



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 16th May 2023 at the Village Hall Sutton Courtenay, commencing at 7.30pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Lyn Hodder, Father Morkos, Joanna O'Callaghan and Jason Warwick.

In attendance: Jennie Currie, Clerk; 3 members of the public.

2023/069 Election of the Chairman

RESOLVED that Councillor Atkinson be elected as Chairman.

Councillor Atkinson signed the Chairman's Acceptance of Office.

2023/070 Election of the Vice Chairman

RESOLVED that Councillor Dalby be elected as Vice Chairman.

2023/071 Public Participation

No matters were raised.

2023/072 Apologies for absence

Apologies for lateness were received from Councillor Jason Warwick.

Apologies for absence were received from Councillor Hugo Raworth and County & District Councillor Richard Webber.

RESOLVED that Councillors Warwick and Raworth would be permitted to sign their Acceptance of Office forms at a later date, but before they joined a meeting.

2023/073 Declarations of Interest

Councillor Atkinson declared an interest in item 2023/091 Village Hall, as she is a trustee of the Village Hall.

2023/074 Minutes for the meetings held on Tuesday 4th April 2023

RESOLVED that the minutes of the meeting held on Tuesday 4th April 2023 were a true and accurate record and would be signed by the Chairman.

2023/075 Co-option of Councillors

RESOLVED that Fiona Wolveridge be co-opted to the Parish Council.

RESOLVED that Teresa Field be co-opted to the Parish Council.

Members noted that there were two further vacancies to be filled.

2023/076 Delegated powers to the Clerk

RESOLVED that the Clerk, instead of two Councillors, signs all allotment agreements on behalf of the Council and Village Hall Management Trust.

RESOLVED that during the first two weeks of August that the Clerk circulates the monthly receipts and payment report to Councillors, along with copies of the invoices to be paid and organises for two Councillors to authorise the payments. (All payments must comply with the existing Financial Regulations.)

2023/076 Delegated powers to the Clerk continued

RESOLVED that if notification of a planning application is received in July or early August and an extension cannot be agreed to allow the application to be considered at the September meeting that the Clerk circulates the application to all Councillors and then seeks guidance from the Planning working party before replying to the application on behalf of the Council.

Councillor Warwick joined the meeting at 7.27pm, he signed his Acceptance of Office before joining the meeting.

2023/077 Working parties

(a) Appoint Members to working parties

RESOLVED that the Working Parties would be:

Art Trail: Cllrs Field, O'Callaghan and Dalby.

Council Plan: Cllrs Atkinson, Dalby, Hodder, O'Callaghan, Warwick and Wolveridge.

Planning: Cllrs Atkinson, Father Morkos and Raworth. Plus Robin Draper, David Hignell and Anne Morgan-Smith.

Recreational Amenities: Cllrs Atkinson, Hodder, O'Callaghan and Wolveridge. Plus Carolyn Fordham.

(b) Dissolve working parties

RESOLVED that the following Working parties would be dissolved:

Cemetery; Effectiveness of Internal Audit; Finance, Staffing and General Purposes

The decision regarding the Digital working party would be deferred. The need to create a Staffing Committee would be considered at the next meeting.

2023/078 Areas of interest

RESOLVED that the following Members would be appointed to these Areas of interest:

Financial oversight: Cllr Dalby

Cemetery: Cllr O'Callaghan

Defibs: Cllr Father Morkos

Environment: Cllr Warwick

Speed Indicator Devices: Cllrs Atkinson, Raworth and Warwick

2023/079 Standing Orders and Financial Regulations

RESOLVED that the Council's Standing Orders 2020 and Financial Regulations 2020 would be adopted without any changes.

2023/080 Representatives on external committees/organisation

RESOLVED that the following Members would be appointed to these external committees:

ADYP Advisory Board: Cllr Wolveridge

Didcot Garden Town Board – Parish Council Working Party: Cllr Hodder

Didcot LCWIP: Cllr Warwick

FCC Liaison Committee: Cllrs O'Callaghan, Warwick. Plus Robin Draper

Millennium Common Management Committee: Cllr Father Morkos

Milton Park Liaison Committee: Cllrs Atkinson, Warwick

Neighbourhood Plan Steering Group: Cllrs Atkinson, Dalby, O'Callaghan

Neighbouring Parish Councils Joint Committee (HIF1): Cllrs Atkinson, Raworth

RWE Local Liaison Committee: Cllr Atkinson (sub Cllr Warwick)

2023/080 Representatives on external committees/organisation continued
 UKAEA Technology - Culham Local Liaison Committee: Father Morkos (sub Cllr Hodder)
 UKAEA Technology - Harwell Local Liaison Committee: Father Morkos (sub Cllr Hodder)
 Oxfordshire Association of Local Councils OALC: Cllr Atkinson nominated, awaiting confirmation
Trusts:
 The Parochial Charities 235924 (4 years from February 2024, 4 people)
 Cllrs Atkinson, O’Callaghan. Plus William Hanks and David Hignell.
 Village Hall 300213 (1 person) Cllr Dalby

