



## Sutton Courtenay Parish Council

### Minutes for the Parish Council meeting held on Tuesday 6<sup>th</sup> February 2024 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Paul Galliver, Father Morkos, Joanna O'Callaghan, Hugo Raworth and Jason Warwick.

In attendance: Jennie Currie, Clerk; County & District Councillor Richard Webber; 1 member of the public.

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#### 2024/020 Public Participation

Feedback: Thanks for including comments in the minutes and for the actions taken.

Issue: Noting that the HIF1 proposed route plan was included in the February edition of the Sutton Courtenay newsletter, disappointed that the proposal for the St Helen's Street/Bridge Street/High Street roundabout in Abingdon was not included. They are concerned that cyclists will go round this in the wrong direction and that the funding should be put towards maintaining the existing network.

Response: It is believed that this proposal is part of the Abingdon LCWIP.

*Cllr Jason Warwick and Richard Webber joined the meeting at 7.17pm.*

Issue: Requests that the Parish Council tries to be prepared for future flooding.

Response: Comments noted.

*Cllr Father Morkos joined the meeting at 7.20pm.*

#### 2024/021 Apologies for absence

Apologies for absence were received from Councillors Teresa Field, Lyn Hodder and Fiona Wolveridge.

#### 2024/022 Declarations of Interest

No declarations of interest were received.

#### 2024/023 Minutes for the meeting held on Tuesday 9<sup>th</sup> January 2024

**RESOLVED** that the minutes of the meeting held on Tuesday 9<sup>th</sup> January 2024 were a true and accurate record and would be signed by the Chairman.

#### 2024/024 Co-option of Councillors

Members noted that there was one vacancy to be filled.

#### 2024/025 Planning applications

(a) Planning applications to be considered

**RESOLVED** that the following observations would be submitted:

P24/V0062/HH – 12 Appleford Road, Sutton Courtenay - No objections. Members noted the neighbour's objection to the application.

- 2024/025      Planning applications  
 (a) Planning applications to be considered continued  
**RESOLVED** that the following observations would be submitted:  
 P24/V0150/S73 - Atwood House, Appleford Road, Sutton Courtenay - Objection.  
 Sutton Courtenay Parish Council objects to the application due the introduction of the evergreen (thuja) 4.5m tall hedge on the southern boundary rather than planting lime trees (tilia cordata 'greenspire'). The Parish Council believes a mix of deciduous trees would be more in keeping with the street scene along Appleford Road. This is also in keeping with application P22/V2928/TCA which was granted on the basis that the applicant would be "importing a vast range of specimen trees to replace the trees we are removing so we do not completely expose and make the area bare".
- (b) Additional planning correspondence  
 The Parish Council had not yet received a response to its letter regarding tree removal concerns at Atwood House, Appleford Road.  
 Members noted the amendments to its application P23/V2375/FUL had been published. - Proposed installation of 8 oak benches and 5 oak noticeboards on land not owned by the Parish Council (the applicant) (amended plans and additional information received 11<sup>th</sup> January 2024).  
 Members noted the decisions on previous applications:  
 P23/V2574/HH - 57 Milton Road Sutton Courtenay OX14 4BP - GRANTED  
 P23/V2682/HH - 71 High Street Sutton Courtenay OX14 4AT - GRANTED  
 MW.0170/23 Oday Quarry, Oday Hill, Sutton Wick - APPROVED
- 2024/026      HIF1 update  
 The Joint Committee (NPC-JC) consultant, Charlie Hopkins, is no longer able to support the NPC-JC. The proof of evidence for the Inquiry have been submitted. The Inquiry is due to start on 20<sup>th</sup> February 2024.  
**RESOLVED** that Cllr Raworth would represent the Parish Council at the Inquiry.  
 Members requested that the Clerk provides a link to the Inquiry on the Parish Council's website. **Clerk**
- 2024/027      Reports  
 (a) County Councillor  
 Cllr Webber advised that the County Council's (OCC) budget meeting clashes with the HIF1 Inquiry. OCC might need to reduce or withdraw the Councillors' Priority Fund as one of the many options to reduce expenditure.  
 Cllr Webber continued to receive correspondence from residents opposed to the proposed 20mph speed restrictions and he highlighted that the Parish Council had submitted a positive response to the proposal.  
 OCC would be making improvements to flood preparations having review the recent response to the January flooding.  
 Cllr Warwick asked whether OCC would invest in additional water monitoring equipment for the Ginge Brook. Cllr Dalby advised that the Environment Agency currently maintains monitors. Cllr Warwick offered to share his research on the purchase of monitors with Cllr Webber. Cllr Webber would take up the matter with OCC. **R Webber**
- (b) District Councillor  
 Cllr Webber had no additional items to report.

