



Sutton Courtenay Parish Council

Minutes for a meeting of the Parish Council held on Tuesday 1st July 2025 at Sutton Courtenay Village Hall, commencing at 7.15pm.

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

Absent: Councillors Joanna O'Callaghan, Hugo Raworth, and Jason Warwick.

In attendance: Jennie Currie, Clerk; District & County Councillor Peter Stevens; 1 member of the public.

2025/110 Public Participation
No matters were raised.

2025/111 Apologies for absence
Apologies for absence were received from Councillors Joanna O'Callaghan, Hugo Raworth, and Jason Warwick.
Apologies for lateness were received from Councillor Robert Dalby, and County & District Councillor Stevens.

RESOLVED that Councillor Hugo Raworth would be granted a 6 month leave of absence.

2025/112 Declarations of Interest
No declarations of interest were received.

2025/113 Minutes for the meeting held on Tuesday 3rd June 2025
RESOLVED that the minutes of the meeting held on Tuesday 3rd June 2025 were a true and accurate record, and would be signed by the Chairman.

2025/114 Planning applications
(a) Planning applications to be considered

RESOLVED that the following observations would be submitted:

- MW.0053/25 - Hanson Aggregates, Appleford Road, Sutton Courtenay – NO OBJECTIONS comment: Although the planting could be a bit more dense but on balance, it will be a real improvement over what is there at the moment. However, it should be noted that the planting scheme was to have been submitted within six months of approval of application MW.0014/24 on 26/06/2024 but it has taken 11 months for submission of the planting scheme.
- MW.0052/25 - Sutton Courtenay Waste Management Site, Appleford Sidings, Sutton Courtenay – OBJECTION:
Sutton Courtenay Parish Council appreciates that BESS technology offers significant benefits for renewable energy integration and that its deployment supports the transition to net zero.
However, the Parish Council strongly objects to this application in its current form. It is extremely concerned that the title of the application does not contain the specifics of the power capacity (kilowatts or megawatts) and its energy capacity (kilowatt-hours or megawatt-hours). This opens the door to future

section 73 applications to increase the power capacity of the proposed Battery Energy Storage System (BESS) system (ref: The December 2024 ruling, by the Court of Appeal, in the Test Valley Borough Council v Chala Fiske case, in which Lord Justice Holgate confirmed that a section 73 application will be valid as long as it is consistent with the operative part of the original consent which should include any drawings as well as the description of the scheme, if they are listed in the heading of a decision).

The parish council notes from the detailed documentation that 'Parkway Battery Energy Storage System (BESS) project is currently in the planning stage, to create 300MW.' That statement of power capacity should have been up front in the title of the application.

Sutton Courtenay Parish Council is also concerned, and hence objects, to the application in its current form, for the following reasons:

- A comprehensive fire risk assessment, which includes two lines of defence against any fault condition, is not available at this stage. It has noted the Appendix 3-1 Fire Technical Note included with the application, and wishes to record that it is not a fire risk assessment but a commentary on safety measures and standards. The potential for explosion should be also considered and measures to design the fault out or minimise impact considered.

A risk assessment should identify and calculate the risks (to people and environment) from all the possible faults sequences, identify preventative safeguards and if not possible, identify mitigatory safeguards and calculate the residual risk.

It is of concern to read that 'currently there are no specific laws or statutory guidance that specifically govern the safety of a BESS' yet applications are being submitted for development of BESSs in the parishes of Culham, Sutton Courtenay and Appleford! The parish council is uncertain whether the OCC Planning Department has qualified fire experts who are able to make a technical judgement of the fire safety of any proposed BESS.

Lithium-ion fires will release harmful gas emissions and the facility is less than a mile (as the crow flies) from the built-up area of Sutton Courtenay. A fire could close the railway for days and even require evacuation of residences nearby. One would expect to see modelling of a potential fire and the spread of the plume to assess safety measures.

The Parish Council appreciates that the technology is improving all the time but the lack of a robust and comprehensive fire risk assessment does not instil the parish council with confidence that the applicant fully appreciates the issues and the growing risk to the surrounding communities. Fires have happened!

- The FCC restoration plan should be reviewed and updated to include measures to mitigate the visual impact of the BESS.
- The cumulative impact of several BESSs planned and presumably more in the pipeline is of concern. VWHDC has recently approved the Brockwell Bess in Appleford parish. The cumulative impact should be assessed. There is possibly one in the pipeline at the Culham site. The risk of fire will increase (risk = frequency x consequence) with multiple BESS developments in the area.

- The cumulative impact of the noise and hum from the approved BESSs should be assessed.
- From the perspective of visual impact, the concomitant development of several data centres should also be included in any visual impact assessment.
- Any BESS should meet the requirement of, and be coordinated with the emerging Local Area Energy Plans (LAEPs) for Oxfordshire which aims to address climate change and secure cleaner, more affordable energy for the county.

If the Committee is minded to approve this application, we strongly ask that the approval is subject to satisfactory consideration of the issues listed above.

There are several large projects earmarked for this area – HIF1, SESRO etc.

Some BESS applications are made to the VWHDC, some to South Oxfordshire and those on the FCC site to OCC. The three planning authorities need to show evidence of coordination. It is clear that BESS applications are on the rise. The construction impact of several large scale developments (lasting for years) would cause gridlock of traffic in the immediate area and beyond. There needs to be coordination in the timing of all these projects.

Cllr Dalby joined the meeting at 7.23pm

- P25/V1192/HH – 71 Bradstocks Way, Sutton Courtenay – OBJECTION as the proposed rear extension is excessive for the size of the site and out of keeping with neighbouring properties.
- (b) Members noted there was no additional planning correspondence.
- (c) Members noted the decisions on previous applications:
 - P25/V0673/HH - Cambrian House, 10 Appleford Road, S.C. – GRANTED
 - P25/V0675/HH - Mill Cottage, Appleford Road, S.C. – GRANTED
 - R3.0046/25 - (HIF1 route) Details pursuant to Condition No. 28 (Archaeological Investigation) – APPROVED
 - P24/V2112/FUL - 48 Harwell Road, Sutton Courtenay – GRANTED

2025/114 Planning applications continued

(d) Letter to be sent to the County Council's Place Overview & Scrutiny Committee:

RESOLVED that the following letter would be submitted to the Chairman and Clerk of the Place Overview & Scrutiny Committee, the Chairman and Clerk of the Planning Committee, the CEO, the Division Councillor, and the MP:

OCC MINERALS AND WASTE APPLICATIONS AND ENFORCEMENT PRACTICES

1. Introduction

1. Sutton Courtenay Parish Council and Appleford Parish Council have become increasingly concerned at the delays in resolving Minerals and Waste planning applications submitted to Oxfordshire County Council (OCC) and in the plethora of s73 applications that are submitted to vary or remove previously agreed planning conditions.
2. Of particular concern is the unacceptable delays in resolving applications/s73s submitted by Heidelberg (previously Hanson), to do with their gravel extraction and ready-mixed concrete plant operations, and submitted by FCC, to do with their waste recycling and landfill operations, on the Sutton Courtenay Landfill Site¹.
3. The effectiveness of a County Council's Planning Department is crucial for sustainable development, ensuring timely processing of applications and transparent enforcement of planning conditions. Minerals and waste planning conditions are used to manage the environmental and community impacts of extracting minerals and managing waste. They ensure that development is carried out in a sustainable way, **minimizing harm to the environment and local communities** while providing necessary resources.
4. However, the history of long delays (sometime years) in determination of submitted applications, and often involving several iterations with the applicant, has reached a point where the growing concerns of the Parish Councils and residents have culminated in this action to write to you. To us, it is an indication that the department is failing in its duty to address applications efficiently and enforce planning conditions effectively. This paper seeks to highlight these issues with some examples and calls for formal scrutiny of the department's performance to restore public confidence in the planning process.

2. The Problem 1: Delays in Addressing Planning Applications

5. Residents, businesses, and developers depend on the Planning Department to process applications with reasonable urgency. However, significant delays in OCC's decision-making have caused uncertainty, financial burdens, undermined the amenity of residents and hindered development projects. These delays contradict the County Council's commitment to facilitating responsible growth and have led to frustration among applicants and residents. Examples of the issues the Parish Council has identified are at Annex A.

3. The Problem 2: Failure to Enforce Planning Conditions

6. Planning conditions are imposed to ensure that developments align with regulatory standards, environmental protections, and local community needs. Yet, reports of non-compliance remain largely unaddressed, with little to no enforcement action taken against violations. This lax approach undermines the integrity of the planning system and erodes trust in local governance. Examples of this concern are at Annex B.

¹ Sutton Courtenay site covers 263 hectares between Appleford and Sutton Courtenay villages, containing land in both parishes in proximity to the amenities of the parishes. As a reminder - sand and gravel working at the Sutton Courtenay site commenced in the 1930s and landfilling has been ongoing as part of the restoration works since the 1970s. In 2009 permission was issued, by OCC, to extend the original landfill end date *from 2012 to 2021*. In 2010 the revised end date of 2021, was further extended to 2030. In this period scores of applications have been submitted to OCC by both Heidelberg/Hanson and FCC.

4. Call for Formal Scrutiny and Accountability

7. Given the severity of these issues, both Sutton Courtenay Parish Council and Appleford Parish Council request that the County Council undertake a formal scrutiny of its Planning Department. This should include:
- A thorough investigation into the causes of application delays.
 - A review of enforcement protocols and whether violations of planning conditions are being properly addressed.
 - The introduction of clear performance benchmarks to ensure transparency and future accountability.
 - Engagement with affected residents and developers to assess the impact of inefficiencies.

5. Conclusion

8. The Parish Councils consider that the current shortcomings of the Planning Department require immediate attention. The County Council should take decisive action to improve efficiency and enforcement, ensuring that its planning system operates fairly and effectively for all stakeholders. Addressing these concerns through scrutiny will not only enhance transparency but also reinforce the County Council's commitment to responsible planning and protecting the amenity of its local communities.
9. In the Parish Councils' view, the entire suite of planning approvals around the mineral workings and landfill sites, have become so convoluted that transparency has been lost and, possibly, the cumulative impact of innumerable s73 on s73 applications has resulted in altering the operational part of the original permission. A recent ruling has clarified that such an alteration would be unlawful².
10. We do strongly urge the Oxfordshire County Council's Place Overview & Scrutiny Committee to undertake a formal scrutiny of OCC's work on minerals and waste planning.

Annex A

DELAYS IN ADDRESSING PLANNING APPLICATIONS: BRIDGE FARM QUARRY CASE

The planning application for a quarry at Bridge Farm was originally considered by the Committee in December 2003, but consent was delayed due to required legal agreements. Approval for gravel extraction was finally granted in 2008, with an expected completion deadline of 2012 - in other words permission was given for four years for the project to be completed. However, more than thirteen years later, it remains unfinished, with a series of Section 73 applications iteratively modifying planning conditions and deadlines.

Key Timeline of Extensions and Delays:

Initial completion deadline stipulated as	2012
Extensions granted despite opposition	In 2018 & 2019
Fresh deadline agreed	To 2021
In breach with no enforcement action taken.	May 2021 – September 2024
New deadline agreed	In September 2024
Current end of operations deadline	December 2025

Issues in the Planning Process

1.	Multiple applications and consultations:	Between May 2019 and June 2022, four applications were submitted, triggering 17 public consultations—creating a complex and overlapping planning landscape which greatly disadvantaged impacted the parish councils in commenting.
----	--	--

² In the recent Test Valley Borough Council v Chala Fiske ruling by the Court of Appeal in December 2024, Lord Justice Holgate held that while a council can use a Section 73 application to vary or remove conditions of an existing planning permission, it cannot alter the operational part of the original permission. Lord Justice Holgate also confirmed that the operative part of a permission should be considered to include any drawings as well as the description of the scheme, if they are listed in the heading of a decision.

2.	Lack of enforcement and oversight	Despite breaching deadlines, Heidelberg faced no visible enforcement action. Planning and highways departments allowed delays without adequately addressing community concerns.
3.	Administrative inefficiencies:	Until 2021, little progress was made, and it wasn't until a new representative took over at Hansons/Heidelberg that any movement occurred. A lack of continuity in case officer management further compounded delays, with key issues left unaddressed during staff absences.

Recent Developments & Continued Delays

September 2024	Four pending applications were finally reviewed and approved, extending the completion deadline to December 2025.
Continuing Legal and regulatory hold-ups	- Section 106 agreement remains unresolved. - OCC Highways is yet to agree the routing conditions - eight months have elapsed, further slowing progress. - Given the slow pace, it is widely expected that the December 2025 deadline will also be missed, requiring <i>yet another Section 73</i> application with concomitant further delays. - It is our perception that, recently, both the OCC Planning officers and Heidelberg seem to have been content to let the applications drift, in the expectation that HIF1 will increase the opportunity to maximise the cost benefits of extracting the remaining gravel.

