Sutton Courtenay Parish Council

Planning Applications for consideration on Tuesday 5th November 2024

Application no	Comments deadline	Location	Proposal	Link to view online
P24/V2112/FUL	28 th Oct. (extension requested)	48 Harwell Road, Sutton Courtenay	Demolish existing bungalow and outbuildings. Erection of a new detached dwelling.	https://data.whitehorsedc.gov.uk/java/si (FM)
P23/V0207/S73	7 th Nov.	Partridge Close, Sutton Courtenay	Variation of conditions 2(approved plans), 4(landscaping), 7(sustainable drainage scheme), 11(car parking) & 15(new estate roads) on application P14/V2362/FUL because the development's internal roads have been constructed in permeable macadam rather than the approved permeable block paving. (Demolition of nos 74 & 78 Milton Road, Sutton Courtenay. Residential development comprising 28 units, car parking, public open space and landscaping)	https://data.whitehorsedc.gov.uk/java/s

Additional Planning Correspondence:

-	talanti on an in talanti of one of one of one of	
	none	

Decision lists:

Application no	Location	Proposal	Decision
P24/V1211/FUL	Hachette UK, Distribution Centre, Milton Road	Installation of an internal two storey mezzanine.	GRANTED
P24/V1836/S73	19 Harwell Road, Sutton Courtenay	Section 73a application to vary Condition 2 (approved plans) and Condition 3 (external materials) of planning application P17/V1770/FUL - to regularise new dormer window and ridge height variation to ancillary outbuilding (corrected Location Plan received 21 October 2024)- RETROSPECTIVE (Extension to ancillary building to form a granny annexe and carers room)	REFUSED
MW.0065/24	Heidelberg Materials UK, Appleford Road, Sutton Courtenay	Details pursuant to Condition 27 (Industrial Area) of planning permission no. (MW.0039/15) at Sutton Courtenay Landfill Site.	APPROVED
P24/V1536/HH	15 Brook Street, Sutton Courtenay	Erection of a single car port.	GRANTED

Re: Didcot Neighbourhood Plan - Reguest to Sutton Courtenay ParishCouncil

From: Kelly Morrison kmorrison@didcot.gov.uk

Sent: Mon, 28 Oct, 2024 at 16:15 To: Sutton Courtenay PC Clerk

image802465.png (40.7 KB) image111608.png (< 1 KB) image216396.png (1.6 KB) image649471.png (1.2 KB) image725515.png (40.7 KB) image955139.png (< 1 KB) image693442.png (1.6 KB) image620095.png (1.2 KB) image744576.png (40.7 KB) image771956.png (< 1 KB) image714610.png (1.6 KB) image973041.png (1.2 KB) image813469.png (40.7 KB) image137006.png (< 1 KB) image535654.png (1.6 KB) image047468.png (1.2 KB) image212718.png (40.7 KB) image900915.png (< 1 KB) image372100.png (1.6 KB) image309165.png (1.2 KB) - Download all

Dear Jennie

Thank you for the response, I will reach out to the other members and get back to you.

And that's not a problem for missing the meeting on the 24th, I think I saw your out of office and assumed the message may not have gone to cllrs. As indicated Cllrs Macdonald and Cole will attend your FC on the 5th to answer any queries your cllrs may have. Equally happy receive queries via email until then.

Kind regards

Kelly

Cllr Kelly Morrison

Deputy Leader

Email: kmorrison@didcot.gov.uk



Didcot Town Council contact details: 01235 812637 / council@didcot.gov.uk / www.didcot.gov.uk

Didcot Civic Hall contact details: 01235 512436 / civichall@didcot.gov.uk







This email and its attachments may be confidential and are intended for the above-named recipient only. If this has come to you in error, please notify the sender immediately and delete this email from your system. You must take no action based on this, nor must you copy or disclose it or any part of its contents to any person or organisation. Statements and opinions contained in this email may not necessarily represent those of Didcot Town Council. As a public body, the Council may be required to disclose the content of this email [or any response to it] under the Freedom of Information Act 2000 or the General Data Protection Act 2018, unless the information in it is covered by one of the exemptions in the Act. This email message has been checked for the presence of computer viruses; however, we advise that in keeping with good IT practice the recipient should ensure that the e-mail together with any attachments are checked for viruses. We cannot accept any responsibility for any damage or loss caused by software viruses.

From: Sutton Courtenay PC Clerk <info@suttoncourtenay-pc.gov.uk>

Sent: 28 October 2024 12:24

To: Kelly Morrison kmorrison@didcot.gov.uk

Cc: Hugh Macdonald hmacdonald@didcot.gov.uk; Council

<council@didcot.gov.uk>; clerk@milton-pc.gov.uk <clerk@milton-pc.gov.uk>

Subject: Re: Didcot Neighbourhood Plan - Request to Sutton Courtenay Parish Council

Dear Kelly,

Thank you for the notes. From reading the notes the Working Party has not confirmed whether they would be interested in including only part of Sutton Courtenay parish (Milton Park & Power Station) in the Didcot NHP (assuming SCPC decline the offer for the entire parish to be included) and there has been no mention of what involvement you are looking for in terms of formal agreements, time commitment and funding.

Please note I was on leave when your invitation to attend the Working Party meeting on 24th October was received and therefore Sutton Courtenay Parish Councillors were unaware of the meeting. Their lack of attendance was therefore due to a lack of awareness and not an indication of their interest in the project.

Best wishes, Jennie

- - -

Miss Jennie Currie (she/her) Clerk & RFO, Sutton Courtenay Parish Council 07495 123 353 www.suttoncourtenay-pc.gov.uk Please note I normally work Monday to Thursday.

----Original Message-----

From: "Kelly Morrison" < kmorrison@didcot.gov.uk>

Sent: Saturday, 26 October, 2024 17:37

To: "Sutton Courtenay PC Clerk" <info@suttoncourtenay-pc.gov.uk>, "Hugh Macdonald"

<hmacdonald@didcot.gov.uk>, "David Rouane" <drouane@didcot.gov.uk>

Cc: "Council" <council@didcot.gov.uk>, "clerk@milton-pc.gov.uk" <clerk@milton-pc.gov.uk> Subject: Re: Didcot Neighbourhood Plan - Request to Sutton Courtenay Parish Council

Dear Jennie

Please also find attached the notes from the meeting we held on 16th October where we had addressed some of the queries from Sutton Courteney Parish Council. (This will be reported to our Planning & Development committee on 29th Oct).

Cllrs Stephen Cole and Hugh Macdonald are planning to attend your full council on the 5th November to answer any queries and ask if your council has reached a decision on whether to join Didcot's NHP.

