



## Sutton Courtenay Parish Council

### Minutes for a meeting of the Parish Council held on Tuesday 7<sup>th</sup> January 2025 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Paul Galliver, Joanna O'Callaghan, Lia Plowman, and Hugo Raworth.

In attendance: Jennie Currie, Clerk; 2 members of the public.

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#### 2025/001 Public Participation

Issue: What is the current status of the Village Hall charity and future plans?

Response: (summarised) The Village Hall charity will formally transfer to the new CIO as of the 1<sup>st</sup> April 2025 but there will be no change to the functions of the charity. New agreements for the Scout Hut & Garage, and allotments will be finalised during the year.

Comment: They would stay as they had a planning application which was due to be discussed.

#### 2025/002 Apologies for absence

Apologies for absence were received from Councillors Teresa Field, Father Morkos, Ian Pratley, Jason Warwick, and District & County Councillor Peter Stevens.

Members noted that Councillor Lyn Hodder had resigned on 6<sup>th</sup> January and the Clerk had published the vacancy notice. Members recorded their thanks for all that Councillor Hodder had done whilst a Councillor.

#### 2025/003 Declarations of Interest

No declarations of interest were received.

#### 2025/004 Minutes for the meeting held on Tuesday 3<sup>rd</sup> December 2024

**RESOLVED** that the minutes of the meeting held on Tuesday 3<sup>rd</sup> December 2024 were a true and accurate record, and would be signed by the Chairman.

#### 2025/005 Planning applications

(a) Planning applications to be considered

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

- P24/V2519/HH & P24/V2520/LB - Pull Croft, 53 High Street, Sutton Courtenay – No objections.
- P24/V2554/HH - 104 Milton Road, Sutton Courtenay – Comment: The Parish Council has no objection to the principal of the application, Members are concerned by the protentional noise disturbance and supports the Environmental Protection Officer's comments.
- P24/V2602/LB - Cross Trees Cottage, 1 Brook Street, Sutton Courtenay – No objections.

- 2025/005 Planning applications continued
- (b) Additional planning correspondence:
- Amendment P24/V1756/HH - The Granary, All Saints Lane, Sutton Courtenay  
Removal of garden shed and new side extension to the existing Granary.  
A councillor raised concerns regarding the proposed no dig foundations that were now being proposed to mitigate damage to neighbouring trees.
- RESOLVED** that a member of the public would be allowed to speak on the application.  
The member of the public explained the no dig foundation process.
- RESOLVED** that the Parish Council would provide the following response: Sutton Courtenay Parish Council reviewed the amended plans and documents. The Parish Council's first two objections have been addressed but the Parish Council's final objection remains - 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.
- Members noted the householder appeal:  
Appeal P24/V1836/S73 - APP/V3120/D/24/3355551 - 19 Harwell Road, Sutton Courtenay
  - Members noted the decisions on previous applications:  
P24/V2451/LB - 20-22 Tudor House, Church Street, Sutton Courtenay GRANTED
- 2025/006 South East Strategic Reservoir Option (SESRO)
- Members discussed the possibility of working with other parishes who have concerns regarding the negative impact of SESRO on their communities.
- RESOLVED** that a working party would be created with Cllr Dalby as the lead councillor, that the following councils would be invited to join: Appleford, Clifton Hampden, Culham, Drayton, East Hanney, Harwell, Marcham, Milton, Steventon, and West Hanney.
- The Clerk would send an initial invitation to the Councils. **Clerk**  
Cllr Galliver would send an invitation to the Group Against Reservoir Development (GARD). **PG**
- 2025/007 Reports
- (a) County & District Councillor - Cllr Stevens had submitted his apologies.
- (b) Parish Councillors
- Members reported the following items:
- Cllr Dalby reported that a resident had queried whether the football nets at the Recreation Ground posed a threat to wildlife. The Clerk would investigate the matter. **Clerk**
  - Cllr O'Callaghan raised the 2024 damaged to the Ginge Brook which was caused by contractors working on 5 Ginge Brook. The developer had recently purchased 1 Ginge Brook and had started work on the site.  
Members discussed the correspondence between a resident and the Environment Agency, and how the Environment Agency were taking action to ensure the developer restored the bank of the Ginge.  
Members recorded a vote of thanks for the resident for their efforts in getting the Environment Agency to take action.  
Members asked the Clerk to inform the Environment Agency and Building Control of the work taking place at 1 Ginge Brook (no planning application had been published to date).
- (c) Clerk
- The Clerk had no additional items to report.

