

Sutton Courtenay Parish Council

Planning Applications for consideration on Tuesday 6th October 2026

Application no and weblink	Comments deadline	Location	Proposal
P26/V1357/RM	18 th Sept. extended	Land North of Hobbyhorse Lane, Sutton Courtenay, Abingdon	Reserved Matters Application following outline planning permission P21/V2682/O Residential development of up to 175 dwellings (outline planning application with all matters reserved except means of access to the site from Frilsham Street) and associated works. Approval of outline Planning Conditions 4, 5, 9, 12, 13, 14, 15 and 25 Discharge of Obligation 2.2 of Schedule 1 of the S106
P26/V3534/FUL	28 th Sept. extended	Land adjacent to 8-10 The Green Sutton Courtenay	Proposed detached dwelling and cart-shed garages
MW.0117/26	15 th Oct.	Sutton Courtenay Waste Management Centre, Appleford Sidings	Section 73 application to continue the development permitted by MW.0039/15 P15/V0530/CM (for the deposit of non-hazardous waste including surcharging the existing landfill, extending the duration of landfill and clay extraction operations, temporary storage of PFA and ancillary activities to restoration) without complying with condition 77 to enable pipework associated with landfill gas and leachate management systems to be surface laid and wells to remain protruding above restored land level.
P26/V4074/HH	9 th Oct.	2 Tullis Close, Sutton Courtenay	Ground floor single storey front extension with lean-to roof over, roofing tiles to match existing. Pitch roof over porch extension / entrance canopy. Ground floor single storey rear extension with GRP fibre flat roof over. Aluminium ... First floor extension over existing garage to create dressing area and ensuite ...
P26/V3768/FUL	12 th Oct.	Hachette Uk Distribution Hely Hutchinson Centre, Plot A Signia Park (previous application was withdrawn)	Creation of a sensory wellbeing garden including planting, pathways, seating and lightweight pavilion structure.

Additional Planning Correspondence:

P26/V3587/LDP Certificate of Lawfulness Proposed for Installation of cable route and substation works	FIO	Electrical Substation Purchas Road, Sutton Courtenay OX11 7BF - B4016 Appleford-on-Thames, OX14 4PQ
P26/V2091/HH Amendments to design Previous response – NO OBJECTIONS	28 th Sept	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 windows. Installation of covered walkway to rear of dwelling. Erection of new front porch. External alterations.

R3.0118/26 (HIF1)	9 th Oct.	Condition 29 (Written Scheme of Archaeological Investigation in the A4130 widening and Didcot Science Bridge sections of the development (partial discharge)) of planning permission no. (R3.0025/26)
MW.0094/26 Amended description “The application remains a s73 application to vary conditions 3 and 4 of Appeal Decision APP/U3100/A/13/2210015 (MW.0090/13) to extend the end date of the existing MRF facility from 31 December 2030 to 31 December 2039.”	29 th Oct.	Section 73 application to continue the development permitted by Appeal Decision APP/U3100/A/13/2210015 (MW.0090/13). (To continue the establishment of recycling facilities without complying with conditions 1, 5, 12 and 22 attached to. planning permission MW.0174/12 (P12/V2207/CM) without complying with conditions 3 and 4 to extend the end date of the existing Materials Recycling Facility from 31 December 2030 to 31 December 2039.
P26/V0798/HH Amended extension design Additional boundary wall detail provided Previous response – OBJECTION	15 th Oct.	17 The Green, Sutton Courtenay Single-storey and two-storey rear extension, together with associated internal and external alterations. Works to boundary wall. New pedestrian gate.

