



## Sutton Courtenay Parish Council

### Minutes for the Parish Council meeting held on Tuesday 5<sup>th</sup> March 2024 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Teresa Field, Paul Galliver, Lyn Hodder, Joanna O'Callaghan, Hugo Raworth and Jason Warwick.

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

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#### 2024/040 Public Participation

Issue: Millenium Common Management Committee (MCMC) - the MCMC need new members to fill vacancies. The Parish Councillor appointed to the MCMC had not attended in recent years. The MCMC were going to promote themselves via Sutton Courtenay News and posters onsite. Would it be possible to use the Clerk as a point of contact for anyone interested.

Response: The Parish Council had appointed a new representative and they would be available in the daytime when the meetings were normally held. The Clerk could be used as a point of contact. Cllrs Raworth and Warwick also offered to share the vacancies via their personal networks on social media.

*Cllr Field joined the meeting at 7.20pm.*

Issue: Residents on Drayton Road, whose homes back onto Pipaway Engineering, raised concerns following tree removal by Scottish and Southern Electric. The trees previously provided a screen the homes and the commercial site. The residents had already raised the matter with the District Council.

Response: The Parish Council had no power to act. Cllr Webber, as District Councillor, replied and would continue to support the residents.

#### 2024/041 Apologies for absence

Apologies for absence were received from Councillors Father Morkos and Fiona Wolveridge.

#### 2024/042 Declarations of Interest

No declarations of interest were received.

#### 2024/043 Minutes for the meeting held on Tuesday 6<sup>th</sup> February 2024

**RESOLVED** that the minutes of the meeting held on Tuesday 6<sup>th</sup> February 2024 were a true and accurate record and would be signed by the Chairman.

#### 2024/044 Co-optation of Councillors

Members noted that there was one vacancy to be filled.

- 2024/045      Planning applications
- (a) Planning applications to be considered
- RESOLVED** that the following observations would be submitted:
- MW.0014/24 - Hanson Aggregates, Appleford Road, Sutton Courtenay - No objections.
- P23/V2381/FUL - Cross Tree Farm, High Street, Sutton Courtenay - Objection to the proposed change of use as the Parish Council is concerned about the usage of Old Wallingford Way to access the land.
- RESOLVED** that the application be called in for consideration by committee.
- P24/V0299/N6C - George & Dragon, 4 Church Street, Sutton Courtenay - No objections. Members were concerned that there might be an increase in parking on roads around The Green.
- P24/V0371/HH - 4-5 The Green, Sutton Courtenay - No objections.
- P24/V0390/LB - The Wharf, 43 Church Street, Sutton Courtenay - No objections.
- P24/V0476/HH - 34 Milton Road, Sutton Courtenay - No objections.
- (b) Additional planning correspondence:
- Four overlapping applications had submitted additional documents:
- Hanson Quarry Products Europe Limited, Bridge Farm Quarry, Sutton Courtenay  
MW.0048/19, MW.0004/20, MW.0008/20, MW.0067/22
- The Parish Council had previously objected to all four applications.
- RESOLVED** that the Planning Working Party would prepare a response to reiterate the Parish Council's objections.
- RESOLVED** that the applications be called in for consideration by committee.
- Members noted the decisions on previous applications:
- P23/V2375/FUL - Various sites Sutton Courtenay (benches & noticeboards) - GRANTED
- 2024/046      HIF1 update
- The Public Inquiry is underway and the Inspector toured the area today. Cllrs O'Callaghan and Warwick joined the tour and highlighted the Brook Street/Church Street junction. The route was changed on the day so not all areas were covered as planned.
- The Parish Council has been advised that it should reconsider being a registered objector to the Orders (CPO).
- Clarification has been received that there is no advantage to the parish for the Parish Council to remain as an objector to the Orders (CPO) element of the Public Inquiry, as it can effectively make its case through the Neighbouring Parish Councils Joint Committee (NPC-JC).
  - The Parish Council is not a landowner of any land identified under the CPO.
  - Should the Parish Council proceed, there would be a requirement to be present at the Inquiry and make the case. The retired KC acting for NPC-JC would not be supporting the Parish Council. We would need to source extensive funding to continue the objection and ensure the Parish Council is represented.
- RESOLVED** that the Parish Council would withdraw as an objector to the Orders (CPO).

2024/047

## Reports

### (a) County Councillor

Cllr Webber added that the NPC-JC and POETs were presenting their cases well. The County Council's budget had been agreed. Potentially the Parish Council could ask for assistance from the Councillor Priority Fund to support the provision of additional SID poles. Cllr Webber noted that data from a review of 20mph zones in Wales had resulted in a reduction of speeds by 4mph.

### (b) District Councillor

Cllr Webber reported that the District Council's budget had been agreed. Milton had been badly affected by flooding on three occasions in the previous fortnight.

