



## Sutton Courtenay Parish Council

### Minutes for the annual meeting of the Parish Council held on Tuesday 5<sup>th</sup> May 2026 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Christopher Campbell, Cathy King, Joanna O'Callaghan, and Ian Pratley.

Absent: Councillors Robert Dalby, Paul Galliver, Lia Plowman, Hugo Raworth, and Jason Warwick.

In attendance: Jennie Currie, Clerk; County & District Councillor Stevens; 0 members of the public.

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2026/060 Election of Chairman

**RESOLVED** that Rita Atkinson would be re-elected as Chairman and would sign the Acceptance of Office form.

2026/061 Election of Vice Chairman

**RESOLVED** that Robert Dalby would be re-elected as Vice Chairman and would sign the Acceptance of Office form.

2026/062 Public Participation

No matters were raised.

2026/063 Apologies for absence

Apologies for absence were received from Councillors Robert Dalby, Paul Galliver, Lia Plowman, Hugo Raworth, and Jason Warwick.

2026/064 Declarations of Interest

Cllr Campbell declared a non-pecuniary interest in item 2026/076a as one of the proposed locations was adjacent to his home.

2026/065 Minutes for the meeting held on Tuesday 7<sup>th</sup> April 2026

**RESOLVED** that the minutes of the meeting held on Tuesday 7<sup>th</sup> April 2026 were a true and accurate record, and would be signed by the Chairman.

2026/066 Delegation scheme

**RESOLVED** that the amended Delegation scheme would be adopted.

2026/067 Committees

**RESOLVED** that the membership of the Staff committee would be 4 Members including the Chairman and Vice Chairman:

- Cllrs Rita Atkinson, Rob Dalby, Jason Warwick and Lia Plowman.
- Named subs: Joanna O'Callaghan and Ian Pratley.

2026/068 Working groups

**RESOLVED** that the Speed Indicator Devices Working Group would be dissolved.

**RESOLVED** that the following Working Groups would be retained:

Communication: Cllrs Campbell, Dalby, Galliver, O'Callaghan, Pratley, Raworth.

Council Plan Monitoring: Cllrs Atkinson, Campbell, Dalby, King, O'Callaghan, Warwick.

Planning: Cllrs Atkinson, Campbell, Galliver, Pratley, Raworth. Plus R. Draper, R. Harmen, and D. Hignell.

Recreational Amenities: Cllrs Atkinson, King, O'Callaghan, Pratley, Warwick. Plus J. Dunton, T. Twaits, L. Hodder, and T. Dalby.

Village Green barriers: Cllrs Atkinson, O'Callaghan, Plowman, Pratley, Raworth.

2026/069 Areas of interest

**RESOLVED** that Cllr Dalby would remain as the Cllr with Financial Oversight. This role is advised in the Joint Panel on Accountability and Governance's guide.

**RESOLVED** that Cllr Pratley would be appointed to the newly created Speed Indicator Device data role.

2026/070 Representatives on external committees/organisations

**RESOLVED** that the following people would be (re)appointed as trustees:

- Village Hall 300213 Cllr Rob Dalby – Will be closed during the year.
- The Parochial Charities 235924 (4 years from February 2023, 4 people)  
Cllrs Rita Atkinson and Joanna O'Callaghan. Plus William Hanks and David Hignell.
- Sutton Courtenay (National Power) Trust 1075049 (can be all councillors) Rita Atkinson, Christopher Campbell, Rob Dalby, Teresa Field, Paul Galliver, Cathy King, Joanna O'Callaghan, Lia Plowman, Ian Pratley, and Jason Warwick.