Decision list:

Application no	Location	Proposal	Decision
P26/V1474/FUL	Hachette Uk Distribution Centre, Milton Road	Creation of a sensory wellbeing garden including planting, pathways, seating and lightweight pavilion structure	WITHDRAWN
R3.0079/26	(HIF1) A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden...	Condition No. 4 (CTMP for the A4130 Widening and Didcot Science Bridge sections of the development (partial discharge)) of: a. planning permission no. R3.0138/21, and separately b. planning permission no. R3.0025/26 (a s73 permission approved on 06/08/2026, being after the date this application was validated).	APPROVED
R3.0041/26	(HIF1) A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden...	Condition 17 Details of Sustainable Drainage Systems in the A4130 widening and the Didcot Science Bridge Sections of the development (partial discharge) of: a. planning permission no. R3.0138/21, and separately b. planning permission no. R3.0025/26 (a s73 permission approved on 06/08/2026, being after the date this application was validated).	APPROVED

R3.0022/26	(HIF1) A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden...	Condition No. 4 (CTMP for the Didcot to Culham River Crossing section of the development (partial discharge)) of: a. planning permission no. R3.0138/21, and separately b. planning permission no. R3.0025/26 (a s73 permission approved on 06/08/2026, being after the date this application was validated).	APPROVED
R3.0123/25	(HIF1) A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden...	Condition No. 22 (Updated Tree Survey within the Didcot to Culham River Crossing section of the development (partial discharge)) of: a. planning permission no. R3.0138/21, and separately b. planning permission no. R3.0025/26 (a s73 permission approved on 06/08/2026, being after the date this application was validated).	APPROVED
R3.0038/26	(HIF1) A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden...	Condition 16 (drainage details in the Didcot to Culham river crossing section of the development (partial discharge)) of: a. planning permission no. R3.0138/21, and separately b. planning permission no. R3.0025/26 (a s73 permission approved on 06/08/2026, being after the date this application was validated).	APPROVED
R3.0008/26	(HIF1) A linear site comprising a corridor between the A34 Milton Interchange and the B4015 north of Clifton Hampden...	Condition 23 (Arboriculture Method Statement within the Didcot to Culham River Crossing section of the development (partial discharge)) of: a. planning permission no. R3.0138/21, and separately b. planning permission no. R3.0025/26 (a s73 permission approved on 06/08/2026, being after the date this application was validated).	APPROVED

From	To	Councillor	Date	Work ordered / Officers 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	Concrete around MUGA posts top surface lifted	- Kompan to action once weather improves		Closed
13/11/2025	13/11/2025	Clerk, RA & Kompan	13-Nov-25	Additional grass mats alongside slide	- Kompan to action in the Spring		
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		
30/07/2026	14/08/2026	Liz Cruse	14-Aug-26	Damage to both wooden shelters with screws protruding - screws removed.	One piece of timber to be replaced.		

Request for feedback on 20mph schemes - Vale of White Horse

Plater, Roger - Oxfordshire County Council < Roger.Plater@Oxfordshire.gov.uk >

Thu, 10 Sep 2026 17:19:48 +0100

To "Plater, Roger - Oxfordshire County Council"<Roger.Plater@Oxfordshire.gov.uk>

Good afternoon town and parish council clerks, and County Cllrs,

The implementation of the County Council's 20mph programme saw about 280 parish and town councils participating, and with the new limits in some cases now having been in place for three or more years we are keen to understand how they are working from a local perspective.

The very wide take up of the programme by local councils across Oxfordshire has supported the provision to provide a safer and more pleasant environment for all road users and residents.

We are now contacting all parish and town councils to seek your views on how the 20mph speed limits are working in your community, acknowledging that it will take time for a culture of lower speeds in our towns and villages to become the norm.

We would be very grateful to receive your comments on the following:

- Examples of roads / parts of your town and village where the 20mph limits are working well and why you consider this to be the case.
- Examples where you consider 20mph is not working as effectively or as hoped, and what you think is the cause of this and what might be required to make it more effective.

The County Council is also monitoring changes in the number of reported collisions and changes in traffic speeds. We would be happy to provide this information for roads in your area if of interest.

At the outset of the programme, it was also acknowledged that resources for providing traffic calming measures to help support the new lower limits was not possible through the 20mph programme, and would need to be funded locally through s106, CIL or other funding. This is still the case, but we would be very happy to support – by providing advice etc. – on possible measures should there be local funding opportunities.

Although there is no deadline for sending your observations, we would be grateful to receive any responses (by reply to this email) by the end of November.

