



## Sutton Courtenay Parish Council

### Minutes for a meeting of the Parish Council held on Tuesday 7<sup>th</sup> April 2026 at Sutton Courtenay Village Hall, commencing at 7pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Paul Galliver, Cathy King, Lia Plowman, Ian Pratley, Hugo Raworth, and Jason Warwick

Absent: Councillor Joanna O'Callaghan.

In attendance: Jennie Currie, Clerk; County & District Councillor Stevens; 19 members of the public.

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- 2026/045      Public Participation  
Dawn Brodie from Savills, and Adrain Bloor and Darren Farmer from HarperCrew gave a presentation on plans for developing the Hobbyhorse Lane North site. Councillors and Parishioners asked questions. Members noted that this was not a formal consultation.

*Cllr Raworth joined the meeting at 7.12pm.*

*District & County Cllr Stevens joined the meeting at 7.13pm.*

Two residents spoke regarding planning application P26/V0165/MPO - Land to the South of Appleford Road, Sutton Courtenay.

A resident queried who had installed the Speed Indicator Devices (SIDs) on Drayton Road. The Chairman advised that the SIDs were the Parish Councils and confirmed that they had recently been moved to the western end of Drayton Road, and would be moved to their next location in a few weeks. The resident was pleased that they had been installed there.

- 2026/046      Apologies for absence  
Apologies for absence were received from Councillor O'Callaghan.

- 2026/047      Declarations of Interest  
Cllr Dalby declared a pecuniary interest in item 2026/049a application P26/V0165/MPO as it concerned his home.

- 2026/048      Minutes for the meetings held on Tuesday 3<sup>rd</sup> March 2026  
**RESOLVED** that the minutes of the meeting held on Tuesday 3<sup>rd</sup> March 2026 were a true and accurate record, and would be signed by the Chairman.

2026/049 Planning applications

(a) Planning applications to be considered

**RESOLVED** that the following observations would be submitted:

*Cllr Dalby left the meeting.*

- P26/V0165/MPO - Land to the South of Appleford Road, Sutton Courtenay –  
OBJECTION

1. It believes that application is immoral in terms of the financial burden it will place on residents who bought their properties with the understanding that the public open spaces, as set out in the s106 agreement to P10/V1907/O, would be maintained by the District Council through a commuted sum payable by the developer.

2. The s106 agreement was signed on 9 April 2013. Some thirteen years later, and after majority of the houses have been sold, the developer is now applying for a 'new' Management Company to take over the obligation of the management of the public open spaces. The home owners on whom the financial burden will fall, have had no say or voting rights in this decision.

3. The whole site (Heritage Park and Orwell Park) has a long history with a multitude of planning applications submitted – this has made it difficult for residents to respond.

4. The Deed of Variation submitted as part of P26/V0165/MPO has now introduced a new definition 'Public Open Space Service Charge' which will be levied on the house owners by a management company. At the point of sale of these houses, this was never declared as the developer's intention. It would appear to be unlawful if this was not declared by the developer during conveyancing.

5. The submitted application (P26/V0165/MPO) sets out that it is an application to modify/discharge planning obligations associated with P14/V2061/RM. Yet the District Council's description on the website refers to a 'retrospective modification of a planning obligation on planning application P10/V1907/O'.

6. The P13/V2616/NM application was granted which led to the development of the whole site in two phases. Heritage Park (phase 1) was completed and occupied before completion and occupation of Orwell Park (phase 2).

7. However, P14/V2061/RM was an application to discharge reserved matters based on the original application (P10/V1907/O) which included the provision of a centralised area of open space with a LEAP and 2 LAPs. There is now an imbalance between the provision of these facilities between Heritage Park and Orwell Park – for example the LEAP is within the curtilage of Orwell Park. Currently the two developments are managed by separate management companies. It is not clear which development will bear the burden of the new 'Public Open Space Service Charge'.

8. It is noted that in the Deed of Variation the principal object of the new Management Company shall be providing for the maintenance of the Public Open Space Land and will also include membership of house owners. However, the details are very sketchy and house owners have not been consulted in the drawing up of the Deed of Variation so have had no say in what liabilities they will have should they choose to be members of the company.

9. If the intention is to set up a completely new management company to manage only the open space across the two sites then the full index-linked commuted sum agreed within the original application must be handed over to the new management company. There is no mention of the commuted sum within the documentation submitted with P26/V0165/MPO.

In conclusion P26/V0165/MPO appears to be incomplete and places obligations and additional financial commitments on the house owners without due consultation before submitting the application

Should the District Council be minded to approve this application, then it should

- a) Ensure that all the planning obligations associated with P10/V1907/O, P14/V2061/RM are effectively discharged first. From what SCPC understands there are several substandard areas within the open spaces.
- b) As part of the approval of P26/V0165/MPO, it must include the condition of the index-linked commuted sum to be handed over to the new management company after its formation including membership by the residents.

