



Sutton Courtenay Parish Council

Locum Clerk, Allison Leigh

Sutton Courtenay Parish Council, c/o Village Hall, Hobbyhorse Lane, Sutton Courtenay, OX14 4BB

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To: Cllrs Rita Atkinson (chairman), Robert Dalby, Paul Galliver, Cathy King, Joanna O'Callaghan, Lia Plowman, Ian Pratley, Hugo Raworth, and Jason Warwick.

24th August 2025

Dear Councillor,

You are hereby summoned to attend a meeting of Sutton Courtenay Parish Council, to be held on **Tuesday 2nd September 2025 at 7.15pm in Sutton Courtenay Village Hall**, for the purpose of transacting the following business.

Yours sincerely,

Allison Leigh

AGENDA

1. Public Participation

An opportunity for the public to bring parish matters to the attention of the Council.

2. Apologies for Absence

3. Declarations of interest from Councillors and requests for dispensations

4. Minutes of the meeting held on Tuesday 1st July 2025 (enclosed)

5. Planning

- a) To note the planning matters considered during the summer break under delegated authority (enclosed)
- b) Applications for consideration at the meeting (enclosed)
- c) Additional planning correspondence (enclosed)
- d) To consider a protocol for pre-application meetings with developers

6. Thames Water & Hobbyhorse Lane

Report from recent meetings and next steps.

7. South East Strategic Reservoir Option (SESRO)

To note correspondence sent

8. Reports

- a) County & District Councillor's Report
- b) Parish Councillors' Reports
- c) Clerk's Report

9. Parish Council Assets (street furniture, etc.)

- a) High Street phone kiosk
- b) New litter bins (cemetery, High Street & Bradstocks Way) update
- c) New SID poles update
- d) To report any issues with the current SIDs

10. Recreation Ground

- a) Smoke Free Oxfordshire signage project update
- b) New cricket nets (S106 project) (to follow)
- c) To review the fortnightly checks and consider any action needed
- d) To consider investigating toilets at the Recreation Ground

11. Village Green vehicle barrier project (S106)**12. Sutton Courtenay Parish Council Action Plan****13. Finance**

- a) To consider the 2024-25 external auditor's report (enclosed)
- b) To consider the insurance renewal specification and quote (enclosed)
- c) To consider reappointing April Skies accounting as the internal auditor for 2025/26 (enclosed)
- d) To consider whether the District Council should retain CIL for the current financial year
- e) To approve the August and September payment reports (to follow)
- f) To appoint two Councillors to authorise the payments via the online banking platform
- g) To note the budget and reserves reports (to follow)
- h) To note the agreement to spend £495 on a software tool for the planning application for the cricket nets. This was made by the Clerk under delegated authority.

14. Casual Vacancy

- a) To report that no by-election had been called following the vacancy created by the resignation of Cllr Field
- b) To consider co-opting people to fill the two current vacancies

The press and public are welcome to attend the meeting.

If you require a copy of papers marked enclosed/to follow please check the website or contact the Clerk.