



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 4th October 2022 at the Village Hall Sutton Courtenay, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), David Butler, Eileen Daw and Father Morkos.

In attendance: Jennie Currie, Clerk; 4 members of the public.

2022/281 Public Participation

- Representatives from Sutton Courtenay Cricket Club explained that the Club were looking for additional players. They are in need of new practice nets and changing facilities. They advised that the old containers would be removed in the near future. Members requested they send details of what they would like to the Clerk for consideration at a future meeting.

2022/282 Apologies for absence

Apologies for absence were received from Cllrs Teresa Field, Hugo Raworth, Jason Warwick, Antony Willott and County & District Councillor Richard Webber.

2022/283 Declarations of Interest

No declarations of interest were received.

2022/284 Minutes for the meeting held on Tuesday 6th September 2022

RESOLVED that the minutes of the meeting held on Tuesday 6th September 2022 were a true and accurate record and would be signed by the Chairman.

2022/285 Parish Councillor Vacancies

RESOLVED that Lyn Hodder would be co-opted to the Council.

RESOLVED that Joanna O'Callaghan would be co-opted to the Council.

Members noted that the Council had one remaining vacancy which can be filled by co-option and asked anyone interested in the role to contact the Clerk.

2022/286 Planning applications

(a) Planning applications to be consider

RESOLVED that the following observations would be submitted:

P22/V2023/S73 & P22/V2088/S73 Cross Trees, 1 Church Street – No objections

(b) Decisions on previous applications

P22/V0391/HH - January Cottage, 35 Church Street - Approved

P22/V1718/HH - 27 The Nursery – Approved

P22/V2198/LDO - 144 Park Drive Milton Park – Agreed

P22/V2018/HH - 67 Milton Road – Approved

- 2022/286 Planning applications continued
- (c) Notification of landowner deposits under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006 for land at The Culham Estate, Culham, Abingdon, OX14 3BS.
- A resident had expressed concern that a Permissive Path was not included in the document. The Clerk has contacted the County Council to clarify whether a Permissive Path can be registered as a Right of Way.
- RESOLVED** that if the route can be registered as a Right of Way then the Parish Council would support the registration.
- 2022/287 County Councillor's Report
Cllr Webber had submitted his apologies for the meeting.
- 2022/288 District Councillor's Report
Cllr Webber had submitted his apologies for the meeting.
- 2022/289 Parish Councillors' Reports
Cllr Atkinson had recently attended a meeting with representatives from Milton Park regarding the proposed Art Trail and provision of recreation facilities at the southern end of the parish.
Kelaart's Field behind Bradstock Way is part of the Art Trail and potentially a location for one of the maps. There is no objection to the map being installed on the site, they are just checking whether they are the landowner or whether it is the County Council.
Milton Park is finalising its latest Local Development Order (LDO) which should be agreed in February 2023. Once this is completed, it would then look at providing recreational facilities at the southern end of the parish. It had been noted that Kelaart's Field is a scheduled ancient monument.
- 2022/290 Clerk's Report
The Clerk had confirmed that Cllrs Atkinson, Daw and Willot were signatories for the Santander accounts. Cllrs Atkinson, Daw, Morkos, Raworth and Willot were signatories for the Unity account although Cllr Morkos did not have online access at present.
- New forms had been prepared to add the Clerk to the Santander accounts and update the contact details. Santander received the forms on Friday 30th September.
- Forms had been prepared to remove Michael Jenkins's online access to the Unity account and to remove Merouan Hermanmda as a signatory with online access to the same account. These forms would be signed by Cllrs Atkinson and Daw.
- A resident had emailed explaining the east bound bus stop on Drayton Road is overgrown and the nearby willow trees are blocking the sightline allowing passengers to see approaching buses. The Clerk had reported the matters to the District and County Councils respectively. The Clerk also asked the resident to report it and/or to contact the District/County Councillor so that they would receive direct updates.
The minutes from 2019-2021 had been bound and returned to the Clerk. The minutes from 2007-2018 were with the binder in Culham.

2022/291 New Code of Conduct policy
RESOLVED that the new Code of Conduct would be adopted.