Application Overview & Delays (Please See Note 1)

Application	Received	No of Consultations	Decision	Comments
MW.0096/18			Withdrawn	Unable to agree with other users
MW.0048/19	2 May 2019	5	2 Sept 2024	Section 73 took 5 years 4 months for determination. Section 106 and routing agreement still outstanding 8 months after the decision.
MW.0004/20	20 Dec 2019	4	2 Sept 2024	Section 73 took 4 years 9 months for determination
MW.0008/20	15 Jan 2020	4	2 Sept 2024	Section 73 took 3 years 9 months for determination.
MW.0067/22	1 June 2022	4	2 Sept 2024	Section 73 took 2 years 3 months for determination.

Note 1: The statutory framework is to clear major planning applications in **13 weeks, or 16 weeks** if an Environmental Impact Assessment is required. The **maximum expected in complex cases is 26 weeks**. While it is accepted that the County Council can agree to an extension of time with the applicant, if they need more information or if there are issues that need to be resolved, the tabulated timeframe delays should be a matter of great concern and do not provide value for money to the tax payer.

Conclusion: This single quarry operation highlights the ongoing administrative inefficiencies at OCC and its lack of enforcement, while the drift in addressing applications, repeated extensions and overlapping Section 73 applications have all detracted from the amenity of the local communities.

Annex B

ENFORCEMENT OF PLANNING CONDITIONS

Heidelberg Bridge Farm Case

From December 2021 to September 2024, Heidelberg was in breach of the planning condition that required the operations to cease by the end of 2021. Despite this clear violation, no enforcement action was taken, allowing the issue to persist.

Contributing factors included:

- Fragmented oversight** – two different planning officers handling separate Section 73 applications.
- Officer absence** – one officer on a sabbatical during critical negotiations.
- Delays in coordination** – extended discussions with the Highways Department regarding the issue of traffic crossing the B4016.

FCC and the Landfill Site

1. Section 73 Applications – Delays and Processing Times

- MW.0167/23 (WTS) was submitted on 11 December 2023, with consultation concluding 19 January 2024.
- Initial committee consideration was expected on 26 February 2024, illustrating a prolonged timeline for decision-making.

- 18 months after submission this application is still to be put to the planning committee.

2. Breaches of Permissive Footpaths Agreement

- Agreement made in 2012, with implementation intended to be progressive - yet breaches persist.

3. MW.0034/23 – Hinterland Breach

- FCC failed to comply with waste importation restrictions for an undisclosed period.
- A retrospective application was approved on 4 September 2023, yet the Section 106 legal agreement remains outstanding as of 12 May 2025 — a delay of 21 months.
- Enforcement was delegated entirely to officers, who decided that, since the hinterland restriction was removed by the Planning Committee on 4 September 2024, further enforcement was unnecessary.

Despite persistent pressure at the FCC Liaison Committee, officers have withheld details regarding the previously served Planning Contravention Notice. This lack of transparency raises concerns about accountability.

Additionally:

- **Objections to applications** are largely relegated to annexes in officer reports, with little attention given to counterarguments in the main report.
- **Committees face a fait accompli**, where decisions are shaped by officers before full scrutiny is possible.

4. MW.0069/21 – Infinis Solar Farm Delays

The development of the Solar Farm Infinis applied for on 19 May 2021, has been obstructed by FCC's failure to level off contours in accordance with restoration planning conditions.

- FCC has been **repeatedly urged** to rectify the issue at Community Liaison Committee meetings.
- A **Section 73 application submitted in May 2023** was deemed invalid, as a full application was required.
- FCC's continued **delays and prevarication** leading to a delay of four years continues to frustrate Infinis and the local community, yet little pressure has been applied by officers on FCC to rectify this breach of conditions, despite OCC policy on net zero and encouraging renewal energy resources.

5. Other Observations

Challenges in Enforcement

While enforcement officers face limitations - including legal challenges from corporations - OCC appears overly cautious in applying enforcement mechanisms.

Instead of ensuring compliance:

- Sometimes breaches are **rewarded with retrospective applications**.
- Operators are **allowed to self-correct violations** without formal consequences.

While **minor infractions** should be resolved simply, **blatant breaches** warrant meaningful penalties.

Structural Issues in Enforcement

Currently, the **Planning Committees is responsible for enforcement**, yet:

- Oversight is **fully delegated to officers**, resulting in minimal scrutiny.
- **Limited transparency** prevents the public from assessing enforcement actions.
- A **passive enforcement culture** enables operators to disregard conditions, knowing OCC is unlikely to act.

Moreover, **Section 73 applications are frequently used**, to allow operators to remove inconvenient conditions. This practice violates **the intent of Section 73** of the Town and Country Planning Act 1990, which prohibits fundamental alterations to original planning consent.

2025/115 Thames Water & Hobbyhorse Lane

At the June meeting Thames Water appeared to be willing to help, although it was highlighted that if restoration does take place the flooding of the surrounding areas remains an issue. The next meeting will take place on 7th August including a walk with FCC representatives to show Hobbyhorse Lane and the eastern side of the Recreation Ground.

- 2025/116 South East Strategic Reservoir Option (SESRO)
The Judicial review was held during the last week of June and the decision should be published in late July. This might lead to a public enquiry. The joint parish group has not been actively working together but have been sharing information.
- 2025/117 Reports
(a) County & District Councillor
See item 2025/123 below.
(b) Parish Councillors
Members reported the following items:
- Cllr King had attended the OALC new councillor training.
 - Cllr Dalby had not heard any further information from the estate agent for Mill House, therefore assuming there is no interest in selling the island to the Parish Council.
 - Cllr Dalby reported that route 183/2/30, the path by the weir to Culham, was being used by e-scooters at speed. He would report the matter to the police.
- (c) Clerk
The Clerk had received a request from Sutton Courtenay Football Club to use the main pitch on 6th & 20th July, 3rd, 24th & 31st August for a new team. Councillors agreed to the request.
- 2025/118 FCC Liaison meeting – possible permissive path
Raised at a recent FCC Liaison meeting. There could 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.
RESOLVED that the Parish Council would support the creation of a permissive path along the former access road which joins Appleford Road east of 2morrow Court and goes south to Footpaths 373/12/30&40.
- 2025/119 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
No further update.
(e) Sunken graves
A quote for levelling and seeding the graves had been received from Tactical Facilities Management Ltd. The Clerk advised that turf would be a better solution.
RESOLVED that a budget of £2,000 from the Cemetery EMR be allocated to levelling and turfing the graves.
- 2025/120 Recreation Ground
(a) Smoke Free Oxfordshire signage
The signs would be installed this month.

2025/120 Recreation Ground continued

(b) Cricket practise nets

RESOLVED that the new cricket practise nets would be supplied and fitted by Slatter Cricket & Play, the project would include the removal of the existing concrete strips and reinstatement of grass.

RESOLVED that the project would be funded from S106 funding from agreements P13/V0401/O (13V50), P13/V0233/FUL (13V64), and P14/V2362/FUL (15V30), and from CIL.

(c) Meeting with Sutton Courtenay Football Club

Cllrs Atkinson and Warwick had met with members of the Football Club to discuss plans to install the cricket practise nets and the need to reposition the football pitches. The Football Club members agreed to move the pitches, they would require a plan to understand the required position.

The Football Club members requested assistance with applying for S106 funding to purchase new goals and equipment to help maintain the pitches. The equipment would be owned by the Parish Council and an agreement drawn up for the Football Club to use it.

RESOLVED that the Parish Council would purchase the goals and equipment requested by the Football Club using S106 funding from agreement P13/V0401/O (13V50).

(d) Review the fortnightly checks

The fortnightly checks report was noted. The Clerk would recirculate the rota and checklist.

County & District Cllr Stevens joined the meeting at 8.26pm

2025/121 Village Green vehicle barrier project (S106 funding)

The brief for the first phase (consultation and ideas) of the project was reviewed and Members requested that the following points be added to the brief:

- An outline of the consultation process (for example the number of meetings, types of events).
- Requirement for a team to deliver implementation and an overview of their expertise.
- Copyright - the Parish Council would like to hold the copyright.
- A note that the person successful for the delivery of phase 1 would not automatically be used for phase 2.

RESOLVED that subject to the above points and securing of funding from the S106 13V14 agreement that the brief be approved.

The Clerk would contact the District Council Arts Officer to progress the queries regarding the S106 13V14 agreement.

2025/122 **RESOLVED** to return to the previous item to allow County & District Councillor Stevens to give his report.

2025/123 Report from County & District Councillor
 Cllr Stevens had been in meetings regarding SESRO. One of the new battery energy storage systems (BESS) had been approved in another part of the District.
 The County Council Scrutiny committee would be considering the Didcot Garden Town Plan.
 Parish Councillors raised their concerns that the signage for the Garden Town would imply that Sutton Courtenay was an extension of Didcot. They were also concerned that the Local Cycling and Walking Infrastructure Plan (LCWIP) neglected to ensure that routes through Sutton Courtenay had proper infrastructure and were not just markings added to narrow roads.
 Cllr Stevens will be attending the Thames Water/FCC site meeting on 7th August. He reported that the County Council has published their options for the local government reorganisation and were currently running a public consultation.
 Cllr Stevens confirmed that the Hobbyhorse Lane North development would provide CIL funding to Sutton Courtenay in addition to the existing S106 agreement.

2025/124 Consultations
 (a) County Council: Part-Night Lighting Implementation Framework
 Members noted the consultation.
 (b) District Council: Local government reorganisation
 The Parish Council had been invited to send one representative to an online information sharing event on 14th July, Cllr King would attend.

2025/125 Finance
 (a) Q1 bank reconciliation
RESOLVED that the Q1 bank reconciliation would be approved with balances of Unity £85,795.26, Santander 1 £5,000.00, Santander 2 £71,809.32, Equals prepayment card £162.01, and Hinckley & Rugby Building Society £50,000.
 (b) Review of Internal Controls Check for Q1
RESOLVED that Cllr Dalby would complete the review for quarter 1. **RD**
 (c) Receipts and Payments report
RESOLVED that the following payments would be authorised:

			Receipts			
Voucher		Name	Description		Amount	Totals
4		M&J Didcock Funeral Service	Cemetery fees		80.00	
5		Abingdon Stone & Marble Ltd	Cemetery fees		80.00	
6		Private individual	Cemetery fees		250.00	
						410.00
			Payments			
Voucher	Method	Name	Description	Invoice	Amount	Totals
62	CARD	HP Inc UK Ltd	Ink	card	6.49	
65	CARD	Hampshire County Council - Legal Services	Legal fees	See item 045	31.50	Refund requested
					Card payments	6.49
63	DIRDEBIT	EE	Phone	V02356098701	15.60	
64	BACS	First Class Tree Surgeons	Tree works	1745	960.00	
66	BACS	Tactical Facilities Management Ltd	Grounds maintenance	SI-3821	1,454.54	
67	BACS	J Currie	Mileage	Month 4 mileage	81.90	
68	BACS	Shield Maintenance Ltd	Waste collection	9038	148.20	
69	STORDER	J Currie	Salary	Month 4 salary	1,586.00	
70	STORDER	Oxfordshire Pension Fund	Pension	Month 4 pension	556.40	
71	DIRDEBIT	HMRC	NI & Tax	Month 4 HMRC	560.36	
72	STORDER	J Currie	Office Allowance	Month 4 office	26.00	
73	DIRDEBIT	Unity Trust Bank	Bank fee	bank fee	9.60	
					To be paid	5,398.60
						5,405.09
Transfer	BACS	From Unity	To prepayment card		6.49	

2025/125 Finance continued
(d) Councillors to authorise payments
RESOLVED that Cllrs Atkinson and Dalby would authorise payments online. **RA & RD**
(e) Budget and reserves reports
Members noted the reports.

2025/126 Staffing
RESOLVED that with the additional of problem solving on the essential list within the personal specification, that the job description and personal specification for the Assistant Clerk would be approved.

2025/127 Casual Vacancies

- Members noted that no by-election had been called following the vacancy created by the resignation of Father Morkos.
- Members noted Teresa Field's resignation and thanked her for her years of service.
- Members noted that no by-election had been called following the vacancy created by the resignation of Teresa Field.
- Members noted that there were two vacancies to be filled.

Close of meeting

The next ordinary meeting of the Council would be held on Tuesday 2nd September 2025. There being no further business the Chairman declared the meeting closed at 8.50pm.

Signed

Dated

Sutton Courtenay Parish Council

Planning Applications considered under delegated authority during the summer break 2025

Application no	Comments deadline	Location	Proposal	Link to view online
P25/V1239/A	25 th July 2025	155 Brook Drive, Milton Park	High level illuminated fascia sign to the principal elevation	http://www.whitehorsedc.gov.uk/java/planni
No objections - The Parish Council requests that the signage is turned off overnight to prevent light pollution.				
P25/V1395/PIP	31 st July 2025	Land south of Churchmere Road, Sutton Courtney	Erect 2 dwellings	https://data.whitehorsedc.gov.uk/java/supp
Objection: see separate document				
P25/V1476/D	19 th August 2025	Didcot Power Station (Land on the north side of Milton Road) Didcot	Demolition of redundant buildings and kiosks down to ground level	https://data.whitehorsedc.gov.uk/java/supp
Comments: see separate document				

Additional Planning Correspondence:

P25/V1042/HH - 32 Chapel Lane, S.C. Amended plans – no additional comments submitted.	Proposed first floor extension to garage to create an ancillary granny annexe and single storey extension to garage to create an office/gym. (Amended plans received 26th June 2025- Reducing the height of the proposed annex).

