Sutton Courtenay Parish Council

Planning Applications for consideration on Tuesday 3rd June 2025

Application no	Comments deadline	Location	Proposal	Link to view online
P25/V0619/N8A	21st June	63 Brook Drive, Milton Park	The addition of solar PV to the building.	https://data.whitehorsedc.gov.uk/java/ (RA)
P25/V0824/HH	31st June	32 Chapel Lane, Sutton Courtenay	Proposed first floor extension and single storey rear extension.	https://data.whitehorsedc.gov.uk/java/ (PG)
P25/V1042/HH	25th June	32 Chapel Lane Sutton Courtenay	Proposed first floor extension to garage to create a granny annexe and single storey extension to garage to create an office/gym.	https://data.whitehorsedc.gov.uk/java/ (PG)
R3.0046/25	12th June	(HIF1 route)	Details pursuant to Condition No. 28 (Archaeological Investigation) of planning permission no. R3.0138/21 at A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden including part of the A4130 east of the A34 Milton Interchange, land between Didcot and the former Didcot A Power Station and the Great Western Mainline, land to the north of Didcot where it crosses a private railway sidings and the River Thames to the west of Appleford-on-Thames before joining the A415 west of Culham Station, land to the south of Culham Science Centre through to a connection with the B4015 north of Clifton Hampden.	https://myeplanning2.oxfordshire.gov. (HR)

Additional Planning Correspondence:

P25/V0983/DIS - The Granary, All Saints Lane, Sutton Courtenay	Discharge of condition 4 (Tree Protection NO dig Foundations) and 6 (Location of drainage and services) on application P24/V1756/HH (Removal of garden shed and new side extension to the existing granary.) https://data.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P25/V0983/DIS
P24/V2112/FUL – 48 Harwell Road, Sutton Courtenay	Amendment: Further bat survey report received 22nd May 2025. https://data.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P24/V2112/FUL

Decision lists:

Application no	Location	Proposal	Decision
P25/V0631/HH	Appletree Cottage, 5 Appleford Road, Sutton Courtenay	Single storey side extension and interior alterations to provide annex for disabled relative.	GRANTED
P25/V0002/O	Land at the rear of Buckridges, High Street, Sutton Courtenay	Outline application (all matters reserved except access) for the erection of three self-build dwellings and garages with access provided by existing access track from High Street.	GRANTED

From	To	Councillor	Date	Work ordered / Clerk to action	Outstanding	Referred to Rec Am WP	Closed
11-Mar-24	24-Mar-24	Father Morkos	16-Mar	MUGA - grass encroaching onto outer edge.			Closed
11-Mar-24	24-Mar-24	Father Morkos	16-Mar	Car park - grass and moss encroaching from main field. - Added to 2025 maintenance			Closed
15-Jul-24	28-Jul-24	Father Morkos	31-Jul	Weeds around car park. - Added to 2025 maintenance			Closed
26-Aug-24	08-Sep-24	Hugo Raworth	08-Sep	Old sports equipment (cricket) in western tree line - Cricket Club member (ORM) has advised he will remove.			
05-Nov-24	05-Nov-24	Meeting	05-Nov	Securing the bottom of the football nets - R&A WP to obtain quotes, along with cricket strip project.			
30-Dec-24	12-Jan-25	Joanna O'Callaghan	01-Jan	Path from car park to main play area gate not draining To be added to cemetery pathway project			
04-Feb-25	04-Feb-25	Clerk	04-Feb	Rita had spotted a length of steel in the play area. I visited and found it was the fireman's pole. Kompan completed 6 May			Closed
10-Feb-25	23-Feb-25	Rita Atkinson	27-Feb	Shrub near double yellow gate to be removed. TFM to action			
24-Feb-25	09-Mar-25	Robert Dalby	03-Mar	Pump track - low and potential animal digging.			
01-Apr-25	01-Apr-25	Contractor	01-Apr	Wet pour edging on trampoline has been damaged - 6 May Kompan completed			Closed
21-Apr-25	04-May-25	Joanna O'Callaghan	01-May	Grass needs cutting	Couple of loose branches in play area		Closed
05-May-25	18-May-25	Lia Plowman	xx				
19-May-25	01-Jun-25	Ian Pratley					
02-Jun-25	15-Jun-25	Hugo Raworth					
16-Jun-25	29-Jun-25	Jason Warwick					
30-Jun-25	13-Jul-25						

Jun-25

Receipts

Voucher	Name	Description	Amount	Totals
2	Oliver & James Funeral Directors - Abingdon	Cemetery fees	650.00	
3	Memorials of Distinction	Cemetery fees	125.00	
				775.00