- 2024/027 Reports continued  
(c) Parish Councillors  
Members reported the following items:
- Cllr Warwick had attended the Milton Park liaison meeting, the possibility of a play area on Milton Park land was mentioned. A representative from the Didcot Garden Town project attended and concerns were raised regarding reviewing transportation in conjunction with the HIF1 project. Cllr Warwick would follow up on the matter. **JW**
  - Cllr Raworth reported that a small boat was stuck on the weir at Sutton Pools. Cllr O’Callaghan advised that the Lock Keeper was aware of the boat and had reported it to the River and Canal Trust.
- Cllr Richard Webber left the meeting at 8.08pm.*
- (d) Clerk
- The Clerk circulated invitations for two events in connections to the proposed reservoir. Cllr Galliver would attend the technical briefing on Monday 12<sup>th</sup> February. No Members were able to attend the workshop regarding community opportunities on Saturday 2<sup>nd</sup> March.
  - Confirmation had been received that the signatories for the Santander accounts were Cllrs Atkinson, Dalby and O’Callaghan plus the Clerk had online (view only) access.
  - Confirmation had been received that the signatories (with online access) for the Unity account were Cllrs Atkinson, Dalby, Father Morkos, O’Callaghan and Raworth plus the Clerk had online access to setup payments.
- 2024/028 Art Trail update  
The Clerk had submitted the additional information for the planning application and had been advised of a new determination date, 23<sup>rd</sup> February 2024. The Clerk had submitted a request to the District Council for release of some of the S106 funds. In principle this was agreed but as the legal agreement stated the funds would be released once planning permission was granted the change to the agreement might not be possible before the determination date.
- 2024/029 Mobile phone connection  
OCC’s Digital Infrastructure Team had advised that there were no plans to increase mobile phone connectivity in the parish.  
Members requested that the Clerk includes this in the next newsletter and to advise residents to lobby OCC and their MP. **Clerk**
- 2024/030 Neighbourhood Plan  
Both the Inspector and the District Council’s Planning Policy Officer had advised that the green gaps that were being removed from the Neighbourhood Plan could be included in the Joint Local Plan, if suggested to the District Council. The District Council’s Officer had invited Members to attend a meeting to discuss the removal of the Green Gaps from the Neighbourhood Plan.  
**RESOLVED** that Cllr Atkinson and members of the Steering Group would meet with the District Council’s Planning Policy Officer.  
The referendum for the Neighbourhood Plan would be held on 11<sup>th</sup> April 2024.
- 2024/031 **RESOLVED** that item 18 Consultations would be brought forward.

2024/032 Consultations

(a) Joint Local Plan, Vale of the White Horse District Council

**RESOLVED** that the following comments would be submitted:  
**Representation of behalf of Sutton Courtenay Parish Council in relation to the Joint Local Plan Preferred Options Consultation (Regulation 18 Part 2)**

**South Oxfordshire and Vale of White Horse District Councils**

Sutton Courtenay Parish Council agrees with the Vision and Objectives set out in the South and Vale's draft Joint Local Plan (JLP). With regards the Preferred Options' Consultation, some of our comments are made in the context of our Sutton Courtenay Neighbourhood Development Plan (NDP) for which the Vale has issued a decision notice to progress it to Referendum to be held on 11 April 2024 and we have been informed that the policies in the Neighbourhood Development Plan at this stage now carry significant weight in decision making. The Sutton Courtenay NDP and the Examiner's report are available to view on the VWHDC website at [Sutton Courtenay Neighbourhood Plan](#).