### (c) Parish Councillors

Members reported the following items:

- Cllr O'Callaghan reported that there was severe damage to the Ginge Brook track due to a JCB delivering items to 5 Ginge Brook which was being redeveloped under P23/V1069/FUL. Members asked the Clerk to report the issue to Planning and the Environment Agency. **Clerk**
- Cllr Galliver had attended a meeting on 12<sup>th</sup> February, hosted by Thames Water, regarding the new reservoir. He would circulate his notes. **PG**
- Cllr Field queried whether there had ever been an investigation to establish whether there was peat in the area. If it was present, it would be protected. Cllr Webber had a personal contact who might be able to help and he would make enquiries. **RW**
- Cllr Hodder advised that the pavement on the south side of the Church Street was in poor condition. Cllr Hodder would report it to OCC. **LH**
- Cllr Dalby reported that he was in the process of converting the Parish Council Action Plan to MS Excel and would then circulate the document. **RD**  
The Clerk would investigate a method to share and edit the document. **Clerk**
- Cllr Dalby queried whether the wall to The Abbey on Church Street needed to be repaired. Cllr Warwick, as a trustee, advised that there is insufficient funding available at present and the trustees were consulting with the District and County Councils.

### (d) Clerk

The Council had received a reply from David Johnston MP advising that he could not attend a meeting but would take up any unresolved issues with the County Council. The Clerk now had access to the new accounting software, Scribe, and would be preparing to use it from April. Councillors could also have read only access. The Clerk would add Cllrs Atkinson and Dalby.

*Cllr Richard Webber left the meeting.*

2024/048

## Art Trail update

Having read the planning application response from the Environment Agency objecting to the proposal due to 3 locations being within flood risk zones and no Flood Risk Assessment being prepared, the Clerk contact the Planning Officer. The recommendation was to omit the 3 locations from the current application and to submit a new application for those sites. The Clerk agreed with the recommendation and the boards at Peep O Day Lane and Church Street, along with the bench at Ginge Brook were omitted. The application was then granted. The Clerk had updated the District Council's S106 Officer and requested that some of the S106 be released to cover expenditure to date.

- 2024/048 Art Trail update continued  
**RESOLVED** that the S106 be drawn down in stage payments and that £65,464.62 would be requested this month. The remainder to be requested once the planning permission for the final 3 items had been granted.  
 The two noticeboards and bench were temporarily being stored at the Village Hall. The Clerk would confirm whether an Environmental Permit would be required for the Ginge Brook location and then update the Art Trail Working Party. The Working Party would be tasked with preparing the permit application (if required) and the flood risk assessment. **Art Trail Working Party**  
 Once completed the Clerk would submit the planning application and obtain a quote for installing the three items. **Clerk**
- 2024/049 Neighbourhood Plan  
 The referendum for the Neighbourhood Plan would be held on 11<sup>th</sup> April 2024. Members would consider commissioning a review of the Neighbourhood Plan in the summer if the green gaps being excluded from the Plan were not included in the District Council's Local Plan.
- 2024/050 Open Spaces - request to plant trees on Parish Council land  
 Cllr O'Callaghan on behalf of a resident asked to plant four, 6ft tall, oak saplings on the Village Green. This had been previously agreed by the Council in September under item 2023/140. Cllr O'Callaghan agreed to liaise with the resident to ensure the trees were planted. **JO**  
 The resident also had a Canadian Giant Redwood sapling that was now 6ft tall and they would approach the school to see if they were interested on having it.
- 2024/051 Recreation Ground  
 (a) Skate park events  
**RESOLVED** that permission would be granted for the District Council's events to be held at the Skate park on the Recreation Ground.  
 (b) Fortnightly checks  
 Members noted the items which had been reported.  
 (c) Outstanding items raised with Kompan in December 2023  
 Kompan had completed work to rectify five of the 7 items. One item needed to be actioned by the Parish Council (grass area near 4 person spinner). The final item (loose toadstools) had been actioned but the work had not resolved the issue. The Clerk would follow up the issue. **Clerk**  
 (d) Quarterly inspection contract  
**RESOLVED** that the quarterly inspection contract would be renewed with Kompan.
- 2024/052 Rights of Way & Southern footpath S106 Project  
 The Clerk advised that there were no further updates.
- 2024/053 Traffic management  
 (a) Report on current locations  
 Members noted that some of the SIDs needed to be reprogramme to the new 20mph speed limit.