Payments

Voucher	Method	Name	Description	Invoice	Amount	Totals
44	CARD	Royal Mail	Postage	card	3.60	
48	CARD	Royal Mail	Postage	card	1.70	
50	CARD	HP Inc UK Ltd	Ink	card	5.49	
51	CARD	Royal Mail	Postage	card	3.10	
60	CARD	Screwfix	Maintenance	card	6.19	
					Card payments	20.08
45	BACS	Hampshire County Council - Legal Services	Legal fees	3611956 144+150	3,253.20	
46	BACS	Kompan Ltd	Vandalism	261420	1,106.47	
52	BACS	Tactical Facilities Management Ltd	Grounds maintenance	SI-3550	1,454.54	
53	BACS	Shield Maintenance Ltd	Waste collection	8932	148.20	
54	BACS	J Currie	Mileage	Month 3 mileage	81.90	
55	BACS	J Currie	Salary	Month 1-3 top up	1.73	
47	DIRDEBIT	Unity Trust Bank	Bank fee	bank fee	7.95	
49	DIRDEBIT	EE	Phone	V02346143665	15.60	
56	STORDER	Oxfordshire Pension Fund	Pension	Month 3 pension	556.40	
57	DIRDEBIT	HMRC	NI & Tax	Month 3 HMRC	560.36	
58	STORDER	J Currie	Office Allowance	Month 3 office	26.00	
59	STORDER	J Currie	Salary	Month 3 salary	1,586.00	
					To be paid	8,798.35
						8,818.43

Transfer	**BACS**	**From Unity**	**To prepayment card**	**20.08**

Sutton Courtenay Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Receipts

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
35	Precept	102,000.00	51,000.00	-51,000.00				-51,000.00 (-50%)
36	OCC Verges	1,608.00		-1,608.00				-1,608.00 (-100%)
37	Cemetery fees	4,000.00	775.00	-3,225.00				-3,225.00 (-80%)
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**	**51,775.00**	**-57,095.00**				**-57,095.00 (-52%)**

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
1	Salaries				48,945.00	8,109.81	40,835.19	40,835.19 (83%)
2	Office Allowance				312.00	78.00	234.00	234.00 (75%)
3	Audit				820.00	200.00	620.00	620.00 (75%)
4	Bank fees				108.00	16.05	91.95	91.95 (85%)
5	Chairman's Allowance				250.00		250.00	250.00 (100%)
6	Conferences & Training				1,300.00	115.00	1,185.00	1,185.00 (91%)
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	61.70	438.30	438.30 (87%)
11	Subscriptions				900.00	972.12	-72.12	-72.12 (-8%)
12	Travel				624.00	161.20	462.80	462.80 (74%)
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	174.63	425.37	425.37 (70%)
	SUB TOTAL				**66,297.00**	**9,888.51**	**56,408.49**	**56,408.49 (85%)**

Cemetery

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
14	Bins				494.00	45.51	448.49	448.49 (90%)
15	Grass cutting				2,580.00	613.30	1,966.70	1,966.70 (76%)
16	Maintenance - contracted				615.00	175.90	439.10	439.10 (71%)
52	Maintenance - additional				385.00		385.00	385.00 (100%)
	SUB TOTAL				**4,074.00**	**834.71**	**3,239.29**	**3,239.29 (79%)**

Recreation Ground

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
17	Bins				1,014.00	253.50	760.50	760.50 (75%)

Sutton Courtenay Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

18	Grass cutting				1,816.00	414.00	1,402.00	1,402.00 (77%)
19	Inspections				2,000.00		2,000.00	2,000.00 (100%)
20	Maintenance - contracted				949.00	1,141.29	-192.29	-192.29 (-20%)
53	Maintenance - additional				4,000.00	75.00	3,925.00	3,925.00 (98%)
	SUB TOTAL				**9,779.00**	**1,883.79**	**7,895.21**	**7,895.21 (80%)**

Outside Spaces & Assets

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Bench & Bus shelter cleaning				568.00	117.15	450.85	450.85 (79%)
22	Bins				650.00	71.49	578.51	578.51 (89%)
23	Defib maintenance				300.00	481.50	-181.50	-181.50 (-60%)
24	Grass cutting				3,258.00	822.32	2,435.68	2,435.68 (74%)
25	Maintenance - general				1,000.00	10.00	990.00	990.00 (99%)
26	Verge grass cutting				4,500.00	900.00	3,600.00	3,600.00 (80%)
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**	**2,402.46**	**10,373.54**	**10,373.54 (81%)**