Kind regards

Kelly

Cllr Kelly Morrison

Deputy Leader

Email: kmorrison@didcot.gov.uk



Didcot Town Council contact details: 01235 812637 / council@didcot.gov.uk / www.didcot.gov.uk

Didcot Civic Hall contact details: 01235 512436 / civichall@didcot.gov.uk







This email and its attachments may be confidential and are intended for the above-named recipient only. If this has come to you in error, please notify the sender immediately and delete this email from your system. You must take no action based on this, nor must you copy or disclose it or any part of its contents to any person or organisation. Statements and opinions contained in this email may not necessarily represent those of Didcot Town Council. As a public body, the Council may be required to disclose the content of this email [or any response to it] under the Freedom of Information Act 2000 or the General Data Protection Act 2018, unless the information in it is covered by one of the exemptions in the Act. This email message has been checked for the presence of computer viruses; however, we advise that in keeping with good IT practice the recipient should ensure that the e-mail together with any attachments are checked for viruses. We cannot accept any responsibility for any damage or loss caused by software viruses.

From: Kelly Morrison kmorrison@didcot.gov.uk

Sent: 19 October 2024 09:15

To: Sutton Courtenay PC Clerk <info@suttoncourtenay-pc.gov.uk>; Hugh Macdonald

<hmacdonald@didcot.gov.uk>; David Rouane <drouane@didcot.gov.uk>

Cc: Council <council@didcot.gov.uk>; clerk@milton-pc.gov.uk <clerk@milton-pc.gov.uk> **Subject:** Re: Didcot Neighbourhood Plan - Request to Sutton Courtenay Parish Council

Dear Jennie

We discussed some of your queries raised below at our first working group for the Didcot Garden Town area. Once the notes are agreed by the group, I will share this with you. We also intend on a member attending your next full council for any further queries.

Just to inform you our first working group to discuss the development of the Didcot Town Council area of the NHP will be taking place Thu 24th October at 19:00 in the Edmonds Park Pavilion, Didcot.

If Sutton Courteney parish cllrs are interested in seeing how to develop a NHP we would like to invite them to attend as members of the public.

Please find attached the agenda.

Kind regards

Kelly

From: Sutton Courtenay PC Clerk <info@suttoncourtenay-pc.gov.uk>

Sent: 07 October 2024 11:45

To: Hugh Macdonald https://www.uk>; David Rouane didcot.gov.uk; Kelly Morrison kmorrison@didcot.gov.uk>

Cc: Council < council@didcot.gov.uk>; clerk@milton-pc.gov.uk < clerk@milton-pc.gov.uk> **Subject:** Re: Didcot Neighbourhood Plan - Request to Sutton Courtenay Parish Council

Dear Hugh, David and Kelly,

At the Parish Council's meeting on 1st October this matter was raised under reports (therefore no resolution could be made), Sutton Courtenay Members would be interested in working with Didcot Town Council as Didcot develops its neighbourhood plan (NHP).

Members are unlikely to give consent for the areas of Sutton Courtenay included in our NHP to be included in the Didcot NHP. Sutton Courtenay would consider a request to include the areas within our parish, outside of our NHP, in the Didcot NHP - these are mainly a section of Milton Park and Didcot Power Station. Members would also like to understand Milton PC's position (which is why their Clerk is included on this email) as part of Milton parish is in the Sutton Courtenay NHP.

Members asked whether you could clarify what involvement you are looking for in terms of formal agreements, time commitment and funding. If a formal decision needs to be made please can we have the request from Didcot Town Council by 30th October so that it can be considered at our meeting on Tuesday 5th November. If this time scale does not work then please note that Sutton Courtenay Parish Council normally meets on the first Tuesday of each month.

Kindest regards, Jennie

- - -

Miss Jennie Currie (she/her) Clerk & RFO, Sutton Courtenay Parish Council 07495 123 353 www.suttoncourtenay-pc.gov.uk Please note I normally work Monday to Thursday.

----Original Message-----

From: "Hugh Macdonald" <hmacdonald@didcot.gov.uk>

Sent: Wednesday, 2 October, 2024 14:58

To: "Sutton Courtenay PC Clerk" <info@suttoncourtenay-pc.gov.uk>, "David Rouane"

<drouane@didcot.gov.uk>

Cc: "Kelly Morrison" < kmorrison@didcot.gov.uk>

Subject: Re: Didcot Neighbourhood Plan - Request to Sutton Courtenay Parish Council

Hello Jennie,

David has more experience than me. Also, I agree with your observation that having a 'made' NP could raise considerations which might slow the momentum that DTC (unfortunately) needs to exercise at this time.

However, in our discussions with the SODC NP Team we have been apprised of a number of ways in which Parishes with 'made' NPs might interface with other Parishes.

The options might include a Parish such as SC joining (to a greater or lesser extent) a Parish such as 'Didcot' (probably a wider are than the statutory Parish) AFTER it has established and registered a Boundary. The term 'silo participation' has been used to describe something like that.

I am informed, as well, that areas with established Boundaries for their NPs might none the less agree to 'overlap' or 'merge' parts of their area; or to share some features or aims of their NP with similar or convergent aims adopted by an adjacent Parish/Area.

I hope that this may result in some ongoing dialogue.

With best wishes,

Cllr Hugh Macdonald

Cllr Hugh Macdonald

Email: hmacdonald@didcot.gov.uk



Didcot Town Council contact details: 01235 812637 / council@didcot.gov.uk / www.didcot.gov.uk

Didcot Civic Hall contact details: 01235 512436 / civichall@didcot.gov.uk







This email and its attachments may be confidential and are intended for the above-named recipient only. If this has come to you in error, please notify the sender immediately and delete this email from your system. You must take no action based on this, nor must you copy or disclose it or any part of its contents to any person or organisation. Statements and opinions contained in this email may not necessarily represent those of Didcot Town Council. As a public body, the Council may be required to disclose the content of this email [or any response to it] under the Freedom of Information Act 2000 or the General Data Protection Act 2018, unless the information in it is covered by one of the exemptions in the Act. This email message has been checked for the presence of computer viruses; however, we advise that in keeping with good IT practice the recipient should ensure that the e-mail together with any attachments are checked for viruses. We cannot accept any responsibility for any damage or loss caused by software viruses.

From: Sutton Courtenay PC Clerk <info@suttoncourtenay-pc.gov.uk>

Sent: 01 October 2024 09:35

To: David Rouane <drouane@didcot.gov.uk>

Cc: Kelly Morrison kmorrison@didcot.gov.uk; Hugh Macdonald kmorrison@didcot.gov.uk; Hugh Macdonald kmorrison@didcot.gov.uk;

Subject: Re: Didcot Neighbourhood Plan - Request to Sutton Courtenay Parish Council

Hi David,

Potentially part of Sutton Courtenay parish could be included but as our Neighbourhood Plan is already made then the area it covers could not be included in the Didcot Neighbourhood Plan. I'll come back to with the outcome of tonight's discussion.

Best wishes, Jennie

_ _ _

Miss Jennie Currie (she/her) Clerk & RFO, Sutton Courtenay Parish Council 07495 123 353 www.suttoncourtenay-pc.gov.uk Please note I normally work Monday to Thursday.