Our comments are set out with reference to the policy ID and text in italics is as quoted from the relevant policy subtext in the JLP preferred options consultation documents.

**Strategic Policy CE1 sustainable design and construction** (Chapter 4: Climate change and improving environmental quality)

Solar gain is seen as a problem and yet it is a free resource if harvested constructively considering building orientation, shading and ventilation.

**Strategic Policy CE2- net zero carbon buildings** (Chapter 4: Climate change and improving environmental quality)

The Building Regulations are cited as inadequate for dealing with such matters as unregulated energy and there are requirements suggested for further information such as an Energy Statement, a measure of total energy consumption, etc. This proliferation although worthy is overwhelming and inflationary when a single document, the Building Regulations expanded should serve.

**Strategic Policy SP1 Spatial strategy** (Chapter 5: Spatial strategy and settlements)

Sutton Courtenay Parish Council is pleased to read in the supporting text to Policy SP1 – Spatial Strategy under 'Why we Prefer Option A', and quoted below:

*"Since neighbourhood planning was introduced in 2011, our districts have been part of many years of successful local decision making through neighbourhood plans, and we want to support this into the future."*

It is noted that in the proposed draft policy (for the preferred option), there are many points of relevance to Sutton Courtenay parish, in particular:

Policy SP1 – Spatial Strategy

*"4) At the garden communities of Didcot... we will support housing and some economic development to achieve holistically planned new or regenerated settlements which enhances the natural environment, tackles climate change and provides high quality affordable housing and locally accessible jobs in beautiful, healthy and sociable communities..."*

The Parish Council would like to support point 4) of the text specifically in relation to the enhancement of the natural environment around Didcot, which would directly affect our parish. In this regard, we would like the Joint Local Plan to refer to the villages around Didcot in more detail. Please see further details below in our response to the preferred option A for Policy SP3.

*"6) For windfall housing developments, we will support sustainable locations that maximise brownfield land redevelopment opportunities and are appropriate to the site's location within the settlement hierarchy defined in Policy SP2. Development of the types described in Policy SP2 will be supported within the built-*

*up area of highest tiered settlements of Tiers 1, 2, 3, with Tier 4 limited to brownfield sites, replacement dwellings or subdivision...*

The Parish Council supports that Sutton Courtenay is highlighted in Policy SP2 as a Tier 3 settlement whereby brownfield development, infill development, replacement dwellings or subdivision within the built-up area may be appropriate and in accordance with our Sutton Courtenay Neighbourhood Development Plan policies. In particular it is in accordance with SCNDP Policy SC8 Residential development Within the Built-up Area (<https://www.whitehorsedc.gov.uk/wp-content/uploads/sites/3/2024/02/Sutton-Courtenay-NDP-Referendum-Version.pdf>).

Whilst it is acknowledged that we support brownfield development, we would qualify this with respect to the issues we face with regards to the Minerals and Waste land in our parish where land is often (latterly) re-used for other operational buildings and purposes, and it is then deemed to be a brownfield site. This land is then never fully restored to a greenfield or recreational space as required by the original permission. The Parish Council would object to such land being classified as brownfield sites and suitable for future redevelopment when the intention was to landscape it and restore it to the original or recreational use.

*“8) Development in the countryside, including areas outside of existing built-up areas, will not be appropriate unless specifically supported by other relevant policies as set out in the development plan or national policy, for example we will support rural exceptions site housing and rural workers’ dwellings to come forward...”*

We would support this approach as per the relevant sections of Sutton Courtenay Neighbourhood Development Plan Policy SC9 Housing Needs (<https://www.whitehorsedc.gov.uk/wp-content/uploads/sites/3/2024/02/Sutton-Courtenay-NDP-Referendum-Version.pdf>).

*“11) We will support our communities with the preparation of neighbourhood plans that will reinforce the achievement of this spatial strategy...”*

It is considered that our Sutton Courtenay Neighbourhood Development Plan Policies accord with the above and therefore the approach in proposed Policies SP1 and SP2 are supported.