*Cllr Dalby rejoined the meeting.*

2026/049 Planning applications continued

(a) Planning applications to be considered continued

**RESOLVED** that the following observations would be submitted:

- P26/V0549/HH - Riverside House, Church Street, SC – NO OBJECTION
- P26/V0458/FUL & P26/V0459/LB - 8 & 9 The Green, SC – NO OBJECTION
- P26/V0528/FUL - O K A, Purchas Road, Didcot – NO OBJECTION
- P26/V0637/HH - 76 Bradstocks Way, Sutton Courtenay – NO OBJECTION

(b) Members noted the additional planning correspondence and resolved to submit the following observations:

- R3.0036/26 (HIF1) Condition 14 partial - no additional comments.
- R3.0038/26 (HIF1) Condition 16 partial - no additional comments.
- R3.0039/26 (HIF1) Condition 3 partial - no additional comments.
- R3.0040/26 (HIF1) Condition 12 partial - no additional comments.
- R3.0041/26 (HIF1) Condition 17 partial - no additional comments.
- R3.0042/26 (HIF1) Condition 21 partial - no additional comments.
- R3.0043/26 (HIF1) Condition 22 partial - no additional comments.

Members noted the following planning decisions:

P25/V2673/HH - Swanacre, All Saints Lane, Sutton Courtenay - GRANTED

P25/V2579/HH - Russet House, Church Street, Sutton Courtenay - GRANTED

P25/V2489/HH & P25/V2491/LB - Southfield Farmhouse, 66 High Street, Sutton Courtenay - GRANTED

R3.0090/25 - (HIF 1) - APPROVED

R3.0099/25 - (HIF 1) - APPROVED

R3.0107/25 - (HIF 1) - APPROVED

R3.0108/25 - (HIF 1) - APPROVED

R3.0122/25 - (HIF 1) - APPROVED

R3.0132/25 - (HIF 1) - APPROVED

R3.0020/26 - (HIF 1) - APPROVED

(c) Place Overview & Scrutiny Committee meeting

**RESOLVED** that Cllr Atkinson would represent the Parish Council at the Place Overview & Scrutiny Committee meeting on Wednesday 22<sup>nd</sup> April 2026.

2026/050 Reports

(a) County & District Councillor

Cllr Stevens provided an update on the HIF1 liaison meeting being hosted by Oilly Glover MP and revising the road closures of the B4016. There had been progress with plans for installing a new pedestrian crossing on Appleford Road. The Thames Water sewerage spill on Peep O' Day Lane had been cleared.

- 2026/050 Reports continued  
(b) Parish Councillors  
Members reported the following items:
- Cllr Dalby had attended a site meeting to discuss the pedestrian crossing on Appleford Road.
  - Cllr Pratley advised that there had been an attempted break in at The Fish PH and damage to cars on All Saints Lane.
  - Cllr Pratley thanked the Clerk for her help with the installation of Bridleway signage on All Saints Lane. The Clerk advised that she had received an enquiry from a resident and had advised them to contact Rights of Way at Oxfordshire County Council who had then provided the signage.
  - Cllr Galliver what met with Thames Water regarding the new reservoir. The revised relief channel would discharge to the south and not into Ginge Brook. Major infrastructure would be required to pipe water to Hampshire.
  - Cllr Atkinson reminded people of the Community Litter Pick to be held on Saturday 18<sup>th</sup> April starting at 2pm in the Village Hall. The Annual Electors' Meeting would be held at 4pm at the end of the event.
  - Cllr Atkinson advised that as part of the Planning Working Group's preparation for attending the County Council's Place Overview & Scrutiny Committee, she would write to all Oxfordshire Parish Councils which had Minerals and Waste sites in their parish to update them on the action being taken by Sutton Courtenay & Appleford Parish Councils.

(c) Clerk

The Clerk reported that the Santander accounts had been closed.

- 2026/051 Extend the length of the meeting  
**RESOLVED** that the meeting would be extended beyond two hours to complete the following business.

- 2026/052 Thames Crossing (Housing Infrastructure Fund 1) project  
Olly Glover MP had agreed to host a meeting on Monday 20<sup>th</sup> April for parishes effected by the HIF1 project. Sutton Courtenay and Appleford might need a separate meeting as our concerns regarding construction traffic and the planned closure of the B4016 were significant.  
**RESOLVED** that Cllrs Atkinson and Raworth would attend the meeting on behalf of Sutton Courtenay Parish Council.

- 2026/053 Thames Water & Hobbyhorse Lane  
**RESOLVED** that this item would be deferred to the next meeting.

- 2026/054 Parish Council Assets  
**RESOLVED** that this item would be deferred to the next meeting.

- 2026/055 Recreation Ground  
**RESOLVED** that this item would be deferred to the next meeting.

2026/056 Easement requests for the Village Green  
 The current owner and local developer had requested that easements for 8, 9 and 10 The Green be granted to provide a formal access to the properties across land owned by the Parish Council and registered as a Village Green.

**RESOLVED** that subject to the landowner of 8-10 The Green covering all costs, that an easement would be agreed to provide pedestrian access to 8 The Green. Based on historic access, the access route would be the same width as the existing gate (100cm) and the surface would remain as grass.

