



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.

Thursday 28th May 2026

Dear Councillor,

You are hereby summoned to attend a meeting of Sutton Courtenay Parish Council, to be held on **Tuesday 2nd June 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 5th May 2026 (enclosed)

5. Planning (enclosed)

a) Applications for consideration at the meeting:

[P26/V0779/HH](#) - 1 High View Court Sutton Courtenay

Porch extension. Conversion of garage loft to home office, with new external staircase.
Erection of Garden room and store (outbuilding).

[P26/V1214/LB](#) - 26 Church Street Sutton Courtenay

Proposed new rear door, replacement rear door, repairs to north elevation, window repairs and internal alterations.

[P26/V1201/S73](#) - Cross Trees 1 Church Street Sutton Courtenay

Variation of condition 2 (approved plans) on application P22/V2023/S73.

[P26/V1202/S19](#) - Cross Trees 1 Church Street Sutton Courtenay

Variation of condition 2 (approved plans) on application P22/V2088/S73.

[P26/V1203/S19](#) - Cross Trees 1 Church Street Sutton Courtenay

Variation of condition 3 (vents details) on application P22/V2088/S73 - to replace vulnerable approved insulation detailing with resilient watertight detailing.

[P26/V1204/S73](#) - Cross Trees 1 Church Street Sutton Courtenay

Variation of condition 3 (vent details) on application P22/V2088/S73 - to replace vulnerable approved insulation detailing with resilient watertight detailing.

[P26/V0826/LB](#) & [P26/V0825/HH](#) - The Manor House Church Street Sutton Courtenay

It is proposed to restore the brick pillars and re-instate this entrance with new wooden gates.

[P26/V0798/HH](#) - 17 The Green Sutton Courtenay

Erection of a rear extension at ground and first floor level, together with associated internal alterations, installation of rooflights and alterations to the rear elevation.

- b) Additional planning correspondence
- c) To consider providing an additional comment on application P25/V1671/S73 (enclosed)

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. Thames Water & Hobbyhorse Lane

Update on recent meetings

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

- a) High Street phone kiosk update
- b) To consider the quote for installing new poles for SIDs (enclosed)
- c) To report any issues with the current SIDs
- d) To consider commissioning traffic surveys (enclosed)
- e) To consider whether to develop a speed management strategy (enclosed)
- f) To consider whether to investigate the installation of new village signs (enclosed)

10. Recreation Ground

- a) New cricket nets (S106 project) update
- b) Update on repairs to be made by Kompan
- c) To review the fortnightly checks (to follow)
- d) To consider whether to investigate the installation of CCTV (enclosed)

11. Easement requests for the Village Green

To consider the easement agreements and appoint Councillors to sign the agreements

12. Village Green vehicle barrier project (S106)

To receive an update from Councillors

13. Governance - Policies and Procedures

To review the existing non employment related policies:

- Code of Conduct
- Complaints Procedure
- Data Protection policy, & Privacy Notice
- Investments & Reserves Policies
- IT Policy
- Memorial benches, planting and plaques
- Model Publication Scheme
- Risk Management Policy
- Procedure for Filling Casual Vacancies
- Protocol for Pre-Application Meetings on Developments

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.

- Statement of Internal Controls
- Statement on Biodiversity

14. Amendment to Standing Orders

To consider adding a new Standing Order: A councillor should not hold the post of Chairman or Vice Chairman of the Council for more than three years.

15. Consultations

- a) To consider responding to the County Council's Community Benefit Contributions and Community Shared Ownership policy (enclosed)
- b) To consider whether to submit further information to the Part 2 - Regulation 19 consultation for the South Oxfordshire and Vale of White Horse Joint Local Plan (enclosed)

16. Finance

- a) To approve the payment report (to follow)
- b) To appoint two Councillors to authorise the payments via the online banking platform
- c) To note the budget and reserves reports (to follow)

17. 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.