



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 5th 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.

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 6th February 2024

RESOLVED that the minutes of the meeting held on Tuesday 6th 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 12th 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 11th 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
Total receipts				£675.00

Direct Debits and pre agreed payments

Unity Trust Bank	Quarterly bank charge	Fee	155	£18.00
Subtotal				£18.00

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
Subtotal				£49,107.80

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
Subtotal				£1,969.56
Total payments				£51,095.36

(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.

2024/039 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 9th 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

Sutton Courtenay Parish Council

Planning Applications for consideration on Tuesday 9th April 2024

Application no	Comments deadline	Location	Proposal	Link to view online
P24/V0505/HH	26 th March	75 Bradstocks Way, Sutton Courtenay	Two storey side extension. Installation of PV solar panels to front elevation.	https://data.whitehorsedc.gov.uk/java/s... (PG)
MW.0024/24	6 th April	Sutton Wick Quarry, CAMAS Land, Oday Hill, Sutton Wick	Section 73 of the Town and Country Planning Act 1990 (as amended) to continue the development permitted by permission no P18/V2129/CM (MW.0098/18) (for the progressive extraction of sand and gravel, importation of inert waste material with restoration to nature conservation and an agricultural reservoir) varying condition 2 to extend the period of time for the completion of deposit of waste by two years from 1st March 2024 to 1st March 2026, and to extend the date for the restoration of the site by two years from 1st March 2025 to 1st March 2027.	https://myeplanning2.oxfordshire.gov.uk... (PG)
P24/V0331/FUL	3 rd April	120 High Street, Sutton Courtenay	Proposed construction of new single family detached dwelling with new vehicular crossover on land adjacent to 120 High Street.	https://data.whitehorsedc.gov.uk/java/s... (HR)
P24/V0657/HH	17 th April	46 High Street, Sutton Courtenay	Demolition of existing extension and new build of a one storey rear extension.	https://data.whitehorsedc.gov.uk/java/s... (FM)
P24/V0712/HH	24 th April	137 Drayton Road, Sutton Courtenay	Proposed two storey side extension, single storey rear extension, front porch, dropped kerb and single garage.	https://data.whitehorsedc.gov.uk/java/s...

Additional Planning Correspondence:

none

Decision lists:

Application no	Location	Proposal	Decision
P24/V0062/HH	12 Appleford Road, Sutton Courtenay	Single storey rear and side extension with part flat roof / part mono pitch roof, minor alterations to the existing layout, insertion of 6 rooflights, removal of existing chimney.	GRANTED
P23/V2381/FUL	Cross Tree Farm, High Street, Sutton Courtenay	Change of use from agriculture to equestrian.	GRANTED
P24/V0390/LB	The Wharf 43 Church Street, Sutton Courtenay	Addition of a rain cowl to one of the chimney pots to match existing cowl.	GRANTED

LONDON OXFORD AIRPORT AIRSPACE CHANGE PROPOSAL - ACP-2023-033 - CAP 1616 DESIGN PRINCIPLES – STAKEHOLDER ENGAGEMENT

From: Consultation <acp@londonoxfordairport.com>

Sent: Wed, 13 Mar, 2024 at 10:41

To: Consultation

[OXF-ACP-2023-033 Stage 1b -StakeholderEngagement.pdf](#) (2.9 MB)

[OXF-ACP-2023-033 Stage 1b - Design Principles Stakeholder Questions.docx](#) (36.1 KB) – **Download all**

Good morning,

Oxford Aviation Services Limited is the owner of London Oxford Airport and we have commenced an Airspace Change Proposal (ACP) - ACP-2023-033.

We are at Stage 1 of a seven-stage process as part of the Civil Aviation Authority's CAP 1616 "Airspace Change Process" and CAP1616F "Guidance on Airspace Change Process for Permanent Airspace Change Proposals"; we have identified you as potential stakeholders in this activity. This stage is about informing you of our current operation and suggesting draft design principles for you to consider and respond to, please find attached a document that explains our current operation, why we are commencing an ACP, and our suggested design principles, many of which are mandated. We have also attached a Word document "OXF-ACP-2023-033 Stage 1b - Design Principles Stakeholder Questions" to capture your responses, should you wish to respond by this method; other options to respond can be found on page 24 under 'Feedback' within "OXF-ACP-2023-033 Stage 1b -StakeholderEngagement".