----Original Message-----

From: "David Rouane" <drouane@didcot.gov.uk>

Sent: Tuesday, 1 October, 2024 08:59

To: "Sutton Courtenay PC Clerk" <info@suttoncourtenay-pc.gov.uk>, "Kelly Morrison"

<kmorrison@didcot.gov.uk>

Cc: "Hugh Macdonald" <hmacdonald@didcot.gov.uk>

Subject: Re: Didcot Neighbourhood Plan - Request to Sutton Courtenay Parish Council

Dear Jennie,

The area of the plan will cover those parishes, including Didcot, which agree to participate. We have invited all of the parishes within the Didcot Garden Town 'Area of Influence', which is defined in the Didcot Garden Town Delivery Plan.

I have attached the map taken from pages 14-15 of the Delivery Plan. The green line shows the Didcot Garden Town area and the blue line shows the 'Area of Influence'. We recognise that not all parishes will wish to participate but we have sent the invitation to all to establish the level of interest

Please call me if you have any further questions.

Best wishes,

David

07957 287799

Cllr David Rouane

Email: drouane@didcot.gov.uk



Didcot Town Council contact details: 01235 812637 / council@didcot.gov.uk / www.didcot.gov.uk

Didcot Civic Hall contact details: 01235 512436 / civichall@didcot.gov.uk







This email and its attachments may be confidential and are intended for the above-named recipient only. If this has come to you in error, please notify the sender immediately and delete this email from your system. You must take no action based on this, nor must you copy or disclose it or any part of its contents to any person or organisation. Statements and opinions contained in this email may not necessarily represent those of Didcot Town Council. As a public body, the Council may be required to disclose the content of this email [or any response to it] under the Freedom of Information Act 2000 or the General Data Protection Act 2018, unless the information in it is covered by one of the exemptions in the Act. This email message has been checked for the presence of computer viruses; however, we advise that in keeping with good IT practice the recipient should ensure that the e-mail together with any attachments are checked for viruses. We cannot accept any responsibility for any damage or loss caused by software viruses.

From: Sutton Courtenay PC Clerk <info@suttoncourtenay-pc.gov.uk>

Sent: 30 September 2024 11:36

To: Kelly Morrison kmorrison@didcot.gov.uk

Cc: Hugh Macdonald hmacdonald@didcot.gov.uk; David Rouane drouane@didcot.gov.uk>

Subject: RE: Didcot Neighbourhood Plan - Request to Sutton Courtenay Parish Council

Dear Kelly,

Thank you for your email, Sutton Courtenay Parish Council is meeting tomorrow evening and I can informally raise the matter then. Please would you be able to supply a map of the proposed neighbourhood area.

For information the Sutton Courtenay Neighbourhood Plan was made this year and can be viewed online at https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/planning-and-development/local-plan-and-planning-policies/neighbourhood-plans/emerging-neighbourhood-plans/sutton-courtenay-neighbourhood-plan/

It was a very long process that I was only involved with in the very final stages but our councillors understand the struggle.

Best wishes, Jennie

- -

Miss Jennie Currie (she/her) Clerk & RFO, Sutton Courtenay Parish Council 07495 123 353 www.suttoncourtenay-pc.gov.uk Please note I normally work Monday to Thursday.

----Original Message-----

From: "Kelly Morrison" kmorrison@didcot.gov.uk

Sent: Sunday, 29 September, 2024 15:37

To: "info@suttoncourtenay-pc.gov.uk" <info@suttoncourtenay-pc.gov.uk>

Cc: "Hugh Macdonald" https://www.uk>.avid.com/macdonald@didcot.gov.uk. "David Rouane" drouane@didcot.gov.uk.

Subject: Didcot Neighbourhood Plan - Request to Sutton Courtenay Parish Council

Dear Miss Currie

My name is Cllr Kelly Morrison, I am acting leader for Didcot Town Council.

I would appreciate if you could circulate the attached letter to the Sutton Courtenay councillors regarding the Didcot Neighbourhood Plan.

Cllrs can find more information about Neighbourhood Plans from SODC here:

https://www.southoxon.gov.uk/south-oxfordshire-district-council/planning-and-development/local-plan-and-planning-policies/neighbourhood-plans/

If cllrs would like to discuss further, they can contact me as acting chair for the Didcot Garden Town Neighbourhood Plan Working Group.

I have also included contacts in the Cc for Cllr Rouane and Cllr H Macdonald (Chair and Vice Chair of Planning and Development committee respectively, and the seconder/proposer for the Didcot Neighbourhood Plan).

I will be contacting all parishes within the Didcot Garden Town Area of Influence asking for their interest.

Thank you for your assistance.

Kind regards

Kelly Morrison

Cllr Kelly Morrison

Deputy Leader

Email: kmorrison@didcot.gov.uk



Didcot Town Council contact details: 01235 812637 / council@didcot.gov.uk / www.didcot.gov.uk

Neighbourhood Plan (Didcot Garden Town Area of Influence) Working Group

Meeting 1: Wed 16th October 2024 19:00 - 20:30

Edmonds Park Pavilion - Meeting Room 2

Aim of the Working Group:

To develop the content of the overall Didcot Neighbourhood Plan related specifically to parishes within the Didcot Garden Town Area of Influence which surround Didcot Town Council

Agenda:

- 1. To elect the Chair of this Working group
- 2. To elect the vice-Chair of this Working Group
- 3. To receive apologies
- 4. Update from the Chair-elect on the responses received from parishes
- 5. To review queries received from parishes
 - a. Western Valley
 - b. Sutton Courtney
 - c. Appleford
 - d. Any other parishes following publication
- 6. To confirm next steps for the Working Group
- 7. To agree the next meeting date and confirm frequency (if able at this stage)
- 8. AOB

Invites sent to:

Didcot Town Council (DTC) cllrs: K Morrison, H Macdonald, S Cole, D Aragao, A Jones

South & Vale (S&V) officers: Robyn Tobutt, Ricardo Rios

4. Parish Response (14/10/24)

Parish	Response
Western Valley	11/10: following WV FC they have queries to ask South & Vale officers and DTC. To discuss further at emergency FC or FC 14/11/24
Appleford	11/10: parish meeting 7 Nov 19:30. Request for DTC to present
East Hagbourne	
Long Wittenham	05/10: HMc met via Teams. LW parish to discuss at their full council (expected 17/10/24)
North Moreton	
South Moreton	10/10: S Moreton do not wish to pursue the NP with Didcot
Blewbury	
Upton	
West Hagbourne	
Chilton	
Harwell	
Milton	
Steventon	
	11/10: Response received 7/10 "Members are unlikely to give consent for the areas of Sutton Courtenay included in our NHP to be included in the Didcot NHP. Sutton Courtenay would consider a request to include the areas within our parish, outside of our NHP, in the Didcot NHP - these are mainly a section of Milton Park and Didcot Power Station. Members would also like to understand Milton PC's position (which is why their Clerk is included on this email) as part of Milton parish is in the Sutton Courtenay NHP.
Sutton	Members asked whether you could clarify what involvement you are looking for in terms of formal agreements, time commitment and funding. If a formal decision needs to be made please can we have the request from Didcot Town Council by 30th October so that it can be considered at our meeting on Tuesday 5th November. If this time scale does not work then please note that Sutton Courtenay Parish Council normally meets on the first Tuesday of each month."
Courtenay	To discuss at first WG
Culham	02/10: Asked for validity of email

5.a Queries from Western Valley Parish Council (WVPC)

Notes recorded by KM following presentation to WVPC full council 10/10/24:

- Queries to South and Vale officers
 - How much influence will a Neighbourhood Plan give them? How will this impact the master plan?
 - O Will this impact the DGT project plans?
- Queries to DTC:
 - O How much is needed from WVPC in regards to cost, time, effort?
 - o The time constraint is a concern, what is expected from WVPC to meet this?
 - O What if DTC want to do something that WVPC disagree with?

