



## Sutton Courtenay Parish Council

### Minutes for a meeting of the Parish Council held on Tuesday 2<sup>nd</sup> June 2026 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Christopher Campbell, Robert Dalby, Paul Galliver, Joanna O'Callaghan, Lia Plowman, and Ian Pratley.

Absent: Councillor Cathy King, Hugo Raworth, and Jason Warwick.

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

---

#### 2026/086 Public Participation

A resident spoke regarding an incident that took place during the evening of Saturday 30<sup>th</sup> May 2026. A teenager was intimidated by two adult males on motorbikes. The incident took place on the NCR5 route near to the power station site. There is obscene graffiti in the area.

*District & County Cllr Stevens joined the meeting at 7.20pm.*

The Chairman introduced Cllr Stevens to the resident. Members queried if it was FCC land. Cllr Stevens would contact FCC and Cllr Atkinson would contact Sustrans as it was the NCR5 route.

A resident spoke regarding their objection to application P26/V0798/HH 17 The Green.

#### 2026/087 Apologies for absence

Apologies for absence were received from Councillors Cathy King, Hugo Raworth, and Jason Warwick.

#### 2026/088 Declarations of Interest

No declarations of interest were received.

#### 2026/089 Minutes for the meeting held on Tuesday 5<sup>th</sup> May 2026

**RESOLVED** that the minutes of the meeting held on Tuesday 5<sup>th</sup> May 2026 were a true and accurate record, and would be signed by the Chairman.

#### 2026/090 Planning applications

(a) Planning applications to be considered

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

- P26/V0779/HH - 1 High View Court Sutton Courtenay – NO OBJECTION, requests that a condition is applied to ensure that the proposed garage conversion does not become ancillary accommodation.
- P26/V1214/LB - 26 Church Street Sutton Courtenay – NO OBJECTION
- P26/V1201/S73 - Cross Trees 1 Church Street S.C. – NO OBJECTION
- P26/V1202/S19 - Cross Trees 1 Church Street S.C. – NO OBJECTION
- P26/V1203/S19 - Cross Trees 1 Church Street S.C. – NO OBJECTION

2026/090

## Planning applications

### (a) Planning applications to be considered continued

- P26/V1204/S73 - Cross Trees 1 Church Street S.C. – NO OBJECTION
- P26/V0826/LB & P26/V0825/HH - The Manor House Church Street Sutton Courtenay – NO OBJECTION
- P26/V0798/HH - 17 The Green Sutton Courtenay – OBJECTION due to the following points:
  1. There is no mention of the Public Right of Way 373/11/20 that runs north/south alongside the property and the impact on the Right of Way during construction and if there will be long term impact on the route.
  2. Concerns that Public Right of Ways 373/11/20 and 373/3/30 will be negatively impacted due to water dispersment from additional footprint of the property. The junction of the two routes are already waterlogged during the winter.
  3. The Arboricultural Method Statement incorrectly states that the site is not in a conservation area. The whole of the site is within the Sutton Courtenay Conservation Area.
  4. The Public Right of Way provides a key route and view with the Sutton Courtenay Conservation Area. The proposed removal of the stone wall and treeworks would have a negative impact on the character of the conservation area.

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

- P26/V0786/LDP 16 Frilsham Street Sutton Courtenay - no additional comments.
- P26/V0320/FUL Land to rear of 146 High Street, Sutton Courtenay - no additional comments
- R3.0070/26 (HIF 1) A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden... - no additional comments.
- R3.0079/26 (HIF 1) A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden... - OBJECTION as the application includes the temporary closure of NCR5 for an unspecified period with no alternative route provided. This route is a key link for Sutton Courtenay residents to access Milton Park and Didcot by bicycle and on foot.