2022/292 Neighbourhood Plan update
 The public presentation event held on Wednesday 7th September 2022 regarding the Regulation 14 consultation had been well attended by residents. Members were currently collating comments before submitting to the District Council. There would be an invoice to follow with consultant's fees for the meeting and associated work.

2022/293 Finance
 (a) Receipts and Payments report
RESOLVED that the following payments would be authorised:

Receipts for September 2022

Cemetery interment		x0		£0.00
Cemetery memorial		x1		£70.00
Precept Part 2 of 2		x1		£39,631.00
Total receipts				£39,701.00

Direct Debits and pre agreed payments for September 2022

Digipress	A3 printing for NHP	6793	27	£36.00
Unity	Quarterly bank charge	M06	37	£18.00
Subtotal				£54.00

Cheque & BACS Payments to be agreed in October 2022

C-Through Windows	Bus shelter clean	1602	28	£40.00
ST Grounds Maintenance	Grounds maintenance - August	303802	29	£1,498.81
Playsafety Ltd	Annual inspection	66060	30	£176.40
ICCM	Annual membership (part year)	15195	31	£48.00
Bluestone Planning	NHP public event	0783	32	£1,245.00
ASA Landscape Architects Ltd	Stage 5 construction	2720	33	£1,025.00
The Royal British Legion	Wreath & Donation	2022	34	£200.00
Damascus PCC	Grant	2022/278a	35	£930.00
Gallagher Insurance	Annual insurance	522808897	36	£1,883.30
J Currie	Salary	Month 07	39	£527.82
Subtotal				£7,574.33

Standing orders for October 2022

Oxfordshire Pension Fund	J Currie Pension	Month 7	38	£311.17
J Currie	Office Allowance	Month 7	mins	£26.00
Subtotal				£337.17

Total payments				£7,965.50
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(b) Councillors to authorise payments

RESOLVED that Cllrs Atkinson and Daw would authorise payments via the online banking software.

Members requested that the Clerk confirms that Cllr Morkos has online access to the Unity account and to add Cllr Butler as a signatory with online access.
Clerk, FM & DB

(c) Reserves and budget reports

Members noted the reports.

2022/294 Speed Indicator Devices (SIDs)

(a) Ownership and management

RESOLVED that the Parish Council would take on the ownership and management of the new SIDs to be supplied by the County Council.

2022/294 Speed Indicator Devices (SIDs) continued

(b) Locations

Members noted that the County Council would install and maintain the poles for the SIDs.

RESOLVED that subject to consultation with residents the new SIDs would be located at the following places:

- 1 Drayton Road / Brook Street / Church Street - entrance to Bridleway
- 2 Drayton Road / Brook Street / Church Street - opposite 153 Drayton Road
- 3 Drayton Road / Brook Street / Church Street – opposite 83 Drayton Road
- 4 Drayton Road / Brook Street / Church Street – by Willowbrook
- 5 Drayton Road / Brook Street / Church Street – near Brook House
- 6 Drayton Road / Brook Street / Church Street - Church Street, opposite traffic calming sign

Members requested that Milton Road be added to the list and asked the Clerk to enquire as to when the build out on Milton Road would be installed.

Clerk

2022/295 Recreation Ground (Recreational Amenities working party)

(a) Annual inspections of the play area and skate report

Members noted the reports, the issues raised on the play area report would be resolved with the current installation of new equipment.

Members requested the Clerk to get a new quote for the advisories for the skate park.

Clerk

(b) Update on current refurbishment work

During the early construction phase the Football Club raised concerns regarding the distance between the new pathway and the goals, this has been resolved with the contractors adjusting the safety fencing position for weekend matches.

The outdoor gym equipment order had been placed and the application to draw done S106 funds for the permanent combined football / rugby posts had been submitted.

The next phase of the project would be to replace the cricket strips and nets.

(c) Sutton Courtenay Football Club request

Councillors met with Club representatives, the request for additional usage in May would be considered once the current work had been completed.

(d) Broken fencing

The matter would be deferred to the next meeting.

2022/296 Reports and updates for working parties

There were no additional reports.

Close of meeting

It was noted that the next meeting of the Council would be held at 7.15pm, on Tuesday 1st November 2022. There being no further business the Chairman declared the meeting closed at 8.25pm.

Signed.....

Dated.....