5.b Queries from Sutton Courtney Parish Council (SCPC)

Email received from SCPC Town Clerk on 07/10/24:

"At the Parish Council's meeting on 1st October this matter was raised under reports (therefore no resolution could be made), Sutton Courtenay Members would be interested in working with Didcot Town Council as Didcot develops its neighbourhood plan (NHP).

Members are unlikely to give consent for the areas of Sutton Courtenay included in our NHP to be included in the Didcot NHP. Sutton Courtenay would consider a request to include the areas within our parish, outside of our NHP, in the Didcot NHP - these are mainly a section of Milton Park and Didcot Power Station. Members would also like to understand Milton PC's position (which is why their Clerk is included on this email) as part of Milton parish is in the Sutton Courtenay NHP.

Members asked whether you could clarify what involvement you are looking for in terms of formal agreements, time commitment and funding. If a formal decision needs to be made please can we have the request from Didcot Town Council by 30th October so that it can be considered at our meeting on Tuesday 5th November. If this time scale does not work then please note that Sutton Courtenay Parish Council normally meets on the first Tuesday of each month."

Members to answer:

- Can we include partial areas from SCPC into our NHP?
- How much is needed from SCPC in regards to cost, time, effort?
- Is a formal decision required before the NHP deadline?
- What would be the expected impact if Milton PC decline to respond?

5.c Queries from Appleford Parish Council (APC)

Email received from APC Town Clerk on 09/10/24:

"Appleford Parish Councillors welcome the opportunity to engage with DGT.

Ward 1 has a lengthy border with Appleford Parish and there could be areas of common interest, but we will require more detail, and time to discuss and develop these.

The next Appleford Parish Council (PC) meeting is scheduled for **Thursday, 7th November**, from 19:30: please could you come and present Appleford PC and interested villagers with more details on the DGT Neighbourhood Plan to support ongoing active engagement and a subsequent decision?

Until we receive more detail, APC are not in a position to make a lawful decision on this proposal.

On - or before - the 7th November, Appleford Parish Council are particularly interested in:

- α dditional funding that might be available for Appleford if it were to combine with the DGT Neighbourhood Plan
- pros and cons for Appleford, with a focus on: Community, Socio-Economic Opportunities, Rail Network, Active Travel Development, and the Local Environment, including the Thames and local flood defences, amongst other things
- impacts on Joint Local Plan
- implications for ongoing commercial activity within the Sutton Courtenay Sidings/ Industrial Site, noting permitted dates for completion of these, and that Appleford Village is a DEFRA special noise area

Appleford Parish Council looks forward to ongoing constructive engagement with DGT, our near neighbour, on proposals or plans."

Members to confirm:

- Who will be attending the next APC meeting?
- What will be in the presentation?
- To answer the following queries:
 - additional funding that might be available for Appleford if it were to combine with the DGT Neighbourhood Plan
 - pros and cons for Appleford, with a focus on: Community, Socio-Economic
 Opportunities, Rail Network, Active Travel Development, and the Local Environment, including the Thames and local flood defences, amongst other things
 - o impacts on Joint Local Plan
 - implications for ongoing commercial activity within the Sutton Courtenay Sidings/ Industrial Site, noting permitted dates for completion of these, and that Appleford Village is a DEFRA special noise area

Notes following the Working Group meeting

Meeting start 20:02

Attendance: DTC cllrs K Morrison, H Macdonald, S Cole, D Aragao, and A Jones

- 1. Cllr K Morrison was elected as Chair of this working group (WG)
- 2. Cllr S Cole was elected as vice-chair of this WG
- 3. No apologies were received however officer R Tobutt had an "out of office" when invited
- 4. As per the table above. It was discussed that Cllr Morrison's email response to Culham probably did not contain sufficient information to provide validity.
 - a. **Action:** Cllr Morrison to send another response to Culham with reference to the September Full council as validity
- 5. To review queries received from parishes as above
 - a. Western Valley Queries to S&V:
 - i. There was discussion around the influence this would provide, including giving powers for environmental concerns (including protection from expanding infrastructure until sewage infrastructure is improved for instance E Hagbourne has this as a clause).

The Neighbourhood Plan will have equality with other plans by law however, it should not contradict the Joint Local Plan (once approved).

S&V officers will be able to answer these queries better.

Action: Cllr Jones to send the WG the article on a plan for social housing that was deferred following sewage infrastructure concerns.

Queries to DTC:

ii. There was a discussion around the expected time, effort, and cost. It was felt that the parish should consider consulting with the officers at South and Vale to gain an understanding for a smaller parish, compared to a larger area such as Didcot Town Council.

It was acknowledged that the clerk advised not to commit at this stage, and we agreed that it should be encouraged that parishes should do their own "fact-finding" to enable them to make an informed decision.

The WG was content with parishes attending our own WG meetings for developing the Neighbourhood Plan for the Didcot Town Council area to witness the process and discuss further, without firm commitment.

Action: Cllr Morrison to invite interested parishes to the WG for developing the Neighbourhood Plan for the Didcot Town Council as members of the public.

- iii. We noted the query around the time constraint, and discussed where the time frame came from (a session with the S&V officers). At this time the only thing we ask of Western Valley is to start looking into whether a Neighbourhood Plan would suit them.
- iv. It was made clear that DTC would not impose a condition on the Western Valley area if Western Valley disagreed with the condition.

b. Sutton Courtney

- i. The WG believe that partial areas of a parish can be included in the Neighbourhood Plan. The parish may wish to consider combining plans; subject to investigating the impact with the joint plan with Milton however there was a concern that should the Neighbourhood Plan be rejected does this invalidate the existing Neighbourhood Plan?
 - 1. These points should be confirmed with the officers at S&V
- ii. As per 5.a.ii
- iii. As per 5.a.iii
- iv. The impact to the Neighbourhood Plan if Milton does not wish to join is unknown. The WG also believes that should a parish wish to join later there is no impact to the referendum.

Action: Cllr Morrison to propose to Sutton Courteney that cllrs at DTC and Sutton Courteney attend Milton's next Full Council to discuss.

- c. Appleford we believe S&V have contacted Appleford on their queries, Cllr Morrison has requested a copy of the email to confirm.
- d. Any other parishes following publication no other parishes have shown interest at this time.
- 6. The next steps for this working group are:
 - a. To address actions
 - b. To invite interested parishes to the Didcot Town Council Area Working Group
 - c. To attend interested parishes full councils early November and answer questions/present
- 7. Next meeting TBD by S&V officers availability following parishes November full councils

Meeting end 20:08

Hello Jennie,

Many thanks for your follow up .

