

Sutton Courtenay Parish Council

Planning Applications considered under delegated authority during the summer break 2026

Application no and weblink	Comments deadline	Location	Proposal
P25/V1947/O	29 th July	Signia Park, Land at former Didcot A Power Station	Additional document - CEMP
Sutton Courtenay Parish Council objects to the discharge of this condition on the grounds that the submitted CEMP is generic in nature and fails to demonstrate how construction impacts specific to this site and the surrounding communities will be managed. Construction Traffic: The Parish Council's principal concern is the absence of any meaningful construction traffic management proposals. The CEMP does not identify how construction vehicles will be prevented from travelling through Sutton Courtenay using Harwell Road / Sutton Courtenay Lane / Sutton Courtenay Road. Noise and Air Quality: The CEMP also fails to provide sufficient information regarding piling operations. No details are provided of the proposed piling methodology, the type of piling equipment to be used, expected noise levels, vibration, dust suppression measures or any monitoring regime. These omissions are particularly significant given the site's recent construction history. During the summer of 2025, residents of Sutton Courtenay experienced prolonged and unacceptable piling noise associated with construction works to the north-west of the former power station site. The impacts were sufficiently severe that Vale of White Horse District Council's Environmental Health team investigated the matter. Following that investigation, Environmental Health concluded that changes to the construction methodology were necessary, and revised construction practices were subsequently imposed to reduce the impact. Additional comment when asked whether the Parish Council would remove its objection if conditions were imposed to cover the issues raised: The Parish Council will maintain its objection at this point and until we have sight of a site-specific CEMP and are able to comment on that. There are currently several major projects going on/in the pipeline in the environs and we are looking for some acknowledgment and coordination of construction traffic. This is a point that has already been raised with the OCC HIF implementation team and at a recent meeting chaired by Cllr. Liz Leffman (Cabinet Member for Highways Construction and Repair). At the meeting they agreed to investigate the issue.			
P26/V2236/FUL	27 th July	Peewit Barn, Drayton Road, Sutton Courtenay	Change of use from equestrian paddock to residential curtilage, demolition of existing stables, and erection of garden room and greenhouse.
Objection - The outbuilding replaces ad hoc stables with a permanent larger structure. It is 60sq.m plus, the equivalent of a small house. As development in depth it will change the character of the area viewed from farmland to the south and reinforce the ribbon development along the Drayton Road. Furthermore it will erode the strategic open countryside gaps between Sutton Courtenay and Drayton.			
P26/V2091/HH	29 th July	Glebe House 5 Hobbyhorse Lane, Sutton Courtenay	Demolition of single-storey rear extension and erection of two-storey extension to eastern side of dwelling. Single-storey addition to western side to enlarge existing ancillary annex. Installation of rear dormer window. Installation of covered walkway to rear of dwelling. Erection of new front porch. External alterations.
No objection – Comment: The Parish Council is the sole trustee of the neighbouring Village Hall and asks that a condition is included to prevent any vehicles related to the construction work or displaced residents' vehicles from using the Village Hall car park.			

P26/V2201/HH	10 th August	Lakeside, All Saints Lane, Sutton Courtenay	Single storey rear extension and timber cladding of external walls of existing dwelling.
No objection			
P26/V2784/FUL	24 th August	Land adj to 67A High Street Sutton Courtenay	Erection of a single dwelling (Self-Build).
No objection			

Additional Planning Correspondence:

MW.0099/26 Non-material amendment Sutton Courtenay Waste Management Site, Appleford Sidings, Sutton Courtenay	22 nd July	Non Material amendment to permission MW.0137/13 (P13/V2236/CM), to substitute the 'Leachate Storage Tank Area Plan - 427A620' in place of the 'Leachate Storage Tank Area Plan - CW280 108 SUR', to reflect the installation of a rectangular leachate tank in place of the previous circular tank.	
No additional comment.			
MW.0051/26 Additional information Bridge Farm Quarry, Sutton Courtenay (Previously NO OBJECTIONS)	3 rd August	Section 73A application to vary conditions 2 and 32 (Approved restoration and aftercare drawings) of MW.0008/20 pursuant to Secretary of State decision on HIF scheme Condition 27 (APP/U3100/V/23/3326625)	
No additional comment.			
MW.0003/26 Additional information (relating to Condition 1) Bridge Farm Quarry, Sutton Courtenay (Previously NO OBJECTIONS to Condition 1, OBJECTION to Condition 2)	4 th August	Section 73 application to continue the development permitted by planning permission no. MW.0067/22 (P22/V1444/CM) (for small extension to Bridge Farm Quarry to extract sand and gravel and restoration to agriculture and lakes with reed fringes) without complying with conditions 1 (approved documents) and 2 (restoration end date) to vary the restoration and aftercare schemes and extend the date for completion of the final restoration.	
No additional comment.			
MW.0102/26 Certificate of Lawfulness for Proposed Use or Development Sutton Courtenay Rail Sidings, Appleford Sidings, Sutton Courtenay	12 th August	Erection of boundary fencing	
Noted.			
R3.0022/26 additional information (HIF1)	4 th August	Details pursuant to Condition 4 (CTMP for the Didcot to Culham River Crossing section of the development (partial discharge)) of planning permission no. R3.0138/21.	
No additional comment.			
R3.0079/26 additional information (HIF1)	12 th August	Details pursuant to Condition No. 4 (CTMP for the A4130 Widening and Didcot Science Bridge sections of the development (partial discharge)) of planning permission no. R3.0138/21.	
No additional comment.			
P26/V1937/LDE Certificate of Lawfulness of Existing Use or Development The Coach House Abingdon Road Sutton Courtenay	21 st August	The use of an ancillary building as a separate dwellinghouse.	
Objection. The property was granted planning permission as an ancillary building to 6 Abingdon Road (Rosemary Cottage) under P07/V1488, condition 3 of that permitted application prevents the property described in application P26/V1937/LDE from being used as separate dwelling. The Parish Council believes that condition should be enforced.			

Sutton Courtenay Parish Council

Planning Applications for consideration on Tuesday 1st September 2026

Application no and weblink	Comments deadline	Location	Proposal
P26/V1474/FUL	7 th Sept.	Hachette Uk Distribution Centre, Milton Road	Creation of a sensory wellbeing garden including planting, pathways, seating and lightweight pavilion structure

Additional Planning Correspondence:

P26/V3423/LDP Certificate of Lawfulness of Proposed Use or Development 67 Milton Road, Sutton Courtenay	FIO	Siting of a Mobile Home for Ancillary Use
P26/V1840/HH Amendment to description 6 Milton Road, Sutton Courtenay <i>Previous comment – No objection.</i>	8 th Sept.	Single storey rear extension Single storey rear extension and rear dormer
R3.0070/26 Revised documents (HIF1) <i>Previous comment – No comment.</i>	8 th Sept.	Condition 3 (CEMP for the Didcot to Culham River Crossing section of the development (partial discharge)) of planning permission no. R3.0138/21.