### Members noted the following planning decisions:

- R3.0114/25 - (HIF 1) - APPROVED
- R3.0019/26 - (HIF 1) - APPROVED
- MW.0144/23 - Land at Culham Weir, Culham - REFUSED
- R3.0030/26 - (HIF 1) - APPROVED
- R3.0031/26 - (HIF 1) - APPROVED

### (c) Application P25/V1571/S73

**RESOLVED** that the following additional comment would be submitted for application P25/V1571/S73:

On behalf of residents Sutton Courtenay Parish Council has been asked to specifically comment upon soakaway provision within private house plots. Originally all surface water drainage was shown discharging to permavoids below block paved areas with rodding eyes and inspection chambers as required (approved app P15/V1931/DIS, drawing nos 4899 and 4899:01E). Now this App shows the implemented change from block pavings to

macadam surfaces with surface water drainage to the rear of buildings directed to rear garden stone filled stowaways (with no access arrangements). This revision was made without location specific percolation tests and third-party site inspections, and merely specified in 2 sizes, types A and B. A good number are shared (with split liability implications), are too close to site boundaries (less than 2.5 metres as required by the Building Regulations) and one serving plots 18 and 19 is shown on the joint plot boundary.

Bearing in mind clay ground conditions and shallow groundwater, the inaccessibility and inefficiency of stone filled soakaways (compared to permavoids) and unsubstantiated size, the provision is of great concern to residents. Further active investigations are required.

2026/091

Reports

(a) County & District Councillor

Cllr Stevens provided an update on planning issues at Partridge Close, and Orwell Park. He advised that the Planning Inspectorate has asked for a second Joint Local Plan to be developed with regard to the Local Government Reorganisation. Liz Leffman was the new OCC portfolio holder for Highways. The HIF1, B4019 closure is still to be resolved with Officers.

On 26<sup>th</sup> June 2026 work would start on the Hobbyhorse Lane BOAT.

Thames Water had been asked to do a targeted consultation on what would happen if there was a breach in the reservoir.

Following recent reports of poor road safety around Sutton Courtenay Primary a Safer Streets scheme was to be explored.

(b) Parish Councillors

Members reported the following items:

- Cllr Plowman reported faded road line markings. She would report it via FixMyStreet and if there was no response she could contact the Clerk to make enquiries.
- Cllr O'Callaghan reported that Heidelberg vehicles were using the B4016, Appleford Road. She would report it to Cllr Stevens.

*District & County Cllr Stevens left the meeting at 8.15pm.*

- Cllr Plowman had written to the District Council as a resident to request new dog waste and litter bins.
- Cllr O'Callaghan reported that the liner to the litter bin near the weir pools was missing.

(c) Clerk

The Clerk reported that there had been multiple issues with grass cutting. Initially the verges were missed in March and April. Recently the play area and cemetery were missed. The contractor would reduce the invoice accordingly.

After another contractor had failed to complete the annual inspection. The Clerk had found a contractor and booked the annual inspection to be completed before the next meeting. The cost for the year would exceed the budget but due to the period of time that the equipment had not been inspected by an outside company the Clerk felt it was an emergency.

2026/092

Thames Crossing (Housing Infrastructure Fund 1) project

There were no further updates.

- 2026/093 Thames Water & Hobbyhorse Lane  
Members referred to Cllr Stevens comments in item 2026/091 above.  
**RESOLVED** that a vote of thanks would be recorded for S. Lazare.
- 2026/094 Parish Council Assets  
(a) High Street phone kiosk  
There were no further updates.  
(b) Quote for installing new poles for SIDs  
**RESOLVED** that the quote from Oxfordshire County Council of £1,906.88, for the installation of 5 poles would be accepted. The funds would come from CIL.  
(c) Issues with the current SIDs  
No issues were reported.  
(d) Commissioning traffic surveys  
Members noted the idea for commissioning the traffic surveys were to produce a baseline for pre-HIF1 traffic. Although the other issues related to speeding.  
Members asked the Clerk to contact OCC and the police to establish what evidence was required to have a police enforcement camera on the B4016. **Clerk**  
(e) Developing a speed management strategy  
**RESOLVED** that the development of a speed management strategy would be added to the Council Plan.  
(f) Installation of new village signs  
**RESOLVED** that the possible installation of new village signs would be added to the Council Plan.
- 2026/095 Recreation Ground  
(a) New cricket nets (S106 project)  
The amended plans and documents would be submitted in June.  
(b) Update on repairs to be made by Kompan  
Kompan had not been in contact.  
(c) Fortnightly checks  
Members noted the outstanding issues related to grass cuttings.  
(d) Whether to investigate the installation of CCTV  
**RESOLVED** that the possible installation of CCTV for the Recreation Ground would be added to the Council Plan.
- 2026/096 Easement requests for the Village Green  
**RESOLVED** that the Chairman and Vice Chairman would sign the easements.
- 2026/097 Village Green vehicle barrier project (S106)  
The Clerk had only received one proposal for the project. On investigating the procurement process with District Council Officers, the Clerk established that they had only contacted one person.  
The Clerk would have to readvertise the project. **Clerk**