Good question-

In the first instance I would like to talk to you about the specific site that the Diocese of Oxford has highlighted.

A housing Needs Survey would be a good way to collect Parish based data for developments generally.

This is also a good starting point for exploring trusts in the widest sense.

I would hope this might be of interest generally and good timing to look at this in 'the round', maybe.

You also asked about timing and meeting in December.

Ideally, I would like to meet sooner rather than later as it does seem timely.

The Diocese are also keen to hear what your interest might be.

For the meeting on Tuesday, I am very happy to just be present as an introduction.

I would prefer to present in December.

Would this be agreeable. Looking forward to talking more soon, With best wishes and appreciation, Kay

Kay Sentance. **Community Coordinator** Community First Oxfordshire, CFO

Kay.Sentance@communityfirstoxon.org.uk

07933 858884

My working days are Tuesdays and Thursdays



Accredited Advisor





South Stables, Worton Park, OX29 4SU

P: 01865 883488

W: www.communityfirstoxon.org

Follow us on X | Find us on Facebook

Registered in England Company no. 2461552 Registered charity no. 900560



Please consider the environment and whether it is necessary to print this e-mail

From: Sutton Courtenay PC Clerk <info@suttoncourtenay-pc.gov.uk>

Sent: 28 October 2024 12:35

To: Kay Sentance < Kay@communityfirstoxon.org> Subject: RE: Rural Housing conversation

Hi Kay,

I just wanted to clarify that at this point are you asking the Parish Council if they are interested in working together solely on the Catholic church site and/or conducting a housing need Also how time dependent is this? I wondering whether it would be better left to our 3rd December meeting

Kind regards, Jennie

Miss Jennie Currie (she/her) Clerk & RFO, Sutton Courtenay Parish Council 07495 123 353 www.suttoncourtenay-pc.gov.uk Please note I normally work Monday to Thursday.

----Original Message---

From: "Kay Sentance" < Kay@communityfirstoxon.org>

Sent: Monday, 28 October, 2024 12:21

To: "info@suttoncourtenay-pc.gov.uk" <info@suttoncourtenay-pc.gov.uk> Subject: Rural Housing conversation

Hello

Many thanks for your time on the phone earlier.

It was interesting to talk.

To follow up on this conversation, I believe you have our $\underline{Rural\ Housing\ offer}$ from the $\underline{Community\ First\ Oxfordshire}$ site . We also offer the $\underline{Ruarl\ Housing\ exception\ site\ Housing\ Needs\ Survey}$.

Community First Oxfordshire also offers <u>Stewardship models</u> and information that might be of interest to you and the Parish Council when looking a future trust Options.

With all this mind and as discussed, I am very happy to join you on the 5th November at 7:15 at your next Parish Council Meeting. I will not be presenting at this meeting due to you tight agenda,

However, I am very happy to be present and to answer any questions you might have.

This can then be picked up in a follow up meeting, if and when helpful.

I very much look forward to meeting you at the meeting. With best wishes ,

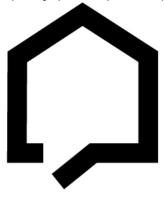
Kay

Kay Sentance, Community Coordinator Community First Oxfordshire, CFO

Kay.Sentance@communityfirstoxon.org.uk

07933 858884

My working days are Tuesdays and Thursdays



Community Led Homes

Accredited Advisor

01329 221199 eddisons.com LAND FOR SALE

Eddisons



Land South of Hobbyhorse Lane (Former Christ Church Site) Sutton Courtenay, Oxfordshire

Offers Invited

- For Sale
- Freehold
- Vacant Possession
- Potential for a Range of Uses Subject to Consent

Approx. 1.02 acres (0.41 hectares)

LOCATION

The land is located in Sutton Courtenay a historic village on the Thames, approximately 3 miles north west of Didcot and roughly 7 and a half miles north east of Oxford.

Sutton Courtenay benefits from good transport links with easy access to rail services at Didcot and Oxford and the A34 within easy reach by car. A range of amenities are available in the local towns of Didcot and Abingdon.

The site is positioned along Hobbyhorse Lane, with nearby buildings primarily being residential in nature. Sutton Courtenay Village Hall is located immediately opposite the site

DESCRIPTION

The plot comprises an irregularly shaped site, formerly occupied by Christ Church. The site was overgrown with vegetation at the time of our inspection limiting visibility and access. However, we understand the site is generally level.

Telegraph poles were observed at the time of our inspection and, we are unable to establish at this time whether pass through and or over sail the subject property.

PRICE

Offers are invited to purchase the land on a freehold with vacant possession basis.

VAT

To be confirmed.

SERVICES

To be confirmed.

LEGAL COSTS

Each party to bear their own costs incurred in the transaction.

EPCNot applicable.

..

PLANNING

It is considered that the site could lend itself to a range of uses, subject to all necessary consents and approvals being obtained.

VIEWING

Strictly by appointment with the sole agents:-

Eddisons incorporating Daniells Harrison



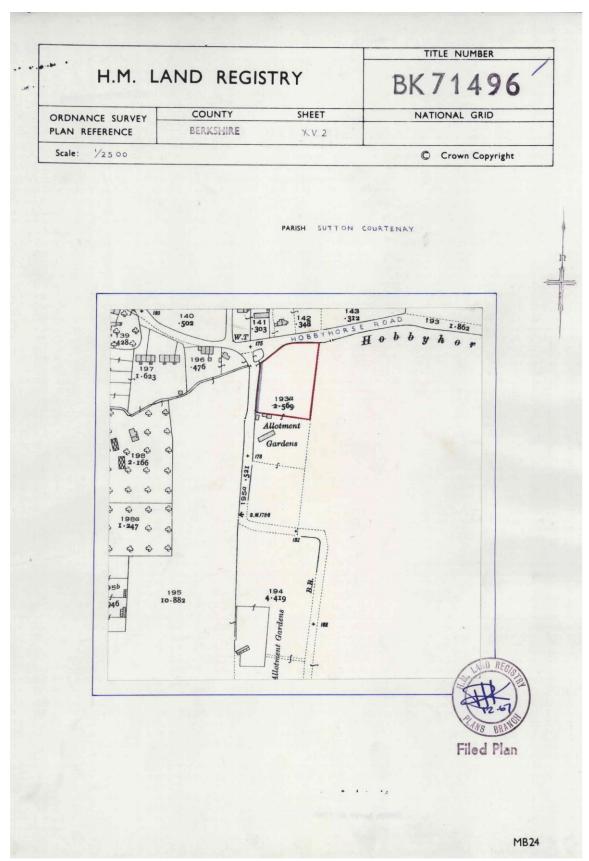
Nick Holtby 01329 221199 nicholas.holtby@eddisons.com Ref: 070524NH

Date: 07/05/2024



For more information, visit eddisons.com 01329 221199





Approximate site boundary

For more information, visit eddisons.com **01329 221199**



Important Information

Hi Jennie,

I have discussed this with my colleagues and if the Parish Council were interested in taking on the maintenance of these areas, then the commuted sum would be approximately £153,615 as a lump sum to cover a period of 20 years. The open space and LAP (Local Area of Play) would be transferred to the Parish Council.