Decision lists – see September 2025

P25/V1395/PIP - Land south of Churchmere Road, Sutton Courtenay

Land south of Churchmere Road, Sutton Courtenay

Erect 2 dwellings

The Parish Council notes that this PIP is for a site which was previously refused planning permission for a single dwelling (18/04/2019) and appeal dismissed (19/11/2019). The Parish Council objects on the following grounds which the parish council believes in good faith are of material consideration for the PIP.

PIP Consideration 1 - The Location of the Development

(a) Traffic

The reason for refusal of previous planning permission, for this site, was due to the traffic impact on the wider road network. In paragraph 12 of the supporting statement document, the applicant contends that as subsequent development applications have been approved, the issue of traffic generation on the highway network has subsequently been resolved. It is the parish council's contention that this is not the case. The two notable applications that have been approved since, has been on the premise that HIF1 would resolve the very significant traffic congestion at peak times in the village, particularly along the B4016 (Drayton Road, Church Street and Appleford Road). The parish council has consistently objected to the inclusion of a junction on the B4016 with the new HIF1 road, between Sutton Courtenay and Appleford as part of the HIF1 project, as it would mean that the B4016 would become the southern bypass for Abingdon and villages to the west. The numerous accidents on the A34 and general increase in traffic already result in gridlock on the major through roads in Sutton Courtenay at present.

An application for two fishing lodges further down Churchmere Road near the fishing lake was approved - which means the cumulative impact of increased traffic even just along Churchmere Road would increase.

(b) Public Right of Way

While the parish council acknowledges the principle of infill and its inclusion as a policy in the Sutton Courtenay Neighbourhood Plan, it is of the view that the principle should only apply as long as the development is not detrimental to the other SCNP policies.

The supporting text for SCNP Policy SC4 on Green and Blue infrastructure states that *'Development proposals are to be supported where they do not result in unacceptable harm to a public right of way or enjoyment of it.'*

The development site sits within a larger parcel of land which is bounded by a popular and well used public right of way (PRoW 373/12) that runs east-west and is the single point of vehicular access to the site and a public right of way (PRoW 373/7) that runs north-south along the parcel of land.

Additional traffic on an unmade bridle path which is always busy with pedestrians, cyclists, horses and increased traffic to the fishing lake and the already permitted

fishing lodge development will be to the detriment of the enjoyment of the community and increase the potential for pedestrian/vehicle accidents.

(c) Proximity to Local Green Spaces identified in SCNP

The development site is on the very edge of the village visible from afar over the water and from open countryside and more houses here will suburbanise the setting a la Abingdon Marina rather than a rural gradation. The three closest green spaces are (SCNP Policy 5 Local Green Spaces):

- LG1: The Millennium Common, off Church Mill Road.
- LG19: Land to the west of the Millennium Common.
- LG20: Land to the south-west of the Millennium Common.

PIP Consideration 2 - Land Use

(a) Proximity to Flooding

The parish council remains concerned that the cumulative impact of flooding due to several piecemeal developments on this parcel of land has never been assessed. Anecdotally, the parish council has been given to understand that one of the reasons for demolishing the original house located on the development site was the issue of flooding – and this was in 2015. Since then the impact of both groundwater and surface water flooding has worsened within the village.

The Neighbourhood Plan Steering Group has produced a supplementary document to the SCNP to present historical photographic evidence to demonstrate that many areas of the village are at significant risk of flooding even if not in an EA-identified flood risk zone.

<https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/planning-and-development/local-plan-and-planning-policies/neighbourhood-plans/emerging-neighbourhood-plans/sutton-courtenay-neighbourhood-plan/>

The Environment Agency is currently updating its flood maps.

Churchmere Road has had significant incidents of flooding which on many occasions has rendered large sections of the PRow impassable. The development site is immediately adjacent to the fishing lake. There have also been issues of blocked drains in properties immediately to the north of this parcel of land.

If so the site of the proposed development was previously developed with one house which was demolished after extensive flooding suggest that we object to 2 replacement houses i.e. agree to one. This house would have to be able to withstand further flooding, i.e. FRA is needed. " large houses would create

PIP Consideration 3 Amount of Development

While the parish council accepts the principle of development and the SCNP supports it through its policies. It should be noted that Policy SC9: - Housing Needs clarifies that proposals for new housing should respond positively to the most up-to-date assessment of local housing needs.

Finally, if the LPA is minded to approve this PIP, the parish council asks that due consideration should be given to reducing the total built footprint to minimise the additional flood risk that this development will generate and that there is a full flood risk assessment and that the design demonstrates measures to ensure flood resilience.

Planning Consultation - P25/V1476/D

Sutton Courtenay Parish Council notes that the site is approximately 500 metres due East of the South East corner of the village, and a bridleway skirts its northern edge. Hence, the site is close enough to have an impact on residents of the parish. However, the parish has not been identified as a sensitive receptor which is of concern.

Sutton Courtenay has suffered in the past and had to make complaints to the Vale Environmental Protection Team when pile driving took place for the new date centre which is further away than the site which is the subject of this application.

The Parish Council understands that demolition has to take place and does not object. However, it does ask that the closest residents to the site be included as sensitive receptors in the monitoring plan.

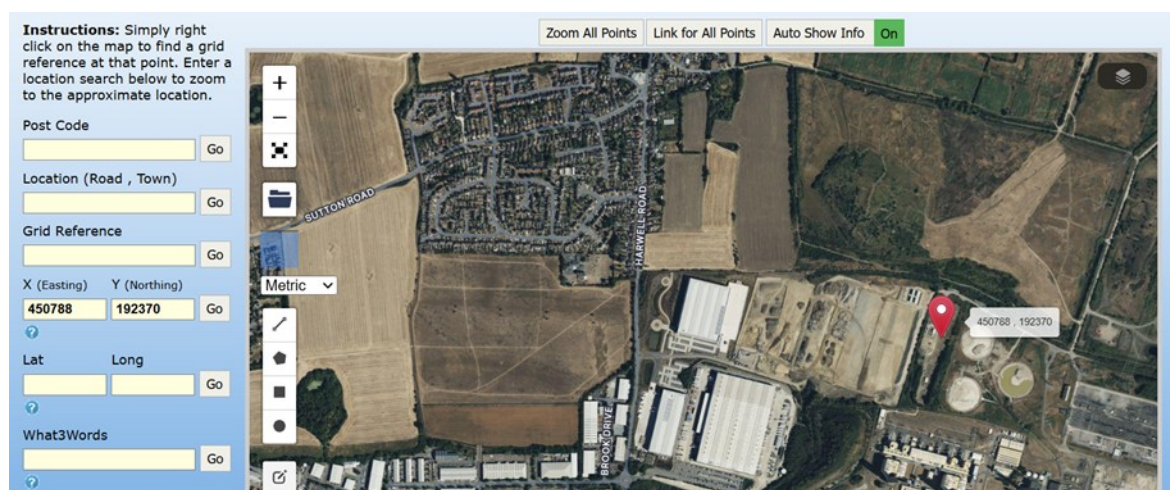
The Planning Statement seems to cover all bases, for example a requirement for site monitors for dust, noise and vibration, and the contractor will be charged to prepare an Environmental Management Plan in accordance.

However, there is no mention of hours of working which the parish council feels is essential to minimise the disturbance to residents and asks that the demolishing work be limited hours between 8.00 to 17.00 on weekdays and Saturday a.m only with no working on a Sunday.

During previous demolition/ construction work along the neighbouring sites – light pollution has been a problem. Should this work be delayed and started in the autumn/winter please could that be considered.

Daily vehicle movements are expected to be 6 to 10 HGV's with route shown as travelling South to Didcot and along the road to the South of Milton leading to the A34. HGV SatNavs invariably means these articulated vehicles end up going through the village despite very clear signs on weight limits.

The Parish Council notes that this application is seeking to determine whether the demolition may be done under permitted development rights. Please could the Parish Council be kept informed of the outcome.



Sutton Courtenay Parish Council

Planning Applications for consideration on Tuesday 2nd September 2025

Application no	Comments deadline	Location	Proposal	Link to view online
P25/V1671/S73	11/9/25	Partridge Close Sutton Courtenay Abingdon OX14 4FT	Variation of condition 4 (Landscaping Scheme) and 7 (Sustainable Drainage Scheme) on application P14/V2362/FUL for changes to the external materials used in the construction of the hard landscaping layout and details of the surface water drainage works (Demolition of nos.74 & 78 Milton Road, Sutton Courtenay. Residential development comprising 28 units, car parking, public open space and landscaping)	https://data.whitehorsedc.gov.uk/java/
P25/V1665/DIS		Southfield Farmhouse 66 High Street Sutton Courtenay	Discharge of condition 3 (Submission of Details) on application refs. P12/V0409 & P12/V0410/LB (Internal alterations to adjoining woodstore and loft over to form rear lobby and master bedroom suite, internal alterations, repairs and refurbishment. Alteration to windows and external doors and internal alterations to garage.)	https://data.whitehorsedc.gov.uk/java/

Planniing Withdrawals

P23/V0207/S73	Partridge Close Sutton Courtenay Abingdon OX14 4FT	Variation of conditions 2(approved plans), 4(landscaping), 7(sustainable drainage scheme), 11(car parking) & 15(new estate roads) on application P14/V2362/FUL because the development internal roads have been constructed in permeable macadam rather than the approved permeable block paving. (Demolition of nos 74 & 78 Milton Road, Sutton Courtenay. Residential development comprising 28 units, car parking, public open space and landscaping
---------------	--	--

Additional Planning Correspondence:

Replacement of tree within Sutton Courtenay Area at Sutton Courtenay Village Green, The Green, Sutton Courtenay OX14 4AE	A letter was received about a replacement tree. ADM informed the planning department that the Parish Council had planted 3 oak trees on The Green. There was no further correspondence.
Rosemary Cottage, Abingdon Road, Sutton Courtenay, OX14 4NF	Change of property name from: Meadow Cottage to: Rosemary Cottage, Abingdon Road, Sutton Courtenay, OX14 4NF

Decision lists:

Application no	Location	Proposal	Decision
----------------	----------	----------	----------

P25/V1239/A	155 Brook Drive Milton Park Abingdon OX14 4SD	High level illuminated fascia sign to the principal elevation	GRANTED
MW.0014/24	Hanson Aggregates, Appleford Road, Sutton Courtenay, Abingdon, Oxfordshire, OX14 4PW	Details Pursuant for Heidelberg Materials UK The Ridge, Chipping Sodbury, Bristol, BA37 6AY for: Details pursuant to Condition 4 (Planting Scheme) of planning permission no. MW.0014/24	Approved
P25/V1042/HH	32 Chapel Lane Sutton Courtenay Abingdon OX14 4AN P25/V1042/HH	Proposed ground floor extension to garage to create an ancillary granny annexe. (Amended plans received 26th June 2025- Reducing the height, omitting the first floor element of the proposed annex)	GRANTED
P25/V0395/HH	20 Chapel Lane, Sutton Courtenay	Proposed two-storey and single-storey rear and side extensions, and associated internal alterations (additional parking and flood risk information received 26 June 2025).	GRANTED
P22/V1857/O	Land at former Didcot A Power Station	Hybrid application comprising: 1. Outline planning permission for the erection of up to 197,000m2 Use Class B8 data centre development with ancillary Use Class E office space, together with associated groundworks, utilities, infrastructure, engineering and enabling works. Matters relating to appearance, landscaping, drainage, layout and scale of the development areas reserved for subsequent approval; and 2. Full planning permission for the construction of new and improved site access, new access roads, hard & soft landscaping, creation of SUDS and all associated infrastructure and engineering works. (as amended by information and plans received 12 May 2023, 17 November 2023 and 11 July 2024).	GRANTED
P25/V0824/HH	32 Chapel Lane, Sutton Courtenay	Proposed first floor extension and single storey rear extension. (Additional flood maps submitted 16th July 2025) (Schedule of materials submitted 17th July 2025)	GRANTED
P25/V0797/HH	42 Lady Place, Sutton Courtenay	Loft conversion with 2no. pitched roof dormers and associated alterations. Roofing tiles to match existing (as amended by plans received 23 June 2025).	GRANTED
P25/V1042/HH	32 Chapel Lane, Sutton Courtenay	Proposed ground floor extension to garage to create an ancillary granny annexe. (Amended plans received 26th June 2025- Reducing the height, omitting the first floor element of the proposed annex)	GRANTED
P25/V1476/D	Didcot Power Station (Land on the north side of Milton Road) Didcot	Demolition of redundant buildings and kiosks down to ground level	GRANTED

Report of a walk to assess conditions of sections of Public Rights of Ways (PRoWs) 7, 9 and 10 and the impact of FCC operations on the conditions of these sections of the PRoWs

