



Sutton Courtenay Parish Council

Minutes for a meeting of the Parish Council held on Tuesday 4th June 2024 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Teresa Field, Paul Galliver, Lyn Hodder, Ian Pratley, Hugo Raworth and Jason Warwick.

In attendance: Jennie Currie, Clerk; 0 members of the public.

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- 2024/104 Public Participation
No members of the public were present.
- 2024/105 Apologies for absence
Apologies for absence were received from Councillors Father Morkos, Joanna O'Callaghan and Fiona Wolveridge.
- 2024/106 Declarations of Interest
No declarations of interest were received.
- 2024/107 Minutes for the meeting held on Tuesday 7th May 2024
RESOLVED that the minutes of the meeting held on Tuesday 7th May 2024 were a true and accurate record and would be signed by the Chairman.
- 2024/108 Planning applications
(a) Planning applications to be considered
RESOLVED that the following observations would be submitted:
P24/V1007/HH - 23 Lady Place, Sutton Courtenay - Objection to the balcony element of the proposal due to the proximity of neighbouring properties and overlooking into their garden.
P24/V1124/FUL - Dq 190 Didcot Quarter, Sutton Courtenay Road, Sutton Courtenay - No objections.
P24/V1116/LDP - 69 High Street, Sutton Courtenay (Certificate of Lawful Development) - Noted.
P24/V1088/FUL - 3 sites in Sutton Courtenay: Ginge Brook; Peep O Day Lane; Church Street - Noted as the Council is the applicant.

Cllr Field joined the meeting at 7.24pm.

Cllr Pratley joined the meeting at 7.28pm.

- 2024/108 Planning applications continued
 (b) Additional planning correspondence:
- P24/V0150/S73 - Amended plans Atwood House, Appleford Road - Amended plans.
- RESOLVED** that the following response would be submitted: Sutton Courtenay Parish Council has reviewed the amended plans dated 17th May and has decided to object to this amendment, due to the introduction of evergreen hedging (*Thuja plicata*) at 4.5m height within the boundary and the low level (less than 1m high) beech (*Fagus sylvatica*) outside of the boundary.
- The Parish Council believes a mix of deciduous trees would be more in keeping with the street scene along Appleford Road. This is also in keeping with application P22/V2928/TCA which was granted on the basis that the applicant would be "importing a vast range of specimen trees to replace the trees we are removing so we do not completely expose and make the area bare".
- Oxfordshire County Council would be considering the waste transfer facility application at committee and the Parish Council, having objected to the application, should send a representative.
- RESOLVED** that Councillor Raworth or Atkinson would represent the Parish Council at the County Planning meeting when considering the waste transfer facility application.
- Members noted the decisions on previous applications:
 P24/V0657/HH - 46 High Street, Sutton Courtenay - GRANTED
 P24/V0678/FUL - Land adjacent to 3 High View Court, Drayton Road, Sutton Courtenay - REFUSED
 P24/V0712/HH - 137 Drayton Road, Sutton Courtenay - GRANTED
- 2024/109 HIF1 update
 The Public Inquiries have been completed. The Inspector's decision should be published in October 2024.
- 2024/110 Reports
- (a) County Councillor
 Vacant role at present.
- (b) District Councillor
 Vacant role at present.
- (c) Parish Councillors
 Members reported the following items:
- Cllr Warwick requested that Community Policing Matters is a standing item on the agenda. He is concerned that information is not being passed on. **Clerk**
 - Cllr Raworth reported that the bank of the Ginge Brook had not been reinstated following the JCB falling into the river. The Clerk would raise the matter with the County Council. **Clerk**
 - Cllr Hodder reported motorcyclists riding around the Recreation Ground car park, using unpleasant language. (The Clerk advised it could be reported to Thames Valley Police as anti-social behaviour.)