**RESOLVED** that subject to the landowner of 8-10 The Green covering all costs, that an easement would be agreed to provide pedestrian access to 9 The Green. Based on historic access, the access route would be the same width as the existing gate (100cm) and the surface would remain as grass.

**RESOLVED** that subject to the landowner of 8-10 The Green covering all costs, that an easement would be agreed to provide vehicle access to 10 The Green. Based on historic access, the access route would be the same width as the existing gravel track (320cm) and the surface would remain as gravel.

2026/057 Village Green vehicle barrier project (\$106)  
**RESOLVED** that this item would be deferred to the next meeting.

2026/058 Finance  
 (a) Signatories for the CCLA Public Sector Fund  
**RESOLVED** that Cllrs Atkinson and Dalby would be signatories for the new CCLA Public Sector Fund account.  
 (b) Bank reconciliation for Q4  
**RESOLVED** that the Q4 bank reconciliation would be approved with balances of Unity £93,749.76, Santander 1 £0, Santander 2 £72,546.40, Equals prepayment card £41.04, and Hinckley & Rugby Building Society £50,849.93.  
 (c) Review of Internal Controls Check for Q4  
 Cllr Dalby would complete the internal control checks for Q4. **RD**  
 (d) Approval of the 2025-26 budget v actual report  
**RESOLVED** that the 2025-26 budget v actual report be approved.  
 (e) Corporate purchasing card for the Clerk  
**RESOLVED** that an application is made to Unity Bank Trust for a corporate purchasing card for the Clerk.  
**RESOLVED** that the single transaction limit would be £500 and the cash limit £0.  
 (f) Receipts and Payments report  
**RESOLVED** that the following payments would be authorised:

		Receipts			
Voucher		Name	Description	Amount	Totals
21	25-26	Tonks Brothers Funeral Directors	Cemetery fees	650.00	
22	25-26	HMRC	VAT 126	2,787.32	
23	25-26	Oxfordshire Memorials	Cemetery fees	125.00	
1		Error	Error	0.00	
2		Santander	Interest	453.16	
3		Abingdon Stone & Marble Ltd	Cemetery fees	125.00	
					<b>4,140.48</b>

Voucher	Method	Name	Payments Description	Invoice	Amount	Totals
199	CARD	Sainsbury's Supermarkets Ltd	Cleaning supplies	card	6.00	
200	CARD	Replacement Keys Ltd	Key cutting	card	10.05	
201	CARD	Amazon EU S.Ã r.l., UK Branch	Office furniture	card	7.99	
203	CARD	Amazon EU S.Ã r.l., UK Branch	Stationery	card	27.06	
205	CARD	IKEA Ltd	Office furniture	card	60.00	
206	CARD	HP Inc UK Ltd	Ink	card	6.49	
208	CARD	E SHOPING UK LTD	Office furniture	card	13.90	
209	CARD	Browse Box LTD	Stationery	card	4.49	
210	CARD	Gilmex International Limited	Stationery	card	14.49	
211	CARD	UHH ESSENTIALS LTD	Stationery	card	8.49	
2	CARD	Equals Money	Bank fee	INV-50102 CARD	41.04	
					Card payments	200.00
202	ONLINE	Ashdown Phillips and Partners Ltd	Office licence	310554 & 310834	506.06	
204	DIRDEBIT	EE	Phone	V02448233596	14.40	
207	DIRDEBIT	Unity Trust Bank	Bank fee	bank fee	8.35	
1	DIRDEBIT	Ashdown Phillips and Partners Ltd	Office licence	310751	748.48	
3	ONLINE	J Currie	Transfer	Ref 02 fee & closure	33.96	
4	DIRDEBIT	HMRC	NI & Tax	2025-26 176	587.80	
5	ONLINE	Oxfordshire Pension Fund	Pension	2025-26 195	302.46	
6	ONLINE	Ollie Brake	SID maintenance	#24	285.00	
7	ONLINE	Sutton Courtenay Village Hall CIO	Hall hire	INV-1865	88.00	
8	ONLINE	OALC	Membership	6173	746.04	
9	ONLINE	Shield Maintenance Ltd	Waste collection	9992	90.60	
10	ONLINE	Shield Maintenance Ltd	Waste collection	10034	210.61	
11	ONLINE	Tactical Facilities Management Ltd	Grounds maintenance	SI-5414	1,454.54	
12-15	STORDER	Officers, HMRC, Pension	Salary	Month 1 salaries	4,201.67	
16	ONLINE	J Currie	Salary	M12 salary overpayment	-26.00	
					To be paid	9,251.97
						<b>9,451.97</b>
Transfer	BACS	From Unity	To prepayment card	Card account closed	0.00	

(g) Councillors to authorise payments

**RESOLVED** that Cllrs Dalby and Raworth would authorise payments online. **RD & HR**

(h) Budget and reserves reports

Members noted the reports.

**RESOLVED** that Christopher Campbell would be co-opted.

Members noted that one vacancy remained.

Close of meeting

The next meeting of the Council would be held on Tuesday 5<sup>th</sup> May 2026. There being no further business the Chairman declared the meeting closed at 9.20pm.

Signed .....

Dated .....