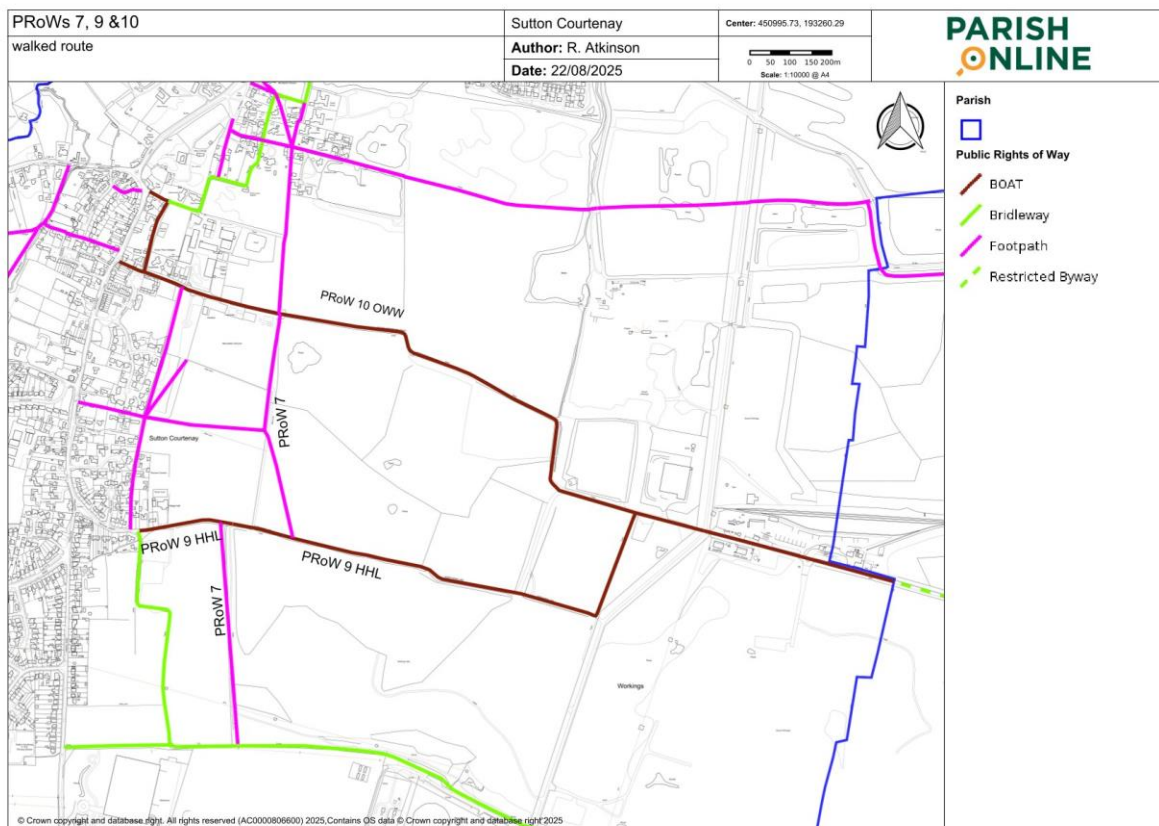
Date of Walk: 7 August 2025

This walk was part of the initiative being led by Simon Lazare to resolve the poor state in which the surface of Hobbyhorse Lane was left following work done by Thames Water, in 2018, to install a water main for FCC.

Thames Water had in principle agreed to undertake repairs as a joint initiative between the community, OCC, FCC and Heidelberg. However, there has been an acknowledgement that repair of the Hobbyhorse Lane (HHL) surface will not last if the drainage issues are not resolved. Currently Hobbyhorse Lane surface (east of the village hall) regularly floods and is largely due to the lack of clearance of the ditch running alongside it, for which FCC has a responsibility.

PRoW 10 (Old Wallingford Way) is in a poor state – particularly the section just north of the recreation ground. The south east corner of the recreation ground floods in the winter time and during periods of heavy rain. Hence PRoW 7 (section running east of the recreation ground between OWW & HHL) was included in the walk.

For ease of identification of the PRoWs, I have included the map below:



I have appended Simon's notes of the meeting to this report. For the parish council there are particular points to be discussed and resolved. These are:

1. Should the Parish council make an application to change status of PRoW 10 (HHL) from a BOAT*¹ to a bridleway.

Vehicular access to the FCC/Heidelberg site is not permitted along HHL. There are no-access signs at the top of Frilsham Street to alert drivers. However, HGVs blindly following a SatNav tend to turn on to Frilsham Street without registering the no-access signs. This causes untold damage to HHL. I include a picture of damage caused (Feb. 2025) by a cement mixer driver who did not read the signs and ploughed down HHL and got stuck! Long story but took two large recovery vehicles and 7 hours to pull it out. There was huge consequential damage to HHL and mud splattered all over the village hall car park as they used it to reverse the vehicles to drive back out on to the High Street.



¹ BOAT Byway Open to All Traffic

All vehicles are supposed to access the FCC/Heidelberg site from the A4130.

The process would be to apply for a Definitive Map Modification Order (DMMO) and it can take years for it to be processed. There may be a push back from FCC and the Environment Agency as they do use that BOAT to drive out and park in the village hall car park when they do the monitoring of the boreholes.

2. Flooding of south east corner of Recreation Ground

Over the past 10 years the south east corner of the recreation ground has become virtually unusable because of the flooding. It has been a problem for nearly twenty years (to my knowledge) but there is no doubt that it is getting worse. I recollect the parish council meeting with the FCC site manager some years ago to discuss the issue. Sadly, I suspect any PC correspondence would have long since been destroyed. At the time we were told that there was a French Drain running under footpath 7 which drained away the surface water runoff from the old landfill sites that border the footpath to the east. It was acknowledged that in time it would need relaying as roots might be blocking the flow through. Unfortunately, the current site manager has no knowledge of this.

However, the good news is that FCC is clearing a ditch along Footpath 7 running north-south along the foot of the landfill sites. The parish council should keep a watching brief on whether it reduces the flooding in the SE corner of the recreation ground.

Appended Simon's notes

Rita Atkinson
22/8/2025

Meeting with FCC on site

Thursday 7 August 2025

Sutton Courtenay Village Hall

Next Thames Water Meeting: Tuesday, 16 September 2025 at 2pm in the Sutton Courtenay Village Hall (please make a note in your diaries)

Chair: Simon Lazare – Sutton Courtenay Resident

Sam Noble - FCC

Councillor Peter Stevens - Oxfordshire County Councillor and Vale of White Horse District councillor

Rita Atkinson, Chair Sutton Courtenay Parish Council

Other representatives of interest groups including Nordic Walking

Apologies:

- Robin Draper – Sutton Courtenay Action
- Veronica Reynolds – Milton Park
- Victoria Shepherd – Appleford Parish Council Chair
- Steven Tabbitt - Oxfordshire County Council Team Leader Countryside Access Environment & Highways
- Also, some members of the public

Key points:

A report received from Steven Tabbitt, 1 August, following a meeting between Steven's team and FCC was used as a starting point for this meeting with FCC and the points were confirmed, expanded upon or clarified.

Footpath 7 – South from Hobbyhorse Lane towards the Power Station

FCC are now maintaining this footpath, with vegetation clearance currently underway. They will also carry out further hedge cutting and brush cutting between the two fence lines. All barbed wire on the fences will be removed by the end of September 2025. It was further clarified by Sam Noble that FCC would remove all barbed wire from both sides.

BOAT 9 – Hobbyhorse Lane (between the Village Hall and Haul Road)

FCC have confirmed they are investigating measures to reduce surface water run-off from their adjacent land. This will most likely include constructing a bund, installing French drains and a pump, alongside part of the route. FCC have committed to completing this work and have been asked to confirm the date they are working to. Ditching works on the southern side have already commenced and SN confirmed FCC will reinstate the grips/gullies to drain the PRow into the ditch. OCCs notes confirmed they will revisit the site this winter to assess how effectively these works have captured surface water run-off. FCC confirmed OCC inspect the site three times per year.

FCC were asked to take care not to exacerbate the flooding problem at the southeast corner of the Recreation Ground.

FCC will also:

- Use a flail mower to cut back verge vegetation where possible.
- Remove any metal objects protruding from the surface.
- Bury any exposed pipes or cables crossing the route.
- Remove offcuts of plastic pipe and other waste materials from the verges by the end of September 2025.

Except for the grips/gullies, the condition of the surface remains an OCC responsibility and will be addressed with Thames Water once surface water issues have been mitigated. Note, Thames Water have already agreed to contribute to the remediation works on the PRow following their works in 2018, when the path was not properly reinstated.

FCC were asked to consider raising the height of the PRow along the sections on FCC land as it was higher than the land on either side prior to the landfill works and had FCC complied with the conditions in the substantive planning consent the PRow would still have a 10m buffer that would be below the level of the path, the path itself should be 12m wide, thereby protecting the path from some of the impact of the poorly managed surface water runoff. FCC thought this would be an expensive option, despite having all the material and equipment close at hand but did agree to look into the viability of raising the level of the PRow.

Note:

1. Material

- **Type 1 MOT hardcore:** This is the most common and recommended material. It's a granular sub-base aggregate, crushed and screened to a blend of sizes from 40mm down to fine dust, ensuring good compaction and load-bearing capacity. It's often produced from recycled materials like crushed concrete, brick, or rock, as well as quarried. All of which are readily available to FCC.
- **Compliance:** The hardcore should comply with the relevant standards for highway works, such as the Ministry of Transport's Specification for Highway Works, Clause 803 (SHW 803).

2. Thickness

- **300mm:** A minimum depth of 300mm is recommended for heavy vehicle ground protection. This thickness is crucial for distributing the weight of heavy equipment and preventing rutting and damage to the underlying ground.

3. Surface

- 25-50mm fine aggregate provided by Heidelberg and compacted to create a stable surface for cyclists, horse riders and walkers.

Peter Stevens agreed to investigate the options with the parish council and then OCC to prevent or reduce access to the PRoW by large vehicles, which are causing a considerable amount of damage to the surface of the BOAT. signage and or physical measures restricting, height, weight, width, etc. to be considered.

The Parish Council agreed to look at making an application to downgrade the BOAT to a Bridleway.

Note: It is worth restating here that Thames Water also caused some damage to the PRoW and are committed to meeting their obligations regarding reinstating the path along Hobbyhorse Lane, have appointed a TW Project Manager, Jonathan Boucher and the TW Director of Capital Delivery has raised a capital code to get funds internally.

Permissive Paths – South from Hobbyhorse Lane, southeast and southwest, over the completed landfill where the Solar Farm is proposed.

It was once again pointed out that the paths across this completed landfill cell are an unfulfilled condition of the substantive planning consent, which OCC has failed to enforce. If or when the land is considered suitable for use as a solar farm it must be safe for the Permissive Paths! FCC were asked to instate these paths without further delay. There is no reason to wait until the Solar Farm is complete. A permissive path can be closed whenever necessary and reopened, and this can be included in the consent for the Solar Farm.

Footpath 7 – North from Hobbyhorse Lane (diagonally across the landfill)

OCC discussed with FCC the possibility of diverting the route westwards onto the field edge. However, this is not straightforward. Instead, OCC have stated that the existing route must be reopened. This includes:

- Removing the fence at the southern end.
- Cutting a 2-metre-wide path through the crop.

OCC will follow up with FCC and install yellow 'footpath' markers once the works are completed.

This work had already commenced, and progress could be seen with the 2-metre-wide path visible. However, the path currently includes a wooden stile and FCC have agreed to look at replacing this with a Kissing Gate or simple gate, which meets the current British Standards for gates on PRoW. It was also pointed out that the vegetation should be cutback one metre from each side of the crossing/gate and FCC agreed to comply.

Byway 10 – Old Wallingford Way (between the Tarmac Haul Road and the Village)

FCC will use a flail mower to cut back verge vegetation. OCC will address the surface condition by regrading and installing grips/gullies to divert water into the ditches, but OCC do need to survey this during the winter period and then action when weather conditions allow.

It was pointed out and agreed by FCC that there used to be a ditch on the north side of this PRoW, this is still clearly visible on the OS maps. Clearing vegetation and reinstating this ditch would assist in the protection of this PRoW. FCC stated that it was not currently on their schedule, but they would investigate the need for the ditch.

FCC confirmed that the Permissive Path leading north, across the east side of Horseshoe Field to the gate at the southeast corner of the Millenium Common is now being regularly maintained and is available for use by walkers. FCC were asked to improve the north end of this path, across from the access to the Millenium Common as this area is regularly churned up by vehicles belonging to FCC, their contractors or affiliates.

Footpath 7 – South from Old Wallingford Way towards Hobbyhorse Lane

The path in use currently does not follow the DMS route for the path. The path should be closer to the Recreation Ground and continue across the farmland to the south of the Recreation Ground. To assist with moving the path back to the DMS route FCC have agreed to cutback the overgrowth and undergrowth between the PRow gate at the BOAT 9 end and the stile at the Southeast corner of the Recreation Ground. However, it was agreed with FCC that the path to the East of the farmed field would remain available on a discretionary basis.

To assist with the reestablishment of the correct Definitive Map and Statement (DMS) route along the east side of the Rec, FCC will close the large farm gates after the overgrowth and undergrowth has been removed so that people will use the proper footpath access.

It was also pointed out that this path is badly rutted due to its use by horse riders. Once the work to the BOATs, 373/9 and 373/10 have been completed, it is expected the horse riders will use the BOATs rather than 373/7, which is a footpath not a bridleway.