### **Strategic Policy SP3 The strategy for Didcot Garden Town** (Chapter 5: Spatial strategy and settlements)

Whilst it is noted that proposed draft text for Policy SP3 goes into substantial detail in many areas, there are some which need to be expanded and reinforced. In particular the criteria expanded on below:

1a) **Design** - the policy should include reference to any relevant Neighbourhood Development Plan Design Code (for example [https://www.whitehorsedc.gov.uk/wp-content/uploads/sites/3/2023/04/Sutton-Courtenay-Design-Code-23-Feb-2023r\\_compressed.pdf](https://www.whitehorsedc.gov.uk/wp-content/uploads/sites/3/2023/04/Sutton-Courtenay-Design-Code-23-Feb-2023r_compressed.pdf)).

1b) **Local Character** - again there should be mention of Neighbourhood Development Plans and any relevant Character Appraisals and Design Codes in relation to the masterplan area being *“distinctive from surrounding towns and villages whilst respecting and protecting their rural character and setting...”*

1e) **Heritage** - Sutton Courtenay parish has the highest concentration of designated heritage assets within the Zone of Influence and some of the most rare and important sites in the District. This includes two different scheduled monuments, three Grade I listed buildings and six Grade II\* listed buildings, with a further 54 Grade II Listed Buildings, the Conservation Area and the highlighted non-designated heritage assets. Whilst the details of these are set out in the Neighbourhood Development Plan, it is believed that such an historically important parish requires acknowledgement within this policy.

2c) **phasing plan for biodiversity** - We would hope that the biodiversity improvements would include the land around Sutton Courtenay and the other villages in the Zone of Influence, where priority habitats and potential wildlife corridors could be linked and enhanced (as highlighted by NDP Policy SC6: Biodiversity).

3b) **protect key views** - the text should also include views identified in Neighbourhood Development Plans including those in the Sutton Courtenay Neighbourhood Development Plan as set out in Policy SC3: Key

Views and Vistas (<https://www.whitehorsedc.gov.uk/wp-content/uploads/sites/3/2024/02/Sutton-Courtenay-NDP-Referendum-Version.pdf>).

3c), d), and f) **green spaces and gaps** the text in these all relate in various ways to green/open space around Didcot. The Parish Council believes that the wording currently contained in these criteria is insufficient and should be expanded upon further. The following sets out the Parish Council's position in relation to these points.

The Parish falls within the Didcot Garden Town Masterplan and the "Area of Influence". We are pleased to note that in the Joint Local Plan, the supporting text refers to the 2017 version of the Didcot Garden Town Delivery Plan (DGTDP), with its ambition "*to introduce more green spaces, trees, gardens, sustainable technology, walking and cycling pathways connecting routes to town, railway station and large business parks.*"

Although the revised 2022 version of the Didcot Garden Town Delivery Plan is subsequently referenced, it is essential that in the supporting text, it has been acknowledged that:

*"The new local plan policy also needs to say more about maintaining and enhancing the natural and landscape features and historic character in the wider Area of Influence, which was lacking in the current plans. To protect and enhance the wider hinterland of Didcot Garden Town, development should come forward at the different settlements in the wider area of influence in accordance with our spatial strategy and settlement hierarchy."*

The Parish Council was disappointed that, whereas the 2017 version of the DGTDP contained a well-considered landscape approach for the area and the provision of the "*proposed green buffer around the necklace of villages*" as defined in the original landscape masterplan, the revised 2022 version of the DGTDP was silent on this matter.

This is explained in further detail on page 7 of the [Countryside and Green Gaps](#) document forming the evidence base to our Sutton Courtenay Neighbourhood Development Plan (NDP).

The Parish Council is keen that this original work should be expanded upon and continued within the Joint Local Plan.