There are multiple stakeholders to be contacted and some of the contact details will be incorrect. If this is the case, please advise us of the correct contact details, or request that you are removed from our stakeholder list, and/or advise who would be a more appropriate point of contact if you know who that would be. If you do not wish to participate, please advise us. Responses regarding the draft Design Principles must be received by 24 April 2024.

If you have any questions, please contact acp@londonoxfordairport.com

Kind Regards,

ACP Staff

Oxford Aviation Services Ltd

Tel: + +44 (0)1865 290 660

Email: acp@londonoxfordairport.com

www.londonoxfordairport.co.uk



Please consider the environment before printing this email

Registered Office: 73 Cornhill, London, EC3V 3QQ. Registered in England No. 630896 / VAT Reg. No. 194 2833 42

This email is written without prejudice.

No employee or agent is authorised to conclude any binding agreement on behalf of Oxford Aviation Services Limited and/or any of its clients with a third party by email without express written confirmation approved by the relevant Board of Directors. Our company accepts no liability for the content of this email or attachments, or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. The information herein does not reflect in any way the views or opinions of the sender or the Company. All information, views and opinions are written without prejudice and are thereby not deemed legally binding in any form.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

Sutton Courtenay Parish Council
Asset Register to year ending 31st March

Asset	Cost mechanism	Date	To end of 31-Mar 2023	2024 changes	Notes/Alterations on previous year	What3Words
LAND						
Village Hall (of which the Parish Council is custodian Trustee)	The Parish Council only holds the title as custodian trustee.	1965	1		Registered at HM Land Registry Title Number BK49432. Title Deeds with Clerk. The charity is run by a separate Management Committee. Charity number 300213.	
Cemetery	Purchase price		79,383		Registered at HM Land Registry Title Number ON203025. Title Deeds with Clerk.	
Village Green	Nominal Value - vested in 1972 under the Commons Registration Act 1965		1		Registered at HM Land Registry Title Number ON173753. Title Deeds with Clerk.	
"Liversidge Patch" Corner of Churchmere Road/Village Green	Nominal Value - Land gifted to the Parish Council	1976	1		Registered at HM Land Registry under Title Number ON47397. Title Deeds with Clerk.	
Land at All Saints Lane	Purchase price	2009	674		Registered at HM Land Registry under Title Number ON284878. Title Deeds with Clerk.	
Recreation Ground	Nominal Value (area 1) - land acquired by gift	1936	1		Acquired in 1936 by way of gift under the Open Spaces Act 1906. Unregistered- documents with Clerk (need to register)	
Recreation Ground	Purchase price	1950	425		Purchased in 1950. Unregistered- documents with Clerk (need to register)	
Football Pavilion	Nominal Value - built, insured and run by Sutton Courtenay Football Club		1		Leased to Sutton Courtenay Football Club for 25 years from 15 Feb 2012 until 14 February 2037. Date of lease 15 Feb 2012	
TOTAL LAND VALUE			80,486	80,486		
DEFIBRILLATORS						
High Street Garage forecourt	Purchase price	Feb-2016	2,020			
The Fish	purchase price	Jul-2019	1,920			
Phone Kiosk cabinet	purchase price	Nov-2020	1,060		Only cabinet left Oct-2023	
Phone Kiosk Recreation Ground defib	purchase price	Nov-2020	1,060		Moved defib to Recreation Ground	
Recreation Ground cabinet	Purchase price	Oct-2023		1,070	Defib taken from Phone Kiosk. New cabinet purchased.	
DEFIB TOTAL			6,060	7,130		

