horse DC	Art Trail planning		72.50	
86	CARD	HP Inc UK Ltd	Ink		11.99	
87	CARD	Screwfix Direct Ltd	Watering cans & paint		41.99	
89	CARD	EE	Phone		4.50	
90	CARD	HP Inc UK Ltd	Ink		11.99	
95	CARD	Royal Mail	Postage		4.80	
97	CARD	Sainsbury's Supermarkets Ltd	Stationery		5.62	
				Card payments		161.89
73	BACS	Glasdon Ltd	Street furniture	SI889235	1,395.22	
76	BACS	Corderoy Heating & Plumbing Ltd	Maintenance	29522	102.72	
78	BACS	Shield Maintenance Ltd	Waste collection	7855	130.00	
79	BACS	Tactical Facilities Management Ltd	Grounds maintenance	SI-2004	976.38	
80	BACS	Moore	Audit	324870	504.00	
81	SO	J Currie	Salary	05 salary	1,505.00	
82	SO	Oxfordshire Pension Fund	Pension	05 Pension	521.45	
83	BACS	HMRC	NI & Tax	05 HMRC	437.52	
84	SO	J Currie	Office Allowance	05 Office allowance	26.00	
85	BACS	J Currie	Mileage	05 mileage	26.00	
				Paid in August		5,624.29
88	DD	ICO	Legal fees	ZA461840	35.00	
91	BACS	Kompan Ltd	Inspection	255891	521.66	
92	BACS	Tactical Facilities Management Ltd	Grounds maintenance	2117 + 2214	1,081.08	
93	BACS	Gallagher	Insurance	1616373	2,770.11	
94	BACS	Shield Maintenance Ltd	Waste collection	7942	130.00	
96	BACS	Royal British Legion	Grant	2023/190	200.00	
98	SO	J Currie	Salary	Month 6 salary	1,505.00	
99	SO	Oxfordshire Pension Fund	Pension	Month 6 pension	521.45	

100	BACS	HMRC	NI & Tax	Month 6 HMRC	437.52
101	SO	J Currie	Office Allowance	Month 6 office	26.00
102	BACS	J Currie	Mileage	Month 6 mileage	52.00
103	BACS	J Currie	Salary	Q2 salary top-up	2.25
				To be paid	7,282.07
					<b>13,068.25</b>
<b>Transfer</b>	<b>BACS</b>	<b>From Unity</b>	<b>To prepayment card</b>		<b>186.47</b>

2024/150

Finance continued

(h) Councillors to authorise payments

**RESOLVED** that Cllrs O’Callaghan and Raworth would authorise payments online. **JO & HR**

(i) Budget and reserves reports

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 1<sup>st</sup> October 2024. There being no further business the Chairman declared the meeting closed at 9.10pm.

Signed .....

Dated .....