



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 1st November 2022 at the Village Hall Sutton Courtenay, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), David Butler, Lyn Hodder, Joanna O'callaghan, Hugo Raworth, Antony Willott and County & District Councillor Richard Webber.

In attendance: Jennie Currie, Clerk; 1 member of the public.

2022/297 Public Participation

- A representative from the Village Hall advised that there was currently a squatter sleeping overnight on a vacant plot. The Trustees had taken advice and seeking support for the individual.
- Report of a missing bin at the junction of Hobbyhorse Lane and Christchurch Lane. – The Clerk would report the matter to the District Council.
- Report of the poor state of Bridleway 25, especially from overgrown vegetation. – The Clerk would report the matter to the County Council.

2022/298 Apologies for absence

Apologies for absence were received from Cllrs Eileen Daw, Father Morkos and Jason Warwick.

2022/299 Declarations of Interest

No declarations of interest were received.

2022/300 Minutes for the meeting held on Tuesday 4th October 2022

RESOLVED that the minutes of the meeting held on Tuesday 4th October 2022 were a true and accurate record and would be signed by the Chairman.

2022/301 Parish Councillor Vacancy

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

2022/302 Planning applications

(a) Planning applications to be considered

RESOLVED that the following observations would be submitted:

P22/V2305/HH 52 High Street, SC – Support

P22/V2467/O Didcot B Power Station, Purchas Road - Support

(b) Additional planning correspondence

P21/V2682/O – Land north of Hobbyhorse Lane had been discussed at the District Council's Planning Committee meeting on 26th October. The Committee had decided to refuse the application.

2022/302 Planning applications
(b) Additional planning correspondence continued
Members noted the decisions on previous applications
P22/V1673/HH - Garden Barn 51A High Street, SC - Granted
P22/V1852/FUL - 5 Ginge Brook, SC - Withdrawn
P20/S1988/FUL - Culham Hill, Culham - Refused
P22/V2023/S73 & P22/V2088/S73 - Cross Trees 1 Church Street, SC - Granted
P22/V1577/HH - 96 Bradstocks Way, SC - Granted
P22/V1730/FUL - Cross Tree Farm, High Street, SC - Refused

Cllr Willott joined the meeting at 7.29pm.

2022/303 Village Hall Allotments
The item would be deferred to the next meeting.

2022/304 County Councillor's Report
Cllr Webber asked the Clerk for an update on the SID. The Clerk advised that having not heard from the Officer following Cllr Webber's email, she had emailed them directly.

2022/305 District Councillor's Report
Cllr Webber summarised the Planning Committee meeting (see item 2022/302b).
Cllr Webber advised that the 2031 Local Plan currently had the Hobbyhorse Lane site included as a strategic site but the next Local Plan would exclude the site.
A councillor asked for an update on the Housing Infrastructure Fund (HIF) highways project. Cllr Webber advised it will probably be delivered but full funding is not currently in place.

2022/306 Parish Councillors' Reports
Cllr Atkinson had attended the 5 parishes joint committee which is looking at the HIF highways project. She advised that some of the elements for cyclists and pedestrians might be removed.
Currently the project was undergoing a Regulation 25 consultation. The Highways department as the applicant had to submit the final draft to the Planning Authority and there will be a short gap between the two dates which will restrict the opportunity for the public to consider the application.
Cllr Butler enquired whether the Football Club had cleared the containers at the Recreation Ground so that the Cricket Club could removed them. The Clerk confirmed that this was the case and would advise the Cricket Club.

2022/307 **RESOLVED** to bring the Neighbourhood Plan update forward in the meeting.

2022/308 Neighbourhood Plan update
The Regulation 14 consultation responses had been collated. Each response needs to be commented on and the group has almost finished this task. The intention is to submit the plan to the Council at its December meeting.

County & District Cllr Webber left the meeting 8.05pm.

The meeting continued in the order published on the agenda.

2022/309 Clerk's Report

The Clerk had confirmed that the youth football teams were included under the licence with the Football Club. The Unity account had been updated to remove M. Jenkins and M. Hermanmda, Cllr Butler's application to be added as a signatory had been signed and would be submitted.