Sutton Courtenay Parish Council
Asset Register to year ending 31st March

Asset	Cost mechanism	Date	To end of 31-Mar 2023	2024 changes	Notes/Alterations on previous year	What3Words
STREET FURNITURE						
Bus Shelter, 86 Milton Road	Purchase Cost		5,872		Panelled shelter - 86 Milton Road	life.sake.metro
Bus Shelter, 12A Milton Road	Transfer from OCC			1	Brick shelter - 12A Milton Road	laser.daring.dips
Bench seat - timber	Historic cost split		340		The Green	recall.tins.minute
Bench seat - metal	Nominal cost - gift from WI 2021	2021	1		Bought by WI to celebrate centenary and gifted to Parish Council. Near War Memorial on Village Green.	powers.slide.able
Bench seat - metal	Historic cost split		340		The Green	crisp.skinny.sung
Bench seat - metal	Historic cost split		340		Cemetery	turned.badge.loose
Bench seat - metal	Historic cost split		340		Cemetery	barks.duty.idea
Bench seat - metal	Historic cost split		340		Recreation Ground near fitness equipment	speak.twist.squad
Bench seat - metal	Historic cost split		340		Recreation Ground eastern edge	entry.help.movies
Bench seat - metal	Historic cost split		340		Recreation Ground outer footpath	motor.lasted.damp
Bench seat - metal	Historic cost split		340		Bradstocks Way bus stop	sunset.resort.gown
Bench seat - metal	Gifted	2023		1	28 Frilsham Street	never.march.resist
Bench seat - timber	Unknown			1	Outside 17 Church Street near bus stop	
Village Hall Sign	Insurance cost		429	-429	As it is on the charity's property it is their asset.	
Litter bin	Purchase cost	Dec-2020	310		Recreation Ground - near gym	luxury.cans.jungle
Litter bin	Historic cost split		78		Recreation Ground - within fenced play area by single gate	slim.spike.bleak
Litter bin	Historic cost split		78		Recreation Ground - within fenced play area by boundary	beast.hint.bands
Litter bin	Historic cost split		78		Recreation Ground - entrance to car park	healthier.dime.shirts
Litter bin	Historic cost split		removed		Recreation Ground - skate park (removed December 2022)	
Litter bin	Purchase cost	Aug-2021	310		Mill Lane	goat.race.festivity
Litter bin	Historic cost split		78		Cemetery	about.clips.truth
Litter bin	Purchase Cost	Feb-24		498	TO BE INSTALLED AT Skate park	to be installed
Dog waste bin	Historic cost split		100		Entrance to Recreation Ground	beard.slams.train
Dog waste bin	Historic cost split		100		Village Green	pounds.tags.damage
Bollards x 2	Purchase Cost	Feb-24		420	TO BE INSTALLED AT Recreation Ground car park	to be installed
War Memorial	Nominal cost	1920s	1		Located on village green - insured and maintained by PC.	
Map of village on village green	purchase cost	2009	1,005	-1,005	Replaced in March 2024	
Phone Box - High St	Transfer from BT	Aug-20		1	Model KX300, paid £1	
SIDs x3	Purchase Cost	May-23		7,462	3 units purchased from Elan City	
Bench seat - oak	Purchase Cost	Mar-24		4,080	Millennium Common, River Meadowlands style, Backed	funded.hogs.nuns
Bench seat - oak	Purchase Cost	Mar-24		4,080	Millennium Common, River Meadowlands style, Backed	tall.goes.await
Bench seat - oak	Purchase Cost	Mar-24		4,080	All Saints Lane, Norman zigzag style, Backed	
Bench seat - oak	Purchase Cost	Mar-24		3,255	All Saints Lane, Norman zigzag style, Backless	
Bench seat - oak	Purchase Cost	Mar-24		4,080	The Green by the Abbey, Norman zigzag style, Backed	cities.assist.museum
Bench seat - oak	Purchase Cost	Mar-24		4,080	Cemetery, Norman zigzag style, Backed	worker.commented.overnight
Bench seat - oak	Purchase Cost	Mar-24		4,080	Lady Place, Farmlands style, Backed	
Bench seat - oak	Purchase Cost	Mar-24		4,080	High Street - Tullis Close junction, Farmlands style, Backed	basket.guilty.ideal
Bench seat - oak	Purchase Cost	Mar-24		3,255	TO BE INSTALLED AT Ginge Brook, River Meadowlands style, Backless	case.member.laying
Bench seat - oak	Purchase Cost	Mar-24		4,080	32-34 Bradstocks Way, Farmlands style, Backed	Punk.times.pets