Kind regards

Roger

Roger Plater
Senior Officer – Vision Zero
Central Programme Delivery
Highway Maintenance
Environment and Highways
Oxfordshire County Council

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

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Message from Oxon4Buses: OxBus2040

Darch, Tim - Oxfordshire County Council < Tim.Darch@Oxfordshire.gov.uk >

Tue, 22 Sep 2026 17:17:38 +0100

To "Darch, Tim - Oxfordshire County Council"<Tim.Darch@Oxfordshire.gov.uk>

Cc "Harrison, Dave - Oxfordshire County Council"
<Dave.Harrison@Oxfordshire.gov.uk>,"info@oxon4buses.org.uk"<info@oxon4buses.org.uk>

2 Attachment(s)

Oxfordshire Parish Populations...
28 KB

Oxon4Buses parish questionn...
15 KB

TO ALL ADDRESSEES ON OXFORDSHIRE'S PARISH TRANSPORT REPRESENTATIVES' CONTACT LIST

Sent on behalf of Brenda Boardman, Chair, Oxon4Buses

"Dear Oxfordshire resident,

Oxfordshire County Council will be issuing a 4-week consultation on bus services in the county, called OxBus2040, on 13 October. This will propose how bus services in Oxfordshire should develop over the next 14 years. Oxon4Buses campaigns for bus users in Oxfordshire and we hope your community will use this opportunity to respond to the consultation when it comes out, especially if you feel that the bus services in your area could be improved.

To help your discussions, we have assembled a list of all the parishes in Oxfordshire and combined this with information about bus frequency. Please see the attached Excel file. There are notes in the file on how to use it: start with the sheet labelled 'population'.

In addition, the attached questionnaire is to help your debate, our research and possibly part of your response to the consultation. Please use these two pieces of information as prompts for discussions, so that the result is a good representation of the views in your village or parish.

O4B is part of an independent charity and are not in any way able to promise that the changes you would like to see will actually happen. We know that for many people, especially in rural areas, the bus is an essential lifeline and the only way they can access the activities and services they want. We also know that the County Council has a limited budget and can only subsidise a limited number of rural bus services: without sufficient patronage, a service will not be maintained. The more people in your community that realize this the better: if everyone uses the bus, then it is more likely to be there for those who depend on it."

Please note that completed questionnaires and any comments or queries should be sent to info@oxon4buses.org.uk.

Best wishes,

Tim

Questionnaire for Oxfordshire parishes, from Oxon4Buses, September 2026

Parish name

Email and name of contact person, please

What was the population of your parish in the 2021 census (from the excel spreadsheet we sent you)?

What, approximately, is the population now, especially if extra housing has been built?

How frequently does your parish get buses at present? Broad categories are in the Excel spreadsheet.

.....

Would you like to see changes to the service and if so what are they?

.....

For instance, would you most like to have (please indicate priorities):

Buses on Sundays

Late night services on Fridays and Saturdays

An early service (about 7.00 am?) on weekday mornings

Or, if you have no service now, where would you like to go, when?

Other comments.....

What would be an effective way of encouraging your community to use the bus and provide the patronage necessary to limit the subsidy and maintain the service?

.....

Are the bus stops in the best place?.....

Do you have adequate seating, lighting, weather protection at the bus stop? What would be the minimum improvement you would like to see?

If there is a bus shelter, is it provided by the parish?

Please return this form to: info@oxon4buses.org.uk

THANK YOU

From : ian@localplanservices.co.uk

Date : Wed, 30 Sep 2026 11:01:29 +0100

Subject : South Oxfordshire and Vale of White Horse Joint Local Plan - Part 3 Examination Arrangements

Good Morning,

Further to comments submitted in respect of the South Oxfordshire and Vale of White Horse Joint Local Plan Regulation 19 consultation, I email to inform you that the appointed Planning Inspectors; R A Bust BSc (Hons) MA MSc LLM PhD MInstLM MCI MIEnvSci MRTPI, C Mulloy BSc (Hons) DipTP MRTPI and G J Fort BA PGDip LLM MCD MRTPI will hold Part 3 hearing sessions commencing at **09.30am on Tuesday 17th November 2026 at Bee House, 140 Eastern Avenue, Park Drive, Milton, Abingdon, OX14 4SB.**

I continue to act as Programme Officer for the Examination and am responsible for assisting the Inspectors with the administrative and procedural aspects of the Examination process. I am not an Officer of the Councils and have not been involved in the preparation of the Joint Local Plan. I remain your primary point of contact for any queries you may have throughout the Examination process.