- 2025/008 Parish Council Assets  
 (a) High Street phone kiosk  
 No further update.  
 (b) Bradstocks Way bus shelter update  
 The shelter had been installed in December 2024.  
 (c) New litter bins  
 The installation date had to be rearranged due to staff sickness, at present a new date had not been agreed.  
 (d) Memorial trees for the cemetery  
 The trees had been planted in December 2024.  
 (e) Current SIDs  
 The SIDs would be repositioned later this month.
- 2025/009 Recreation Ground Fortnightly checks  
 Cllr O’Callaghan had recently completed a check and reported that the path from the car park to the fenced play area was not draining and needed attention, and that the two trampolines were flooded.  
 The Recreational Amenities Working Party would review the report.
- 2025/010 Communication Working Party update  
 The new website and emails were live. Cllrs Pratley & Raworth had written a sitemap and whilst most of the pages were live, additional content had to added.
- 2025/011 Consultations  
 (a) Joint Local Plan 2041 – Planning Inspectorate independent examination  
 Members noted the Joint Local Plan had been submitted to the Planning Inspectorate. Members confirmed the Parish Council wanted to be represented at future hearings.  
 (b) Sustainability Report as part of the combined Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) process for the Joint Local Plan 2041  
**RESOLVED** that the Clerk would submit comments prepared by Cllr Galliver, in consultation with all Members.
- 2025/012 Committee and Working Party membership  
**RESOLVED** that Cllr Lia Plowman would be appointed to the Staff Committee.  
**RESOLVED** that Simon Lazare would be appointed to the Planning Working Party.  
**RESOLVED** that Simon Lazare would be appointed to the Recreational Amenities WP.
- 2025/013 Parish Council’s Action Plan  
 Cllr Atkinson highlighted that within the Parish Council’s Action Plan several items were outstanding.  
**RESOLVED** that the following items would be focused on during the next 3 months:
- New crickets nets **RecAm WP**
  - First registration of the Recreation Ground **Clerk**
  - Replacing the NE corner gate at the Recreation Ground **RecAm WP**
  - New paths within the cemetery **Clerk**
  - New bollards for the Village Green, utilising S106 Public Art funding
    - Obtain current S106 funding advice **Clerk**
    - Generate ideas **HR LP (IP)**

2025/014 Finance

(a) Q3 Bank Reconciliation

**RESOLVED** that the Q3 bank reconciliation would be approved with balances of Unity £137,131.90, Santander 1 £5,000.00, Santander 2 £71,809.32 and Equals prepayment card £83.51.

(b) Receipts and Payments report

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

Voucher	Name	Description	Amount	Totals		
		<b>Receipts</b>				
				<b>0.00</b>		
		<b>Payments</b>				
Voucher	Method	Name	Description	Invoice	Amount	Totals
157	CARD	B&Q	Soil	card	14.00	
158	CARD	Timpson Ltd	Key cutting	card	30.00	
160	CARD	EE	Phone	card	4.50	
161	CARD	Land Registry	Land Registry searches	card	56.00	
164	CARD	HP Inc UK Ltd	Ink	card IIUKDN1098813653	11.99	
168	CARD	Royal Mail	Postage	card	1.55	
					Card payments	118.04
159	BACS	SLCC	Conference	BK218953	503.60	
162	BACS	Tactical Facilities Management Ltd	Grounds maintenance	SI-2726	1,014.48	
163	BACS	Glasdon Ltd	New bin	SI900826	465.96	
165	BACS	Parish Online	Website	38UE059-0004	504.00	
166	DD	Unity Trust Bank	Bank fee	service fee Nov2024	8.85	
167	BACS	Shield Maintenance Ltd	Waste collection	8363	148.20	
169	BACS	J Currie	Mileage	Month 10 mileage	52.65	
170	SO	J Currie	Salary	Month 10 salary	1,556.00	
171	SO	Oxfordshire Pension Fund	Pension	Month 10 pension	542.08	
172	BACS	HMRC	NI & Tax	Month 10 HMRC	468.08	
173	SO	J Currie	Office Allowance	Month 10 office	26.00	
					To be paid	5,289.90
						<b>5,407.94</b>
<b>Transfer</b>	<b>BACS</b>	<b>From Unity</b>	<b>To prepayment card</b>		<b>118.04</b>	

(c) Councillors to authorise payments

**RESOLVED** that Cllrs Atkinson and O'Callaghan would authorise payments online. **RA & JO**

(d) Budget and reserves reports

Members noted the reports.

Close of meeting

The next ordinary meeting of the Council would be held at 7.15pm, on Tuesday 4<sup>th</sup> February 2025. There being no further business the Chairman declared the meeting closed at 8.38pm.

Signed .....

Dated .....