Decision list:

Application no	Location	Proposal	Decision
MW.0099/26	Sutton Courtenay Waste Management Site, Appleford Sidings, Sutton Courtenay	Non Material amendment to permission MW.0137/13 (P13/V2236/CM), to substitute the 'Leachate Storage Tank Area Plan - 427A620' in place of the 'Leachate Storage Tank Area Plan - CW280 108 SUR', to reflect the installation of a rectangular leachate tank in place of the previous circular tank.	APPROVED
R3.0004/26	(HIF1) A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden...	Details pursuant to Condition 12 (updated species surveys in the Clifton Hampden bypass section of the development (partial discharge)) of planning permission no. (R3.0138/21	APPROVED
R3.0023/26	(HIF1) A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden...	Details pursuant to Condition 12 (updated species surveys in the Didcot to Culham River Crossing section of the development (partial discharge)) of planning permission no. (R3.0138/21	APPROVED
R3.0043/26	(HIF1) A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden...	Details pursuant to Condition 22 (Updated Tree Survey within the A4130 Widening and Didcot Science Bridge section of the development (partial discharge)) of planning permission no. R3.0138/21.	APPROVED

R3.0025/26	(HIF1) A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden...	Section 73 application to continue the development permitted by R3.0138/21 (The dualling of the A4130 carriageway (A4130 Widening) from the Milton Gate Junction eastwards, including the construction of three roundabouts. A road bridge over the Great Western Mainline (Didcot Science Bridge) and realignment of the A4130 north east of the proposed road bridge including the relocation of a lagoon. Construction of a new road between Didcot and Culham (Didcot to Culham River Crossing) including the construction of three roundabouts, a road bridge over the Appleford railway sidings and road bridge over the River Thames. Construction of a new road between the B4015 and A415 (Clifton Hampden bypass), including the provision of one roundabout and associated junctions. And controlled crossings, footways and cycleways, landscaping, lighting, noise barriers and sustainable drainage systems) without complying with condition 23 to vary the wording that veteran trees still cannot be removed as part of the development except for veteran (Tree T283) and Ancient (Tree T147) which have been re-classified since the approval of R3.0138/2	APPROVED
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Sutton Courtenay Parish Council

Sutton Courtenay Grounds Maintenance

3 year agreement from March 2027

2027 specification

Old Wallingford Way Cemetery

Old Wallingford Way Recreation Ground

Play area

MUGA, pump track and skate park

Cricket practice nets

Footpath to the south of the main field

**Subject to license agreement changes – cutting of the main field,
maintenance including line marking of football pitches**

The Village Green

Land at All Saints Lane

Verges maintained on behalf of Oxfordshire County Council

Cleaning and weeding of bus shelters on Milton Road

Cleaning of benches

Cleaning of noticeboards

Clerk, Miss Jennie Currie

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

info@suttoncourtenay-pc.gov.uk 07496 924 685

Grass Cutting – Performance Cut (25-60mm) fortnightly from beginning of March to the end of November, 18 cuts a year

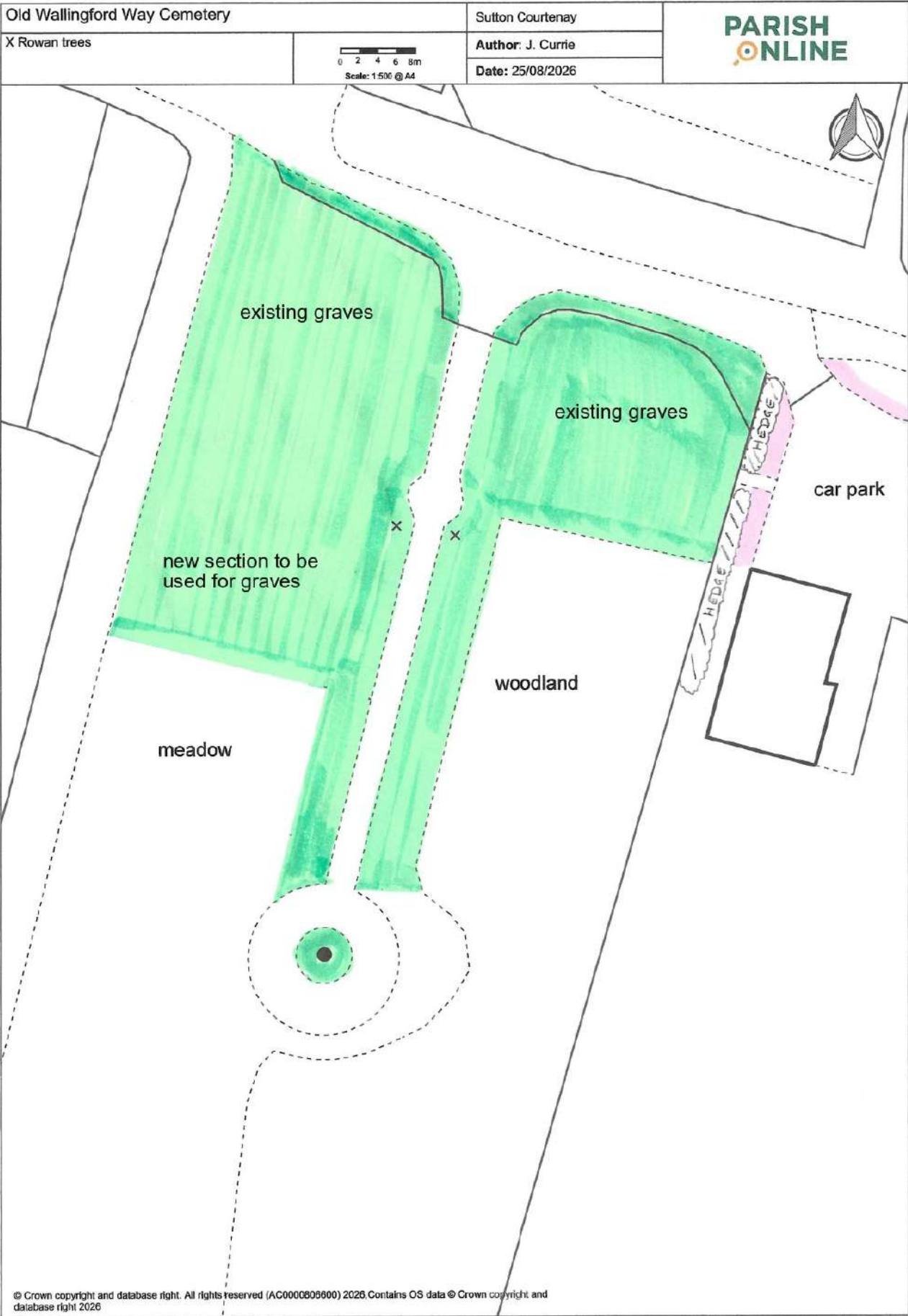
The Contractor shall, using mowing machine appropriate to the task, but not a flail cutting machine. Strimming must be undertaken up to the edges of paths, shrubs, street furniture, buildings, fences, site boundaries and other obstacles on each site.

Job 1: Old Wallingford Way Cemetery



The cemetery is a lawn cemetery opened in 2000. The graves should have a single memorial stone and occasionally an additional stone vase. The cremated remains plots have low level plaques. There is a non-potable water supply onsite that can be utilised for cleaning and watering.