Sutton Courtenay Parish Council
Asset Register to year ending 31st March

Asset	Cost mechanism	Date	To end of 31-Mar 2023	2024 changes	Notes/Alterations on previous year	What3Words
Bench seat - oak	Purchase Cost	Mar-24		3,255	32-34 Bradstocks Way, Farmlands style, Backless	common.trader.spike
Bench seat - oak	Purchase Cost	Mar-24		3,255	Kelaart's Field, Farmlands style, Backless	Echo.others.jazz
Noticeboard - oak	Purchase Cost	Mar-24		4,270	Skylark Fields, River Meadowlands style, Freestanding noticeboards 2-sided	Terms.looked.secure
Noticeboard - oak	Purchase Cost	Mar-24		4,270	Bradstocks Way - near Cost Cutters, Farmlands style, Freestanding noticeboards 2-sided	Bids.policy.sheet
Noticeboard - oak	Purchase Cost	Mar-24		4,980	Hari and Esha News, Farmlands style, Wall mounted noticeboard x2	intro.outer.books
Map - oak	Purchase Cost	Mar-24		2,700	Village Green, Norman zigzag style, Freestanding map lectern	Assure.draw.opens
Map - oak	Purchase Cost	Mar-24		3,145	TO BE INSTALLED AT Church Street - Mill House, River Meadowlands style, Freestanding map display	safely.worry.stack
Map - oak	Purchase Cost	Mar-24		3,145	TO BE INSTALLED AT Drayton Road - Peep O'Day Lane, River Meadowlands style, Freestanding map display	Shaped.master.racing
Map - oak	Purchase Cost	Mar-24		3,145	Village Hall, Farmlands style, Freestanding map display	bands.design.ranged
Map - oak	Purchase Cost	Mar-24		3,145	Kelaart's Field, Farmlands style, Freestanding map display	Echo.others.jazz
TOTAL STREET FURNITURE				11,160	92,570	
PORTABLE ASSETS						
Chairman's badge of office	Insurance value			500	Kept at home of Chairman	
Laptop computer	purchase cost	Sep-2019		700	Kept by Clerk	
HP printer	Purchase Cost	Mar-2023		150	Kept by Clerk	
Grass cutting sign	purchase cost	Jun-2017		109	-109 Remove from register as lost	
TOTAL OTHER ASSETS				1,459	1,350	
PLAY EQUIPMENT AT THE RECREATION GROUND						
Skatepark	purchase price	c. 2003		40,650	Retained during 2022 works	
MUGA	purchase price	Dec-22		42,857	Previous surface retained during 2022 works	
Fitness equipment	purchase price	Dec-22		26,446		
Shelter near skate park	purchase price	Dec-22		8,200		
4 person spinner near skate park	purchase price	Dec-22		9,124		
3 leaning points near skate park	purchase price	Dec-22		1,686		
Play area fencing & gates	purchase price	Dec-22		5,190	Reused some fencing panels during 2022 works	
Robinia Tower with slide	purchase price	Dec-22		12,779	Within fenced play area	
Robinia swing with 2 flat seats & 1 basket	purchase price	Dec-22		4,387	Within fenced play area	
Robinia Agility Trail	purchase price	Dec-22		12,345	Within fenced play area	
Robinia Bridge, Wide Slide & Climber rope inc mounds	purchase price	Dec-22		13,318	Within fenced play area	
Tipi Carousel	purchase price	Dec-22		2,718	Within fenced play area	
Jumper - square	purchase price	Dec-22		5,040	Within fenced play area	
Jumper - round	purchase price	Dec-22		4,287	Within fenced play area	

Sutton Courtenay Parish Council
Asset Register to year ending 31st March

Asset	Cost mechanism	Date	To end of 31-Mar 2023	2024 changes	Notes/Alterations on previous year	What3Words
Robinia Baby Swing	purchase price	Dec-22	960		Within fenced play area	
BLOQX climbing unit	purchase price	Dec-22	4,663		Within fenced play area	
Virtuoso Musical Bell Flowers x2	purchase price	Dec-22	1,715		Within fenced play area	
Anthill	purchase price	Dec-22	1,967		Within fenced play area	
Half spheres x3	purchase price	Dec-22	1,716		Within fenced play area	
Mushrooms	purchase price	Dec-22	2,215		Within fenced play area	
Pine picnic table x2	purchase price	Dec-22	1,624		Within fenced play area	
Pine benches x2	purchase price	Dec-22	680		Within fenced play area	
Shelter	purchase price	Dec-22	6,375		Within fenced play area	
Safety surfaces	purchase price	Dec-22	56,815		Within fenced play area	
Sign inc post	purchase price	Dec-22	233		Within fenced play area	
Combined football & rugby goal posts	purchase price	May-23		5,931	Installed May 2023	
TOTAL PLAY EQUIPMENT			267,991	273,922		
COUNCIL ASSET TOTAL			367,156	455,458		
Council assets with a purchase/resale value of less than £100 (excluding land and gifted items) are not included in the asset register.						