- 2024/053 Traffic management continued  
(b) Additional locations for SID poles  
The County Council Officer had requested precise locations for the new poles. The Clerk would circulate maps of the area and Cllr O’Callaghan agreed to mark up the locations.  
**Clerk & JO**
- 2024/054 Village Hall management  
Members considered a report prepared by the Clerk after obtaining quotes and initial guidance from solicitors.  
**RESOLVED** that Hampshire Legal Services would be commissioned to undertake legal work with the intention of the Parish Council managing the Village Hall charity as sole corporate trust once the charity became a CIO. They would be asked to determine whether the Parish Council were still the landowner of the site or if the ownership had been transferred to the charity under the 1965 deed.  
**RESOLVED** that the legal work would be funded from the Village Hall EMR.
- 2024/055 Policies  
(a) Expenses policy  
**RESOLVED** that the Expenses policy be adopted.  
(b) Pensions policy  
**RESOLVED** that the Pensions policy be adopted.
- 2024/056 Consultations  
(a) Merger of Faringdon Learning Trust and Vale Academy Trust  
Members Council noted the proposed merger of Faringdon Learning Trust and Vale Academy Trust.  
(b) Oxfordshire County Council Zero Road Safety Strategy & Action Plan  
**RESOLVED** that the Parish Council supported the Zero Road Safety Strategy & Action Plan.
- 2024/057 Finance  
(a) Surveys for the Village Hall and Recreation Ground sites  
**RESOLVED** that Terrain Geomatics Ltd are commissioned to complete surveys of the Recreation Ground and Village Hall.  
**RESOLVED** that the Recreation Ground survey is funded from the Recreation Ground EMR.  
**RESOLVED** that the Village Hall survey is funded from the Village Hall EMR.

2024/057 Finance continued  
(b) Receipts and Payments report

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

**Receipts for February 2024**

Cemetery fees	x2			£675.00
<b>Total receipts</b>				<b>£675.00</b>

**Direct Debits and pre agreed payments**

Unity Trust Bank	Quarterly bank charge	Fee	155	£18.00
<b>Subtotal</b>				<b>£18.00</b>

**BACS & Cheque Payments to be agreed in February 2024**

Oxfordshire County Council	Rights of Way project	3920695331	141	£29,112.72
Barriers Direct	Bollards for Rec Ground	291204	142	£240.00
Shield Maintenance Ltd	Litter & dog waste bins Feb	7387	143	£130.00
Glasdon Ltd	Bin for skate park	SI880953	144	£465.96
Kompan Ltd	Quarterly inspection Feb. 2024	251987	145	£496.80
J Currie	Mileage Feb 2024	mileage	146	£26.00
J Currie	Quarter 4 salary top up	Quarter 4	148	£49.20
HMRC	Tax and NI	Month 12	149	£431.40
Tactical Fac Man Ltd	Grounds Maintenance Feb	SI-1297	151	£697.50
Oxford Oak	4th delivery payment	921	152	£16,381.20
Equals Prepayment card (Fairfax Plc)	card transactions	p63-68	153	£25.82
Bluestone Planning	NHP & Local Plan	1414	154	£1,051.20
<b>Subtotal</b>				<b>£49,107.80</b>

**Standing orders for February 2024**

J Currie	Salary	Month 12	147	£1,437.00
Oxfordshire Pension Fund	Clerk's Pension	Month 12	150	£506.56
J Currie	Office Allowance	Month 12	mins	£26.00
<b>Subtotal</b>				<b>£1,969.56</b>
<b>Total payments</b>				<b>£51,095.36</b>

(c) Councillors to authorise payments

**RESOLVED** that Cllrs Dalby and O'Callaghan would authorise payments online. **RD & JO**

(d) Budget and Reserves report

Members noted the reports.

(e) Reorganisation of the Ear Marked Reserves (EMR)

Members had recognised the low level of general reserves and in addition to including £10,000 in the 2024-25 budget implemented the following changes.

**RESOLVED** that the Neighbourhood Development Plan EMR would be reduced to £3,000 with the excess (£2,193.73) being transferred to the general reserve.

**RESOLVED** that the Defibs EMR be closed with the remaining £1,885 transferred to the general reserve.

**RESOLVED** that the Office equipment EMR be closed with the remaining £1,266.02 transferred to the general reserve.

**RESOLVED** that the Signs, SIDS, Noticeboards EMR be closed with the remaining £8,661 transferred to the general reserve.

**RESOLVED** that due to an underspend of budget that £3,000 be allocated to the Cemetery EMR.

**RESOLVED** that due to an underspend of budget that £8,000 be allocated to the Recreation Ground EMR.

2024/058 Staffing matters

Members considered a draft contract for the Clerk & RFO (single position) which had been prepared from the 2024 template issued by NALC and SLCC.

**RESOLVED** that the new contract for the Clerk & RFO would be issued, reflecting changes previously agreed.

Close of meeting

It was noted that the next ordinary meeting of the Council would be held at 7.30pm, on Tuesday 9<sup>th</sup> April 2024. This would be preceded by the Annual Electors' Meeting. There being no further business the Chairman declared the meeting closed at 9.06pm.

Signed .....

Dated .....