2023/081 Subscriptions
RESOLVED that the Council’s subscriptions would remain unchanged:

- Society of Local Council Clerks (SLCC)
- National Association of Local Councils (NALC) & Oxfordshire Association of Local Councils (OALC)
- Institute of Cemetery and Crematorium Management (ICCM)
- Parish Online (mapping software)
- Wilts & Berks Canal Trust (local charity)

2023/082 Standing Orders and Direct Debits
RESOLVED that the Council’s standing orders and direct debits would remain unchanged:

- Information Commissioner’s Office (ICO)
- Clerk – salary
- Clerk – home office allowance
- Oxfordshire Pension Fund
- Unity bank – quarterly service charge

2023/083 Policies and Procedures
RESOLVED that the following Council’s policies and procedures would remain unchanged:

- Appraisal Policy
- Code of Conduct
- Complaints Procedure
- Data Protection Policy & Privacy Notice
- Disciplinary Policy
- Equality and Diversity Policy
- Grievance Policy

RESOLVED that the Reserves Policy would be withdrawn as it was no longer suitable.
RESOLVED that the revised Publication Scheme 2023 be adopted.

2023/084 Meeting dates for the 2023-24 municipal year
RESOLVED that the 2023-24 meetings would be held on Tuesdays at 7.15pm:

6 th June 2023	21 st Nov. 2023 Budget setting	9 th April 2024 - 7.15pm
4 th July 2023	5 th December 2023	Annual Electors’ Meeting
5 th September 2023	9 th January 2024	followed by Council
3 rd October 2023	6 th February 2024	7 th May 2024 Annual meeting
7 th November 2023	5 th March 2024	of the Council

2023/085 Planning applications

(a) Planning applications to be considered

RESOLVED that the following observations would be submitted:

P23/V0752/FUL The Coach House, Abingdon Road, SC – Object due to the clear breach of previous planning applications.

P23/V0792/HH Courtenay Pitts, All Saints Lane, SC – Support

P23/V0793/HH Courtenay Pitts, All Saints Lane, SC – Support

P23/V0796/HH Bekynton Cottage, 7A The Green, SC – Support

MW.0033/22 & MW.0034/22 The Portway, Appleford Sidings, Appleford (AMENDMENT) – Object to due noise:

1. The applications fail to comply with Local Plans:

Oxfordshire Minerals and Waste Local Plan Part 1 12/09/2017

Core policy C5 “Local environment, amenity and economy” para 6.25 requires that “*issues of noise, dust, air quality and vibration should be taken into account when considering proposals*” These issues have been insufficiently considered in this application.

Vale of White Horse Local Plan 2031 Part 2

Development Policy 23, “Impact of Development on Amenity”, states that “*Development proposals should demonstrate that they will not result in significant adverse impacts on the amenity of neighbouring uses. (including factors: iii) noise or vibration, iv) dust, heat, odour, gases, or other emissions*” This application fails to demonstrate that extending the operational period of Appleford sidings will not result in noise and emissions impacting on neighbouring residential areas.

Development Policy 25 “Noise Pollution” states that “*Noise Generating Development that would have an impact on environmental amenity... will be expected to provide an appropriate scheme of mitigation that should take account of ii) existing levels of background noise, iii) measures to reduce or contain generated noise, iv) hours of operation and servicing.*” This application to extend hours of operation, with the consequential extension of noise pollution is counter to policy 25.

2. Operation of Appleford Sidings under current consent creates an identifiable noise nuisance which will be exacerbated by yet further extensions of the operating hours.

The current activity, permitted under planning approval MW.0028/17 Ref P17/V0789/CM, is limited to aggregate train movement, unloading and loading:

· Between 7.00am-9.00pm on weekdays and 7.00am-1.00pm on Saturdays for no more than 150 days per annum.

· Between 7.00am-6.00pm on weekdays and 7.00am-1.00pm on Saturdays for all remaining days.

This working schedule already constitutes a 15% extension of operational hours granted in the planning consent SUT/APF/616/7 of 06/10/1976. yet further extensions of the operating hours to 54% will exacerbate the noise impact on adjacent dwellings.

P23/V0859/FUL Land and building west of Peewit Farm, Drayton Road, SC – Object

The District Council is currently consulting on the emerging Sutton Courtenay Neighbourhood Plan which includes this site as a Green Gap (A3d).

In addition, the proposed development is positioned close to a dangerous bend on the B4016 and in a 40mph area, and egress/ingress will add to traffic congestion.