- 2024/110 Reports continued
(d) Clerk
The Clerk had received a response from Oxfordshire County Council regarding the request to reduce the 40mph limit on Drayton Road and Sutton Road:
“The 2 sections of carriageway you have highlighted are rural in nature with no frontage development on Milton Road and little frontage development on Drayton Road, these type of roads do not meet the Department for Transport criteria for a reduction to 30mph so we would not look to pursue a reduction in the speed limits at these locations.” Senior Officer - Traffic & Road Safety.
The Clerk advised that the orders for the new High Street bin and cemetery bin had been placed.
- 2024/111 Art Trail update (\$106 funded)
(a) Update
The planning application for the final bench and two maps was out for consultation.
(b) Request to produce prints
RESOLVED that the Parish Council were happy to support L. Benton request to produce prints of the Sutton Courtenay map. It requests that a statement is added to the prints to advised that the map was commissioned by Sutton Courtenay Parish Council.
- 2024/112 Communication Working Party update
Members advised that for an app to be created a new website would need to be created. Cllr Pratley had created a site and shared it with Members.
The Working Party would continue to look at app and website options and report back to the Parish Council.
The Clerk would ask the current supplier, VisionICT, for details of breaking the contract and would share the WCAG accessibility regulations.
- 2024/113 Open Spaces - cutting of verges
Following a number of complaints from members of the public and Councillors there was a discussion about how to improve the current unacceptable situation. The May verge cut had not been completed and the Clerk believed that the area around the MUGA and skate park had missed a fortnightly cut. The contractor, Tactical Facilities Management Ltd, had provided details of areas to be cut (and how) for the week.
RESOLVED that the Clerk would inspect all areas the week beginning 10th June, update the specification and obtain new quotes. If problems continue then the Council would change contractor.
- 2024/114 Recreation Ground
(a) Fortnightly checks
Contractors were booked to resurface the southern footpath (by the end of June) and repair the skate park (week beginning 10th June), the Clerk advised that if the skate park was not repaired then she would bring new quotes to the July meeting. The remaining items would be considered by the Recreational Amenities Working Party. Cllr Prately agreed to be the lead for the Working Party. **RAWP**

- 2024/114 Recreation Ground continued
(b) Resurfacing grass areas of the play area
RESOLVED that AES Ltd would be contracted to complete the resurfacing work subject to confirmation that laying grass seed was included in the quote or was no more than £300 beyond the current quote. (Confirmation was received after the meeting that grass seed was included in the quote.)
- 2024/115 Rights of Way & Southern footpath S106 Project
No further update as the contractors were expected to be onsite to resurface the southern footpath by the end of June.
- 2024/116 Traffic management (SIDs)
The SID on Drayton Road could not be set at 40mph, Cllr Warwick had spoken to the manufacturer and would try to resolve the issue. **JW**
- 2024/117 Village Hall CIO
(a) Draft constitution of the new CIO
The Clerk and Cllr Atkinson had raised questions with the solicitor, Members confirmed there were no further questions to be asked. The matter would be deferred to the July meeting to enable the answers to be provided by the solicitor to be considered.
(b) Appoint individuals to start lease negotiations with the Scouts
RESOLVED that Cllrs Atkinson and Dalby, and the Clerk would start to negotiate a new lease with the Scouts.
- 2024/118 Finance
(a) Receipts and Payments report
RESOLVED that the following payments would be authorised:
- | | | | | Receipts | 0.00 |
|-----------------|-------------|--------------------------|---------------------------|--------------|-----------------|
| | | | | Payments | |
| Voucher | Method | Name | Description | Amount | Totals |
| 44 | Card | Royal Mail | Postage | 2.10 | |
| 46 | Card | HP Inc UK Ltd | Ink | 11.99 | |
| 47 | Card | EE | Phone | 4.50 | |
| 49 | Card | Royal Mail | Postage | 2.70 | |
| | | | | | 21.29 |
| 43 | BACS | Thomas Fattorini Ltd | Chairman's badge | 52.50 | |
| 45 | BACS | Kompan Ltd | Inspection | 521.66 | |
| 48 | BACS | Shield Maintenance Ltd | Waste collection | 130.00 | |
| 50 | BACS | J Currie | Mileage | 52.00 | |
| 51 | BACS | J Currie | Salary Q1 top up | 2.45 | |
| 52 | S/O | Oxfordshire Pension Fund | Pension | 521.45 | |
| 53 | BACS | HMRC | NI & Tax | 437.52 | |
| 54 | S/O | J Currie | Office Allowance | 26.00 | |
| 55 | S/O | J Currie | Salary | 1,505.00 | |
| | | | | | 3,248.58 |
| | | | | | 3,269.87 |
| Transfer | BACS | From Unity | To prepayment card | 66.62 | |
- (b) Councillors to authorise payments
RESOLVED that Cllrs Dalby and Raworth would authorise payments online. **RD & HR**
- (c) 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 2nd July 2024. There being no further business the Chairman declared the meeting closed at 8.40pm.

Signed

Dated