Grants

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	SC News				1,750.00	1,750.00		(0%)
30	Citizens Advice SO&V				3,000.00	3,000.00		(0%)
31	PCC				1,500.00	1,500.00		(0%)
32	Youth Project				4,000.00	4,000.00		(0%)
33	Village Hall				3,500.00	3,500.00		(0%)
34	Other				4,000.00	3,000.00	1,000.00	1,000.00 (25%)
	SUB TOTAL				**17,750.00**	**16,750.00**	**1,000.00**	**1,000.00 (5%)**

Earmarked Reserves (EMR)

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Cemetery							(N/A)
40	Neighbourhood Plan					400.00	-400.00	-400.00 (N/A)
41	Professional Advice							(N/A)
42	Recreation Ground							(N/A)
43	Village Hall					2,711.00	-2,711.00	-2,711.00 (N/A)
44	CIL					1,295.00	-1,295.00	-1,295.00 (N/A)
45	S106 Art Trail							(N/A)
46	S106 Paths							(N/A)
	SUB TOTAL					**4,406.00**	**-4,406.00**	**-4,406.00 (N/A)**

Sutton Courtenay Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	**108,870.00**	**51,775.00**	**-57,095.00**	**110,676.00**	**36,165.47**	**74,510.53**	**17,415.53 (7%)**
V.A.T.					2,089.02		
GROSS TOTAL		**51,775.00**			**38,254.49**		

Sutton Courtenay Parish Council
Reserves Balance
2025 - 2026

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Earmarked					
Cemetery	25,730.00				25,730.00
Neighbourhood Plan	3,000.00				3,000.00
Professional Advice	11,585.13				11,585.13
Recreation Ground	11,265.00				11,265.00
Village Hall	9,924.80				9,924.80
CIL	98,189.19				98,189.19
Tree works	1,000.00				1,000.00
War Memorial	500.00				500.00
SIDs					0.00
Total Earmarked	**161,194.12**				**161,194.12**
TOTAL RESERVE	**161,194.12**				**161,194.12**
GENERAL FUND					50,094.03
TOTAL FUNDS					211,288.15

Meeting date: 28th May 2025
Agenda item: 13
Author: Jennie Currie, Clerk

New role of an Assistant Clerk

1. Purpose of report
This report is to consider the process of appointing an Assistant Clerk.

2. Background information
The current Clerk & RFO works 25.5 hours each week. Prior to taking on the Village Hall CIO the Clerk was often struggling to complete all their core work in their contracted hours and any additional projects or unexpected issues have added to that pressure. Rather than simply increase the Clerk's hours it is proposed that a second member of staff is employed to share the workload and to provide essential cover for the Clerk during periods of leave.
To enable the success of employing and training an additional member of staff to focus on facilities in the parish. An office needs to be provided. Milton Park offers various opportunities where the Council can have a secure office and enable visitors to attend by appointment.
The Clerk's role would be amended to include at least 2 days in the office each week.

3. Proposed role
See document on following pages.

4. Financial considerations
In setting the budget for the 2025-26 funding has been allocated for the role, including additional equipment, training, office provision, and additional renumeration for the Clerk due to the additional responsibility of managing a member of staff.
The provision was for the role to start on 1st October which due to the Clerk's planned sick leave will be delayed.

5. Legalisation
Local Government Act 1972, s112 power to appoint staff.

6. Recommendations
That the Assistant Clerk post is advertised in July with a deadline for the return of applications of 22nd September and potential interviews to take place in the first half of October.
That the interview panel will consist of the Clerk and Chairman (or in their absence another member of the Staff Committee).
That the Clerk and Assistant Clerk establishes an office in the parish on Milton Park subject to the availability of offices within the budgeted sums.

Assistant Clerk

Introduction to the Role
Sutton Courtenay is a village and civil parish located in the Vale of White Horse district of Oxfordshire, England. It lies on the south bank of the River Thames, approximately 2 miles south of Abingdon-on-Thames and 3 miles northwest of Didcot. The village has a population of around 3,000, with an electorate of 2,470, and a Parish Council precept of £102,000 for the 2025/26 financial year. The Parish Council comprises 11 seats, which are normally all filled.

In 2025, the Parish Council became the sole corporate trustee of the Sutton Courtenay Village Hall Charitable Incorporated Organisation (CIO). This charity primarily provides a village hall, and the site also includes a public tennis court, allotments, and a building leased to the Scouts.

The Parish Council owns and maintains the Recreation Ground, which features a play area, outdoor gym, Multi-Use Games Area (MUGA), and a skate park. Adjacent to this is the Parish Council cemetery, opened in 2000. The Council is also responsible for the registered Village Green and two additional small parcels of land in the village.

In addition to maintaining these areas and various street furniture throughout the parish, the Council has an agreement with Oxfordshire County Council to manage grass verge cutting—a responsibility that is a valued source of community pride.

