Sutton Courtenay Parish Council

Minutes for a meeting of the Parish Council held on Tuesday 3rd June 2025 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Paul Galliver, Cathy King, Joanna O'Callaghan, and Lia Plowman.
Absent: Councillors Robert Dalby, Teresa Field, Ian Pratley, Hugo Raworth, and Jason Warwick.
In attendance: Jennie Currie, Clerk; District & County Councillor Peter Stevens; 0 members of the public.

2025/095 Public Participation
No matters were raised.

2025/096 Apologies for absence
Apologies for absence were received from Councillors Robert Dalby, Ian Pratley, Hugo Raworth, and Jason Warwick.
Apologies for lateness were received from County & District Councillor Stevens.

2025/097 Declarations of Interest
No declarations of interest were received.

2025/098 Resignation of Councillor Father Morkos
Members noted Father Morkos' resignation and thanked him for his years of service.

2025/099 Minutes for the meeting held on Tuesday 6th May 2025
RESOLVED that the minutes of the meeting held on Tuesday 6th May 2025 were a true and accurate record, and would be signed by the Chairman.

2025/100 Planning applications
(a) Planning applications to be considered
RESOLVED that the following observations would be submitted:

- P25/V0619/N8A - 63 Brook Drive, Milton Park – No objections
- P25/V0824/HH - 32 Chapel Lane, Sutton Courtenay – Objection, due to dominance of proposed development and flooding concerns.
- P25/V1042/HH - 32 Chapel Lane Sutton Courtenay – Objection, due to dominance of proposed development and flooding concerns.
- R3.0046/25 – (HIF1 route) Details pursuant to Condition No. 28 (Archaeological Investigation) of planning permission no. R3.0138/21 – No objections

(b) Members noted the following additional planning correspondence:

- P25/V0983/DIS - The Granary, All Saints Lane, Sutton Courtenay
  Discharge of condition 4 (Tree Protection NO dig Foundations) and 6 (Location of drainage and services) on application P24/V1756/HH (Removal of garden shed and new side extension to the existing granary.)

2025/100 Planning applications continued

- P24/V2112/FUL – 48 Harwell Road, Sutton Courtenay
  Amendment: Further bat survey report received 22nd May 2025.

(c) Members noted the decisions on previous applications:
P25/V0631/HH - Appletree Cottage, 5 Appleford Road, S.C. - GRANTED
P25/V0002/O - Land at the rear of Buckridges, High Street, S.C. - GRANTED

2025/101 Reports

(a) County & District Councillor

See item 2025/108 below.

(b) Parish Councillors

Members reported the following items:

- SESRO - Cllr Galliver advised that having met with other Parish Councils regarding the proposed reservoir he had prepared a statement which would be circulated to all Councillors.
- Cllr King had started to review the Parish Council Plan 2024-2028, she would take this to a Working Group meeting and asked that it be considered by Council in September.
- Cllr O'Callaghan had attended the FCC Liaison meeting. There would be a possibility of a permissive path being created along the former access road which joins Appleford Road east of 2morrow Court and goes south to Footpaths 373/12/30&40. Members asked for matter to be added to the next agenda.
- Cllr O'Callaghan had received an invitation to meet with an Environment Agency Resilience Officer about flooding in the village. She was unable to attend and would ask for another opportunity.
- Cllr Atkinson had followed up on residents' concerns regarding the unofficial routes from Tyrrells Way to Kelaart's Field being blocked by fencing, installed by the landowners SNG (Sovereign Network Group). The SNG Locality Officer had been in contact and Cllr Atkinson raised the possibility of the Parish Council purchasing land at one of the small garage blocks south of Bradstocks Way to create an access to Kelaart's Field. The matter would be followed up.
- Cllr O'Callaghan had been contacted by a resident who was keen to help with a litter pick. Members reviewed the problems with the long weeds and nettles on the verges cut by the County Council. The next litter pick would probably take place in October.

(c) Clerk

The Clerk reported that the brickwork housing for the water tank at the cemetery was collapsing and she had met with a bricklayer who was preparing a quote to rebuild and replace the top slabs with metal plates. The brickwork would cost £800 and the bricklayer was awaiting details of the metalwork.

The Unity bank account had been amended to allow all current signatories to setup payments, in addition to their current view and approve access. This would enable payments to be made during the Clerk's planned sick leave.

The Clerk had received a letter from the District Council's Environment Enforcement Officer regarding an abandoned vehicle on The Green in the marked parking bays. The Parish Council as landowner were being informed. The Clerk had replied to confirm that the vehicle was not connected to the Parish Council. The Officer would then contact the vehicle's registered owner and arrange for it to be removed. The Parish Council would not be liable for any associated costs.

2025/102 Parish Council Assets

(a) High Street phone kiosk

No further update.

(b) New litter bins

The three bins should be installed in June.

(c) New SID poles for 5 locations

No further update.

(d) Current SIDs

4 new keys had been ordered and sent to Cllr Dalby.

2025/103 Recreation Ground

(a) Smoke Free Oxfordshire signage

The winning design from the Scouts had been selected and the signs were being made. Cllr Plowman would obtain a quote for the installation. **LP**

(b) Cricket practise nets

All four companies had responded to the closed tendering process. The quotes were presented to Members. Two of the companies had highlighted the current orientation does not comply to English Cricket Board regulations which might imped grant applications. They had suggested alternative arrangements but it would require the main pitch to be relocated. There was public support for the project.