SUTTON COURTENAY PARISH COUNCIL 2023-24

BANK RECONCILIATION		£
Opening bank balances	01-Apr-23	
Unity		82,334.77
Santander 1		5,000.00
Santander 2		70,739.05
Equals prepayment card & vouchers		100.00
Current receipts		183,222.77
Current payments		198,552.44
BALANCE PER ACCOUNTS	31-Mar-24	142,844.15

Cheques written pre 31st March 2023	0.00
ADD:	
UNPRESENTED PAYMENTS	

MONTHLY to present 0.00

142,844.15

BALANCES PER BANK STATEMENTS		
Unity	31-Mar-24	66,604.45
Santander 1	31-Mar-24	5,000.00
Santander 2	31-Mar-24	71,062.39
Equals prepayment card	31-Mar-24	177.31

TOTALS 142,844.15

Your Account Statement



For Businesses. For Communities. For Good.

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

Miss Jennifer Currie
44 Harrington Close
NEWBURY
Berks
RG14 2RQ

Date: 31/03/2024

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

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



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

Visit us: unity.co.uk

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
04/03/2024		Balance brought forward	£0.00	£0.00	£102,087.79
08/03/2024	Faster Payment Debit	B/P to: Glasdon	£465.96	£0.00	£101,621.83
08/03/2024	Faster Payment Debit	B/P to: Miss J Currie	£26.00	£0.00	£101,595.83
08/03/2024	Faster Payment Debit	B/P to: Shield Maintenance	£130.00	£0.00	£101,465.83

Page number 1 of 3

Statement number 053

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
© Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people Gold



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
08/03/2024	Faster Payment Debit	B/P to: Barriers Direct	£240.00	£0.00	£101,225.83
08/03/2024	Faster Payment Debit	B/P to: OCC	£29,112.72	£0.00	£72,113.11
08/03/2024	Faster Payment Debit	B/P to: Kompan Ltd	£496.80	£0.00	£71,616.31
11/03/2024	Faster Payment Debit	B/P to: Tactical F.M. Ltd	£697.50	£0.00	£70,918.81
11/03/2024	Faster Payment Debit	B/P to: FairFX PLC	£25.82	£0.00	£70,892.99
11/03/2024	Faster Payment Debit	B/P to: Oxford Oak Ltd	£16,381.20	£0.00	£54,511.79
11/03/2024	Faster Payment Debit	B/P to: Bluestone Planning	£1,051.20	£0.00	£53,460.59
11/03/2024	Credit	HMRC VTR	£0.00	£14,892.02	£68,352.61
15/03/2024	Credit	Credit 000014	£0.00	£70.00	£68,422.61
21/03/2024	Credit	Sandra Homewood Fu	£0.00	£650.00	£69,072.61
28/03/2024	Standing Order	S/O to: Miss J Currie	£26.00	£0.00	£69,046.61
28/03/2024	Standing Order	S/O to: OCC Pension Fund	£506.56	£0.00	£68,540.05
28/03/2024	Standing Order	S/O to: Miss J Currie	£1,437.00	£0.00	£67,103.05
28/03/2024	Faster Payment Debit	B/P to: Miss J P Currie	£49.20	£0.00	£67,053.85
28/03/2024	Faster Payment Debit	B/P to: HMRC Cumbernauld	£431.40	£0.00	£66,622.45
31/03/2024	Fee	Service Charge	£18.00	£0.00	£66,604.45

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

BLANK PAGE

Transactions

Transaction date: 01/04/2022 to 31/03/2024

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: 01/04/2023 to 31/03/2024

Account number: xxxx xxxx xxxx 4414

Date	Description	Money In	Money Out	Balance
16/08/2023	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£ 323.34		£ 71,062.39



Equals

68 Upper Thames Street
London
EC4V 3BJ

Sutton Courtenay Parish Council

31/03/2024

GBP Account Balance as of 31/03/2024 £0.00

GBP Card Balance as of 31/03/2024 £177.31

Card Number	Owner	Department	Currency	Balance	Status
5339*****6503	Jennifer Currie		GBP	177.31	Active

