



Sutton Courtenay Parish Council

Clerk, Miss Jennie Currie

Sutton Courtenay Parish Council, c/o Village Hall, Hobbyhorse Lane, Sutton Courtenay, OX14 4BB
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To: Cllrs Rita Atkinson (chairman), Christopher Campbell, Robert Dalby, Paul Galliver, Cathy King, Joanna O'Callaghan, Lia Plowman, Ian Pratley, Hugo Raworth, and Jason Warwick.

Tuesday 28th April 2026

Dear Councillor,

You are hereby summoned to attend the annual meeting of Sutton Courtenay Parish Council, to be held on **Tuesday 5th May 2026 at 7.15pm** in **Sutton Courtenay Village Hall**, for the purpose of transacting the following business.

Yours sincerely,

Miss J. Currie, Clerk

AGENDA

1. Election of the Chairman

2. Election of the Vice Chairman

3. Public Participation

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

4. Apologies for Absence

5. Declarations of interest from Councillors and requests for dispensations

6. Minutes of the meetings held on Tuesday 7th April 2026 (enclosed)

7. Delegation scheme (enclosed)

To review the scheme of delegation

8. Committees (enclosed)

To review the terms of reference and membership of the Staffing committee

9. Working groups (enclosed)

To appoint members to the following working groups:

Council Plan; Planning; Recreational Amenities; Village Green barriers

To dissolve the Communication and SID working groups

10. Areas of interest (enclosed)

To appoint Councillors to champion particular subjects:

Financial oversight; Cemetery; Defibs; Environment; Speed Indicator Devices

11. Representatives on external committees/organisations (enclosed)

a) To appoint Councillors to external committees/organisations

b) To review the Council's appointed Trustees

12. Standing Orders and Financial Regulations

To review the Standing Orders and the Financial Regulations (see website)

13. Subscriptions

To review the Council's subscriptions to other bodies (enclosed)

14. Standing Orders and Direct Debits

To review payments made by standing order or direct debit (enclosed)

15. Policies and Procedures

To defer the review of Policies and Procedures to the June meeting

16. Meeting dates for the 2026-27 municipal year

To agree the meeting dates for 2026-27 (enclosed)

This is the end of items for the annual meeting, and the meeting now moves to regular items.

17. Planning (enclosed)

a) Applications for consideration at the meeting:

MW.0051/26 - Bridge Farm Quarry, Sutton Courtenay

Section 73A application to vary conditions 2 and 32 (Approved restoration and aftercare drawings) of MW.0008/20 pursuant to Secretary of State decision on HIF scheme Condition 27 (APP/U3100/V/23/3326625)

P26/V0745/HH - 15 Chapel Lane, Sutton Courtenay

Proposed single storey side and rear extension

b) Additional planning correspondence

c) Place Overview & Scrutiny Committee feedback

To consider requesting a review of the workings of the OCC Planning Department and to make a representation to the Cabinet when the item is included in its agenda

18. Reports

a) County & District Councillor's Report

b) Parish Councillors' Reports

c) Clerk's Report

19. Community Litter Pick

To review the planned litter pick

20. Thames Crossing (Housing Infrastructure Fund 1) project

An update on the proposed HIF1 Working Group with neighbouring parishes

21. Thames Water & Hobbyhorse Lane

Update on recent meetings

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

a) High Street phone kiosk update

b) New SID poles update

c) To report any issues with the current SIDs

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.

23. Recreation Ground

- a) New cricket nets (S106 project) update
- b) To consider and approve the amendments to the cricket nets planning application P25/V1917/FUL
- c) Update on repairs to be made by Kompan
- d) To review the fortnightly checks (enclosed)

24. Village Green vehicle barrier project (S106)

To receive an update from Councillors

25. Finance

- a) To receive the internal auditor's report for 2025-26 (enclosed)
- b) **Approval and signing of the 2025-26 Annual Governance Statement** (page 4, enclosed)
- c) **Approval and signing of the 2025-26 Accounting Statements** (page 5, enclosed)
- d) Update on the Internal Controls Check for Q4
- e) To approve the payment report (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)

26. Casual Vacancies

To consider co-opting a person to fill the current vacancy

The press and public are welcome to attend the meeting.

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