



Sutton Courtenay Parish Council

Clerk, Miss Jennie Currie

Sutton Courtenay Parish Council, 99 Park Drive, Milton Park, Milton, OX14 4RY

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To: Cllrs Rita Atkinson (chairman), Christopher Campbell, Robert Dalby, Paul Galliver, Cathy King, Joanna O'Callaghan, Lia Plowman, Ian Pratley, Hugo Raworth, and Jason Warwick.

Tuesday 25th August 2026

Dear Councillor,

You are hereby summoned to attend a meeting of Sutton Courtenay Parish Council, to be held on **Tuesday 1st September 2026 at 7.15pm** in **Sutton Courtenay Village Hall**, for the purpose of transacting the following business.

Yours sincerely,

Miss J. Currie, Clerk

AGENDA

1. Public Participation

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

2. Apologies for Absence

3. Declarations of interest from Councillors and requests for dispensations

4. Minutes of the meeting held on Tuesday 7th July 2026 (enclosed)

5. Planning (enclosed)

a) To record responses to applications received during the summer break

b) Applications for consideration at the meeting:

[P26/V1474/FUL](#) - Hachette Uk Distribution Centre, Milton Road

Creation of a sensory wellbeing garden including planting, pathways, seating and lightweight pavilion structure

c) Additional planning correspondence

6. Reports

a) County & District Councillor's Report

b) Parish Councillors' Reports

c) Clerk's Report

7. Thames Crossing (Housing Infrastructure Fund 1) project

An update from the HIF1 Working Group with neighbouring parishes

8. FCC odour complaints

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

a) High Street phone kiosk update

b) To report any issues with the current SIDs

c) To consider the Grounds Maintenance specification for 2027-2029 (enclosed)

10. Recreation Ground

- a) New cricket nets (\$106 project) update
- b) To review the fortnightly checks (enclosed)
- c) To note the Football Club's licence expires this season and to consider next steps

11. Easement requests for the Village Green

The easements for 9 and 10 The Green have been completed. 8 The Green was sold prior to the agreement being signed by all parties. To consider an easement agreement for 8 The Green in the new owners' name (no other changes) and appoint Councillors to sign the agreement.

12. Village Green vehicle barrier project (\$106)

To receive an update from Councillors

13. Council Action Plan

To review the Council Action Plan (enclosed)

14. Consultations

- a) OCC - Quiet lanes programme (enclosed)
- b) Joint Local Plan 2045 (JLP2) Scoping Consultation – to note the consultation will be held from 8th to 29th September and to consider delegating the Parish Council's response

15. Finance

- a) Q1 Bank Reconciliation (enclosed)
- b) To appoint a Councillor to complete the Internal Control Checks for Q1
- c) To note the 2026-27 NALC pay scales have been announced, affecting all Officers
- d) To consider the 2025-26 external auditor's report (enclosed)
- e) To consider the appointment of April Skies Accounting to complete the 26-27 internal audit
- f) To consider the independence of April Skies Accounting from the Council
- g) To consider the insurance quote for 2026-27 (to follow)
- h) To approve the August and September payment reports (to follow)
- i) To appoint two Councillors to authorise the payments via the online banking platform
- j) To note the budget and reserves reports (to follow)

16. Casual Vacancies

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

The press and public are welcome to attend the meeting.

If you require a copy of papers marked enclosed/to follow please check the website or contact the Clerk.