The realignment of the path to the DMS route includes a bridge over the ditch on its east side and this was seen to be a hazard for less mobile people and FCC were asked to look at options to make this safer.

General

The date of the next meeting with Thames Water in the Village Hall was noted.

Peter Stevens recommended that once the water management plan had been adapted to keep public rights of way dry, OCC should agree it ahead of the project initiated by Thames Water could repair Hobby Horse Lane, with the support of Heidelberg FCC and OCC, and once complete, OCC should take responsibility to maintain the BOAT in line with their general responsibilities for maintaining public rights of way. Peter Stevens agreed to support this process through to a successful conclusion.

Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Sutton Courtenay Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There are no other matters affecting our opinion which we draw to the attention of the authority.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink, appearing to read "Moore", written over a horizontal line.

Date

15/07/2025



Renewal SCHEDULE

Quote Reference - 155631418

The information contained on this page is confidential and should not be sent to third parties

INSURANCE DETAILS

Period of insurance :	Continuous cover from 01/10/2025 until the policy is cancelled
Date issued to insured :	18/08/2025
Underwritten by :	Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy
Payment method :	Payment by Broker's Account

INSURED DETAILS

Insured :	Sutton Courtenay Parish Council
Address :	44 Harrington Close Newbury RG14 2RQ
Additional insureds :	There are no Additional Insureds on this policy
Business :	Parish Council
General terms and conditions wording :	11604 WD-HSP-UK-PAC-GTC(4) The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below

PREMIUM DETAILS

Annual premium :	£2,474.80	Annual Tax :	£296.98	Total :	£2,771.78
------------------	-----------	--------------	---------	---------	-----------

Renewal SCHEDULE

Local councils & not-for profit organisations scheme

PROPERTY – BUILDINGS

Section wording 11600 WD-HSP-UK-PAC-PYB(5)
Insurer Hiscox Insurance Company Limited

Premises address	Sum insured
Wall, Village Cemetery, Abingdon, OX14 4AR	£21,000

Item description	Excess	Amount Insured
Total Buildings	£250	£21,000
Gates and fences	£250	£21,218
Fixed outside equipment	£250	£0
Street furniture	£250	£25,239
War memorials	£250	£30,900
Playground equipment	£250	£329,600
Sports surfaces	£250	£0
Other surfaces	£250	£10,609
Rent receivable	£250	

Excess applies to: Each and every loss

Special excesses

Losses from subsidence £1,000 each and every loss

Additional cover (in addition to the overall limit/amount insured above)

Trace and access	£5,000
Emergency services	£5,000
Loss prevention costs	£25,000
Additions to buildings	£50,000
Inadvertent omissions	£500,000
Trees, shrubs and plants	£25,000
Bequeathed buildings	£50,000
Discharge of oil	£10,000 in total during any one period of insurance, across all Property sections combined
Contract works and site materials	£75,000

Endorsements

6351.0	Floating amount insured (Buildings)
308.0.2	Flat roof condition
6469.0	Addition of cover: under insurance restriction (Buildings)
6728.0	Removal of cover: cyber claims and losses

Renewal SCHEDULE

PROPERTY – CONTENTS

Section wording 11602 WD-HSP-UK-PAC-PYC(6)
Insurer Hiscox Insurance Company Limited

Item description	Excess	Amount Insured
General contents including computer and ancillary equipment	£250	£1,854
Civic Regalia	£250	£530
Gardening equipment, plant and machinery	£250	£0
Sports equipment	£250	£6,365
Rent payable	£250	£0

Excess applies to Each and every loss
Geographical limits: United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

Additional cover (in addition to the overall limit/amount insured above)

Costs following glass breakage	£10,000
Additions to contents	£10,000 or 10% of the amount insured for contents, whichever is the greater
Money in the insured location while open for business or in a locked safe	£1,000
Money in transit or at the home of any councillor, trustee, employee or volunteer	£1,000
Money at all other times	£1,000
Money - non-negotiable instruments	£250,000
Identity fraud	£5,000
Personal effects	£5,000
Reconstitution of electronic data	£5,000
Reconstitution of other business documents	£5,000
Lock replacement	£10,000
Building damage by theft	£10,000
Personal assault - death	£10,000 per person
Personal assault - total loss or permanent and total loss of use of one or more limbs	£10,000 per person
Personal assault - total and irrecoverable loss of sight in one or both eyes	£10,000 per person
Personal assault - disablement which totally prevents the injured person from carrying out all parts of their usual occupation	£100 per week up to a maximum of 104 weeks
Metered water and fuel	£5,000
Outdoor items	£5,000
Marquees	£10,000
Refrigerated stock	£2,500
Undamaged tenant's improvements	£5,000
Contents temporarily elsewhere including whilst in transit	£25,000 or 10% of the amount insured for contents, whichever is the less

Renewal SCHEDULE

Defective title – fine art	£10,000
Continuing hire charges – in total across all Property sections	£10,000
Exhibitions stands and equipment temporarily elsewhere	£25,000 or 10% of the amount insured for contents, whichever is the less
Defibrillators	£5,000
Bequeathed property	£5,000
Fund raising events	£5,000
Contents kept at home	£25,000 or 10% of the amount insured for contents, whichever is the less
Fraud and dishonesty	£150,000 the aggregate per period of insurance

Endorsements

240.3	Minimum security condition
6226.0	Addition of cover (Travel expenses)
6729.0	Removal of cover: cyber claims and losses
6349.1	Floating amount insured (Contents)

PROPERTY AWAY FROM THE PREMISES

Wording Insurer	11602 WD-HSP-UK-PAC-PYC(6) Hiscox Insurance Company Limited
------------------------	--

Item description	Excess	Amount Insured
All business equipment	£250	£5,000

Excess applies to:	Each and every loss
Geographical limits:	European Union, United Kingdom of Great Britain and Northern Ireland, Channel Islands, Isle of Man and Gibraltar

Endorsements

65.00	Contents temporarily elsewhere
6729.0	Removal of cover: cyber claims and losses

PROPERTY – BUSINESS INTERRUPTION

Section wording Insurer	11601 WD-HSP-UK-PAC-PYI(6) Hiscox Insurance Company Limited
--------------------------------	--

Item description	Indemnity period	Amount Insured
Loss of income	12 months	£10,000
Additional increased costs of working	12 months	£10,000

Additional cover (in addition to the overall limit/amount insured above)

Key person	£400 per week up to a maximum of £10,000 per period of insurance.
Unauthorised use of public utilities	£100,000 or the total amount insured for Business interruption, whichever is less

Renewal SCHEDULE

Special limits (included within and not in addition to the overall limit/amount insured above)	
Denial of access	£100,000 or the total amount insured for Business interruption, whichever is less
Non-damage denial of access	£100,000 or the total amount insured for Business interruption, whichever is less
Bomb threat	£100,000 or the total amount insured for Business interruption, whichever is less
Suppliers	£100,000 or the total amount insured for Business interruption, whichever is less
Public utilities	£100,000 or the total amount insured for Business interruption, whichever is less
Public authority	£100,000 or the total amount insured for Business interruption, whichever is less
Failure of safety equipment	£100,000 or the total amount insured for Business interruption, whichever is less
Loss of attraction	£100,000 or the total amount insured for Business interruption, whichever is less
Alternative hire costs	£5,000
Equipment breakdown	Not insured

Endorsements	
6731.0	Removal of cover: cyber claims and losses
6820.0	Amended definition: income
6350.1	Floating amount insured (Business interruption)

EMPLOYERS' LIABILITY	
Section wording	11603 WD-HSP-UK-PAC-EL(4)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£10,000,000
Limit applies to	Each and every occurrence including costs
Geographical limits	Worldwide
Applicable court	United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

Special limits (included within and not in addition to the overall limit/amount insured above)	
Criminal defence costs	£100,000 in the aggregate
Terrorism	£5,000,000 in the aggregate

Endorsements	
3121.0	Employers Liability Tracing Office (ELTO) - mandatory information required
6734.0	Confirmation of cover: cyber claims

PUBLIC AND PRODUCTS LIABILITY	
Section wording	11607 WD-HSP-UK-PAC-GL(4)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£10,000,000
Limit applies to	Each and every occurrence, defence costs in addition, other than for pollution or for products to which a single aggregate policy limit including defence costs applies
Excess	£250
Excess applies to	Each and every claim for property damage only
Geographical limits	United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man, the European Union and Gibraltar
Applicable courts	United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man, the European Union and Gibraltar

Renewal SCHEDULE

Additional cover (in addition to the overall limit/amount insured above)	
Unauthorised use of third party telephones by your employees	£2,500 any one period of insurance
Loss of excess or no claims discount	£250 any one period of insurance
Loss of third party keys	£2,500 any one period of insurance
Defamation and intellectual property rights	£500,000 any one period of insurance
Special limits (included within and not in addition to the overall limit/amount insured above)	
Criminal defence costs	£100,000 in the aggregate
Pollution defence costs	£100,000 in the aggregate
Hirer liability	£5,000,000 in the aggregate
Endorsements	
6080.0	Firework and bonfire condition endorsement
6735.0	Removal of cover: cyber claims
OFFICIALS' AND TRUSTEES' INDEMNITY	
Section wording	11614 WD-HSP-PAC-DO(6)
Insurer	Hiscox Insurance Company Limited
Policy limit	£500,000
Limit applies to	In the aggregate including costs
Legal representation costs	£15,000
Legal representation basis	In the aggregate any one period of insurance
Geographical limits	United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man
Applicable courts	United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man
Endorsements	
705.4	Prior and pending litigation date
3215.0	Amendment of cover: cyber claims (DO)
3216.0	Amendment of cover: breach of professional duty (DO)
COMMERCIAL LEGAL PROTECTION (DAS)	
Section wording	9927 WD-HSP-UK-CHR-DAS(3)
Insurer	DAS Legal Expenses Insurance Company Limited
Section limit	£100,000
Limit applies to	All claims resulting from one or more event arising at the same time or from the same originating cause
Excess	£200
Excess applies to	Each and every claim arising from aspect enquiries only
Geographical limits	For insured incidents 2 Legal Defence (excluding 2(4)), and 3(b) Bodily Injury: The European Union, the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Croatia, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, Romania, San Marino, Serbia, Switzerland and Turkey (west of the Bosphorus). For all other insured incidents: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands
Endorsements	

Renewal SCHEDULE

524.0

Commercial legal protection (charities)

PERSONAL ACCIDENT

Section wording
Insurer

11608 WD-HSP-UK-PAC-PA(4)
Hiscox Insurance Company Limited

Personal accident

Capital benefit	£100,000
Temporary benefit	£500 per week
Medical expenses	£10,000
Insured persons	Councillors, trustees, volunteers and employees of the insured
Operative time	While working for you or on your behalf

Special limits (included within and not in addition to the overall limit/amount insured above)

Death	100% capital benefit amount per person
Loss of one limb	100% capital benefit amount per person
Loss of one eye	100% capital benefit amount per person
Loss of two limbs	100% capital benefit amount per person
Loss of two eyes	100% capital benefit amount per person
Loss of one limb and one eye	100% capital benefit amount per person
Loss of hearing	100% capital benefit amount per person
Loss of speech	100% capital benefit amount per person
Permanent total disablement	100% capital benefit amount per person
Temporary total disablement	£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
Temporary partial disablement	£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
Maximum accumulation	£1,000,000 any one loss in the aggregate

Endorsements

6752.0

Amendment of cover: cyber claims and losses

CRISIS CONTAINMENT

Wording	15369 WD-HSP-UK-PAC-CRI(1)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£25,000
Limit applies to	Per crisis and in the aggregate during any one period of insurance
Geographical limits	The United Kingdom of Great Britain and Northern Island, the Isle of Man and the Channel Islands.

Special limits (included within and not in addition to the overall limit/amount insured above)

Outside working hours discretionary crisis mitigation costs	£2,000
---	--------

Endorsements

9003.0

Crisis containment provider: Hill Knowlton

Renewal SCHEDULE

The General Terms of this policy and the terms, conditions and exclusions of the relevant sections all apply to this endorsement except as modified below:

Property – buildings clauses in full

Clause	6351.0	Floating amount insured (Buildings) The cover under this section for Gates and fences, Fixed outside equipment, Street furniture, War memorials, Playground equipment, Sports surfaces and Other surfaces applies to all locations occupied by you in connection with your activities within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The amount insured is the most we will pay in total for damage to such items however many locations are affected.
Clause	308.0.2	Flat roof condition We will not make any payment for damage arising directly or indirectly from any deficiency of a flat roof unless the roof is inspected once every 2 years by a competent person and any defects are rectified within 14 days.
Clause	6469.0	Addition of cover: under insurance restriction (Buildings) The following is added to How much we will pay, Under insurance: If, at the time of damage, the amount insured is less than 85% of the total rebuilding cost of the buildings including an allowance for other costs, the amount we pay will be reduced in the same proportion as the under insurance. If, however you provide us with a professional valuation of the buildings that was carried out within the 3 years preceding the incident of loss, we will not apply this reduction.
Clause	6728.0	Removal of cover: cyber claims and losses What is not covered 1. m. 'any virus.' is deleted. The following is added to What is not covered: We will not make any payment for damage to, or any loss, cost or expense arising in respect of any item of computer or digital technology which is directly caused by: a. a cyber attack or fear or threat of a cyber attack; b. a hacker or fear or threat of a hacker; or c. its digital connectivity to any other item of computer or digital technology which has been directly affected by a cyber attack or hacker. We will however cover any other damage, loss, cost or expense insured under this section which is caused by the cyber attack or hacker. We will not make any payment for damage, loss, cost or expense directly or indirectly caused by, contributed to by, resulting from or in connection with a computer or digital technology error. We will not make any payment for the reconstitution of data or the value to you of any lost or distorted records or data. We will not make any payment for loss or damage due to your parting with title or possession of property or rights to property prior to receiving payment in full.