MW.0066/23 Hanson Aggregates, Appleford Road, SC – Support

P23/V0365/HH 26 Church Street, SC – Support

P23/V0849/HH & P23/V0853/LB Pull Croft 53, High Street, SC - Support

P23/V1008/FUL Village Hall, Hobbyhorse Lane, SC - The application had been made by the Parish Council as the landowner and therefore it would not submit any comments.

(b) Additional planning correspondence

MW.0067/22, MW.0004/20, MW.0008/20 & MW.0048/19 Hanson UK, Bridge Farm Quarry, SC - Additional letter from applicant. – The Working Party would review.

2023/085 Planning applications
(b) Additional planning correspondence continued
R3.0138/21 Application for Planning Permission Accompanied by an Environmental Statement (Regulation 25 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 as Amended).
(Summarised) Dualling of A4130; Road bridge over railway line; Didcot to Culham river crossing; Clifton Hampden Bypass; Associated crossings, footways, cycleways, lighting, etc. - Multiple additional documents. – The Working Party would review.

Members noted the decisions on previous applications
V0363/HH 10 High Street, SC - Granted
P20/V2899/RM Plot A2 Signia Park, Didcot - Granted
P22/V2593/FUL 5 Ginge Brook, SC - Withdrawn
P23/V0304/PDH 90 Milton Road, SC - Withdrawn

2023/086 Reports
(a) County Councillor
Cllr Webber had submitted his apologies for the meeting.
(b) District Councillor
Cllr Webber had submitted his apologies for the meeting.
(c) Parish Councillors
Cllr Father Morkos raised that the grass had worn away at the bus stop on the south side of Milton Road near the Bradstocks Way junction. The Clerk advised that the matter needed to be reported to the County Council. **FM**
Cllr Dalby raised that the Appleford Road pavement needed to be cleared of soiled from overgrown vegetation. The Clerk advised that the matter needed to be reported to the County Council. **RD**
Members asked the Clerk to include these two items in the newsletter and ask residents to report the matters to the County Council. **Clerk**
Cllr Dalby had seen litter pickers and bags being provided at open spaces, with the idea that visitors would collect items whilst on site. Cllr Warwick would investigate the idea for Sutton Courtenay. **JW**
Cllr Hodder raised that the Milton Road grass verge was not being cut. Members asked that the Clerk contact the Contractor to understand why it had not been done. **Clerk**
Cllr Atkinson raised that the damage to the youth shelter at the skate park and the turf on the mound in the play area had yet to be resolved and she had contacted Kompan. The Clerk advised that she had also reported the issues.
(c) Clerk
Defibs: The Clerk had not received confirmation of installing a defibs at Costcutter on Bradstocks Way. To progress moving the defib from the High Street to the Recreation Ground the Clerk suggested splitting the order, Members were in happy for the Clerk to proceed.

- 2023/087 High Street Speed Bumps
Cllr Warwick had researched the issue and advised that the householder would need to have an engineer's report to prove the vehicle movement had caused the damage to their home and then take the matter to Highways (County Council). Cllr Atkinson would arrange a meeting with Highways and asked Cllr Warwick to share the information he had found. **JW & RA**
- 2023/088 Art Trail
(a) Appointment of bench and board designer maker
RESOLVED that Oxford Oak be appointed as the bench and board designer maker.
(b) Appointment of bench and board installer and utilities surveyor
RESOLVED that Greenford Ltd be appointed to complete the installation and surveys.
RESOLVED that hoggin would be laid in front of the benches.
(c) Appointment of Councillors to sign the S106 agreement
RESOLVED that Cllrs Dalby and O'Callaghan would sign the S106 agreement.
- 2023/089 Neighbourhood Plan
The Neighbourhood Plan Steering Group would discuss the appointment of the inspector with the District Council as our consultant had made some suggestions of who should be appointed.
- 2023/090 Recreation Ground (Recreational Amenities working party)
(a) Combined football & rugby goal posts
The posts had been installed last week but were still temporarily fenced off. The Football Club Chairman had offered to install the nets this week.
(b) Skate park request
RESOLVED that the District Council's Active Families Team would use the skate park on 23rd August to run skate session for families.
(c) New cricket practice nets
The matter would be deferred to the next meeting.
(d) Football pitch location
Following a complaint of footballs during a match hitting visitors in the play area the Clerk had reviewed the positioning of the main football pitches. The distance between the pitches and the fenced play area, currently complies with the FA guidelines but with only an additional 0.5metres. The Clerk advised that there is space to move the pitches to the south by 10metres whilst still maintaining a gap between the trees, benches and fence to the south.
RESOLVED that the Football Club would be formally instructed to move the main pitches to the south of their current positions by 10metres for the September 2023 season, as per the terms of the licence.
(e) Fortnightly checks by Councillors
RESOLVED that Councillors would start to do fortnightly checks of the Recreation Ground.
RESOLVED that Cllr Field would do a check between 22nd May and 4th June; Cllr Wolveridge would do a check between 5th June and 18th June; then the Clerk would organise a rota. **All Councillors**

