



Sutton Courtenay Parish Council

Clerk, Miss Jennie Currie

Sutton Courtenay Parish Council, c/o 44 Harrington Close, Newbury, RG14 2RQ
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To: Cllrs Rita Atkinson (chairman), Robert Dalby, Teresa Field, Paul Galliver, Lyn Hodder, Father Morkos, Joanna O'Callaghan, Hugo Raworth, Jason Warwick and Fiona Wolveridge.

Wednesday 1st May 2024

Dear Councillor,

You are hereby summoned to attend the annual meeting of Sutton Courtenay Parish Council, to be held on **Tuesday 7th May 2024 at 7.15pm** in **Sutton Courtenay Village Hall**, for the purpose of transacting the following business.

Yours sincerely,

Miss J. Currie, Clerk

AGENDA

- 1. Election of the Chairman**
- 2. Election of the Vice Chairman**
- 3. Apologies for Absence**
- 4. Declarations of interest from Councillors and requests for dispensations**
- 5. Minutes of the meeting held on Tuesday 9th April 2024** (enclosed)
- 6. Co-option of a new Councillor**
- 7. Delegation scheme** (enclosed)
To adopt an updated scheme of delegation
- 8. Committees** (enclosed)
To review the terms of reference and membership of the Staffing committee
- 9. Working parties** (enclosed)
To appoint members to the following working parties:
Art Trail; Council Plan; Planning; Recreational Amenities; Village Hall
- 10. Areas of interest** (enclosed)
To appoint Councillors to champion particular subjects:
Financial oversight; Cemetery; Defibs; Environment (including waste); Speed Indicator Devices (min 2 Councillors)
- 11. Representatives on external committees/organisations** (enclosed)
 - a) To appoint Councillors to external committees/organisations
 - b) To review the Council's appointed Trustees
- 12. Standing Orders and Financial Regulations**
To review the Standing Orders and Financial Regulations (see website)

13. Subscriptions

To review the Council's subscriptions to other bodies (enclosed)

14. Standing Orders and Direct Debits

To review payments made by standing order or direct debit (enclosed)

15. Policies and Procedures

To review the following Policies and Procedures: (reviewed enclosed, others on website)

Publication Scheme (May 2023)

Code of Conduct (2022)

Complaints Procedure (reviewed - no changes)

Risk Management Policy (reviewed)

Memorial benches, planting and plaques (October 2023)

Data Protection Policy & Privacy Notice (reviewed)

Appraisal Policy (reviewed)

Disciplinary Policy (reviewed)

Equality and Diversity Policy (reviewed)

Expenses Policy (March 2024)

Health & safety Policy (February 2024)

Grievance Policy (reviewed)

Pension Policy (March 2024)

Sickness absence Policy (February 2024)

To adopt the following new Policies: (enclosed)

Flexible working Policy

Biodiversity Statement

16. Meeting dates for the 2024-25 municipal year

To agree the meeting dates for 2024-25 (enclosed)

This is the end of items for the annual meeting and the meeting now moves to regular items.

17. Public Participation

An opportunity for the public to bring parish matters to the attention of the Council

18. Planning applications (enclosed)

a) Applications for consideration at the meeting:

P24/V0678/FUL - Land adjacent to 3 High View Court, Drayton Rd

Erection of a self-build infill dwelling and associated infrastructure.

P24/V0899/HH - 49 Milton Road, Sutton Courtenay

Erection of detached garage.

b) Additional planning correspondence

c) Developer's correspondence for Peewit Farm (enclosed)

19. HIF1 update

The press and public are welcome to attend the meeting.

If you require a copy of papers marked enclosed/to follow please check the website or contact the Clerk.

20. Reports

- a) County Councillor's Report - no Councillor appointed
- b) District Councillor's Report - no Councillor appointed
- c) Parish Councillors' Reports
- d) Clerk's Report

21. Art Trail update (S106 funded)

22. Neighbourhood Plan update

23. Community policing

To consider public concerns regarding community policing

24. Open spaces

- a) To consider installing litter bins at the cemetery and opposite Hari & Esha News (enclosed)
- b) To consider an email regarding the recently planted trees on the Village Green (enclosed)

25. Recreation Ground

- a) To review the fortnightly checks
- b) Update on issues raised with Kompan in December 2023

26. Rights of Way S106 Project update

27. Traffic management

- a) To consider concerns raised regarding the highway in front on The George PH (enclosed)
- b) To report any issues with the current SIDs

28. Finance

- a) To consider a request from Wantage Town Football Club to use £4,278.49 of S106 funding from P13/V0401/O (13V50) - Asquith Park (enclosed)
- b) To receive the internal auditor's report for 2023-24 (enclosed)
- c) Approval and signing of the 2023-24 Annual Governance Statement (page 4, enclosed)
- d) Approval and signing of the 2023-24 Accounting Statements (page 5, enclosed)
- e) To approve the receipts and payment report (to follow)
- f) To appoint two Councillors to authorise the payments via the online banking platform
- g) To note the budget and reserves reports (to follow)

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