- a. **Grass Cutting – Performance Cut** the area outside of the cemetery wall (to the road), area between cemetery and car park, section between wooded area and road (inside the cemetery), and the “in use” section of the cemetery, including strimming of mounded graves, arisings to be removed from site. Any litter to be removed during visit. (See plan on following page.)
- b. **Grass Cutting – Meadow Cut** 3 cuts a year (April, July and September) of the unused section of the cemetery, arisings can be deposited in the wooded area onsite.
- c. 3 times a year (April, July and September) clearance of stone borders around 2 x Rowan trees and 30cm around 1 x Lucombe Oak tree which are on the main internal road.
- d. Annual cutting of laurel hedge between the cemetery and the Recreation Ground car park. Reduce to 12ft in height and maintain a gap at the pedestrian gate. Arisings to be removed from site.
- e. Annual cutting of inside face of hedge on western side for 80m from northern stone wall.
- f. Annual cleaning of the 3 gates, 3 benches and noticeboard.
- g. Annual treatment of the existing tarmac road to keep them clear of encroaching grass, weeds and soil.
- h. Annual treatment of the planned compacted gravel paths to keep them clear of encroaching grass, weeds and soil. (see photo on page 4)
- i. *Potentially there will be a need to level and returf graves, cost to be quoted at the time.*



The aerial image below shows the original paths inside the cemetery wall and around the two sections currently used for graves. These paths will be replaced with new compacted gravel paths with concrete edging.



Job 2: Old Wallingford Way Recreation Ground



*This includes all areas north of the footpath including the fenced play area, MUGA and area around the skate park & pump track.

- a. Late March onwards, fortnightly (18) visits: Litter pick all the areas listed in * and **Grass Cutting – Performance Cut** including mounds, taking care over areas with grass matting and at edges of safety surfaces. All arisings to be removed.
- b. Late March onwards, fortnightly (18) visits: Litter pick and **Grass Cutting – Performance Cut** the north and west sides of the car park. (This includes the area with the two bins and the section in front of the laurel hedge.)
- c. Rest of year, fortnightly (8 visits): Litter pick the areas in a and b.
- d. April to September, monthly (6 visits) removal of weeds in car park (including path to cemetery) and along fences around play area and MUGA.
- e. In the autumn, fortnightly, remove fallen leaves from the cricket practice nets (newly built).
- f. Annually remove low branches from trees to give 7ft clearance from the ground. All arisings to be removed.
- g. Annual clean of all safety surfaces; play equipment in fenced area; 4 person spinner; shelters; and outdoor fitness equipment (located in south-west corner of the site). Including removing leaf litter from MUGA.
- h. Annual cutting back of the hedge on the north side of the Recreation Ground. From the car park entrance along the entire length of the site behind the play area, MUGA and skate park.
- i. Annual removal of encroaching grass on the path adjacent to play area & MUGA.
- j. Annual removal of encroaching grass/weeds at the edge of the car park and the path from the car park to the cemetery.

- k. Footpath to the south of the Old Wallingford Way Recreation Ground (see plan below) 3 cuts per year (April, July and September), arisings to be removed. Ensure the path is kept clear to a width of 1.5m and around the bench.

This is part of the Recreation Ground and is not a public right of way.



- l. To be confirmed – from 1st June 2027 subject to license changes with the football club
 - To maintain the main field including marking up football pitches
 - To maintain the newly planted wildflower areas at the edge of the field

Job 3: The Village Green dark green areas on map (purple areas are hard surfaces owned by the Parish Council)

- a. **Grass Cutting – Performance Cut**, arisings can be left onsite. Any litter to be removed during visit. Any saplings to be cut back to ground level.
- b. Annual (July) remove epicormic growth from 8 horse chestnut and 1 sycamore trees



Job 4: Land at All Saint's Lane (east of All Saint's Church, opposite Orwell House)

- a. **Grass Cutting – Performance Cut**, arisings can be left onsite. Any litter to be removed during visit. Any saplings to be cut back to ground level.



Job 5: Verges maintained on behalf of Oxfordshire County Council

See accompanying plans covering:

- Appleford Road south side from 44 Appleford Road to 16 Appleford Road.
 - Church Street east side from 20 Church Street to the George and Dragon and then from The Village Green to 'the triangle' junction.
 - Church Street west side from 23 Church Street to 'the triangle' junction.
NOTE: the verges in Church Street include ditches, some have a drop of 3ft and are quite steep.
 - 'The triangle' junction - Church Street/Brook Street/High Street.
 - Drayton Road south side outside 5 Drayton Road.
 - Drayton Road north side from 2 Drayton Road to the 30/40mph sign.
 - High Street both sides.
 - Old Wallingford Way both sides to the Cemetery. (For section in front of Cemetery see site 1a.)
 - Frilsham Street north side in front of 3-17 Frilsham Street.
 - Frilsham Street south side from junction with High Street to 28 Frilsham Street.
 - Town Close (off Frilsham Street).
 - Harwell Road both sides, to the 30/40mph sign.
NOTE: there are often two strips to be cut on each side of the road, as there is a wide section then a narrow section by the houses/bungalows.
 - Milton Road both sides, to public right of way west of 97 Milton Road.
NOTE: there are often two strips to be cut on each side of the road, as there is a wide section then a narrow section by the houses/bungalows.
 - Bradstock's Way, Tyrrell's Way and Barrett's Way.
- a. Monthly cuts from March to November, including strimming around obstacles. Arisings can be left onsite. Litter picking these areas.

Job 6: Cleaning and weeding of three bus shelters on Milton Road – metal framed/plastic panel outside #86, outside #63 and brick built outside #12A

2 visits per year:

- litter pick area
- remove weeds at base of shelter and within 1ft of the outer edge of the shelter
- cut back any overgrowth to give 1ft clearance on all sides
- arisings to be removed from site
- clean the panels and framework

Job 7: Cleaning of non-wooden benches (7 benches - in addition to two in the cemetery)

Church Street (What3Words backup-audit-guess); Village Green x2 (What3Words recall-tins-minute & crisp-skinny-sung); Bradstocks Way (former bus stop outside Costcutter store); Recreation Ground x 3, located at eastern side, southern side and one on the footpath to the south of the site (does not include the two benches outside the Football Clubhouse).

2 visits per year:

- clean the benches
- cut back any overgrowth to give 1ft clearance on all sides
- arisings to be removed from site
- litter pick area

Job 8: Cleaning oak benches (8 - in addition to one in the cemetery)

Kelaart's Field, Village Green by the Abbey, High Street, All Saints Lane x2, Ginge Brook, Bradstocks Way x2

2 visits per year:

- clean the benches
- cut back any overgrowth to give 1ft clearance on all sides
- arisings to be removed from site
- litter pick area

Job 9: Cleaning of noticeboards (8 - in addition to one in the cemetery)

Kelaart's Field, Village Green, Village Hall, Bradstocks Way, Skylark Fields, Newsagents on High Street (2 wall mounted boards only need to be cleaned) Peep O' Day Lane, Mill House on Church Street

2 visits per year:

- clean the noticeboard/map panel
- cut back any overgrowth to give 1ft clearance on all sides
- arisings to be removed from site
- litter pick area

Job 10: Annual herbicide treatment under and in front benches. (18 in total)

See job 1 (cemetery), job 7 and job 8 for locations.