There are no facilities to be managed as the development only proposes a LAP/open space, so no play equipment or benches for the development of 17 houses.

I hope this helps and we look forward to hearing from you following your meeting on 5 November 2024.

Kind regards,

Amanda.

Amanda Rendell MRTPI Senior Planning Officer (Majors) South Oxfordshire and Vale of White Horse District Councils Customer service: **01235 422600**

www.southoxon.gov.uk

Please note I work part-time. My normal working days are Tuesdays, Wednesdays, Thursdays and Friday mornings.

For further information please see our website for updates: www.southoxon.gov.uk or www.whitehorsedc.gov.uk

From: Sutton Courtenay PC Clerk <info@suttoncourtenay-pc.gov.uk>

Sent: Monday, October 28, 2024 2:30 PM

To: Amanda Rendell < Amanda. Rendell@southandvale.gov.uk >

Subject: RE: P23/V2576/O-Outline planning application with all matters reserved except for access for the redevelopment of 2morrow Court for residential purposes, Entree Global Services Appleford Road Sutton Courtenay.

EXTERNAL

Hi Amanda,

The Parish Council is meeting on 5th November when this matter will be considered. If the Parish Council were to decide to take on the maintenance of these areas please can you advise what level of financial contribution would be available (e.g. maintenance costs for X years), whether the Parish Council would become the own of the land, and whether the Parish Council would have any say in the play equipment installed onsite.

Kindest regards, Jennie

- - -

Miss Jennie Currie (she/her) Clerk & RFO, Sutton Courtenay Parish Council 07495 123 353 www.suttoncourtenay-pc.gov.uk Please note I normally work Monday to Thursday.

-----Original Message-----

From: "Amanda Rendell" < Amanda.Rendell@southandvale.gov.uk>

Sent: Tuesday, 22 October, 2024 10:06

To: "info@suttoncourtenay-pc.gov.uk" <info@suttoncourtenay-pc.gov.uk>

Subject: P23/V2576/O-Outline planning application with all matters reserved except for access for the redevelopment of 2morrow Court for residential purposes, Entree Global Services Appleford Road Sutton Courtenay.

Good morning,

As you will be aware, members resolved to grant planning permission for the above development on 9 May 2024.

We are currently working through the s106 agreement in order to secure the relevant infrastructure for the development. On the matter of the public open space/play area allocated for the scheme, we need to ask whether the Parish Council would have any interest in taking over the management/maintenance of these areas. Otherwise, the s106 agreement will require these areas to be taken over by a management company.

I look forward to hearing from you at your earliest convenience.

Kind regards,

Amanda.

Amanda Rendell MRTPI Senior Planning Officer (Majors) South Oxfordshire and Vale of White Horse District Councils Customer service: **01235 422600**

www.southoxon.gov.uk

Please note I work part-time. My normal working days are Tuesdays, Wednesdays, Thursdays and Friday mornings.

For further information please see our website for updates: www.southoxon.gov.uk or www.whitehorsedc.gov.uk

This email originates from outside of the council.

Keep this in mind before responding, opening attachments or clicking any links, unless you recognise the sender and know the content is safe.

If in any doubt, the grammar and spelling are poor, or the name doesn't match the email address then please contact the sender via an alternate known method.



Mrs S. White

Monday 7th October 2024

Dear Mrs White,

Thank you for your phone call today, this letter is to confirm what we discussed.

You would like to plant two memorial trees at the Old Wallingford Way Cemetery, Sutton Courtenay. One for your husband, Michael White, who is interred at the cemetery, and one for your son. We discussed your choice of tree being rowan and you would be purchasing trees approximately 6ft tall. Each tree would be accompanied by a plaque.

I have enclosed the following documents:

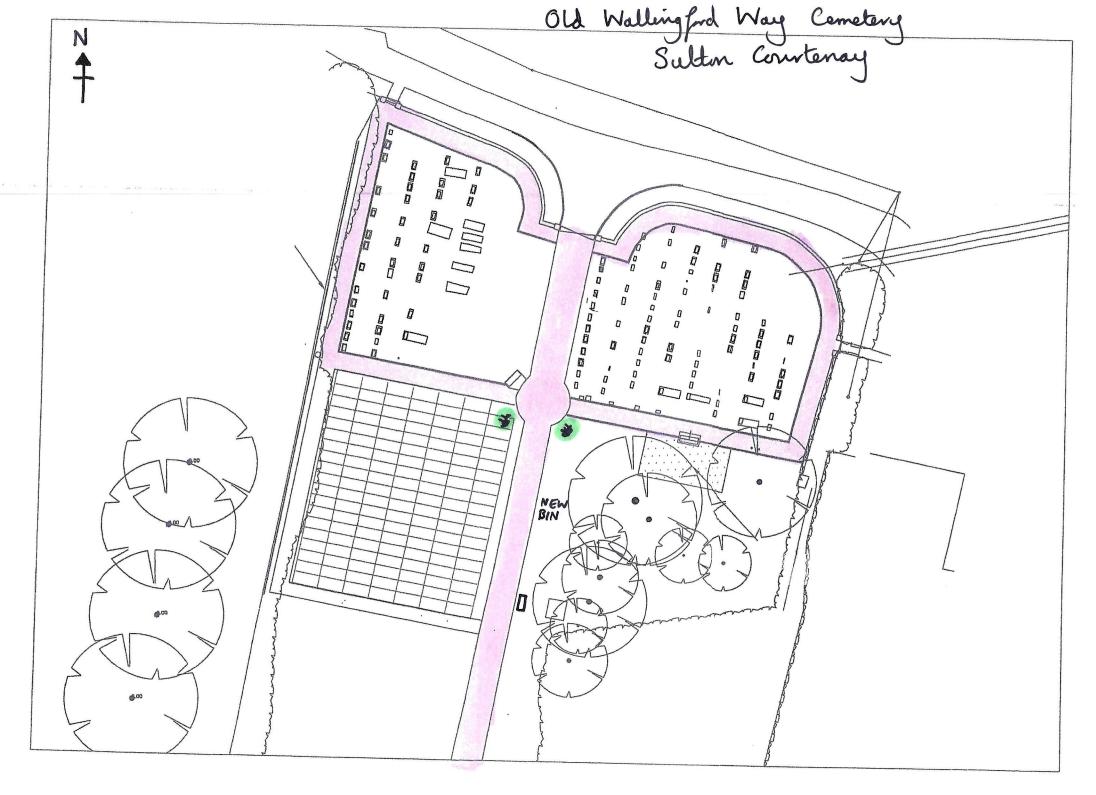
- A copy of the Council's Memorial Benches, Planting and Plaques policy
- A plan of the cemetery with the suggested locations of both trees (green dots)

You would be responsible for purchasing and arranging the installation of the trees (and plaques). Please note the person/company doing the tree planting would need public liability insurance.