Part 3 Guidance Notes have been prepared by the Inspectors these contain information on the procedural and administrative aspects of the process. The Inspectors' Part 3 Matters, Issues and Questions provide the framework for any further written submissions you may wish to make and provide the foundation for discussions during the hearing sessions. The Part 3 Hearing Programme sets out the schedule for the Hearings.

The Examination Website remains in operation and will be regularly updated.

As a respondent, you have three options available to you in relation to the Part 3 Examination Stage:

1. If you are content to rely on your original comments, do not intend to provide any further written comments or participate in any of the hearing discussions, there is no need for you to do anything further.
2. If objections were raised within your consultation response to the substance of the Part 3 Matters, Issues and Questions you are welcome to submit further comments in response to the questions the Inspectors have identified. The deadline for submission of Written Statements is **noon on Friday 23rd October 2026 for electronic copies and 5pm on 26 October 2026 for 2 hard copies to be received. Both are required. Submissions should be made to me, via this email address, the postal address is contained in the Guidance Note.**
3. If the Part 3 Matters identified are relevant to your consultation response and you wish to participate in the Part 2 Hearing Matters, please let me know by **noon on Monday 19th October 2026**. Representors requesting to participate during the hearing sessions are also welcome to supply Written Statements should they wish to do so, in accordance with the guidance and deadlines.

If you have any queries at this stage, please do not hesitate to contact me and I shall be happy to assist.

Regards

Ian Kemp
Programme Officer

Mob: 07723 009 166

Oct-26

Items in bold need to be approved on the banking software

Receipts					
Voucher		Name	Description	Amount	Totals
18		Vale of White Horse DC	Precept	54,000.00	
19		Public Sector Deposit Fund	Interest	250.70	
20		Vale of White Horse DC	S106 funding	18,074.96	
21		Sandra Homewood Group Ltd	Cemetery fees	150.00	
22		Abingdon Stone & Marble Ltd	Cemetery fees	125.00	
23		SSEN	Wayleaves	12.00	
					72,612.66
Payments					
Voucher	Method	Name	Description	Invoice	Amount Totals
116	DIRDEBIT	Unity Trust Bank	Bank fee	bank fee	9.25
117	CARD	Lloyds	Bank fee	bank fee	3.00
118	ONLINE	Gallagher	Insurance	560286698	2,874.98
119	ONLINE	Slatter Cricket & Play	Cricket nets	CP8749	45,888.00
120	CARD	Royal Mail	Postage	card	4.55
121	ONLINE	RoSPA Play Safety Ltd	Inspection	101740	627.60
122	ONLINE	Shield Maintenance Ltd	Waste collection	10817	213.20
123	CARD	Royal Mail	Postage	card	0.91
124	DIRDEBIT	EE	Phone	V02513075208	16.20
125	DIRDEBIT	Ashdown Phillips and Partners Ltd	Office licence	324629	748.48
126	ONLINE	Tactical Facilities Management Ltd	Grounds maintenance	899	1,454.54
127	CARD	Royal Mail	Postage	card	1.82
128	ONLINE	Royal British Legion	Poppy Appeal	RBL - Abingdon	31.50
129-32	STORDER	Officers, HMRC, Pension	Staff costs	Month 7 salary	4,434.43
133	ONLINE	Water Resource Associates LLP	Planning advice	1594	720.00
					57,028.46