SUTTON COURTENAY PARISH COUNCIL
STATEMENT OF RECEIPTS AND PAYMENTS AGAINST BUDGET
FOR THE YEAR TO 31st MARCH 2024

Prepared on

	31 March 2024			
	ACTUALS	BUDGET FOR 2023-24	BUDGET REMAINING	NOTES
RECEIPTS				
Precept	79,500	79,500	0	
OCC Grass cutting	1,606	1,572	-34	additional amount for Frilsham St
Cemetery fees	4,220	2,000	-2,220	
Interest	323	0	-323	Santander account
CIL	50,727	0	-50,727	
S106	27,529	0	-27,529	Rec Grd path + RoW
Grants	300	0	-300	RWE £100 + Marathon
VAT Reclaim	19,006	0	-19,006	Claimed until end of Feb 2024
Wayleaves	12	0	-12	SSE Networks
Other	0	0	0	
TOTAL RECEIPTS	183,223	83,072	-100,151	
PAYMENTS				
Administration				
Clerk's Salary	28,712	28,900	188	
Office Allowance	312	312	0	
Audit	1,413	925	-488	2022-23 + interim for 2023-24
Bank fees	72	72	0	
Chairman's Allowance	115	50	-65	Used RWE £100 grant
Conferences & Training	110	1,000	890	
Election & Legal fees	247	3,000	2,753	
Insurance	2,699	2,000	-699	
Stationery	376	400	24	
Subscriptions	1,047	810	-237	
Travel	360	480	120	
Website	530	2,615	2,085	
---	---	---	---	---
Total Administration	35,993	40,564	4,571	
Cemetery				
Bins (1)	220	338	118	
Grass cutting	1,703	1,536	-167	
Maintenance	1,211	900	-311	hedge
Total Cemetery	3,135	2,774	-361	

Outside Spaces & Assets

<i>Recreation Ground</i>			
Grass cutting	1,213	0	-1,213
Inspections	1,827	650	-1,177
Maintenance	1,258	5,000	3,742
Total Recreation Ground	4,298	5,650	1,352
<i>Village Green</i>			
Grass cutting	1,740	1,410	-330
Maintenance	0	200	200
War Memorial	880	400	-480 cleaning
Total Village Green	2,620	2,010	-610
<i>All other sites</i>			
Bins (5+2 dog)	1,310	2,236	926 exc cemetery 93.16/mth
Bus shelter & Phone box	413	300	-113
Defibs	122	500	378
Maintenance	80	650	570 £80 cleaning of metal benches
Strimming Verges	1,659	7,051	5,392
Tree works	1,635	5,000	3,365 across all sites
Total Outside Assets	12,137	23,397	11,260 Transfer £8k to Rec Grd, £3k to Cem.
Grants			
SOAV Cit Adv (s142)	3,000	3,000	0
SC News (s142)	1,500	1,500	0
Youth Project	4,000	4,000	0
PCC	950	950	0 All Saints Church Clock
Village Hall	3,500	3,500	0
Others	3,300	3,300	0
Total Grants	16,250	16,250	0
Projects - funded from EMRs			
Cemetery upgrade	0	0	0
Defibs	1,120	0	-1,120
Neighbourhood Plan	2,154	0	-2,154 Work until Feb 2024
Office equipment	0	0	0
Professional Advice (Joint Parishes HIF)	15,165	0	-15,165 £1,600 HIF1, £13,190 HHLane
Recreation Ground	0	0	0
Signs, SIDS, Noticeboards	7,635	0	-7,635 SIDS
Village Hall	4,135	0	-4,135 Planning application fee + Treeworks
CIL	0	0	0
S106 Art Fund	50,983	0	-50,983 Will run into 2024-25
S106 Goal Posts	5,931	0	-5,931 All funds spent
S106 Paths	24,761	0	-24,761 Will run into 2024-25
Total projects	111,884	0	-111,884 funded from EMRs
TOTAL PAYMENTS EXC VAT	179,399	82,985	-96,414
TOTAL RECEIPTS	183,223	83,072	-100,151 (duplicated line from above)
<i>TOTAL SURPLUS(+) or DEFICIT(-)</i>	<i>3,824</i>	<i>87</i>	<i>excluding VAT</i>
TOTAL SURPLUS(+) or DEFICIT(-) exc. CIL, S106 & funding from EMRs	37,452		
VAT ON PAYMENTS	19,153		
TOTAL PAYMENTS	198,552		