Property – contents clauses in full

Clause	240.3	Minimum security condition We will not make any payment for damage unless the physical security measures at the insured location comply with the following criteria and all devices are put into full and effective operation whenever the premises are closed for business or left unattended: 1. The final exit door is secured by: a. a rim automatic deadlock conforming to or superior to BS3621; or b. a mortice deadlock conforming to or superior to BS3621; or
--------	-------	---

Renewal SCHEDULE

- c. a key operated multi-point locking system having at least three locking bolts.
 - 2. Any other external door or internal door providing access to any part of the building not occupied by **you**, which is not officially designated a fire exit by the local fire authority, is secured by:
 - a. a locking device specified in 1 above; or
 - b. by two key operated security bolts to engage the door frame.
 - 3. Any other external door or internal door which is officially designated a fire exit by the local fire authority is secured by:
 - a. a panic bar locking system incorporating bolts which engage both the head and sill of the door frame; or
 - b. a mortice lock having specific application for emergency exit doors and which is operated from the inside by means of a conventional handle and/or thumb turn mechanism.
 - 4. All ground and basement level opening windows and any upper floor opening windows or skylights accessible from roofs, balconies, fire escapes, canopies, downpipes and other features of the building are:
 - a. secured by means of a key-operated locking device; or
 - b. permanently screwed shut.
- Please note:
- (i) The local fire authority must be consulted before **you** replace or augment the existing locking device fitted to a designated emergency exit door; and
 - (ii) The provisions of specification 4 do not apply to windows or skylights that are protected by means of either:
 - a. fixed round or square section solid steel bars not more than 10 cm apart; or
 - b. fixed expanded metal, weld mesh or wrought ironwork grilles; or
 - c. proprietary collapsible locking gate grilles.

Clause 6226.0

Addition of cover - travel expenses

The following is added to **What is covered**, Additional cover:

Travel expenses

23. **We** will also pay for:
- the unused travel, accommodation and pre-booked conference or excursion expenses which **you** have paid or legally have to pay and which cannot be recovered; and
 - the necessary and reasonable additional travel and accommodation expenses for **your** member of staff, **councillor** or trustee to return home; as a result of a pre-arranged business trip being cancelled or cut short, during the **period of insurance**, for one of the following reasons:
- the death, accidental injury or illness of a member of staff, **councillor** or trustee; or
 - the death, accidental injury or illness of the spouse, partner, close relative, fiancée or fiancé of a member of staff, **councillor** or trustee; or
 - the death, accidental injury or illness of any person with whom a member of staff, **councillor** or trustee is planning to stay or conduct business; or
 - a member of staff, **councillor** or trustee being called for jury service or as a court witness; or
- damage** to a member of staff or **councillor**'s or trustee's pre-booked accommodation making it impossible for the member of staff or **councillor** or trustee to stay there.
 - damage** to the scheduled means of transport or any strike, riot, civil commotion or **terrorism** which causes the cancellation or delayed departure for 24 hours or more of the scheduled transport on which the member of staff or **councillor** or trustee is booked to travel on their outward or return journey.

The most **we** will pay during the period of **insurance** under this additional cover is £750. The **excess** which applies to this additional cover is £75.

Clause 6729.0

Removal of cover: cyber claims and losses

What is covered, Lock replacement, is amended to read as follows:

The costs **you** incur to replace locks and keys necessary to maintain the security of the **insured premises** or any safes or security control apparatus following theft or loss or misuse of physical security keys occurring during the **period of insurance**. However this does apply to the unauthorised modification of any digital or electronic

Renewal SCHEDULE

locks.

What is not covered 1. h. 'a virus or hacker.' is deleted.

The following is added to **What is not covered**:

We will not make any payment for **damage** to, or any loss, cost or expense arising in respect of any item of **computer or digital technology** which is directly caused by:

- a. a **cyber attack** or fear or threat of a **cyber attack**;
- b. a **hacker** or fear or threat of a **hacker**; or
- c. its digital connectivity to any other item of **computer or digital technology** which has been directly affected by a **cyber attack** or **hacker**.

We will however cover any other **damage**, loss, cost or expense insured under this section which is caused by the **cyber attack** or **hacker**.

We will not make any payment for **damage**, loss, cost or expense directly or indirectly caused by, contributed to by, resulting from or in connection with a **computer or digital technology error**.

We will not make any payment for loss or **damage** due to **your** parting with title or possession of **property** or rights to **property** prior to receiving payment in full.

We will not make any payment for loss arising from any electronic, online or crypto currency, including Bitcoin.

Clause	6349.1	Floating amount insured (Contents) The cover under this section applies to all locations occupied by you in connection with your activities within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The amount insured is the most we will pay in total for damage to your contents however many locations are affected.
--------	--------	---

Property away from the premises clauses in full

Clause	65.00	Contents temporarily elsewhere We will not make any payment when such property is temporarily outside the UK unless it is in your care , custody or control at all times or otherwise secured in a locked hotel room or safe, or other similar securely locked room or building.
Clause	6729.0	Removal of cover: cyber claims and losses What is covered , Lock replacement, is amended to read as follows: The costs you incur to replace locks and keys necessary to maintain the security of the insured premises or any safes or security control apparatus following theft or loss or misuse of physical security keys occurring during the period of insurance . However this does apply to the unauthorised modification of any digital or electronic locks. What is not covered 1. h. 'a virus or hacker.' is deleted. The following is added to What is not covered : We will not make any payment for damage to, or any loss, cost or expense arising in respect of any item of computer or digital technology which is directly caused by: a. a cyber attack or fear or threat of a cyber attack ; b. a hacker or fear or threat of a hacker ; or c. its digital connectivity to any other item of computer or digital technology which has been directly affected by a cyber attack or hacker . We will however cover any other damage , loss, cost or expense insured under this section which is caused by the cyber attack or hacker . We will not make any payment for damage , loss, cost or expense directly or

Renewal SCHEDULE

indirectly caused by, contributed to by, resulting from or in connection with a **computer or digital technology error**.

We will not make any payment for loss or **damage** due to **your** parting with title or possession of **property** or rights to **property** prior to receiving payment in full.

We will not make any payment for loss arising from any electronic, online or crypto currency, including Bitcoin.

Business interruption clauses in full

Clause	6731.0	Removal of cover: cyber claims and losses Where applicable: Special definitions for this section, Cyber attack is deleted. What is covered, Cyber attack and What is covered, Additional cover, Hacker damage, are deleted. The following is added to What is not covered: We will not make any payment for any interruption to your activities or for any loss, cost, payment or expense directly or indirectly caused by, contributed to by, resulting from or in connection with any of the following: cyber attack; hacker; computer or digital technology error; - any fear or threat of a. or c. above; or - any action taken in controlling, preventing, suppressing, responding or in any way relating to a. to d. above. However: - this exclusion does not apply to What is covered, Financial losses from insured damage; and - exclusion c. above does not apply to What is covered, Equipment Breakdown. These amendments i. and ii. above only apply where the applicable insuring clause is incorporated into the Property – Business interruption section of your policy.
--------	--------	--

Clause	6820.0	Amended definition: income Special definitions for this section, Income, is amended to read as follows: Income The total income from your activities carried out from your insured location. This does not include precept income.
--------	--------	---

Clause	6350.1	Floating amount insured (Business interruption) The cover under this section applies to all locations occupied by you in connection with your activities within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The amount insured is the most we will pay in total for each interruption to your activities however many locations are affected.
--------	--------	---

Employers' liability clauses in full

Clause	3121.0	Employers Liability Tracing Office (ELTO) – mandatory information required You must provide us with the following information for this section of the policy for each entity insured under this section of the policy: Employer name; and
--------	--------	--

Renewal SCHEDULE

2. Full address of employer including postcode; and
3. HMRC Employer Reference Number (ERN).

If any insured entity does not have an ERN, you must provide us with one of the following reasons:

- a. The entity has no employees; or
 - b. All staff employed earn below the current Pay As You Earn (PAYE) threshold;
 - or
 - c. The entity is not registered in England, Wales, Scotland or Northern Ireland.
- You must inform us immediately of any changes to the above information.**

Clause 6734.0

Confirmation of cover: cyber claims

The following is added to **What is covered**:

Cyber claims

We will pay for any claim that is otherwise covered under this section, where such claim arises from a cyber attack, hack or other computer or cyber-related incident.

Public and products liability clauses in full

Clause 6080.0

Firework and bonfire condition endorsement

The following applies to the whole of this **policy** and is a condition precedent to **our** liability.

We will not make any payment under this insurance unless **you** comply with all of the requirements below.

Whenever **you** are responsible for any firework or bonfire displays at the **insured location**, **you** must ensure that:

1. there is a written risk assessment in place for the proposed event; and
2. the fire brigade have been notified of the details of the event at least seven days before the event is due to take place; and
3. the relevant local authorities have been notified and permission for the event granted and **you** must also ensure that any requirements from the authorities are fully complied with; and
4. all manufacturers' guidelines in respect of the storage and use of fireworks and sparklers are strictly adhered to; and
5. fireworks are purchased from a reputable supplier and are not modified in any way; and
6. all employees or volunteers have received appropriate training (which is recorded in writing) and are aware of the safety procedures for the event; and
7. there is appropriate first aid presence on site, in line with the risk assessment document; and
8. appropriate fire extinguishing equipment is available at the event and employees and volunteers have been instructed in the safe operation and use of such equipment; and
9. all members of the public are kept at least 25 metres from both the display area and any bonfire itself behind appropriate safety fencing; and
10. any bonfire is kept at least 25 metres away from the firework display area and is not located within five metres of any trees, fencing or other combustible material; and
11. any bonfire is kept at least 75 metres away from any premises, car park or storage of any flammable or dangerous material; and
12. there will be no use of accelerants or other flammables on any bonfire; and
13. an appropriate check is made of the weather conditions prior to the event going live, and if appropriate a check is made with the fire brigade as to whether to continue with the event; and
14. at the end of the display, a thorough check is undertaken (which is recorded in writing) of the area to ensure that no potential fire hazards remain. Any bonfire area must be doused in water.

We will not make any payment for any claim or loss arising from firework or bonfire displays unless all of the above criteria have been fully complied with.

Clause 6735.0

Removal of cover: cyber claims

The following are added to **Special definitions for this section**:

Renewal SCHEDULE

Computer or digital technology

Any **programs**, computer network, hardware, software, operational technology, internet-connected device, network-connected device, electronic device, information technology, communications system, including but not limited to any internet-of-things devices, email system, intranet, extranet, website or cloud computing services.

Computer or digital technology error

Any negligent act, error or omission by anyone in the:

1. creation, handling, entry, modification or maintenance of; or
2. on-going operation, maintenance (including but not limited to installation, upgrading or patching) or development of any **computer or digital technology**.

Cyber attack

Any digital attack or interference, whether by a **hacker** or otherwise, designed to:

1. gain access to;
2. extract information from;
3. disrupt access to or the operation of; or
4. cause damage to, any data or **computer or digital technology**, including but not limited to any:
 - a. **programs** designed to damage, disrupt, extract data from, or gain access to any data or **computer or digital technology** including, but not limited to, malware, wipers, worms, trojans, rootkits, spyware, dishonest adware, crimeware, ransomware, crypto-jacking and other malicious software or viruses; or
 - b. denial of service attack or distributed denial of service attack.

Hacker

Anyone, including an employee of **yours**, who gains unauthorised access to or unauthorised use of any:

1. **computer or digital technology**; or
2. data held electronically by **you** or on **your** behalf.

Personal data

Any information about an individually identifiable natural person, including any information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual, including but not limited to any information protected by the Data Protection Act 2018, General Data Protection Regulation (EU) 2016/679, or any related, similar or successor legislation or regulation in any jurisdiction.

The following is added to **What is not covered**:

Cyber incidents

We will not make any payment for any claim or part of a claim or loss directly or indirectly due to any:

- a. **cyber attack**;
- b. **hacker**;
- c. **computer or digital technology error**;
- d. any fear or threat of a. to b. above; or
- e. any action taken in controlling, preventing, suppressing, responding or in any way relating to a. to d. above.

Renewal SCHEDULE

Personal data

We will not make any payment for any claim or part of a claim or loss directly or indirectly due to the actual or alleged processing, acquisition, storage, destruction, erasure, loss, alteration, disclosure, use of or access to **personal data**.