2026/098 Governance

**RESOLVED** that the following documents would be readopted:

- 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
- Statement of Internal Controls
- Statement on Biodiversity

2026/099

Amendment to Standings Orders

Members discussed adding: A councillor should not hold the post of Chairman or Vice Chairman of the Council for more than five years.

The item would be considered at the July meeting as per Standing Order 26.

2026/100

Consultations

(a) County Council's Community Benefit Contributions and Community Shared Ownership policy

Members noted the consultation.

(b) Part 2 - Regulation 19 consultation for the South Oxfordshire and Vale of White Horse Joint Local Plan

**RESOLVED** that a budget of £2,000 from the Professional Advice EMR would be allocated to preparing an additional statement.

2026/101

Finance

(a) Receipts and Payments report

**RESOLVED** that the following payments would be authorised:

<b>Receipts</b>						
Voucher	Name	Description	Amount	Totals		
5	Public Sector Deposit Fund	Interest	7.91			
6	FCC Recycling UK	Donation for cemetery paths	22,000.00			
7	Oxfordshire County Council	Contribution to verges	1,607.74			
.	.	.	.	.	<b>23,615.65</b>	
<b>Payments</b>						
Voucher	Method	Name	Description	Invoice	Amount	Totals
44	DIRDEBIT	Unity Trust Bank	Bank fee	fees	9.85	
45	DIRDEBIT	Unity Trust Bank	Bank fee	fees	9.85	
<b>46</b>	<b>ONLINE</b>	<b>SLCC</b>	<b>Membership</b>	<b>MEM258445-1</b>	<b>246.48</b>	
47	DIRDEBIT	EE	Phone	V02471663315	16.20	
<b>48</b>	<b>ONLINE</b>	<b>Amazon EU S.Ã r.l., UK Branch</b>	<b>Stationery</b>	<b>JPC card</b>	<b>31.54</b>	
<b>49</b>	<b>ONLINE</b>	<b>HP Inc UK Ltd</b>	<b>Ink</b>	<b>JPC card</b>	<b>6.49</b>	
<b>50</b>	<b>ONLINE</b>	<b>OALC</b>	<b>Training</b>	<b>6387</b>	<b>96.00</b>	
51	DIRDEBIT	Ashdown Phillips and Partners Ltd	Office licence	315177	748.48	
<b>52</b>	<b>ONLINE</b>	<b>Shield Maintenance Ltd</b>	<b>Waste collection</b>	<b>10264</b>	<b>213.20</b>	
53-57	STORDER	Officers, HMRC, Pension	Salary	Month 3 salary	4,288.81	
.	.	.	.	.	.	<b>5,666.90</b>

2026/101 Finance continued  
(b) Councillors to authorise payments  
**RESOLVED** that Cllrs Dalby and Raworth would authorise payments online. **RD & JO**  
(c) Budget and reserves reports  
Members noted the reports.

2026/102 Casual Vacancies  
Members noted that one vacancy remained.

Close of meeting  
The next meeting of the Council would be held on Tuesday 7<sup>th</sup> July 2026. There being no further business the Chairman declared the meeting closed at 9.09pm.

Signed .....

Dated .....