Although criterion 3f) states that development proposals will be required to address the following:

*"maintain green gaps between villages including those identified and protected through neighbourhood plans, to preserve the character of the distinct areas and prevent future coalescence;"*

this does not go far enough. The limitation of criterion 3f is exemplified in the recent Examiner's report for the Sutton Courtenay NDP (<https://www.whitehorsedc.gov.uk/wp-content/uploads/sites/3/2024/01/Sutton-Courtenay-Neighbourhood-Development-Plan-Examiners-Report.pdf>). As you will be aware, the Submission version of the NDP proposed a series of green gaps around the settlement area, as per the Didcot Garden Town Development Plan (DGTDP). The Examiner assessed whether or not the proposed green gaps in our NDP conform to Core Policy 4 of LPP1 and Development Policy 29 of LPP2 which seek to ensure that a settlement's character is retained, and that physical and visual separation is maintained between settlements. He concluded that only two of the proposed gaps, both small fields, would meet the basic conditions and that the remainder of them were too large, as set out in Paragraphs 7.55 and 7.56 of the Examiner's report which related back to the Local Plan policy for coalescence.

Furthermore, in paragraph 7.60 of the Examiner's report, he states:

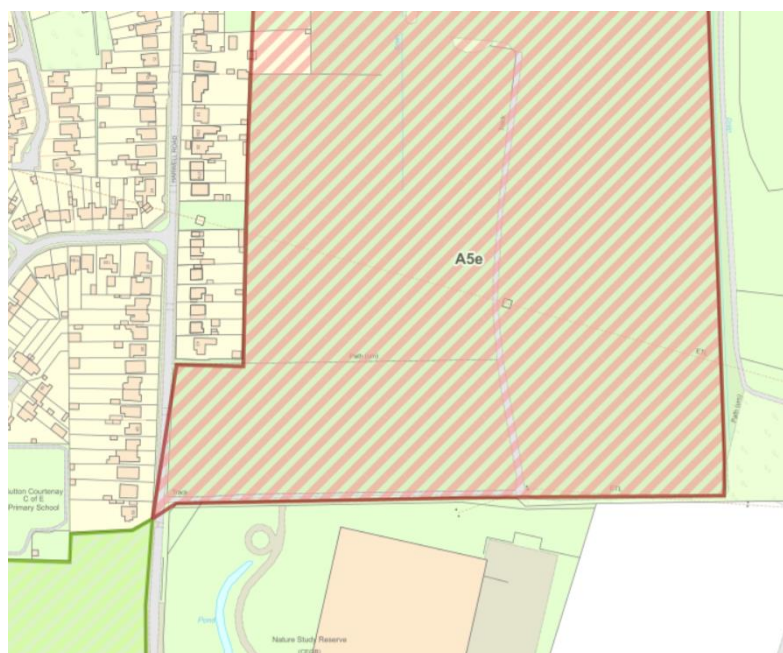
*"I appreciate that this outcome will be a disappointment to SCPC both generally and given the background work undertaken on the Countryside and Green Gaps Assessment. The principal reason behind the recommended modifications relates to the circumstances whereby the DGTDP is not a development plan document and the focus of Core Policy 16b on the way in which development proposals should respond to the seven principles in that Plan for the delivery of the Garden Town. This may be a matter which can be*

*addressed (where applicable) in a review of the Plan based on the way in which the emerging Joint Local Plan may address the relationship between its policies and the DGTDP.”*

Therefore, to merely highlight that green gaps should be as per those identified in the Neighbourhood Development Plans, does not reflect the wider concern regarding the limits placed on Neighbourhood Development Plans where, as in this case, the Vale considered our gap policy to be strategic (Examiner’s report Para 7.21).

In this regard, we would request that the work undertaken in our **Countryside and Green Gaps** Evidence Base document forms the basis for a green gap around Sutton Courtenay. Further landscape work should be undertaken by the LPA, to establish a well-founded and evidenced-based approach to protecting the settlements within the Zone of Influence from being subsumed by development.

It is not accepted that a minimal gap between buildings in different settlements is considered to be sufficient to preserve the character of the distinct areas and prevent future coalescence. An example of this, is the originally proposed gap, in our NDP, highlighted below as A5e.



Whilst the above gap, may be too large to be designated in a Neighbourhood Development Plan as currently shown, it is clear from a site visit, that a gap along the frontage, which could be filled by as little as approximately 10 dwellings, is not substantial. In fact, given the scale of the buildings at Milton Park, which are visually dominant, this is considered to be an essential gap between settlements.