RESOLVED that Councillors from the Working Group meet with Sutton Courtenay Football Club to discuss relocating the main pitch to the east and to work together to make use of S106 funding for football pitches which expires in December 2025 and May 2026.

RESOLVED that, based on the supporting information supplied with the quote, contractors C and D due to their comprehensive quotation and warranty would be shortlisted and asked to quote for new practise nets on a north/south alignment. The new nets would be open (not gated) and surfaced for at least 27m.

RESOLVED that S106 funding would be utilised for the project. **Rec. Am. WG**

(c) Review the fortnightly checks

Most items had been resolved. The two items to be reviewed by the Working Group were securing the bottom of the football nets and improving the pump track. The Clerk asked that Members complete the fortnightly checks, a new rota would be issued later this month.

2025/104 Village Green vehicle barriers project (S106 funding)

An article an been published in the June edition of the Sutton Courtenay News asking for ideas from the public. A draft budget and plan had been written by the District Council Arts Officer. The Working Group would be meeting on 4th June. It was not known whether the public art S106 funding from the Amey Roadstone Ltd site (13V14) P10/V1907/O could be used as the artwork would not be onsite.

RESOLVED that subject to confirmation that S106 funding from the Amey Roadstone Ltd site (13V14) could be used that the project be continued as planned.

2025/105 Governance – Policies and Procedures

RESOLVED that the following policies and procedures having been reviewed would be adopted:

- 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

2025/106 Finance

(a) New savings account - Hinckley & Rugby Building Society

Confirmation of the opening of the new account had been received.

(b) Receipts and Payments report

RESOLVED that the following payments would be authorised:

			Receipts			
Voucher		**Name**	**Description**		**Amount**	**Totals**
2		Oliver & James Funeral Directors - Abingdon	Cemetery fees		650.00	
3		Memorials of Distinction	Cemetery fees		125.00	
						775.00
			Payments			
Voucher	**Method**	**Name**	**Description**	**Invoice**	**Amount**	**Totals**
44	CARD	Royal Mail	Postage	card	3.60	
48	CARD	Royal Mail	Postage	card	1.70	
50	CARD	HP Inc UK Ltd	Ink	card	5.49	
51	CARD	Royal Mail	Postage	card	3.10	
60	CARD	Screwfix	Maintenance	card	6.19	
					Card payments	20.08
45	BACS	Hampshire County Council - Legal Services	Legal fees	3611956 144+150	~~3,253.20~~ 3,221.70	
46	BACS	Kompan Ltd	Vandalism	261420	1,106.47	
52	BACS	Tactical Facilities Management Ltd	Grounds maintenance	SI-3550	1,454.54	
53	BACS	Shield Maintenance Ltd	Waste collection	8932	148.20	
54	BACS	J Currie	Mileage	Month 3 mileage	81.90	
55	BACS	J Currie	Salary	Month 1-3 top up	1.73	
47	DIRDEBIT	Unity Trust Bank	Bank fee	bank fee	7.95	
49	DIRDEBIT	EE	Phone	V02346143665	15.60	
56	STORDER	Oxfordshire Pension Fund	Pension	Month 3 pension	556.40	
57	DIRDEBIT	HMRC	NI & Tax	Month 3 HMRC	560.36	
58	STORDER	J Currie	Office Allowance	Month 3 office	26.00	
59	STORDER	J Currie	Salary	Month 3 salary	1,586.00	
61	BACS	Elan City Ltd	SID Keys x4	SAJ-UK_2025_02519	24.00	
					To be paid	8,790.85
						8,810.93
Transfer	**BACS**	**From Unity**	**To prepayment card**		**20.08**	

(c) Councillors to authorise payments

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

County & District Cllr Stevens joined the meeting.

(d) Budget and reserves reports

Members noted the reports.

2025/107 **RESOLVED** to return to the previous item to allow County & District Councillor Stevens to give his report.

2025/108 Report from County & District Councillor

Cllrs Stevens attended the first County Council meeting of the municipal year and the SESRO clay impaction trial. We confirmed he would be attending the next Thames Water meeting regarding the condition of Hobbyhorse Lane.

The Oxford Flood Alleviation scheme would be going ahead. (The Parish Council had previously raised concerns of the negative impact the scheme would have on Sutton Courtenay.) He had received further emails from the resident of High View Court, Drayton Road, who had previously spoken at a Parish Council meeting. He would be pursuing the matter of reducing the speed limit with the Highways team.

2025/109 Recruitment of an Assistant Clerk

RESOLVED that the role of Assistant Clerk for 12 hours a week, at SCP 13-17, would be created (as budgeted). The initial contract would be for 6 months with a view to making it permanent.

RESOLVED that the interview panel will consist of the Clerk and Chairman (or in their absence another member of the Staff Committee).

RESOLVED that due to the increase in responsibility, on the start date of the Assistant Clerk, that the Clerk's rate be increased to SCP 31 (as budgeted).

RESOLVED that the Clerk and Assistant Clerk establishes an office in the parish on Milton Park subject to the availability of offices within the budgeted sums, for an initial period of two years as required by Milton Park.

The Assistant Clerk job description and personal specification would be finalised at the July meeting. The job pack would be prepared prior to the Clerk going on planned sick leave so that advertising the role could start once her return date is confirmed.

Close of meeting

The next ordinary meeting of the Council would be held on Tuesday 1st July 2025. There being no further business the Chairman declared the meeting closed at 9.03pm.

Signed …… Dated ……