Historically, the Parish Council did not operate from a dedicated office. However, with the appointment of the new Assistant Clerk, an office will now be established within the parish. Public access to this office will be available by appointment only.

Overall Responsibilities
The Assistant Clerk will support the Parish Clerk in the administration, management, and delivery of the Council's services, projects, and operations. This includes actively promoting and implementing Council policies. A key responsibility of the role is to take the lead in managing the operations of the Sutton Courtenay Village Hall Charitable Incorporated Organisation (CIO) and overseeing the administration of Council-owned amenities, including the Recreation Ground and Village Green.

The Assistant Clerk reports directly to the Clerk and will deputise for the Clerk in their absence, including covering all associated duties during periods of leave.

This is a part-time appointment for 12 hours per week, worked over 2 to 3 days, with the schedule to be agreed upon. The majority of hours will be worked in the parish office or at Parish Council sites. Some evening work may be required, particularly in connection with meetings or events.

The role is graded under the Local Government Services pay scale at SCP 13–17, currently £14.60–£15.58 per hour (pending the 2025–26 pay award). A generous pension scheme is available through the Oxfordshire Local Government Pension Scheme.

Training will be provided, both onsite and offsite, with the opportunity to work towards obtaining the Certificate in Local Council Administration (CiLCA) qualification.

Responsibilities

1. **Sutton Courtenay Village Hall CIO and Management Committee**
   - In consultation with the Clerk, prepare and publish agendas and supporting papers for both trust and management committee meetings (expected to be four meetings per year).
   - Attend and clerk evening meetings in the absence of the Clerk.
   - Maintain financial records and manage accounts for the CIO.
   - Issue invoices to hirers and follow up on overdue payments.
   - Liaise with hirers and contractors regarding bookings, maintenance, and other hall matters.
   - Organise annual inspections, arrange necessary maintenance, and ensure appropriate insurance coverage for CIO-managed facilities.
   - Manage the allotment sites, including maintaining detailed tenant and waiting list records, collecting rent, conducting regular inspections, and arranging any required maintenance or remedial actions.
   - Day to day management, general maintenance, trouble-shooting and security of the building.
   - Maintain and, where possible, attract and increase the number of overall bookings and revenue.
   - Seek feedback from hirers, review and monitor, and take action where appropriate on any negative comments.
   - Deal with any complaints promptly and efficiently.

2. **Parish Amenities**
   - Organise regular inspections, maintenance, and any necessary remedial work for parish amenities, including the Recreation Ground, Village Green, and Cemetery.

3. **Procurement and Financial Support**
   - Assist in the preparation of tender documents and/or obtain quotations in accordance with the Council's Financial Regulations.
   - Work within agreed budgets, liaising with the Clerk, Councillors, contractors, and other relevant stakeholders.

4. **Contractor Relations**
   - Develop and maintain good working relationships with contractors and service providers.

5. **Communications and Website Administration**
   - Support the Clerk in maintaining, administering, and developing the Parish Council's website.
   - Upload agendas, minutes, notices, and other relevant content in a timely manner.
   - Draft and publish articles or updates regarding Council activities, ensuring the website is accurate and up to date.

6. **General Support**
   - Undertake other reasonable duties as required by the Clerk or the Council.

7. **Deputising for the Clerk**
   - Deputise for the Clerk during periods of leave, assuming responsibility for all associated duties as necessary.

Person Specification: Skills & Experience

Essential:

- Excellent command of written and spoken English, with strong grammar and language skills.
- Proven ability to provide high-quality administrative support and work collaboratively as part of a team.
- Experience attending meetings, taking accurate minutes, and following formal procedures in a local government, charitable, or commercial setting.
- Ability to interact with members of the public with sensitivity, tact, and respect.
- Highly organised, self-motivated, and capable of managing and prioritising tasks in a dynamic environment.
- Reliable and enthusiastic, with strong attention to detail.
- Clear and confident communicator, both written and verbal, able to engage effectively with a wide range of people.
- Competent IT skills, including document production and use of Windows-based software (e.g., Word, Excel, Outlook).
- Professional, discreet, and able to maintain good working relationships with Councillors, colleagues, the public, contractors, and partner organisations.
- Ability to travel between locations within Sutton Courtenay parish (mileage allowance provided).

Desirable:

- Experience working within local government or with democratic processes, including servicing committees.
- Experience managing contracts or overseeing contractor performance.
- Previous employment in a local government setting in an officer capacity.
- Experience organising public events, meetings, or community functions.
- Familiarity with WordPress, Scribe accounting software, and Lemon Booking systems.
- Experience with website content management and use of social media platforms for public engagement.