Sutton Courtenay Parish Council

Clerk, Miss Jennie Currie
Sutton Courtenay Parish Council, c/o Village Hall, Hobbyhorse Lane, Sutton Courtenay, OX14 4BB
info@suttoncourtenay-pc.gov.uk 07496 924 385

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

Wednesday 28th May 2025

Dear Councillor,
You are hereby summoned to attend a meeting of Sutton Courtenay Parish Council, to be held on **Tuesday 3rd June 2025** at **7.15pm** in **Sutton Courtenay Village Hall**, for the purpose of transacting the following business.
Yours sincerely,
Miss J. Currie, Clerk

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. **Resignation of Father Morkos**

5. **Minutes of the meeting held on Tuesday 6th May 2025** (enclosed)

6. **Planning** (enclosed)

a) Applications for consideration at the meeting:

P25/V0619/N8A - 63 Brook Drive, Milton Park
The addition of solar PV to the building.
P25/V0824/HH - 32 Chapel Lane, Sutton Courtenay
Proposed first floor extension and single storey rear extension.
P25/V1042/HH - 32 Chapel Lane Sutton Courtenay
Proposed first floor extension to garage to create a granny annexe and single storey extension to garage to create an office/gym.
R3.0046/25 – (HIF1 route)
Details pursuant to Condition No. 28 (Archaeological Investigation) of planning permission no. R3.0138/21 at A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden including part of the A4130 east of the A34 Milton Interchange, land between Didcot and the former Didcot A Power Station and the Great Western Mainline, land to the north of Didcot where it crosses a private railway sidings and the River Thames to the west of Appleford-on-Thames before joining the A415 west of Culham Station, land to the south of Culham Science Centre through to a connection with the B4015 north of Clifton Hampden.

b) Additional planning correspondence

7. Reports

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

8. 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

9. Recreation Ground

a) Smoke Free Oxfordshire signage project update
b) New cricket nets (S106 project) – selection of contractor (to follow)
c) To review the fortnightly checks (enclosed)

10. Village Green vehicle barrier project (S106)

11. Governance – Policies and Procedures

To review the existing non employment related policies:

- Code of Conduct
- Complaints Procedure
- Data Protection policy, & Privacy Notice
- Investments & Reserves Policies
- Memorial benches, planting and plaques
- Model Publication Scheme
- Risk Management Policy
- Statement of Internal Controls
- Statement on Biodiversity

12. Finance

a) Update on opening a new savings account
b) To approve the payment report (to follow)
c) To appoint two Councillors to authorise the payments via the online banking platform
d) To note the budget and reserves reports (to follow)

13. Staffing

To consider the new role of an Assistant Clerk (enclosed)