I will add this request to the Council's agenda for the meeting to be held on Tuesday 5th November, you do not need to attend the meeting. All Council meetings are open to the public so you are welcome to attend if you wish. I will then contact you after the meeting. If you have any queries please do contact me.

Yours sincerely,

Miss J. Currie Clerk to Sutton Courtenay Parish Council



.

From: "ritaatkinson@suttoncourtenay-pc.gov.uk" <ritaatkinson@suttoncourtenay-pc.gov.uk>

Sent: Tuesday, 8 October, 2024 10:23

To:

Cc: info@suttoncourtenay-pc.gov.uk

Subject: FW: Fwd: New FixMyStreet updates on report: 'Street lights'

Dear

You will note that I am responding from my PC email as clearly the request is being made to the Parish Council and the original email was sent to my personal email. Apologies for the confusion as I should have forwarded that email to my PC email and responded. We are required to use the parish council email for PC matters.

(SECTION WITH PERSONAL DETAILS REMOVED)

thank you kind regards Rita

Begin forwarded message:

From: FixMyStreet < fms-DO-NOT-REPLY@fixmystreet.com>

Date: 7 October 2024 at 10:09:13 BST

To:

Subject: New FixMyStreet updates on report: 'Street lights'

New updates on "Street lights"

New updates on **Street lights**

Unfortunately Oxfordshire County Council does not have any funds available at this time to install additional lighting as our street lighting budget is used for the energy, cost and maintenance of our existing street lights. It may possibly be worth contacting teh Parish Council to see if they could fund the installation of any new lighting.

State changed to: In progress Oxfordshire County Council

Thank you for your report. We have assessed it and found that it does not currently meet the criteria for intervention, so will not be fixing at this time.

State changed to: Investigation complete
Oxfordshire County Council
Unfortunately we can't fix every issue reported
on FixMyStreet. Head of Highways
Maintenance Sean Rooney explains why.
Unsubscribe from alerts about this report

Street lights

This is a very dark space as no street light , there is one at no19 then no27 all other posts got lights.



Report a problem

Your reports

All reports

Local alerts

Help

Report your problem

This item is not maintained by Oxfordshire County Council and therefore we are unable to accept reports about it. Please Contact your Parish or District Council.

- → Click the map or drag the pin to adjust the location
- Q Or search for a different location



Watch

Head of Highways



From	То	Councillor	Date	Work ordered / Clerk to action	Outstanding	Referred to Rec Am WP	Closed			
25-Sep-23	08-Oct-23	Teresa Field	08-Oct	Fence by double wooden gate is do	wn (ORM w/b 11 Nov)					
09-Oct-23	22-Oct-23	Fiona Wolveridge	14-Oct	Pothole at entrance to car park						
01-Jan-24	14-Jan-24	Robert Dalby	01-Jan	Main Field - the gate in the South V	est corner of the field does not	latch (ORM w/b 11 Nov)				
				Car Park - self-close mechanisms or	the gates have failed so that th	e gates either don't close at all or				
01-Jan-24	14-Jan-24	Robert Dalby	01-Jan	stop half way.						
01-Jan-24	14-Jan-24	Robert Dalby	01-Jan	Fenced play area - Some graffiti on	the bin on the field side - could	be offensive to some				
26-Feb-24	10-Mar-24	Lyn Hodder	06-Mar	Public comment: It would be good i	comment: It would be good if dog walkers didn't let the dogs run loose & poop in the field.					
11-Mar-24	24-Mar-24	Father Morkos	16-Mar	MUGA - grass encroaching onto out	GA - grass encroaching onto outer edge.					
11-Mar-24	24-Mar-24	Father Morkos	16-Mar	Car park - grass and moss encroach	ing from main field.					
	21-May-24	Inspection report		Overhead rotator - The bearing on tand advised new bearings to fitted	·	g -Kompan inspected 15th August	Closed			
	·	Inspection report		Three toadstools (tall ones) are loose in damage, replacement item to be instal completed 16 Oct	n the foundations -Kompan to fix F0	•				
20-May-24	02-Jun-24	Robert Dalby	01-Jun	The latch mechanism on the gate at	ne latch mechanism on the gate at the south west corner of the field is not latching properly. (ORM					
20-May-24	02-Jun-24	Robert Dalby	01-Jun	Car park gate next to football clubh	ouse is not self closing reliably.					
15-Jul-24	28-Jul-24	Father Morkos	31-Jul	Weeds around car park.						
26-Aug-24	08-Sep-24	Hugo Raworth	08-Sep	Damaged gate post SE corner (ORM	l w/b 11 Nov)					
26-Aug-24	08-Sep-24	Hugo Raworth	08-Sep	Tree down on east side (Tree works	booked for Feb 2025)					
				Old sports equipment (cricket) in w	estern tree line - Cricket Club m	ember (ORM) has advised he will				
26-Aug-24	08-Sep-24	Hugo Raworth	08-Sep	remove.						
07-Oct-24	20-Oct-24	Rita Atkinson								
21-Oct-24	03-Nov-24	Teresa Field								
04-Nov-24	17-Nov-24	Paul Galliver								
18-Nov-24	01-Dec-24	Lyn Hodder								
02-Dec-24	15-Dec-24	Father Morkos								
16-Dec-24	29-Dec-24	Joanna O'Callaghan								
30-Dec-24	12-Jan-25	Ian Pratley								
13-Jan-25	26-Jan-25	Hugo Raworth								
27-Jan-25	09-Feb-25	Jason Warwick								

31/10/2024 Page 1

SUTTON COURTENAY PARISH COUNCIL Sexual and General Harassment Policy & Procedure

- 1. We recognise that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment, or victimisation on the grounds of age, disability, genderreassignment, marriage and civil partnership, pregnancy or maternity, race, religionor belief, sex or sexual orientation is unacceptable and will not be tolerated.
- 2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour, and actual physical abuse. For the purposes of this policy, it also includes bullying.
- 3. Bullying is understood to be targeted and persistent offensive, intimidating, maliciousor insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate, or injure the recipient.
- 4. Whatever form it takes, personal harassment is always taken seriously and is totallyunacceptable.
- 5. We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating, and unpleasant working environment.
- 6. We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
- 7. This policy covers all areas of the Parish Council. This includes overseas sites, subject to any applicable local laws which impose any additional requirements on the Parish Council.
- 8. We recognise that we have a duty to implement this policy and all employees are expected to comply with it. We will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

Examples of personal harassment

- 9. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviourby one employee towards another and examples of harassment include:
 - insensitive jokes and pranks
 - lewd or abusive comments
 - deliberate exclusion from conversations
 - displaying abusive or offensive writing or material
 - abusive, threatening, or insulting words or behaviour
 - name-calling
 - · picking on someone or setting them up to fail
 - exclusion or victimisation

- undermining their contribution/position
- demanding a greater work output than is reasonably feasible
- blocking promotion or other development/advancement.
- 10. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

Examples of sexual harassment

- 11. Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:
 - lewd or abusive comments of a sexual nature such as regarding an individual'sappearance or body
 - unwelcome touching of a sexual nature
 - displaying sexually suggestive or sexually offensive writing or material
 - asking questions of a sexual nature
 - sexual propositions or advances, whether made in writing or verbally.
- 12. Sexual harassment can also take place where an employee is treated less favourablybecause they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result willbe examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

Examples of victimisation

13. Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

Third party harassment

- 14. The Parish Council operates a zero tolerance policy in relation to harassment perpetrated against one of its employees by a third party, such as a client/customer or visitor to the Parish Council. All employees are encouraged to report any and all instances of harassment that involve a third party in line with our reporting procedure, as outlined below.
- 15. If we find that the allegation is well-founded, we will take steps we deem necessary inorder to remedy this complaint. This can include, but is not limited to:
 - warning the individual about the inappropriate nature of their behaviour
 - banning the individual from Parish Council premises
 - reporting the individual's actions to the police.