Officials indemnity clauses in Full

Clause	705.4	Prior & pending litigation date Prior & pending litigation date 01/10/2023
Clause	3215.0	Amendment of cover: cyber claims (DO) The following are added to Special definitions for this section: Computer or digital technology Any programs, computer network, hardware, software, operational technology, internet-connected device, network-connected device, electronic device, information technology, communications system, including but not limited to any internet-of-things devices, email system, intranet, extranet, website or cloud computing services. Computer or digital technology error Any negligent act, error or omission by anyone in the: 1. creation, handling, entry, modification or maintenance of; or 2. on-going operation, maintenance (including but not limited to installation, upgrading or patching) or development of any computer or digital technology. Cyber attack Any digital attack or interference, whether by a hacker or otherwise, designed to: 1. gain access to; 2. extract information from; 3. disrupt access to or the operation of; or 4. cause damage to, any data or computer or digital technology, including but not limited to any: a. programs designed to damage, disrupt, extract data from, or gain access to any data or computer or digital technology including, but not limited to, malware, wipers, worms, trojans, rootkits, spyware, dishonest adware, crimeware, ransomware, crypto-jacking and other malicious software or viruses; or b. denial of service attack or distributed denial of service attack. Data subject Any natural person who is the subject of personal data. Hacker Anyone, including an employee of yours, who gains unauthorised access to or unauthorised use of any: 1. computer or digital technology; or 2. data held electronically by you or on your behalf. Personal data Any information about an individually identifiable natural person, including but not limited to such information protected by the Data Protection Act 2018 or the General Data Protection Regulation (EU) 2016/679, including any similar or successor legislation or regulation.

Renewal SCHEDULE

Social engineering communication

Any request directed to you or someone on your behalf by a person improperly seeking to obtain possession or the transfer to a third-party of virtual currency, money, securities, data or property that such person or third-party is not entitled to.

The following is added to **What is covered**:

Additional cover

Loss of data resulting from a cyber incident

We will pay on behalf of any **insured person** the **loss** arising from a **claim** against that **insured person**, including any **claim** by any **data subjects** relating to **personal data**, where any such claim is based upon, attributable to or arising from any loss or misuse of data as a direct result of a **cyber attack**, a **hacker** or that **insured person's** own unintentional error. We will not cover **defence costs** in relation to such **claims**.

The following is added to **What is not covered**:

We will not make any payment for any **claim, loss or investigation** based upon, attributable to or arising out of any:

- a. **cyber attack**;
- b. **hacker**;
- c. **computer or digital technology error**;
- d. **social engineering communication**; or
- e. **claims** by any **data subjects** relating to **personal data** arising from a. to d. above.

This exclusion does not apply to any **claim**:

- i. covered under **What is covered, Additional cover**, Loss of data resulting from a cyber incident; or
- ii. brought by you, any shareholder or creditor of **yours** or any **insured person**, directly due to the **insured person's** management of or response to a. to d. above.

Where a **claim** is covered under i. and ii. above, **we** will treat the **claim** as covered under i. **We** will not cover **defence costs** in relation to such **claims**.

The following is added to **How much we will pay**:

The most **we** will pay under **What is covered, Additional cover**, Loss of data resulting from a cyber incident, is the lesser of:

- 1. £250,000; or
- 2. the overall limit of indemnity shown on the schedule,

for the total of all such **claims** and **losses**, including **defence costs**, regardless of the number of **claims** or **losses**. This is included within, and not in addition to, the overall limit of indemnity shown in the schedule.

Clause 3216.0

Amendment of cover: breach of professional duty (DO)

What is not covered, Breach of professional duty, is amended to read as follows:

Breach of duty to customers

We will not make any payment for any **claim, loss or investigation** where any **claim** is brought by your client or customer and which arises directly out of any breach of duty by any person in the provision of products or services to that client or customer. This exclusion does not apply to:

- a. **legal representation costs** or any insurable civil fines or penalties associated with an investigation resulting from the **claim**;

Renewal SCHEDULE

b. any **health and safety/manslaughter claim**; or

c. a **claim** by any of **your** shareholders including any shareholder derivative proceedings in **your** name without your or any **insured person's** voluntary solicitation, assistance or participation arising from any actual or alleged failure to supervise the performance of any professional services.

Commercial legal protection (DAS) clauses in full

Clause	524.0	Commercial legal protection Legal Expenses - cover for up to £100,000 DAS legal advice line: Tel. 0117 933 0626 Please quote policy reference TS5/5997087 in all correspondence For the purpose of Commercial Legal Protection, We/Our means DAS Legal Expenses Insurance Company Limited, who provide the cover and manage all claims under that section.
--------	-------	--

Crisis containment: endorsements

Clause	6752.0	Amendment of cover: cyber claims and losses The following are added to Special definitions for this section : Computer or digital technology Any programs , computer network, hardware, software, operational technology, internet-connected device, network-connected device, electronic device, information technology, communications system, including but not limited to any internet-of-things devices, email system, intranet, extranet, website or cloud computing services. Computer or digital technology error Any negligent act, error or omission by anyone in the: 1. creation, handling, entry, modification or maintenance of; or 2. on-going operation, maintenance (including but not limited to installation, upgrading or patching) or development of any computer or digital technology . Cyber attack Any digital attack or interference, whether by a hacker or otherwise, designed to: 1. gain access to; 2. extract information from; 3. disrupt access to or the operation of; or 4. cause damage to, any data or computer or digital technology , including but not limited to any: a. programs designed to damage, disrupt, extract data from, or gain access to any data or computer or digital technology including, but not limited to, malware, wipers, worms, trojans, rootkits, spyware, dishonest adware, crimeware, ransomware, crypto-jacking and other malicious software or viruses; or b. denial of service attack or distributed denial of service attack. Hacker Anyone, including an employee of yours , who gains unauthorised access to or unauthorised use of any: 1. computer or digital technology ; or 2. data held electronically by you or on your behalf. The following is added to What is not covered :
--------	--------	--

Renewal SCHEDULE

Cyber incidents

We will not make any payment for any claim or part of a claim or loss directly or indirectly due to any:

- a. **cyber attack**;
- b. **hacker**;
- c. **computer or digital technology error**;
- d. any fear or threat of a. to b. above; or
- e. any action taken in controlling, preventing, suppressing, responding or in any way relating to a. to d. above.

Mental anguish and distress

We will not make any payment for any injury or illness resulting from mental anguish or distress.

Crisis containment: endorsements

Clause	9003.0	Crisis containment provider: Hill & Knowlton Crisis line contact number (24 hours): +44 (0)800 8402783 / +44 (0)1206 711796 Crisis containment provider: Hill & Knowlton This contact number will go through to us during working hours, and will go directly to Hill & Knowlton outside of these hours. If you first become aware of a crisis outside of working hours, you must notify us of the crisis as soon as possible within working hours by telephoning +44 (0)800 8402783 or +44 (0)1206 711796.
--------	--------	--

Renewal SCHEDULE

Clauses - applicable to the whole policy

Clause	6727.0	Additional definition: cyber The following are added to the Property definitions. These amendments only apply to the Property definitions where the Property definitions are incorporated into the Property sections of your policy: Computer or digital technology Any programs, computer network, hardware, software, operational technology, internet-connected device, network-connected device, electronic device, information technology, communications system, including but not limited to any internet-of-things devices, email system, intranet, extranet, website or cloud computing services. Computer or digital technology error Any negligent act, error or omission by anyone in the: 1. creation, handling, entry, modification or maintenance of; or 2. on-going operation, maintenance (including but not limited to installation, upgrading or patching) or development of any computer or digital technology. Cyber attack Any digital attack or interference, whether by a hacker or otherwise, designed to: 1. gain access to; 2. extract information from; 3. disrupt access to or the operation of; or 4. cause damage to, any data or computer or digital technology, including but not limited to any: a. programs designed to damage, disrupt, extract data from, or gain access to any data or computer or digital technology including, but not limited to, malware, wipers, worms, trojans, rootkits, spyware, dishonest adware, crimeware, ransomware, crypto-jacking and other malicious software or viruses; or b. denial of service attack or distributed denial of service attack. Hacker Anyone, including an employee of yours, who gains unauthorised access to or unauthorised use of any: 1. computer or digital technology; or 2. data held electronically by you or on your behalf. Program(s) A set of instructions in a computer language which tells a computer how to process data or interact with ancillary equipment, systems or devices.
Clause	603.1	Commercial assistance & legal advice helpline This policy gives you access to a legal advice helpline to assist in the day-to-day running of your business. This helpline is available 24 hours a day, 7 days a week and will ensure you have the best advice when your business is facing legal issues at home or abroad on issues such as: • Employment • Prosecutions • Discrimination in the workplace • Health & safety

Renewal SCHEDULE

- European law

Helpline number: 44 (0)800 840 2269

Helpline hours: 24 hours a day, 7 days a week

This helpline is provided by DAS Legal Expenses Insurance Company Ltd. as a service for eligible Hiscox policyholders.

Clause **999.0** Long Term Agreement

Long term agreement

As used in this endorsement:

- a. Long term agreement shall mean an agreement between you and us for a period of three years. For the duration of the agreement we agree to leave unchanged your annual premium rates and policy details. In return, you agree to renew with us each year for the duration of the agreement.
- b. Annual renewal date shall mean the following date: 30/09/2026
- c. Claims payments and costs shall mean the total of all:
 - i. claims and losses paid; and
 - ii. legal costs and expenses incurred; and
 - iii. new reserves and increases in reserves, during the preceding 12 months.
- d. Income shall mean the total of the gross premiums and any additional premiums, net of any returned premiums for the policy during the preceding 12 months. We and you agree that this policy is subject to a long term agreement beginning on 01/10/2024 and ending on 30/09/2027, provided that:
 - 1. at each annual renewal date the total of all claims payments and costs does not exceed 40% of the income;
 - 2. there are no changes to the material facts concerning your policy; and there are no changes to Insurance Premium Tax during the period of the long term agreement

Clause **7789.0** **Additional Benefit: The Hiscox Risk Academy** The Hiscox Risk Academy provides an interactive learning and information management system and assessment centre for you and your employees to help you better manage risks and minimise disruption to your business. The Academy allows you to manage, track and deliver training and assessments in a simple online environment. The interactive training is tailored to the needs of your business and covers topics including fire safety, slips, trips and falls as well as mental health awareness. The editable documents and templates allow you to identify and monitor risks in your own workplace. This service is provided as a complimentary part of your policy with Hiscox and can be accessed by registering at riskacademy.hiscox.co.uk

Renewal SCHEDULE

INFORMATION ABOUT US

This policy is underwritten by Hiscox Underwriting Limited on behalf of the insurers listed below.

Name	Hiscox Underwriting Limited
Registered address	22 Bishopsgate, London, EC2N 4BQ, United Kingdom
Company registration	Registered in England number 02372789
Status	Authorised and regulated by the Financial Conduct Authority

Insurers

These insurers provide cover as specified in each section of the schedule.

Name	Hiscox Underwriting Limited
Registered address	1 Great St. Helens London EC3A 6HX United Kingdom
Company registration	Registered in England number 00070234
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority

Name	DAS Legal Expenses Insurance Company Limited
Registered address	DAS House, Quay Side, Temple Back Bristol BS1 6NH United Kingdom
Company registration	Registered in England number 00103274
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority

Broker Name	Arthur J. Gallagher Insurance Brokers Limited
Registered address	Spectrum Building 7 th Floor 55 Blythswood Street Glasgow G2 7AT
Company registration	Registered in Scotland. Company Number SC108909
Status	Authorised and regulated by the Financial Conduct Authority

Jennie Currie

Sutton Courtney Parish Council

10 July 2025

Dear Jennie

Internal Audit 2025-26 - Terms of Engagement

I am writing to confirm terms of engagement for the 25-26 financial year. April Skies Accounting Ltd is able to supply Mike Platten to act as internal auditor to Sutton Courtney Parish. April Skies Accounting is able to carry out the internal audit for the Council for 25-26 financial year at a cost of £425 plus travel from Farnham in Surrey. This covers the cost of:

- An interim audit, to be completed in November, December or January
- The year end audit, to be completed at the Council's convenience after 1 April and in time to permit the Council to approve the AGAR before 30 June.

For 25-26 April Skies Accounting will carry out an interim audit at all councils where we are engaged for internal audit services.

We are writing to confirm the terms of our appointment. This engagement letter sets out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility.

I. Responsibilities of the Council

- I.1 The Council is responsible for ensuring that it maintains an adequate system of internal control, including measures designed to prevent and detect fraud and corruption. For clarity, responsibility for safeguarding the assets of the Council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council.
- I.2 The Council is also responsible for ensuring that accounting statements are prepared in accordance with the requirements of accounting regulations applicable to parish councils.
- I.3 The Council should make available to internal audit, as and when required, all accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to obtain from the Council's members and employees any information or documentation we think necessary for the performance of our duties as internal auditors.

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

- 1.4 We, as your internal auditors cannot absolve management of responsibility for internal controls and must ensure that we are not involved in the operation of controls or making management decisions as such activities may compromise our objectivity.