**RESOLVED** that the following Members would be (re)appointed:

- Didcot Garden Town Board – Parish Council Working Party: Lia Plowman
- Didcot Local Cycling & Walking Infrastructure Plan (LCWIP): Cathy King
- FCC Liaison Committee: Christopher Campbell, Rob Dalby & Joanna O'Callaghan
- Millennium Common Management Committee: Joanna O'Callaghan
- Milton Park Liaison Committee: Rita Atkinson & Jason Warwick
- Neighbouring Parish Councils Joint Committee (HIF1): Rita Atkinson & Hugo Raworth
- Oxfordshire Parish Transport Representatives (PTR): Christopher Campbell
- RWE Local Liaison Committee: Rita Atkinson (sub Christopher Campbell)
- UKAEA Technology - Culham & Harwell Local Liaison Committees: Lia Plowman
- OALC Executive Committee 2023-27 nomination: Rita Atkinson

2026/071 Standing Orders and Financial Regulations

**RESOLVED** that the Standing Orders 2025 would be retained.

**RESOLVED** that the Financial Regulations 2025 would be retained.

2026/072 Subscriptions

**RESOLVED** that the following subscriptions would be maintained:

- Society of Local Council Clerks (SLCC) for Clerk and Assistant Clerk
- National Association of Local Councils (NALC) & Oxfordshire Association of Local Councils (OALC)
- Institute of Cemetery and Crematorium Management (ICCM)
- Parish Online (website & mapping software)
- Scribe (accounting software)
- Wilts & Berks Canal Trust (local charity)

2026/073 Standing Orders and Direct Debits

**RESOLVED** that the following payments would be made by standing order or direct debit:

- Clerk – salary (set amount with quarterly BACS payment to cover underpayment)
- Assistant Clerk – salary
- Oxfordshire Pension Fund
- Milton Park – office rent and associated costs
- EE – mobile phone contract
- HMRC – National Insurance & Income Tax
- Information Commissioner’s Office (ICO)
- Lloyds Bank – Corporate Purchasing Card arranged via Unity Trust Bank
- Unity bank – monthly service charge

2026/074 Policies and Procedures

**RESOLVED** that this item would be deferred to the next meeting.

2026/075 Meeting dates for the 2026-27 municipal year

**RESOLVED** that all meetings would start at 7.15pm, in Sutton Courtenay Village Hall unless otherwise stated, on the following dates:

- Tuesday 2<sup>nd</sup> June 2026      Tuesday 7<sup>th</sup> July 2026      Tuesday 1<sup>st</sup> September 2026
- Tuesday 6<sup>th</sup> October 2026      Tuesday 3<sup>rd</sup> November 2026
- Tuesday 17<sup>th</sup> November 2026 Grants & Budget setting
- Tuesday 1<sup>st</sup> December 2026      Tuesday 12<sup>th</sup> January 2027      Tuesday 2<sup>nd</sup> February 2027
- Tuesday 2<sup>nd</sup> March 2027      Tuesday 6<sup>th</sup> April 2027 Annual Electors’ Meeting & Council
- Tuesday 11<sup>th</sup> May 2027 Annual meeting of the Council

2026/076 Planning applications

(a) Planning applications to be considered

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

- MW.0051/26 - Bridge Farm Quarry, Sutton Courtenay – NO OBJECTIONS

*Cllr Pratley left the meeting at 7.55pm*

- P26/V0745/HH 15 Chapel Lane, Sutton Courtenay – OBJECTION Due to the proposed extension being positioned directly on, or very close to the boundary with the neighbouring property. This raises several significant concerns:  
The proximity of the extension to the boundary is likely to have an overbearing and oppressive impact on the adjacent property.  
The proposal raises concerns regarding maintenance and access. Building directly on the boundary can create practical difficulties for future upkeep, potentially requiring access to neighbouring land and leading to disputes.

In addition, such proximity increases the risk of noise disturbance during both construction and ongoing use, as well as potential issues related to drainage and water run-off.