Summary of Receipts and Payments

All Cost Centres and Codes

Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	Precept	108,000.00	108,000.00					(0%)
36	OCC Verges	1,608.00	1,607.74	-0.26				-0.26 (-0%)
37	Cemetery fees	4,000.00	2,500.00	-1,500.00				-1,500.00 (-37%)
38	Interest	700.00	1,445.21	745.21				745.21 (106%)
47	Donations	250.00		-250.00				-250.00 (-100%)
48	Wayleaves	12.00	12.00					(0%)
49	VAT 126							(N/A)
SUB TOTAL		114,570.00	113,564.95	-1,005.05				-1,005.05 (-0%)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				53,871.00	31,908.04	21,962.96	21,962.96 (40%)
2	Office Allowance							(N/A)
3	Audit				850.00	632.50	217.50	217.50 (25%)
4	Bank fees				108.00	191.45	-83.45	-83.45 (-77%)
5	Chairman's Allowance				200.00	155.75	44.25	44.25 (22%)
6	Conferences & Training				2,000.00	80.00	1,920.00	1,920.00 (96%)
7	Election & Legal fees				47.00	127.00	-80.00	-80.00 (-170%)
8	Insurance				3,000.00	2,874.98	125.02	125.02 (4%)
9	Software				2,000.00		2,000.00	2,000.00 (100%)
10	Stationery				650.00	220.90	429.10	429.10 (66%)
11	Subscriptions				1,000.00	1,003.18	-3.18	-3.18 (-0%)
12	Travel				300.00	28.60	271.40	271.40 (90%)
13	Website				420.00		420.00	420.00 (100%)
50	Office rental				7,600.00	4,382.11	3,217.89	3,217.89 (42%)
51	Office equipment				500.00	100.78	399.22	399.22 (79%)
SUB TOTAL					72,546.00	41,705.29	30,840.71	30,840.71 (42%)

Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Bins				494.00	212.31	281.69	281.69 (57%)
15	Grass cutting				2,574.00	1,268.00	1,306.00	1,306.00 (50%)
16	Maintenance - contracted				787.00	454.65	332.35	332.35 (42%)
52	Maintenance - additional				1,000.00	28.00	972.00	972.00 (97%)
SUB TOTAL					4,855.00	1,962.96	2,892.04	2,892.04 (59%)

Recreation Ground

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Bins				1,053.00	619.67	433.33	433.33 (41%)

Summary of Receipts and Payments

All Cost Centres and Codes

18	Grass cutting	1,673.00	782.00	891.00	891.00 (53%)
19	Inspections	960.00	1,192.00	-232.00	-232.00 (-24%)
20	Maintenance - contracted	1,120.00	646.94	473.06	473.06 (42%)
53	Maintenance - additional	4,000.00	121.32	3,878.68	3,878.68 (96%)
58	Cricket net project				(N/A)

SUB TOTAL

8,806.00	3,361.93	5,444.07	5,444.07 (61%)
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Outside Spaces & Assets

Receipts

Payments

Net Position

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Bench & Bus shelter cleaning				670.00	386.75	283.25	283.25 (42%)
22	Bins				689.00	407.34	281.66	281.66 (40%)
23	Defib maintenance				500.00		500.00	500.00 (100%)
24	Grass cutting				3,298.00	1,900.50	1,397.50	1,397.50 (42%)
25	Maintenance - general				2,000.00	9.00	1,991.00	1,991.00 (99%)
26	Verge grass cutting				4,545.00	1,725.00	2,820.00	2,820.00 (62%)
27	Tree works				2,000.00		2,000.00	2,000.00 (100%)
28	War Memorial				500.00		500.00	500.00 (100%)
60	SID maintenance				720.00	2,539.31	-1,819.31	-1,819.31 (-252%)
SUB TOTAL					14,922.00	6,967.90	7,954.10	7,954.10 (53%)

Grants

Receipts

Payments

Net Position

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	SC News				1,750.00	1,750.00		(0%)
30	Citizens Advice SO&V				3,000.00	3,000.00		(0%)
31	PCC				2,500.00	2,500.00		(0%)
32	Youth Project				4,000.00	4,000.00		(0%)
33	Village Hall							(N/A)
34	Other				5,720.00	5,720.00		(0%)
SUB TOTAL					16,970.00	16,970.00		(0%)

Earmarked Reserves (EMR)

Receipts

Payments

Net Position

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Cemetery							(N/A)
40	Neighbourhood Plan							(N/A)
41	Professional Advice		2,174.18	2,174.18		5,474.18	-5,474.18	-3,300.00 (N/A)
42	Recreation Ground							(N/A)
43	Village Hall							(N/A)
44	CIL					21,688.87	-21,688.87	-21,688.87 (N/A)
54	Tree works							(N/A)
55	War Memorial							(N/A)
56	SIDs							(N/A)
57	S106 Cricket nets		18,074.96	18,074.96		18,074.96	-18,074.96	(N/A)
59	S106 Football							(N/A)