From	To	Councillor	Date	Work ordered / Clerk to action	Outstanding	Referred to Rec Am WP	Closed
30/12/2024	12/01/2025	Joanna O'Callaghan	01-Jan-25	Path from car park to main play area gate not draining	To be added to cemetery pathway project		
13/11/2025	13/11/2025	Clerk, RA & Kompan	13-Nov-25	Additional grass mats alongside slide - Kompan to action in the Spring	Concrete around MUGA posts top surface lifted - Kompan to action once weather improves		
03/02/2026	03/02/2026	Council meeting	03-Feb-26	Netting and fake grass left in tree line	- needs to be bagged and collected		
04/05/2026	17/05/2026	Liz Cruse	01-May-26	Grass needs cutting			Closed
18/05/2026	31/05/2026	Liz Cruse	15-May-26	Grass needs cutting			Closed
01/06/2026	14/06/2026	Liz Cruse	10-Jun-26	No additional faults			Closed
15/06/2026	29/06/2026	Liz Cruse	22-Jun-26	No additional faults			Closed
30/06/2026	14/07/2026	Liz Cruse	10-Jul-26	Grass needs cutting			Closed
10/08/2026	10/08/2026	Resident	10-Aug-26	No parking signs in front of gates	missing		Closed
30/07/2026	14/08/2026	Liz Cruse	14-Aug-26	Damage to both wooden shelters with screws protruding			

RECORD OF REVIEW AND UPDATES (this document will be updated both to reflect progress on projects and addition of new projects as and when they are identified and agreed by SCPC)

Revision	Date	Amendment
Issue 1 Draft 1	Feb-24	Draft produced by SCPC's Project Working Group for
Issue 1 Draft 2	May-24	Draft produced by SCPC's Project Working Group following
Issue 1 Updated 3	19/11/2024	Clerk updated projects
Issue 1 Updated 5	Jul-25	Updated by CK, RA, Clerk - new columns added (e.g. RAG, ref to relevant NP Policy)
Issue 1 Updated 5	Nov-25	Presented to Council November 2025, post meeting notes lost.
Issue 1 Updated 6	Aug-26	Meeting document restored and updated by Clerk August

RAG	Due date key
Completed	Year 0 - end April 24
On track	Year 1 - end April 25
Some issues	Year 2 - end April 26
Significant issues	Year 3 - end April 27
	Year 4 - end April 28

ID	Project	Updated @ August 2026	Priority (H/M/L)	Due date	Actions/Comments	Owner / Working Group	RAG	SCNP Policy(s)	Resolution minute ref.	Clerk's note
1a	S106 Art Trail	Phase 1 - Benches and noticeboards		Year 1		Art Trail Working Group		SC13 - Community facilities SC14 - Village Hall		
1b		Phase 2 - Previous PC approved a further phase to include marker posts (footpaths) and signposts; geocache and website and other objects related to the local history of the area and preferably serves a practical purpose etc – all to be funded from s106 Art Funding. Possible project of a community-produced mosaic in the village hall inner lobby		By end Y2 (April 2026)	a) SCPC resolved to investigate vehicle barrier project to safeguard the village green; b) Following this, further use of funds to be investigated	Art Trail Working Group		SC14 - Village Hall SC10 - Design, Heritage and Setting SC13 - Community facilities		Request that this project is closed.
1c		SCPC resolved to investigate vehicle barrier project to safeguard the village green	High	Y3	District Council Officer support was reduced and the project was not advertised. The Clerk took on this role and Expressions of Interest due 19th August. 3 lots of S106 funds are available - P10/V1907/O (13V14) £42,645.66 expires 2/11/2026 - P18/V0069/O (18V40) £36,413.22 expires 08/06/2033 - P13/V0233/FUL (13V64) no expiry £6,479.31	Art Trail Working Group		SC10 - Design, Heritage and Setting SC13 - Community facilities		
2a	Rights of Way and other footpaths	Targeted footpath improvements made to upgrade the PRoW (north - south) running between the cemetery and Lady Place, and refurbish path at the southern end of the Recreation Ground		Completed		Neighbourhood Plan Steering Group		SC2: Landscape Character & Value SC4: Green & Blue Infrastructure		
2b		The last audit of footpaths by SCPC Working Group took place in May 2023 and was agreed by SCPC at its June 2023. Issues were uploaded on OCC Countryside Access portal. The Recreation Ground is being registered with Land Registry, this incorporates footpath bordering eastern boundary of Recreation Ground (stretch between Old Wallingford Way and Hobbyhorse Lane)	High	By end Y2 (April 2026)	Consider timing of next audit of footpaths, and - once complete - upload issues on OCC Countryside Access portal	Recreational Amenities Working Group		SC2: Landscape Character & Value SC3: Key Views & Vistas SC4: Green & Blue Infrastructure		

3	Neighbourhood Plan (NP) Made	Inspector's report issued and currently changes being implemented in documentation. Current schedule is for referendum on 11 April 2024		Expected completion before May 2024	To prepare item for Village News and PC website	Neighbourhood Plan Steering Group		All		
4	Action plan for NP	Once an NP is made the Parish Council is required to prepare an action plan or items/recommendations that are aspirational but do not form part of the local authority process for determining planning applications and guide planning decisions and hence are not part of the independent examination. These items are listed in the Neighbourhood Plan table below	High	Sep-25	a) CK and RA to review action plan and allocate responsibilities b) PC Working Groups to review and update actions relevant for them ahead of SCPC discussion of plan at autumn meeting	Cllr. Cathy King & Cllr Rita Atkinson		All		I believe the data for this was lost. There is some information on the second tab of this workbook.
5	Conservation Area Appraisal - does NP provide adequate appraisal?	This was discussed at SCPC's March and June 2023 meetings, and the District Council was consulted. It was resolved that, as there would be a cost to the Parish Council and other projects needed to be completed, this idea would be reviewed in the future.			SCPC at its meeting June 2023 resolved not to progress this project (2023/107)	Cllr. Joanna O'Callaghan		SC2 - Landscape Character and Value SC3 - Key Views and Vistas SC10 - Design, Heritage and Setting	2023/107 March	
6	Recreation Ground - Cricket Nets	March 2023 SCPC meeting resolved that council would investigate using S106 funds to refurbish the cricket practice strips. Discussion with cricket club took place with quotes obtained and resolved by SCPC for the work. Project will use funding additional to earmarked s106. Meeting with Football Club taken place	High	By end December 2025	Discharge of Planning Conditions currently being considered. Contractor awaiting permission to start in August/September.	Cllr. Rita Atkinson		SC13: Community Facilities SC14: Village Hall		
7	Rec Gnd New licences (use of ground) for Football and Cricket Clubs	Cricket club relinquished their licence, due to lack of facilities and low membership. Football Club licence for use of ground due to expire in February 2027 (notice to terminate required 6 months in advance)	High	By February 2026	SCPC to review the management of the use of the Rec Gnd and consider next steps			SC13: Community Facilities SC14: Village Hall		
8	Rec Gnd plastic tree protection removed from the trees on the Recreation Ground path and the ones in the Laurel hedge in play area.	Could do as a community (volunteers) working party? Could be a Community Payback project, they would need access to toilets at the Football Club. - Clerk has a contact.	Low	Y0 / Y1 - suitable project for summer 2024 work		Recreational Amenities Working Group		SC6: Biodiversity SC13: Community facilities		