In addition to this, the Parish Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

Responsibilities: Employee responsibilities

- 16.1 The Parish Council requires its employees to behave appropriately and professional at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.
- 16.2 Any form of harassment or victimisation may lead to disciplinary action up to andincluding dismissal if it is committed:
 - in a work situation
 - during any situation related to work, such as a social event
 - against a colleague or other person connected to the employer outside of awork situation, including on social media
 - against anyone outside of a work situation where the incident is relevant totheir suitability to carry out the role.
- 16.3 A breach of this policy by will be treated as a disciplinary manner

Responsibilities: Parish Council responsibilities

- 17.1 The Parish Council will be responsible for ensuring all members of staff, including seniors and those within management positions, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work andduring work-related social events. We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.
- 17.2 We will also take into account aggravating factors, such as abuse of power over amore junior colleague, when deciding what disciplinary action to take.
- 17.3 Where an incident is witness, or a complaint is made under this policy, the Parish Council will take prompt action to deal with this matter. All incidents will be be be serious and dealt within in a sensitive and confidential manner.

Complaining about harassment and/or bullying - Informal method

- 18.1 We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.
- 18.2 If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Complaining about harassment and/or bullying - Formal method

- 19.1 Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Parish Council Chairman as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:
 - the name of the alleged harasser
 - the nature of the alleged harassment
 - the dates and times when the alleged harassment occurred
 - the names of any witnesses
 - any action already taken by you to stop the alleged harassment.
- 19.2 Where it is not possible to make the formal complaint to the above named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to Deputy Chairman or the Staffing Committee.
- 19.3 On receipt of a formal complaint, we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.
- 19.4 On conclusion of the investigation, which will normally be within 10 working days of the meeting with you, a report of the findings will be submitted to the Staffing Committee who will hold the grievance meeting.
- 19.5 You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the Staffing Committee Members hearing the grievance has had opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague or a union representative, and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- 19.6 You will be able to put your case forward at the meeting and the Staffing Committee will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Staffing Committee within 10 days of receiving the outcome.
- 19.7 If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.
- 19.8 The Parish Council is committed to ensuring employees are not discouraged fromusing this procedure and no employee will be victimised for having brought a complaint.

Adopted by Council on 5th November 2024 Review date – every 2 years. Template provided by OALC

Sutton Courtenay Parish Council

Prepared by:		Date:		
	Name and Role (Clerk/RFO etc)			
Approved by:		Date:		
	Name and Role (REO/Chair of Finance etc)			

	Bank Reconciliation at 30/0	9/2024		
	Cash in Hand 01/04/2024			142,844.15
	ADD Receipts 01/04/2024 - 30/09/2024		166,481.28	
				309,325.43
	SUBTRACT Payments 01/04/2024 - 30/09/2024	4		88,751.39
A	Cash in Hand 30/09/2024 (per Cash Book)		220,574.04	
	Cash in hand per Bank Statements	3		
	Petty Cash	30/09/2024	0.00	
	Unity	30/09/2024	147,927.58	
	Santander current	30/09/2024	5,000.00	
	Santander savings	30/09/2024	71,809.32	
	Equals Prepayment Card	30/09/2024	170.34	
				224,907.24
	Less unpresented payments			4,333.20
				220,574.04
	Plus unpresented receipts			
В	Adjusted Bank Balance			220,574.04
	A = B Checks out OK			
			<u> </u>	

Card list

Dept: All Card status: Any Card currency: All 🗆 Include closed cards with no balance									
Card number	Owner	Available	Balance	Pending	Status	Expiry	Department	Currency	Balance last updated
5339******6503	Jennifer Currie	£170.34	£170.34	£0.00		31-08- 2025		Sterling	30-09- 2024 14:20:26
Currency	Count	Total	balance		Total per	nding	Total	available	
Sterling	1	£170.	34	£	0.00		£170.3	4	



Transactions

Transaction date: 01/04/2022 to 30/09/2024

Account number: xxxx xxxx xxxx 4406

Date	Description	Money In	Money Out	Balance
11/01/2023	TRANSFER TO SUTTON COURTENAY PARISH COUNCIL		£ 51,591.88	£ 5,000.00



Transactions

Transaction date: 01/04/2024 to 30/09/2024

Account number: xxxx xxxx xxxx 4414

Date	Description	Money In	Money Out	Balance
16/08/2024	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£ 746.93		£ 71,809.32

Your Account Statement



Unity Trust Bank plc PO Box 7193 Planetary Road Willenhall **WV1 9DG**

Miss Jennifer Currie 44 Harrington Close **NEWBURY** Berks RG14 2RQ

Date: 30/09/2024

Account Name: Sutton Courtenay Parish

Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20434449

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

Call us: 0345 140 1000 Email us: us@unity.co.uk

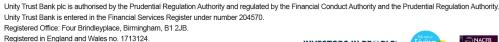
Wisit us: unity.co.uk

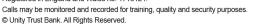
Your Current T2 account transactions:							
Date	Туре	Details	Payments Out	Payments In	Balance		
18/09/2024		Balance brought forward	£0.00	£0.00	£149,940.00		
20/09/2024	Credit	Credit 000015	£0.00	£500.00	£150,440.00		
24/09/2024	Direct Debit	Direct Debit (ICO)	£35.00	£0.00	£150,405.00		
24/09/2024	Credit	Credit 000016	£0.00	£12.00	£150,417.00		

Page number 1 of 3

Statement number 062













Your Current T2 account transactions:								
Date	Туре	Details	Payments Out	Payments In	Balance			
24/09/2024	Credit	18/09 Charge Reversal	£0.00	£20.80	£150,437.80			
27/09/2024	Faster Payment Debit	B/P to: HMRC Cumbernauld	£437.52	£0.00	£150,000.28			
27/09/2024	Faster Payment Debit	B/P to: Miss J P Currie	£2.25	£0.00	£149,998.03			
30/09/2024	Debit	Service Charge	£18.00	£0.00	£149,980.03			
30/09/2024	Standing Order	S/O to: Miss J Currie	£26.00	£0.00	£149,954.03			
30/09/2024	Standing Order	S/O to: OCC Pension Fund	£521.45	£0.00	£149,432.58			
30/09/2024	Standing Order	S/O to: Miss J Currie	£1,505.00	£0.00	£147,927.58			

Page number 2 of 3