Sutton Courtenay Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

06 October 2026 (2026-2027)

61 Cemetery paths	22,000.00	22,000.00				22,000.00 (N/A)
SUB TOTAL	42,249.14	42,249.14	45,238.01	-45,238.01		-2,988.87 (N/A)

Summary

NET TOTAL	114,570.00	155,814.09	41,244.09	118,099.00	116,206.09	1,892.91	43,137.00
V.A.T.					12,316.13		
GROSS TOTAL		155,814.09			128,522.22		

Sutton Courtenay Parish Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Cemetery	24,340.00				24,340.00
Neighbourhood Plan	2,600.00				2,600.00
Professional Advice	11,585.13		5,474.18	2,174.18	8,285.13
Recreation Ground	14,765.00				14,765.00
Village Hall	7,186.30				7,186.30
CIL	95,524.89		21,688.87		73,836.02
Tree works	2,200.00				2,200.00
War Memorial	1,000.00				1,000.00
SIDs	700.00				700.00
S106 Cricket nets			18,074.96	18,074.96	0.00
S106 Football	6,837.62				6,837.62
Cemetery paths				22,000.00	22,000.00
Total Earmarked	166,738.94		45,238.01	42,249.14	163,750.07
TOTAL RESERVE	166,738.94		45,238.01	42,249.14	163,750.07
GENERAL FUND					80,728.93
TOTAL FUNDS					244,479.00



Sutton Courtenay Parish Council

Minutes for a meeting of the Staff Committee held on Tuesday 3rd February 2026 at Sutton Courtenay Village Hall, commencing at 6.30pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, and Joanna O'Callaghan (named substitute).

Absent: Councillors Lia Plowman, and Jason Warwick.

In attendance: Jennie Currie, Clerk; 0 members of the public.

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- SC26/001 Apologies for absence
Apologies for absence were received from Cllrs Lia Plowman and Jason Warwick.
- SC26/002 Declarations of Interest
No declarations of interest were received.
- SC26/003 Exclusion of the press and public
RESOLVED that subject to Standing Order 3d the press and public would be excluded from the meeting due to the confidential nature of the staffing matters to be discussed.
- SC26/004 Assistant Clerk
Members noted that the contracts will need to be reviewed if the office location is moved from Milton Park.
RESOLVED that the new contract be approved.
The Clerk would sign on behalf of the Council.
- SC26/005 Clerk & RFO
Members noted that the contracts will need to be reviewed if the office location is moved from Milton Park.
RESOLVED that the new contract be approved.
The Chairman would sign on behalf of the Council.
RESOLVED that the new job description be approved.
- Close of meeting
There being no further business the Chairman declared the meeting closed at 6.52pm.

Signed

Dated



Sutton Courtenay Parish Council

Minutes for a meeting of the Staff Committee held on Tuesday 1st September 2026 at Sutton Courtenay Village Hall, commencing at 9.18pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, and Lia Plowman.

Absent: Councillor Jason Warwick.

In attendance: Jennie Currie, Clerk; 0 members of the public.

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- SC26/006 Apologies for absence
No apologies for absence were received.
- SC26/007 Declarations of Interest
No declarations of interest were received.
- SC26/008 Minutes for the meetings held on Tuesday 3rd February 2026
RESOLVED that the minutes of the meetings held on Tuesday 3rd February were a true and accurate record, and would be signed by the Chairman.
- SC26/009 Exclusion of the press and public
RESOLVED that subject to Standing Order 3d the press and public would be excluded from the meeting due to the confidential nature of the staffing matters to be discussed.
- SC26/0010 Assistant Clerk
Members noted that the Assistant Clerk's appraisal was completed on 12th August 2026.
RESOLVED that the permanent contract for the Assistant Clerk be approved.
The Clerk would sign on behalf of the Council.
- Close of meeting
There being no further business the Chairman declared the meeting closed at 9.21pm.

Signed

Dated