9	Rec Gnd the pedestrian access needs to be improved, repairing fences and reviewing the kissing gates			Y0 / Y1 - suitable project for summer 2024 work		Recreational Amenities Working Group		SC13: Community facilities		
10	Development of small playpark at southern end of village	Chairman met with Milton Park Liaison	TBC	TBC	Await response from Milton Park on expected timeline	Cllr. Rita Atkinson		SC13: Community Facilities SC14: Village Hall		Request that this project is closed.
11	Cricket Pitch and pavilion (Milton Park land)	No possibility of pavilion on Kelaart's Field due to its protected status. Other options on Milton Park-owned land could be investigated	TBC	TBC	Initial conversation with Milton Park needed, dependent on resolution to ID 10) above	Cllr. Rita Atkinson		SC13: Community Facilities SC14: Village Hall		Request that this project is closed.
12	Village Litter Strategy	Previously the youth project organised it but last year the parish council organised two litter picks and that attracted more adults. An event that will be good to keep up. Note also water courses.		Autumn 2025	Take back to Council for discussion and resolution	Cllrs. Robert Dalby, & Lyn Hodder, Jason Warwick		SC2: Landscape Character and Value SC14: Village Hall		Request that this project is closed. - Although Litter Picks to continue, see new item 12b.
12b	Litter Picks	Rather than developing a strategy, the Council would organise an annual litter pick.	Medium	Y4	Need Cllrs to lead on this.			SC2: Landscape Character and Value SC14: Village Hall		
13	New management arrangement for the Village Hall	New CIO registered. Sutton Courtenay Village Hall (registered charity #300213) still active as registered charity pending transfer of funds to new CIO bank account	High	Y1	a) Progress process to open new bank account for CIO and transfer funds from SCVH (registered charity #300213) b) Councillors will need to consider whether to create a Management Committee. c) At present Cllr Atkinson contributes a significant number of volunteer hours. Additional support is required.	Clerk	Marked as completed August 2026	SC14 - Village Hall		There are still issues to resolve but new charity is running with its own bank account.
14	SIDs - expanding the locations and ensuring they are moved around the village	New SID pole locations will be: 1. Milton Road between the junctions with Bradstocks Way and Asquith Park 2. Bradstocks Way near the school 3. Appleford Road between The Fish and Abingdon Road (closer to the latter) 4. Church Street near The Manor House 5. Drayton Road near number 3	High	Y3	August 2026 - new poles should be installed before end of 2026.	Clerk		SC17 - Traffic management	2025/042 from March 2025	
15	Resurfacing of the car park at the Village Green		Low	Y3	Identify funding sources	Rec Am Working Group (new action)		SC17 - Traffic management		

16	Deregistering the hard surface areas of the Village Green	Car parking is not permitted on a 'Village Green'. The car park by the Abbey and area in front of The George PH are registered as 'Village Green' but were designated as car park/highway prior to the registration of the Village Green.	Low	Y2	Check processes and on PC agenda	Clerk		SC10: Design, Heritage and Setting SC13: Community facilities		Not essential to do anything but should be aware, especially is item 15 if started.
17a	Develop new cremated-remains section of the cemetery	There are currently 4 empty cremated-remains plots. The original design of the cemetery does not reflect what has been implemented on the ground. There should be three more rows in the burial section, but the third row is too short. It would be sensible to set out a concrete strip for a new cremated remains section to the west of the main road. Strips formalise the positioning of a row and provide a secure base for memorials, assisting with future maintenance.	Medium	Y3	August 2026 - currently 2 empty plots in area A. Through discussion with grave digger have confirmed a new row for 16 plots in area B. As the burial plots in this area have no concrete strips no need to install them here.	Clerk	Marked as completed August 2026	SC6: Biodiversity SC10: Design, Heritage and Setting SC13: Community facilities		
17b	Develop new burial section	There are 17 empty burial plots so need to look at new burial section as Year 4 approaches. Benches and strategic planting could be something to explore when addressing the new burial section.	Medium	Y3	August 2026 - currently 8 empty plots in area B. A new area D to be developed (C designates cremated remains). 20 plots wide, 6 rows deep, with a cremated remains row nearest the internal road, to match area B. Strips formalise the positioning of a row and provide a secure base for memorials, assisting with future maintenance.	Clerk		SC6: Biodiversity SC10: Design, Heritage and Setting SC13: Community facilities		
18	Progress the idea of a memorial garden in the cemetery?	Clerk has reviewed need and decided no current need exists. Action closed for now	Low	Y3			CLOSED	SC6: Biodiversity SC10: Design, Heritage and Setting SC13: Community facilities		
19	Additional defib at Bradstocks Way shop	SCPC in principle resolution but need to check shop owner happy with using electricity Also need consent from the owner of the building. If the phone box is not going to be used as a defib location then the cabinet can be reused.		Jan-26	Speak to shop owner and landlord. Community Heartbeat Trust (our current supplier) will assist with agreements.	Cllr. Rita Atkinson		SC13: Community facilities SC14: Village Hall	February 2023: 2023/034a	
20	Making using of High Street phone box cabinet	SCPC resolved that the phone box be removed	Medium	Y3	Clerk to chase contractor re removal. Clerk to update SCPC as when required (standing item on each SCPC agenda)	Clerk		.	February 2024 2024/033	
21	Update land registry details	Recreation Ground documents submitted to Land Registry in July 2025		Y2	All areas apart from the Recreation Ground have been updated. The RD needs a first registration, documents submitted July 2025. Follow up documents submitted August 2026.	Clerk	Awaiting decision from Land Registry.	.		

The following rows detail \$106 funds available but not yet allocated. The Parish Council would need to apply for the funding. If additional funding is required to complete the project then the Council needs to be mindful of where to obtain additional funds.

[illegible]

Quietlanes < Quietlanes@oxfordshire.gov.uk >

Fri, 05 Jun 2026 12:54:53 +0100

Cc "Quietlanes"<Quietlanes@oxfordshire.gov.uk>

1 Attachment(s)

Quiet lanes programme expres...

58.8 KB

Dear town and parish councils,

We are pleased to announce that our new quiet lanes pilot programme is now open for expressions of interest. We would welcome and encourage your council to consider whether a quiet lane would benefit your community. They are not mandatory and will only be taken forward with support from parish councils and local county councillors, who we are also updating.

What are quiet lanes?

Quiet lanes aim to improve road safety and encourage active travel on suitable minor roads and lanes, particularly where they are used by walkers, cyclists, horse riders and local communities.

They use modal filters (for example bollards, planters, or gates) to remove through traffic, and complementary measures such as signs and speed limit reductions (typically 20 miles per hour).

Access is maintained for residents, landowners, and emergency services.

Oxfordshire has seen a variety of quiet lane initiatives over the years, and our new policy will help us to deliver appropriate schemes quickly, while still prioritising community feedback.

New quiet lanes will only be piloted where they are supported by parish and town councils and local county councillors, whose views will be instrumental during the design and delivery of the schemes.