2026/076

Planning applications continued

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

- R3.0052/26 (HIF1) Condition 17 partial - no additional comments.
- R3.0053/26 (HIF1) Condition 11 - no additional comments.
- R3.0062/26 (HIF1) Condition 8 - no additional comments.
- R3.0022/26 (HIF1) Condition 4 partial, additional information – comments are:

#### 1.3.5 Appleford Village and Sutton Courtenay Village

"The village of Appleford has strong links with the village of Sutton Courtenay and the B4016 is integral to linking these communities. Appleford Station is key to both communities using the rail network between Didcot and Oxford. Any closures (subject to approval of a Temporary Traffic Regulation Order) of the B4016 will need to detail clear diversion routes to keep a transport corridor open. The existing public right of way (footpath) between Appleford and Sutton Courtenay is planned to be diverted to the North of the B4016 but will remain open and largely uninterrupted, maintaining a walking route between the two villages.

Only sporadic, light traffic is expected through Appleford and Sutton Courtenay and this will mostly be associated with maintenance of noise and vibration monitors. Heavy traffic will not utilize routes through either of these villages due to the active 7.5t weight restrictions."

- This needs to be made very clear to all vehicles that the weight restrictions should be observed and lighter vehicles only occasionally using the routes. Whilst there is no weight restriction on the B4016 in Sutton Courtenay this is a key route through the village which includes residential properties and the village green.

2.1 Customer Requirements - Sutton Courtenay Parish Council is still not listed but Village of Sutton Courtenay has been included in this version

Table on page 14, second row - please clarify who the landowner is, this is key to the task of having communication between the landowner and contractor.

2.4 Works Access - This is a real worry for Sutton Courtenay residents and contradicts stated aim in second para of 1.3.5 - we will have HGVs trundling through our village - 'To access the Southern extents of the viaduct close to Sutton Courtenay, HGVs will need to avoid the current weight restrictions on High Street (Milton) and access via the Marcham Interchange on the A34, then the B4016 to Drayton and Drayton Road/Appleford Road.'

Principle 9 - Advance notice of works. A 1km radius is not enough. All residents of Sutton Courtenay should be contacted as the construction work will have a significant, negative, impact on residents.

Members noted the following planning decisions:

R3.0089/25 - (HIF 1) - APPROVED

R3.0010/26 - (HIF 1) - APPROVED

R3.0011/26 - (HIF 1) - APPROVED

R3.0091/25 - (HIF 1) - APPROVED

(c) Place Overview & Scrutiny Committee meeting

**RESOLVED** that Cllr Atkinson and/or R. Draper would represent the Parish Council at the next Committee meeting.

2026/077

## Reports

### (a) Parish Councillors

Members reported the following items:

- Cllr O’Callaghan asked for an update on the traffic survey for volume and speed. The Clerk advised that she had not yet obtained quotes.
- Cllr Campbell advised that there is a large whole on Mill Lane near the brook. The Clerk advised that there were two reports on FixMyStreet showing as investigating. The Clerk would contact Highways for an update.
- Cllr King advised that dirt bike riders were riding across Kelaart’s field and asked who this should be reported to. The Chairman advised that it should be reported to Thames Valley Police via their website or 101.

### (b) County & District Councillor

Cllr Stevens advised that the District and County Councils are holding their annual meetings in the next few weeks. He relayed that Judy Roberts, Cabinet Member for Place, Environment and Climate Action, had suggested a small group is formed to advise parishes most affected by the CTMP for HIF1, rather than call in the application. He had attended the Thames Water – Hobbyhorse Lane meeting. Thames Water had agreed to fund the work, if FCC resolve the drainage issues on the adjacent land.

Cllr Stevens continues to work with Highways Office to have a zebra crossing installed on Appleford Road.

Central Government should be providing feedback on the Local Government Reorganisation proposals in July 2026.

### (c) Clerk

Sutton Courtenay Football Club requested use of the main pitch in July and August 2026 on Wednesdays 6-9pm and Saturdays 12noon-4pm.

**RESOLVED** that the Sutton Courtenay Football Club would not be permitted to use the Recreation Ground in July and August 2026 due to the planned installation of new cricket nets.