2. Responsibility of Internal Audit

- 2.1 It is our duty to complete and sign off section 4 of the Annual Return for Local Councils in England. We must report on the following assertions:

Table 1 – Internal Control Objectives

Source: *Annual Return for Local Councils in England*

A	Appropriate books of account have been kept properly throughout the year
B	The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.
G	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
H	Asset and investments registers were complete and accurate and properly maintained.
I	Periodic and year-end bank account reconciliations were properly carried out.
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
K	Exemption from limited assurance review (smaller councils only)
L	Transparency Code (smaller councils' compliance)
M	Inspection - Council met responsibilities to allow public inspection of the accounts
N	Publication requirements AGAR
O	Trust funds (including charitable) The council met its responsibilities as a trustee.

2.2 We will carry out any audit testing we deem necessary to complete section 4 of the Annual Return for Local Councils in England. Internal Audit has a responsibility to report any evidence of what we judge to be material non-compliance with any of the assertions set out in table 1 above via the annual report.

2.3 We will also report to you in writing any areas where we judge your systems of internal control may need to be strengthened, on completion of our audit work.

3. Scope of Audit

3.1 Our internal audit will be conducted in accordance with current practices and guidelines, specifically those set out in section 4 of "Government and Accountability for Local Councils - A Practitioners Guide."

3.2 The scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We will not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council in the course of the financial year.

3.3 In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information.

4. Communication

4.1 We will contact you by email in order to confirm arrangements for the audit.

4.2 We will set out any matters arising from the audit in the following formats:

- by email, on conclusion of the audit, to enable discussion of recommendations
- a report will be issued by email, in time to enable you to complete the Annual Return

4.3 We will, of course, contact you regularly in the course of the financial year with regard to audit and other matters.

4.4 Our fees do not include attendance at meetings of the Council. If this is required, an additional charge will be incurred.

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

5. Electronic Publication

- 5.1 Where audited financial information is published digitally by the Council, it is the responsibility of the Council to ensure that any such publication properly presents the financial information and auditor's report.
- 5.2 It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. The maintenance and integrity of electronically published information is the Council's responsibility, and we accept no responsibility for changes made to audited information after it is first posted.

6. Limitation of liability

- 6.1 The work carried out under the terms of this engagement letter is solely for the use of Sutton Courtney Parish. We neither owe nor accept any duty of care to any other third party.

7. Competence

- 7.1 April Skies Accounting Ltd provides the services of Mike Platten to Sutton Courtney Parish Council in respect of the above assignment. Mike Platten is a member of the Chartered Institute of Public Finance and Accountancy (CIPFA). CIPFA maintains a professional disciplinary scheme under which complaints of misconduct by CIPFA members will be investigated. The client has a right to refer to CIPFA any matters affecting professional conduct or competence.

8. Continuity and Substitution

- 8.1 April Skies Accounting Ltd may, with the prior written approval of the Client, appoint a suitably qualified and skilled substitute to perform the services instead of the individual, provided that the substitute shall be required to enter into direct undertakings with the Client, including with regard to confidentiality. If the Client accepts the substitute, the Consultant Company shall continue to invoice the Client and shall be responsible for the remuneration of the substitute.

9. Insurance

- 9.1 April Skies Accounting Limited holds professional indemnity insurance cover to a limit of £250K. The professional indemnity insurer is Simply Business Insurance. The certificate of insurance is attached.

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

10. Independence

- 10.1 April Skies Accounting Ltd has no relationship with staff or Councillors of Sutton Courtney Parish Council, beyond that required to carry out a professional internal audit. Furthermore, in line with NALC guidance, April Skies Accounting Ltd will not take on any form of consultancy work with the Council.

11. Period of engagement

- 11.1 This letter is effective for accounting periods ending on or after 31-03-2026. Any matters arising in respect of prior periods will be dealt with in accordance with best practice.

12. Fees

- 12.1 We calculate our fees using a standard hourly rate plus expenses. Mileage will be charged at 45p mile. All other expenses will be charged at cost.
- 12.2 Invoices should be settled within 30 days of submission to the Council.
- 12.3 Our fee assumes a robust level of internal controls at the Council and documented procedures of a high standard. If additional work is required, this is charged at £65 per hour.

13. Agreement of terms

- 13.1 If, having considered the terms of this engagement letter, you conclude they are reasonable, and you wish to engage us on these terms, please let us have your written agreement to these arrangements by returning to us a signed copy of this engagement letter.

Yours faithfully



Mike Platten

April Skies Accounting Ltd

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

Sutton Courtney Parish Council agrees the appointment of April Skies Accounting Limited subject to the terms of this engagement letter.

Signed: _____

Printed Name: _____

Position: _____

Date: _____



Certificate of Insurance

Issue date: 22 June 2025

Simply Business certifies that the information for April Skies Accounting Limited shown here is correct, as of the issue date above.

For full policy terms and conditions, please refer to the policy wording document.

Company name	April Skies Accounting Limited
Policy number	CHBS3589971XB
Trade/Business	Accountant
Professional indemnity	up to £250,000
Policy start date	01 July 2025
Policy end date	30 June 2026

A handwritten signature in black ink, appearing to read 'David Summers'.

David Summers
Group CEO, Simply Business

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

Aug-25

			Receipts			
Voucher		Name	Description		Amount	Totals
7		Tonks Brothers Funeral Directors	Cemetery fees		400.00	
8		M & R H*****	Cemetery fees		500.00	
9		Oxfordshire County Council	Grass cutting verges		1,607.74	
						2,507.74
			Payments			
Voucher	Method	Name	Description	Invoice	Amount	Totals
74	card	Royal Mail	Postage	card	1.55	
75	card	Value Products Ltd	Signage	card	35.98	
76	card	Wickes	Security	card	53.00	
77	card	HP Inc UK Ltd	Ink	card	6.49	
78	card	Hampshire County Council - Legal Services	Legal fees	see item 065	-31.50	
79	card	Royal Mail	Postage	card	1.70	
81	card	B&Q	Additional grounds maintenance	card	1.80	
84	card	Royal Mail	Postage	card	6.80	
86	card	Royal Mail	Postage	card	3.10	
94	card	Royal Mail	Postage	card	3.25	
					Card payments	113.67
80	BACS	AC Drives and Landscaping	Brickwork	58	1,435.00	
82	BACS	Community Heartbeat	Defib supplies	27073	360.00	
83	BACS	Moore	Audit	331775	504.00	
85	DIRDEBIT	EE	Phone	V02366448203	15.60	
87	BACS	Shield Maintenance Ltd	Waste collection	9148	148.20	
88	BACS	J Currie	Mileage	Month 4 mileage 2nd	57.20	
89	STORDER	J Currie	Salary	Month 5 salary	1,586.00	
90	STORDER	Oxfordshire Pension Fund	Pension	Month 5 pension	556.40	
91	DIRDEBIT	HMRC	NI & Tax	Month 5 HMRC	560.36	
92	BACS	Tactical Facilities Management Ltd	Grounds maintenance	SI3979	1,454.54	
93	BACS	Land & Property Registration	Legal fees	SUT/01	215.00	
					To be paid	6,892.30
						7,005.97
Transfer	BACS	From Unity	To prepayment card		113.67	

September meeting

Receipts

<u>Voucher</u>	<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
10	14/08/2025	Cemetery fees	Private individual	150.00
Total				150.00

Payments

<u>Voucher</u>	<u>Date</u>	<u>Method</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
95	31/07/2025	Direct Debit	Service charge	Unity Trust Bank	7.95
99	18/08/2025	Direct Debit	Phone	EE	15.60
100	24/08/2025	BACS	Locum Clerk salary and expenses	Allison Leigh	850.30
96	02/09/2025	BACS	Maintenance	Tactical Facilities Managen	42.00
98	24/09/2025	Direct Debit	Data protection fee	ICO	47.00
97	28/09/2025	St Order	Salary	J Currie	1,586.00
Total					2,548.85

Summary of Receipts and Payments

All Cost Centres and Codes (Between 31/07/2025 and 31/03/2026)

Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	Precept	102,000.00		-102,000.00				-102,000.00 (-100%)
36	OCC Verges	1,608.00		-1,608.00				-1,608.00 (-100%)
37	Cemetery fees	4,000.00		-4,000.00				-4,000.00 (-100%)
38	Interest	1,000.00		-1,000.00				-1,000.00 (-100%)
47	Donations	250.00		-250.00				-250.00 (-100%)
48	Wayleaves	12.00		-12.00				-12.00 (-100%)
49	VAT 126							(N/A)
SUB TOTAL		108,870.00		-108,870.00				-108,870.00 (-100%)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				48,945.00	4,849.12	44,095.88	44,095.88 (90%)
2	Office Allowance				312.00		312.00	312.00 (100%)
3	Audit				820.00		820.00	820.00 (100%)
4	Bank fees				108.00	7.95	100.05	100.05 (92%)
5	Chairman's Allowance				250.00		250.00	250.00 (100%)
6	Conferences & Training				1,300.00		1,300.00	1,300.00 (100%)
7	Election & Legal fees				35.00		35.00	35.00 (100%)
8	Insurance				3,000.00		3,000.00	3,000.00 (100%)
9	Software				1,283.00		1,283.00	1,283.00 (100%)
10	Stationery				500.00		500.00	500.00 (100%)
11	Subscriptions				900.00	47.00	853.00	853.00 (94%)
12	Travel				624.00		624.00	624.00 (100%)
13	Website				420.00		420.00	420.00 (100%)
50	Office rental				7,200.00		7,200.00	7,200.00 (100%)
51	Office equipment				600.00		600.00	600.00 (100%)
SUB TOTAL					66,297.00	4,904.07	61,392.93	61,392.93 (92%)

Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Bins				494.00		494.00	494.00 (100%)
15	Grass cutting				2,580.00		2,580.00	2,580.00 (100%)
16	Maintenance - contracted				615.00		615.00	615.00 (100%)
52	Maintenance - additional				385.00		385.00	385.00 (100%)
SUB TOTAL					4,074.00		4,074.00	4,074.00 (100%)

Recreation Ground

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Bins				1,014.00		1,014.00	1,014.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 31/07/2025 and 31/03/2026)

18	Grass cutting	1,816.00	1,816.00	1,816.00 (100%)
19	Inspections	2,000.00	2,000.00	2,000.00 (100%)
20	Maintenance - contracted	949.00	949.00	949.00 (100%)
53	Maintenance - additional	4,000.00	35.00	3,965.00 (99%)
SUB TOTAL		9,779.00	35.00	9,744.00 (99%)

Outside Spaces & Assets

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
21	Bench & Bus shelter cleaning				568.00	568.00	568.00 (100%)	
22	Bins				650.00	650.00	650.00 (100%)	
23	Defib maintenance				300.00	300.00	300.00 (100%)	
24	Grass cutting				3,258.00	3,258.00	3,258.00 (100%)	
25	Maintenance - general				1,000.00	1,000.00	1,000.00 (100%)	
26	Verge grass cutting				4,500.00	4,500.00	4,500.00 (100%)	
27	Tree works				2,000.00	2,000.00	2,000.00 (100%)	
28	War Memorial				500.00	500.00	500.00 (100%)	
SUB TOTAL					12,776.00	12,776.00	12,776.00 (100%)	

Grants

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
29	SC News				1,750.00	1,750.00	1,750.00 (100%)	
30	Citizens Advice SO&V				3,000.00	3,000.00	3,000.00 (100%)	
31	PCC				1,500.00	1,500.00	1,500.00 (100%)	
32	Youth Project				4,000.00	4,000.00	4,000.00 (100%)	
33	Village Hall				3,500.00	3,500.00	3,500.00 (100%)	
34	Other				4,000.00	4,000.00	4,000.00 (100%)	
SUB TOTAL					17,750.00	17,750.00	17,750.00 (100%)	

Earmarked Reserves (EMR)

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
39	Cemetery							(N/A)
40	Neighbourhood Plan							(N/A)
41	Professional Advice							(N/A)
42	Recreation Ground							(N/A)
43	Village Hall							(N/A)
44	CIL							(N/A)
54	Tree works							(N/A)
55	War Memorial							(N/A)
56	SIDs							(N/A)
57	S106 Cricket nets							(N/A)
SUB TOTAL								(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 31/07/2025 and 31/03/2026)

Summary

NET TOTAL	108,870.00	-108,870.00	110,676.00	4,939.07	105,736.93	-3,133.07 (-1%)
V.A.T.				7.00		
GROSS TOTAL				4,946.07		

Sutton Courtenay Parish Council
Reserves Balance up to 31st Jul 2025
2025 - 2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Cemetery	25,730.00				25,730.00
Neighbourhood Plan	3,000.00		400.00		2,600.00
Professional Advice	11,585.13				11,585.13
Recreation Ground	11,265.00				11,265.00
Village Hall	9,924.80		2,738.50		7,186.30
CIL	98,189.19		1,295.00		96,894.19
Tree works	1,000.00				1,000.00
War Memorial	500.00				500.00
SIDs					0.00
S106 Cricket nets					0.00
Total Earmarked	161,194.12		4,433.50		156,760.62
 TOTAL RESERVE	 161,194.12		 4,433.50		 156,760.62
GENERAL FUND					48,312.79
TOTAL FUNDS					205,073.41