To be considered for a quiet lane, the route must:

- be supported by parish and town councils and local county councillors
- have a suitable alternative route for motor vehicles available nearby
- function primarily for local access, and be not a strategic thoroughfare
- have an evidence-based need such as be experiencing inappropriate levels of through traffic or inappropriately high speeds
- be suitable and meet feasibility requirements.

[Read more about which routes are eligible for quiet lanes and how to apply](#) on the quiet lanes county web pages.

A modal filter will be a core requirement of a quiet lane, to be placed at either end of the road or somewhere in between two points. This is an enhancement to existing Department for Transport policy, going beyond traditional signage-based quiet lanes.

Due to complexity and funding constraints, we are not currently considering schemes that require the use of Automatic Number Plate Recognition technology to prevent traffic entering or exiting the quiet lane although it might be something we consider in the future and in other complimentary standalone pilots where funding and infrastructure allow.

Testing a pilot

Following an agreement to test a pilot, any new quiet lanes will be introduced under an experimental traffic regulation order (ETRO). ETROs allow measures to be tested in practice, evidence to be collected and designs refined before any permanent decisions are made.

An ETRO must run for a minimum of 6 months and maximum of 18 months and include a statutory consultation, which the county council as the highways authority will run. Consultees will be invited to provide feedback on the specific pilot and on the wider quiet lanes policy.

Monitoring and evaluation findings will be considered alongside feedback from the public consultation when deciding whether to make a quiet lane permanent. This decision will be made at a county council cabinet member decision meeting where people can apply to speak. No decision will be made until a pilot is evaluated.

How to apply

Parish and town councils and the city council are invited to complete the attached application form and simple assessment matrix if they want to pilot a quiet lane. The form and matrix have been designed to be:

- easy to complete using local knowledge,
- proportionate (exact traffic data is not required),
- supported by simple evidence such as maps, photos, or meeting minutes.

Applications should focus on single roads or a clearly defined road section and explain the local issues the scheme is seeking to address.

Submitting your application

Please return completed applications by email to: Quietlanes@Oxfordshire.gov.uk

An online expression of interest form will be available soon on the [quiet lanes county web pages](#), where you can also contact the team and read more about the programme.

What happens next

As part of the current programme, we will pilot up to 10 sites and only a limited number of routes are likely to meet the necessary criteria. All applications will be assessed alongside other submissions by county council officers using the new criteria. Where deemed suitable they will be added to the programme for delivery.

Applying does not guarantee that your quiet lane will be delivered, but it ensures that locally supported proposals are properly considered and recorded to inform future programme development and the prioritisation of road safety mitigations.

Support and queries

If you have questions about the programme or the application process, please contact: Quietlanes@Oxfordshire.gov.uk

We welcome proposals and look forward to working collaboratively. Local insight is invaluable in identifying where quiet lane approaches can deliver the greatest benefit to improve safety, accessibility and better connect our towns and villages across Oxfordshire.

Yours sincerely,

Dan McCrory
Technical Lead – Place Shaping
Oxfordshire County Council
Daniel.Mccrory@Oxfordshire.gov.uk

Oxfordshire County Council has **Zero Tolerance** for racism, discrimination, harassment or abuse. This behaviour will always be challenged and reported.

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Sutton Courtenay Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		217,187.13
	ADD Receipts 01/04/2026 - 30/06/2026		78,438.64
	SUBTRACT Payments 01/04/2026 - 30/06/2026		295,625.77
			36,518.90
	Cash in Hand 30/06/2026 (per Cash Book)		259,106.87
B	Cash in hand per Bank Statements		
	Unity 30/06/2026	130,004.20	
	Santander savings 30/06/2026	0.00	
	Equals Prepayment Card 30/06/2026	0.00	
	Hinckley & Rugby Building Society 30/06/2026	50,849.93	
	Corporate Purchasing Card 30/06/2026	0.00	
	Public Sector Deposit Fund 30/06/2026	78,252.74	
			259,106.87
	Less unrepresented payments		
			259,106.87
	Plus unrepresented receipts		
	Adjusted Bank Balance		259,106.87
	A = B Checks out OK		

Miss Jennifer Currie
44 Harrington Close
NEWBURY
Berkshire
RG14 2RQ

✉ Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

🌐 Visit **www.unity.co.uk**

Account Statement

01 June 2026 to 30 June 2026

Account Name: Sutton Courtenay Parish Council
Sort Code: 608301
Account Number: 20434449
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£134,979.67	£4,975.47	£0.00	£130,004.20

Your arranged overdraft limit is £0.00



Go Paperless!

You can choose to receive online statements and we'll notify you by email when they're available. Contact us to switch to paperless statements.

Accessibility

Unity can offer statements in alternative formats such as statements in braille, large print or audio. Please contact us for more information.

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.

**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Transactions for Current T2 account 20434449

Date	Type	Details	Paid Out £	Paid In £	Balance £
31/05/2026		Balance brought forward	£0.00	£0.00	£134,979.67
01/06/2026	Direct Debit	Direct Debit (ASHDOWNPHILLIPSPA)	£748.48	£0.00	£134,231.19
03/06/2026	Faster Payment Debit	B/P to: Shield Maintenance	£213.20	£0.00	£134,017.99
03/06/2026	Faster Payment Debit	B/P to: OALC	£96.00	£0.00	£133,921.99
03/06/2026	Faster Payment Debit	B/P to: Miss J P Currie	£39.52	£0.00	£133,882.47
03/06/2026	Transfer	B/P to: SLCC	£246.48	£0.00	£133,635.99
08/06/2026	Fee	Corporate Purchasing Card Fee	£50.00	£0.00	£133,585.99
17/06/2026	Direct Debit	Direct Debit (EE LIMITED)	£16.20	£0.00	£133,569.79
29/06/2026	Standing Order	S/O to: OCC Pension Fund	£838.26	£0.00	£132,731.53
29/06/2026	Standing Order	S/O to: Miss J P Currie	£1,950.00	£0.00	£130,781.53
29/06/2026	Standing Order	S/O to: Liz Cruse	£766.73	£0.00	£130,014.80
30/06/2026	Fee	Service Charge	£10.60	£0.00	£130,004.20



Business Account



Santander Business Banking
Operations
Sunderland
SR43 4FW

B

SUTTON COURTENAY PARISH COUNCIL
44 HARRINGTON CLOSE
NEWBURY
UNITED KINGDOM
RG14 2RQ



For all Business Banking enquiries,
please call 0330 123 9860

To help us maintain and improve our
customer service we might monitor or
record your calls.

If you have sight or hearing loss, you
can use Relay UK services at 18001
0330 123 9860



Online Banking service and information
available at www.santander.co.uk

Your closing account statement for

6 September 2025 to 31 March 2026

Account name: SUTTON COURTENAY PARISH COUNCIL
Account number: 91754414 Sort code: 090152
BIC: ABBYGB2LXXX IBAN: GB31ABBY09015291754414
Statement number: 001/2026

Page 1 of 3

Balance brought forward from 5th September statement	£72,546.40
Total credits:	£453.16
Total debits:	-£72,999.56
Your account closing balance at 31 March 2026	£0.00

This closing statement is from your last statement to when we closed
your account. You can still get the history of your transactions for up to 5
years before we closed it. Here's how:

- if you still have access to Online Banking, go to your document store,
and download your past statements

- if you don't have access to Online Banking, you need to ask us for
details you can enter online.