2023/091 Village Hall
(a) Request from SSE to cut trees
RESOLVED that permission would be granted to SSE to carry out tree works at the allotments (and cemetery).
RESOLVED that the Management Committee would be requested to pollard the willow trees at the allotments within a month of SSE completing their work. The Management Committee would be reminded that the Parish Council holds funds which could be used for the work.
(b) Request to provide administrative support to the Management Committee for its planning application
RESOLVED that, as the Parish Council is the landowner, the Clerk would complete and submit the planning application for the replacement porch. **Clerk**

2023/092 Finance
(a) External auditor's report for 2021-22
Members noted the report and would ensure that careful attention was paid so that the errors were not repeated for the 2022-23 audit.
(b) Review of S106 and CIL funds
RESOLVED that the resolutions made under item 2022/077ii (April meeting) would be rescinded.
RESOLVED that £50,225 of S106 funds from P14/V1906/O be used by the Village Hall Management Committee.
RESOLVED that the remaining S106 funds from P14/V1906/O of £28,321.02 be used by the Parish Council to commission work to improve Rights of Way. **R&A WP**
Members should note that the resolutions made under 2023/092b mean that the CIL funds currently held by the Parish Council are no longer committed to a specific project.

2023/092 Finance continued

(c) Receipts and Payments report

RESOLVED that the following payments would be authorised:

Receipts for April 2023

Precept 1 of 2	VOHDC			£39,750.00
OCC Grass cutting Section 101	OCC			£1,571.97
Abingdon Stone	SC006			£125.00
Tonks Brothers FD Ltd	SC007			£150.00
Total receipts				£41,596.97

Direct Debits and pre agreed payments for May 2023

Vale of White Horse DC	VH Planning fee	PP12118382v1PUQ	27	£263.20
Subtotal				£263.20

BACS & Cheque Payments to be agreed in May 2023

Shield Maintenance Ltd	Dog waste March	6440	10	£20.80
ST Grounds Maintenance	Grounds maintenance March	303894	11	£322.70
C-Through Windows	Phone box Mar 2023	1667	12	£20.00
C-Through Windows	Bus shelter Mar 2023	1668	13	£40.00
ICCM	Annual Membership	5049/2023/24	14	£95.00
Wilts & Berks Canal Trust	Annual Membership	WBCT198	15	£25.00
Shield Maintenance Ltd	Dog waste April	6516	16	£20.80
26th Abingdon Scouts	LGA 1972 s137	Grant	17	£1,500.00
Abingdon DAMASCUS Youth Project	LGA 1972 s137	Grant	18	£4,000.00
Be Free Young Carers	LGA 1972 s137	Grant	19	£500.00
Citizens Advice	LGA 1972 s142	Grant	20	£3,000.00
Cricket Club	LGA 1972 s137	Grant	21	£500.00
Home Start	LGA 1972 s137	Grant	22	£500.00
My Vision	LGA 1972 s137	Grant	23	£100.00
Parochial Church Council	Clock - PC Act 1957 s2	Grant	24	£950.00
Sutton Courtenay News	LGA 1972 s142	Grant	25	£1,500.00
Village Hall	LGA 1976 s19	Grant	26	£3,500.00
ST Grounds Maintenance	Ground maintenance April	303906	28	£1,449.88
C-Through Windows	Bus shelter April 2023	1679	29	£40.00
Community Heartbeat	Replacement pads x2	16690	30	£146.24
J Currie	Mileage April-May 2023	mileage	31	£78.00
HMRC	Tax and NI	Month 02	33	£394.17
April Skies Accounting	Internal audit 22-23	INV-0071	35	£405.00
Slatter Cricket & Play	Rugby/Football goal posts S106	CP2926	36	£7,117.20
Subtotal				£26,224.79

Standing orders for May 2023

J Currie	Salary	Month 02	32	£1,371.00
Oxfordshire Pension Fund	Clerk's Pension	Month 02	34	£476.17
J Currie	Office Allowance	Month 02	mins	£26.00
Subtotal				£1,873.17

Total payments £28,361.16

(d) Councillors to authorise payments

RESOLVED that Cllrs Morkos and Raworth would authorise payments online. **FM & HR**

(e) Budget and Reserves report

Members noted the reports.

Close of meeting

It was noted that the next ordinary meeting of the Council would be held at 7.15pm, on Tuesday 6th June. There being no further business the Chairman declared the meeting closed at 9.20pm.

Signed.....

Dated.....