This is just one example. We strongly urge that the 2017 DGTDP and the Countryside and Green Gaps Evidence Base document (supplemented by additional LPA evidence as required), should be used to justify the implementation of a buffer around all the villages within the Zone of Influence or at the very least those villages within the Didcot Garden Town Masterplan.

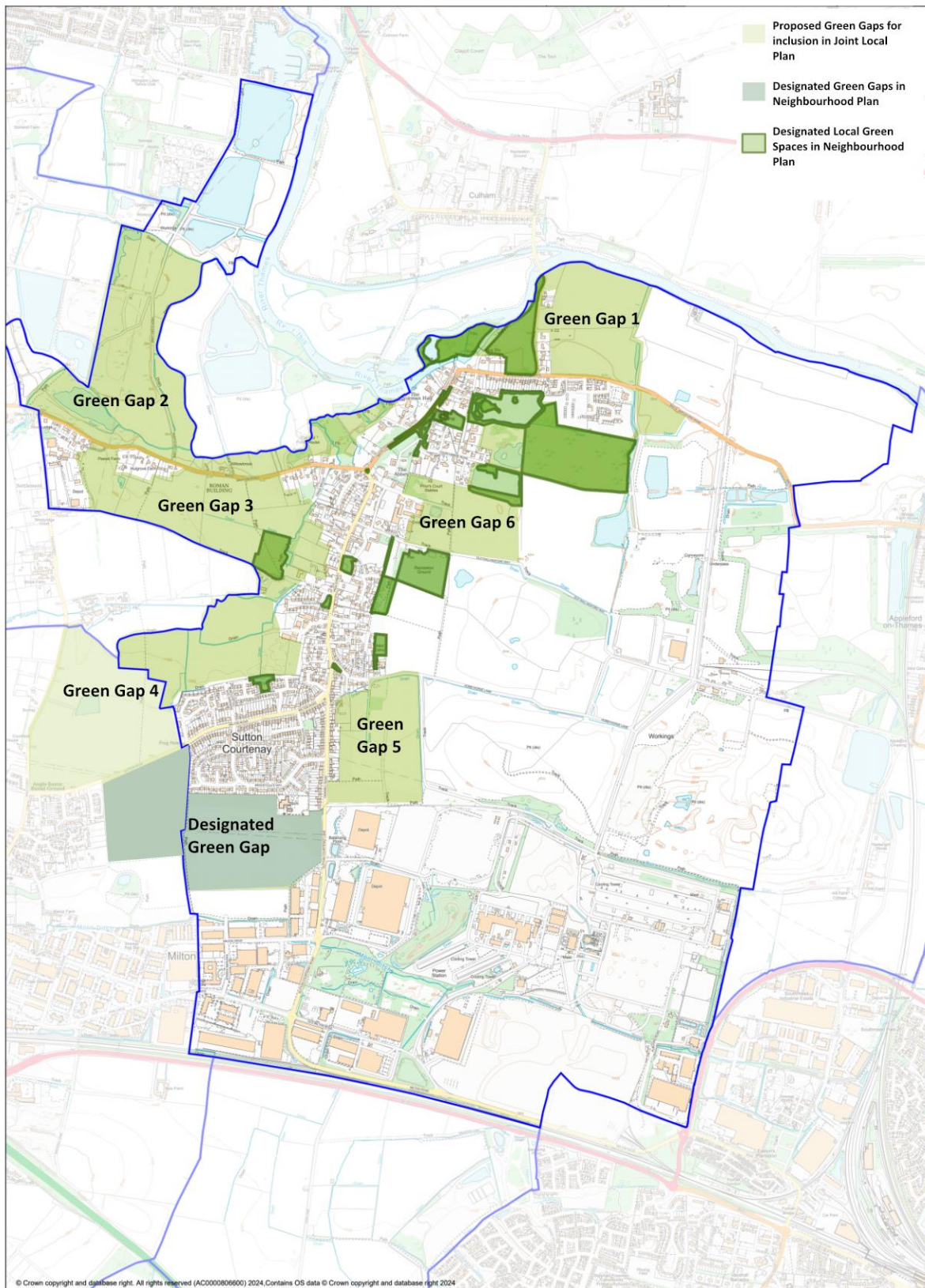
In particular, it is requested that those parcels of land originally proposed at the Submission Stage of our NDP, as shown in the map below, be included as a green buffer around Sutton Courtenay. This is notwithstanding the areas of land which are currently designated as Local Green Spaces, where the NDP Examiner identified potential conflicts between the implementation of the different policies.