The Clerk advised that FCC Environment had agreed to give a donation of £22,000 towards the new cemetery paths project. This was connected to an agreement with the Environment Agency for mitigation for recent issues.

2026/078

### Community Litter Pick

The feedback was that attendance was low. It was noted that the verges had long grass which hid the litter and perhaps a February or March event would be better. Cllr Atkinson requested that another Councillor lead the event in future.

2026/079

### Thames Crossing (Housing Infrastructure Fund 1) project

Olly Glover MP had hosted a meeting on Monday 20<sup>th</sup> April for parishes effected by the HIF1 project. As predicted Sutton Courtenay’s and Appleford’s concerns were not fully addressed as so many parishes were in attendance. Quarterly meeting dates had been circulated until 2028.

It might be more beneficial for the Parish Council to pursue the option of meeting with County Council Councillors and Officers as detailed in the County Councillor’s report, item 2026/077b above.

2026/080 Thames Water & Hobbyhorse Lane  
Cllr Atkinson reported that Thames Water has committed to reinstate the section that was damaged in 2018 when it did work to install a new water main for FCC. There is still some discussion around the specification to which it will be reinstated between Oxfordshire County Council and what Thames Water is prepared to do. Thames Water has not committed to repair all of Hobbyhorse Lane east of footpath 7 as it does not see it as its responsibility.

The original intent of the initiative led by S. Lazare was to try and get a joint effort (Thames Water, FCC, OCC, Hedileberg and Sutton Courtenay Parish Council) to work together to find a way forward to repair the whole of Hobbyhorse Lane east of Footpath 7. Sadly, that has proved too complicated and expensive as it will have to be done to Oxfordshire County Council 's specification for a BOAT. The section that runs alongside the Hobbyhorse Lane North site was never part of the project - one hopes that as part of the access to the Hobbyhorse Lane North site, the developer will do that - and that is worth checking.

The drainage issue is to do with the ditches running alongside Hobbyhorse Lane. Due to the lay of the land, if those ditches are not kept clear (FCC responsibility), Thames Water has quite rightly said that there is no point wasting money on the reinstatement as the flooding, due to lack of drainage into the ditches, of the BOAT will cause deterioration in time.

FCC has done a lot of work on the north-south section of footpath 7 that runs along the eastern boundary of the Recreation Ground. I am hoping that it might make a difference to the problems we have with flooding in the south east corner of the Recreation Ground.

2026/081 Parish Council Assets  
(a) High Street phone kiosk  
The Clerk had no further update.  
(b) New SID poles  
Oxfordshire County Council had received an objection to the proposed location of the Church Street SID. The Clerk had met with the Highways Officer and discussed a new location to the north of the proposed location, and a new consultation had been issued to householders.  
(c) Issues with current SIDs  
The Clerk advised that the contractor could download the data from the SIDs. As this had not been done before the memory would be cleared and restarted. Cllr O'Callaghan requested the SID on Brook Street be restarted and remain in position to obtain the data.

2026/082 Recreation Ground  
(a) New cricket nets (S106 project) update  
Cllr Atkinson had worked with Cllrs Galliver, Pratley and Raworth to mark out and measure the proposed area and to consider moving the nets 2metres to the west to provide the required runoff from the football pitch.  
Cllr Atkinson also thanked the team at Slatter Cricket & Play for their ongoing support and advice.