The Clerk had collected all the Council's documents from Freeths (solicitors) and had received the bound minutes from 2009-2018. Once the Clerk had ensured that electronic copies of the documents were saved all the documents would be deposited at Oxfordshire History Centre.

2022/310 Defibrillator for the Recreation Ground

Members considered the quote and requested that the Clerk obtains quotes to install a defib at the Bradstock Way shops and to move the defib from the High Street phone box to the Recreation Ground. **Clerk**

2022/311 Finance

(a) Parish Online mapping

RESOLVED that the Council would start a subscription with Parish Online mapping.

(b) Sutton Courtenay Village Hall's S106 application

RESOLVED that the Council would support the Sutton Courtenay Village Hall's S106 funding application to drawdown funds under P14/V2362/FUL (15V30).

(c) Litter bin collections

RESOLVED that the litter bin collections from be increased to weekly from the beginning of December.

RESOLVED that the compost bin at the cemetery would be emptied and removed, in conjunction with hiring a skip for this purpose in February 2023 to enable the removal of Christmas tributes on the site.

(d) Quarter 2 bank reconciliation

RESOLVED that the quarter 2 bank reconciliation would be approved with balances of Unity £148,751.62, Santander 1 £56,591.88, Santander 2 £19,139.07, NS&I £0 (now closed) and Equals prepayment card/vouchers £100.

2022/311 Finance continued
(e) Receipts and Payments report

RESOLVED that the following payments would be authorised:

Receipts for October 2022

CIL P19/V1728/RM	x1	£50,726.84
Total receipts		£50,726.84

Direct Debits and pre agreed payments for October 2022

Subtotal		£0.00
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Cheque & BACS Payments to be agreed in November 2022

Shield Maintenance Ltd	Dog waste bins - August	5958	40	£20.80
ST Grounds Maintenance	Grounds maintenance - Sept	303802	41	£1,378.81
Vision ICT	New emails x2 (part year)	15623	42	£21.60
Sutton Courtenay Primary School	Photocopying	29	43	£16.54
C-Through Windows	Bus shelter clean	1614	44	£40.00
C-Through Windows	Telephone box clean	1616	45	£20.00
Nuneham Courtenay PC	percentage of 5 parish joint committee invoice	NPCJC2022/14	46	£90.00
Kompan Ltd	Play area part 1	242938	47	£127,582.61
J Currie	Salary	Month 08	49	£764.10
Subtotal				£129,934.46

Standing orders for November 2022

Oxfordshire Pension Fund	J Currie Pension	Month 8	48	£311.17
J Currie	Office Allowance	Month 8	mins	£26.00
Subtotal				£337.17

Total payments				£130,271.63
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(f) Councillors to authorise payments

RESOLVED that Cllrs Atkinson and Willott would authorise payments via the online banking software. **RA & AW**

(g) Reserves and budget reports
Members noted the reports.

2022/312 Recreation Ground (Recreational Amenities working party)

(a) Update on the current refurbishment work

Most of the play equipment had been installed and work was starting on the new MUGA. Members were content with the proposed new sign for the fenced play area.

There would be a formal opening ceremony, potentially in early December, which the working party needs to consider.

(b) Update on the new outdoor gym

The ground had been prepared for the new equipment. A tree had to be removed which would incur an additional fee.

(c) Update on the new combined football / rugby goal posts

The application for S106 funding had been made. There would be an additional maintenance cost to make good the ground in the goal mouths each year.

2022/313 Art Trail working party

(a) Drawdown of S106 funding

RESOLVED that a S106 application would be made to drawdown £40,000 of funding for the second phase of the project (display boards, notice boards and benches, including public participation).

(b) S. Gray invoice 2

RESOLVED that S. Gray's January 2022 invoice would be paid. The remaining first phase S106 funds of £500 would be used, the remainder of the funds would come from reserves.

Close of meeting

It was noted that there would be a Finance, Staffing and General Purposes working party meeting on Tuesday 15th November to consider the draft budget. The next meeting of the Council would be held at 7.15pm, on Tuesday 6th December 2022. There being no further business the Chairman declared the meeting closed at 8.46pm.

Signed.....

Dated.....