If you'd like your transaction history on paper, call us on 0330 9 123 123.
You can ask for this history for up to 5 years after we've closed your
account. For more on this, go to santander.co.uk

We continue important information on the back of this page.

Please keep this statement as you might need it in the future. If you have any questions please call us on the number
above. VAT registration number 466 2647 24

Tell us how we can help you

We all need some help from time to time. So, if you need any support with your banking because of a disability, your
mental health, or problems at home, we're here for you. Whether it's a temporary or permanent situation, you only need
to tell us once. We'll make a note of things, so you don't have to explain it to us again. Call us, pop into a branch, or
type 'tell us once' into chat when logged on to Online Banking.

Santander UK plc. Registered Office: 2 Triton Square, Regent's Place, London, NW1 3AN, United Kingdom. Registered Number 2294747. Registered in England and Wales.
www.santander.co.uk. Telephone 0330 9 123 123. Calls may be recorded or monitored. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct
Authority and the Prudential Regulation Authority. Our Financial Services Register number is 106054. You can check this on the Financial Services Register by visiting the FCA's
website www.fca.org.uk/register. Santander and the flame logo are registered trademarks.

MCBX00008_20251218_G_061

Important messages

Want to make a complaint? We're sorry if we've not given you the service you expect. We'd like to put things right as soon as we can. Please talk to us - call our complaints team on **0800 171 2171**.

Gone overdrawn without arranging an overdraft first? If you do this, or go over your agreed overdraft limit, we might charge you interest or fees. For details, see the table below.

	Unarranged overdraft rates and fees		
	Interest rate	Paid item fee	Unpaid item fee
Treasurer's Current Account	No interest	No fee	No fee
Business Current Account - Classic	14.94%	No fee	No fee

If money is a bit of a struggle for you at the moment, you're not alone. We know talking about your business finances isn't easy, and we're here to help. You can find out more by visiting [santander.co.uk/business](https://www.santander.co.uk/business) and clicking 'Support'.



Try paper-free banking. You can still request paper statements if you need them.
For Online Banking select > Statements and documents > View your paper-free preferences.
For Mobile Banking select > envelope icon > tap statements and documents > View your paper-free preferences.



Account name: SUTTON COURTENAY PARISH COUNCIL
Account number: **91754414** (Sort code 090152)
Statement number: 001/2026 Page number: 3 of 3

Date	Description	Credits	Debits	Balance
	Previous statement balance			72,546.40
31st Mar	ACCOUNT CLOSURE CREDITED TO 090127 43645626		72,999.56	
31st Mar	CLOSURE OF ACCOUNT 090152 91754414	453.16		0.00
31st Mar	Closing balance			0.00





JC

Overview

+ Add money ...



Available
£0.00 GBP



Pending
£0.00 GBP

Total
£0.00 GBP

Manage
Add or remove currencies



Latest transactions

[View more](#)



From JENNIFER CURRIE
Complete

£33.96 GBP



Fee
Complete

-£25.00 GBP



Fee
Complete

-£25.00 GBP



Fee
Complete

-£25.00 GBP

Suggestions for you

Invite your team

Add people, set roles, and share account responsibilities.

Add attachments

Keep a clear record by adding receipts and invoices to transactions.

Annotate

Add custom notes and reports





Savings Accounts Summary

Sutton Courtenay Parish Council

Local Council 90 Day Notice
17011058085

Interest rate: 2.8 %

Available balance
£50,849.93

Pending balance
£50,849.93

PAYMENTS

MANAGE ACCOUNT

Year

2026



Date & Description

Amount & Balance

There are no transactions to show

Items per page:

5



1 – 1 of 1



SEND A MESSAGE



JCURRIE
SUTTON COURTENAY PARISH COUNCIL
99 PARK DRIVE
MILTON
OX14 4RY

*Lloyds Bank
Commercial Card Services
PO Box 6061
Milton Keynes
MK7 8LE*

Tel: [0800 096 4496](tel:08000964496)

Website: www.commercialcards.co.uk/lloydsbank

Statement summary

Statement date: 7/2/2026

Card ending: **** * 1933

Balance Summary

Balance carried forward:	£0.00
Credits to your account:	£0.00
Debits to your account:	£917.75 DR
Statement balance:	£920.75 DR

Statement Transactions

Date	Description	Foreign Exchange Details	Amount
29/06/2026	NEWSQUEST MEDIA GROUP MISCELLANEOUS PUBLISHING & PRINTING		£449.59 DR
30/06/2026	AMAZON* 7G9W996I5 MISCELLANEOUS GENERAL MERCHANDISE STORES		£9.57 DR
30/06/2026	B & Q 1036 HOME SUPPLY WAREHOUSE STORES		£9.00 DR
30/06/2026	NEWSQUEST MEDIA GROUP MISCELLANEOUS PUBLISHING & PRINTING		£449.59 DR
02/07/2026	MONTHLY FEE		£3.00 DR

Statement of Account

Miss Jennifer Currie
99 Park Drive
Milton Park
Milton
OX14 4RY

5 July 2026

Account name: **SUTTON COURTENAY PARISH COUNCIL**
Account number: **PS1010578-001**
Statement period: **31/05/2026 to 30/06/2026**

Account summary

Total valuation as at 30 June 2026 **£78,252.74**
Total valuation as at last statement at 31 May 2026 **£78,007.91**

Holdings as at 30 June 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC5 - Public Sector GB00B63CRP89	78,252.7400	£1.00	£78,252.74
			Total value
			£78,252.74

Transactions for the period from 31 May 2026 to 30 June 2026

Public Sector Deposit Fund SC5 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/06/2026	Income Reinvestment	244.8300	£1.0000	£244.83

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 3.73% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Jun 2026	02/07/2026	Public Sector Deposit Fund SC5 - Public Sector	Reinvestment	£239.86	PS1010578-001

All CCLA forms are available on our website: **www.ccla.co.uk/resources/client-documentation**. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on **www.ccla.co.uk/glossary**. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at **clientservices@ccla.co.uk**.



Our ref: 979/2088383

30 July 2026

Miss J Currie
Sutton Courtenay Parish Council

.....
.....

Moore East Midlands

Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ

T 01536 461900

Moore East Midlands

Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ

T 01733 397300

mooreeastmidlands.co.uk

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2026

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2026.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

A template Notice of Conclusion of Audit form is available in the useful documents section on our website mooreeastmidlands.co.uk/sectors/smaller-authorities/smaller-authorities-agar-forms/

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.

Partners: Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, April Foster FCCA, John Harvey BFP ACA FCCA, Tim Woodgates ACA CTA FCCA, Jen Nixon ACA FCCA MAAT, Michelle Watson FCCA, Robert Pluck FCCA, Gemma Roger FCA, Amanda Etty FCA.

Associates: Paul Nash FCCA, Lorna Bloor FCCA, Hannah Sardeson FCCA, Ben Higgins FCCA, Leanne Plumpton FCA, Chloe Hickman FCCA MAAT. Registered to carry on audit work in the UK and regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.