The implementation of this is considered to be critical to the preservation of the character of the settlements, particularly those with significant heritage assets, and to prevent future coalescence both visually and physically.

Without such work, it is considered that our NDP Policies SC2: Landscape Character and Value, SC3: Key Views and Vistas, SC4: Green and Blue infrastructure, SC6: Biodiversity, SC10: - Design, Heritage and

Setting could all be undermined. Such policies highlight the rural landscape character areas, key views and landscaping elements and their contribution to biodiversity, the setting of the heritage assets and the unique individual settlement character as defined.

### Proposed Green Gaps in Sutton Courtenay for inclusion in Joint Local Plan





## **Strategic Policy AS2 Land adjacent to Culham Science Centre (Chapter 8: Site allocations and Garden Villages)**

The site was originally allocated by Policies STRAT8 and STRAT9: Land Adjacent to Culham Science Centre in the South Oxfordshire Local Plan 2035. These policies spread the employment element over the two sites rather than the proposed policy AS2 where the employment element will be separated from the housing element.

All the 3,500 homes together with a neighbourhood centre, 2 primary schools, 1 secondary school, a GP surgery and a dentist will be sited on the former green belt land situated between the railway line to the east, the River Thames to the north and west and the A415 to the south.

Culham No.1 site which is situated between Culham Campus to the east, the river to the north, the railway to the west and the A415 to the south will remain employment land.

### **Our concerns are as follows:**

**HIF1 and existing infrastructure:** HIF1 has not been approved and the policy relies on it being in existence. The existing road infrastructure is totally inadequate to absorb additional traffic. There is no evidence to show that even with HIF1, the road system will be able to cope. Existing roads i.e. A415, B4016, B4019 between Clifton Hampden and the Golden Ball Roundabout and onwards through Nuneham Courtenay are at capacity. Additionally, the one-way system through Abingdon will grind to a halt. Although the policy suggests that car use will not be required it is unlikely that it will be enforced. The proposal is that children from the planned expansion of Berinsfield (a further 1,500 homes) will attend the secondary school proposed for the Culham site. The policy appears to assume that residents will only drive on HIF1 which has not been approved.

**Culham No.1 site** That part of the proposal relating to it will similarly have an impact on the existing and proposed infrastructure. The proposal is to optimise the existing employment area next to Culham Campus within the Science Vale. How this is going to be achieved is unclear. As far as the Parish Council is aware there is not a single existing use on the site that relates to science. The main current uses are the waste transfer site operated by Biffa (recycled domestic waste from homes all over South Oxfordshire and the Vale), the DVLA HGV Test Centre and steel providers e.g. Grace and Son. All of which create an excessive amount of HGV traffic on all roads without weight limits in the area resulting in Biffa and HGV drivers swamping the B4016 through Sutton Courtenay. We know from the S76 application for the extension of the operating life of the FCC waste transfer site to the east of Sutton Courtenay that OCC has stated that there are no alternative waste sites available. We believe the intention of the policy to relate future uses to science and technology cannot be achieved without shutting down the current non-science related facilities and hence the policy cannot be implemented in practise.