- 2026/082 Recreation Ground continued  
(b) Amendments to the cricket nets planning application P25/V1917/FUL  
**RESOLVED** that the amended plan showing a revised location and new site 'red line' outline be approved.  
(c) Update on repairs to be made by Kompan  
There were two outstanding items that Kompan were due to rectify.  
(d) Fortnightly checks  
The Assistant Clerk continues to complete the checks. There were no additional items to report.
- 2026/083 Village Green vehicle barrier project (S106)  
The design brief had been advertised and artists should submit their proposals to the Clerk.
- 2026/084 Finance  
(a) Internal auditor's report for 2025-26  
Members noted the internal auditor's final report for 2024-25 and the outstanding items for the CIO.  
(b) 2025-26 Annual Governance Statement  
**RESOLVED** that 2025-26 Annual Governance Statement would be signed having agreed with all the statements.  
(c) 2025-26 Accounting Statements  
**RESOLVED** that the 2025-26 Accounting Statements would be signed.  
**RESOLVED** that the public rights period will be from Wednesday 3<sup>rd</sup> June to Tuesday 14<sup>th</sup> July 2026. Any member of the public wishing to inspect and make copies of the accounting records for the 2025-26 financial year should contact the Parish Clerk during this time.  
(d) Internal Controls Check for Q4  
The Clerk confirmed that the Q4 Internal Controls Check had been completed.

2026/084 Finance continued  
 (e) Receipts and Payments report

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

		Receipts				
Voucher	Name	Description	Amount	Totals		
4	Vale of the White Horse District Council	Precept 1 of 2	54,000.00			
						<b>54,000.00</b>
		Payments				
Voucher	Method	Name	Description	Invoice	Amount	Totals
17	ONLINE	OALC	Overpayment	overpayment	18.00	
18	ONLINE	OALC	Overpayment	overpayment	-18.00	
19	DIRDEBIT	Ashdown Phillips and Partners Ltd	Office licence	313463	748.48	
20	DIRDEBIT	Ashdown Phillips and Partners Ltd	PAT testing	313535	19.20	
21	ONLINE	ICCM	Membership	5049/2026/27	110.00	
22	DIRDEBIT	EE	Phone	V02461612422	16.73	
23	ONLINE	HP Inc UK Ltd	Ink	JPC card	6.49	
24	ONLINE	Amazon EU S.Ã r.l., UK Branch	Stationery	JPC card	25.42	
25	ONLINE	26th Abingdon Scouts	Grant	Grant 2026-27	2,000.00	
26	ONLINE	Abingdon DAMASCUS Youth Project	Grant	Grant 2026-27	4,000.00	
27	ONLINE	Parochial Church Council	Grant	Grant 2026-27	2,500.00	
28	ONLINE	Be Free Young Carers	Grant	Grant 2026-27	500.00	
29	ONLINE	Citizens Advice	Grant	Grant 2026-27	3,000.00	
30	ONLINE	Friends of Sutton Courtenay School	Grant	Grant 2026-27	1,500.00	
31	ONLINE	Home Start	Grant	Grant 2026-27	500.00	
32	ONLINE	Sutton Courtenay News	Grant	Grant 2026-27	1,750.00	
33	ONLINE	Sutton Courtenay Produce Show	Grant	Grant 2026-27	220.00	
34	ONLINE	The Abingdon Bridge	Grant	Grant 2026-27	1,000.00	
35	ONLINE	Shield Maintenance Ltd	Waste collection	10151	210.61	
36	ONLINE	Tactical Facilities Management Ltd	Grounds maintenance	SI-5591	1,454.54	
37	ONLINE	April Skies Accounting	Audit	INV-0468	212.50	
38	ONLINE	Sainsbury's Supermarkets Ltd	Refreshments	Rita Atkinson	36.25	
39	ONLINE	Wilts & Berks Canal Trust	Membership	WBCT363	25.00	
40-43	STORDER	Officers, HMRC, Pension	Salary	Month 2 salaries	4,228.44	
						<b>24,063.66</b>

(f) Councillors to authorise payments

**RESOLVED** that Cllrs Atkinson and O'Callaghan would authorise payments online. **RA & JO**

(g) Budget and reserves reports

Members noted the reports.

2026/085 Casual Vacancies

Members noted that there was one vacancy to be filled by co-option.

Close of meeting

The next meeting of the Council would be held on Tuesday 2<sup>nd</sup> June 2026. There being no further business the Chairman declared the meeting closed at 9.14pm.

Signed .....

Dated .....