Section 3 - External Auditor Report and Certificate 2025/26

In respect of **Sutton Courtenay Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Insufficient information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

We note that there is a typographical error within the final date entered in date(s) internal audit undertaken and the date of internal auditor sign off on the Annual Internal Audit Report. The date entered by the Internal Auditor states that the final visit and sign off of the Annual Internal Audit Report took place on 27/02/2026 but on review of the full internal auditor report the final visit and sign off date was 27/04/2026. This is an obvious mistake that we do not believe will cause any issues with understanding the report.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink, appearing to read 'MOORE', written over a horizontal line.

Date

15/07/2026

Jennie Currie

Sutton Courtenay Parish Council

28 July 2026

Dear Jennie

Internal Audit 26-27 - Terms of Engagement

I am writing to confirm terms of engagement for the 26-27 financial year. April Skies Accounting Ltd is able to supply Mike Platten to act as internal auditor to Sutton Courtenay Parish Council. April Skies Accounting is able to carry out the internal audit for the Council for 26-27 financial year at a cost of £450 plus travel from Farnham in Surrey. This covers the cost of

- An interim audit, to be completed in November, December or January
- The year end audit, to be completed at the Council's convenience after 1 April and in time to permit the Council to approve the AGAR before 30 June.

We are writing to confirm the terms of our appointment. This engagement letter sets out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility.

I. Responsibilities of the Council

- I.1 The Council is responsible for ensuring that it maintains an adequate system of internal control, including measures designed to prevent and detect fraud and corruption. For clarity, responsibility for safeguarding the assets of the Council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council.
- I.2 The Council is also responsible for ensuring that accounting statements are prepared in accordance with the requirements of accounting regulations applicable to parish councils.
- I.3 The Council should make available to internal audit, as and when required, all accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to obtain from the Council's members and employees any information or documentation we think necessary for the performance of our duties as internal auditors.

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

- 1.4 We, as your internal auditors cannot absolve management of responsibility for internal controls and must ensure that we are not involved in the operation of controls or making management decisions as such activities may compromise our objectivity.

2. Responsibility of Internal Audit

- 2.1 It is our duty to complete and sign off section 4 of the Annual Return for Local Councils in England. We must report on the following assertions:

Table 1 – Internal Control Objectives

Source: *Annual Return for Local Councils in England*

A	Appropriate books of account have been kept properly throughout the year
B	The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
G	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
H	Asset and investments registers were complete and accurate and properly maintained.
I	Periodic and year-end bank account reconciliations were properly carried out.
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
K	Exemption from limited assurance review (smaller councils only)
L	Transparency Code (smaller councils compliance)
M	Inspection - Council met responsibilities to allow public inspection of the accounts
N	Publication requirements AGAR
O	Digital and data governance
P	Trust funds (including charitable) The council met its responsibilities as a trustee.

2.2 We will carry out any audit testing we deem necessary to complete section 4 of the Annual Return for Local Councils in England. Internal Audit has a responsibility to report any evidence of what we judge to be material non-compliance with any of the assertions set out in table 1 above via the annual report.

2.3 We will also report to you in writing any areas where we judge your systems of internal control may need to be strengthened, on completion of our audit work.

3. Scope of Audit

3.1 Our internal audit will be conducted in accordance with current practices and guidelines, specifically those set out in section 4 of "Government and Accountability for Local Councils - A Practitioners Guide."

3.2 The scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We will not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council in the course of the financial year.

3.3 In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information.

4. Communication

4.1 We will contact you by email in order to confirm arrangements for the audit.

4.2 We will set out any matters arising from the audit in the following formats:

- by email, on conclusion of the audit, to enable discussion of recommendations
- a report will be issued by email, in time to enable you to complete the Annual Return

4.3 We will, of course, contact you regularly in the course of the financial year with regard to audit and other matters.

4.4 Our fees do not include attendance at meetings of the Council. If this is required, an additional charge will be incurred.

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

5. Electronic Publication

- 5.1 Where audited financial information is published digitally by the Council, it is the responsibility of the Council to ensure that any such publication properly presents the financial information and auditor's report.
- 5.2 It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. The maintenance and integrity of electronically published information is the Council's responsibility and we accept no responsibility for changes made to audited information after it is first posted.

6. Limitation of liability

- 6.1 The work carried out under the terms of this engagement letter is solely for the use of Sutton Courtenay Parish Council. We neither owe nor accept any duty of care to any other third party.

7. Competence

- 7.1 April Skies Accounting Ltd provides the services of Mike Platten to Sutton Courtenay Parish Council in respect of the above assignment. Mike Platten is a member of the Chartered Institute of Public Finance and Accountancy (CIPFA). CIPFA maintains a professional disciplinary scheme under which complaints of misconduct by CIPFA members will be investigated. The client has a right to refer to CIPFA any matters affecting professional conduct or competence.

8. Continuity and Substitution

- 8.1 April Skies Accounting Ltd may, with the prior written approval of the Client, appoint a suitably qualified and skilled substitute to perform the services instead of the individual, provided that the substitute shall be required to enter into direct undertakings with the Client, including with regard to confidentiality. If the Client accepts the substitute, the Consultant Company shall continue to invoice the Client and shall be responsible for the remuneration of the substitute.

9. Insurance

- 9.1 April Skies Accounting Limited holds professional indemnity insurance cover to a limit of £250K. The professional indemnity insurer is Simply Business Insurance. The certificate of insurance is attached.

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10. Independence

- 10.1 April Skies Accounting Ltd has no relationship with staff or Councillors of Sutton Courtenay Parish Council, beyond that required to carry out a professional internal audit. Furthermore, in line with NALC guidance, April Skies Accounting Ltd will not take on any form of consultancy work with the Council.
- 10.2 It is recommended that the Council records the independence of internal audit in a Full Council minute.

11. Period of engagement

- 11.1 This letter is effective for accounting periods ending on or after 31-03-2027. Any matters arising in respect of prior periods will be dealt with in accordance with best practice.

12. Fees

- 12.1 We calculate our fees using a standard hourly rate plus expenses. Mileage will be charged at 55p mile, in line with HMRC mileage rates. All other expenses will be charged at cost.
- 12.2 Invoices should be settled within 30 days of submission to the Council.
- 12.3 Our fee assumes a robust level of internal controls at the Council and documented procedures of a high standard. If additional work is required, this is charged at £65 per hour.

13. Agreement of terms

- 13.1 If, having considered the terms of this engagement letter, you conclude they are reasonable, and you wish to engage us on these terms, please let us have your written agreement to these arrangements by returning to us a signed copy of this engagement letter.

Yours faithfully



Mike Platten

April Skies Accounting Ltd

• 07958 990310

✉ mike@aprilskies.co.uk

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Sutton Courtenay Parish Council agrees the appointment of April Skies Accounting Limited subject to the terms of this engagement letter.

Signed: _____

Printed Name: _____

Position: _____

Date: _____



Certificate of Insurance

Issue date: 22 June 2026

Simply Business certifies that the information for April Skies Accounting Limited shown here is correct, as of the issue date above.

For full policy terms and conditions, please refer to the policy wording document.

Company name	April Skies Accounting Limited
Policy number	CHBS3589971XB
Trade/Business	Accountant
Professional indemnity	up to £250,000
Policy start date	01 July 2026
Policy end date	30 June 2027

A handwritten signature in black ink, appearing to read 'David Summers'.

David Summers
Group CEO, Simply Business

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