**Flood Risk:** The site in question is outside any flood risk area. However, development on over 300 hectares will create flood risks elsewhere. The site, in effect is on 'raised ground' surrounded on three sides by the Thames, albeit the Thames to the west is beyond Sloven Copse and Culham Brake, a SSSI. The northern section of the site comprises flood meadows and an escarpment currently used for motor cross. Oxford Greenbelt Way, an important long-distance footpath, runs along this section of the Thames. Anecdotally, we are aware that these flood meadows are the first to flood and the last to dry out. The escarpment runs with water in wet spells rendering the footpath impassable. The proposed level of development will cause runoff and, potentially, result in flooding downstream i.e. Abingdon, Culham, Sutton Courtenay onwards. The situation we have seen this winter will be made substantially worse and has not been taken on board in the preferred options consultation.

**Sewage Treatment Works at Culham:** Culham Sewage Treatment Works cannot cope with the existing levels and like Drayton it frequently discharges into Clifton Hampden Ditch and then the Thames.

**Green Belt:** The majority of this land was green belt before it was released for development following the current plan. The most recent government view is that councils must prioritise brownfield development building new homes in the right places and protecting green belt see press release dated 13 February 2024

<https://www.gov.uk/government/news/build-on-brownfield-now-gove-tells-underperforming-councils>. This policy does not follow this latest view.

**B4016 and bridges over the Thames at Culham:** In the policy there is no mention of any potential improvements to pedestrian and cyclist access from Sutton Courtenay to Europa School and Culham Campus via the bridges over the Thames.

**Strategic Policy DE2 Local character and identity** (Chapter 10: Well-designed places for our communities)

We support Preferred Option A and would repeat our previous point that, where applicable, there should be references to any relevant Neighbourhood Development Plan Design Code.

**Strategic Policy NH5 Landscape** (Chapter 12: Nature recovery, heritage and landscape)

We support Preferred Option A and request that when the *'suite of landscape evidence to inform the Joint Local Plan and its future implementation are commissioned'* due regard is given to the assessments underpinning the relevant policies in the Neighbourhood Development Plans.

**Infrastructure policies** (Chapter 13: Infrastructure, transport, connectivity and communications).

Many of these deal with transport but focus upon new development, and not general infrastructure such as EV charging to the whole of a settlement. It may well be that OCC have something in hand but if not, a proactive policy on forecasting need and allocating sites should feature in the Joint Local Plan.

2024/032 Consultations continued

(b) Oxfordshire Council Charter, Oxfordshire County Council

**RESOLVED** that the Parish Council supported the proposed Charter and looked forward to seeing how it would be implemented.

(c) Local Government Boundary Commission review of District Ward boundaries

**RESOLVED** that the Parish Council would want the whole of the Parish to be within any future Ward, rather than being split across multiple Wards.

2024/033 Open Spaces

(a) Emergency tree work

**RESOLVED** that the emergency tree work to a horse chestnut on the Village Green, costing £900, be retrospectively approved.

(b) DAMASCUS PCC event

**RESOLVED** that DAMASCUS PCC are permitted to organise a fun day on the Village Green on Bank Holiday Monday 27<sup>th</sup> May with the inclusion of vintage vehicles on the grass near the entrance to The Abbey.

(c) High Street phone box

Proposed that the phone box is retained; amended to retain the phone box and create a book extend; seconded. A vote took place with 3 votes in favour and 4 against.

New proposal that the phone box is removed; seconded. A vote took place with 4 votes in favour.

**RESOLVED** that the phone box on the High Street be removed.

2024/034 Recreation Ground

(a) Fortnightly checks

Members reviewed the items which had been reported. The items regarding the fencing, pot holes, gates and graffiti would be considered by the Recreational Amenities Working Party.

**RAWP**

- 2024/034 Recreation Ground continued  
 (b) 2023 Annual inspection - update on matters raised with Kompan  
 Kompan had agreed to rectify four of the seven issue free of charge. The 2 bay swing item and musical flowers would be inspected by a Kompan specialist. The unsafe ground near the overhead rotator needed to be actioned by the Council. The Clerk would follow up on issues. **Clerk**
- 2024/035 Rights of Way & Southern footpath S106 Project  
 The gates and stiles to be installed on the Rights of Way would be completed before the end of March 2024.  
 Once the Recreation Ground's southern footpath had been upgraded the Recreational Amenities Working Party would review the ongoing maintenance. **RAWP**
- 2024/036 Traffic management  
 (a) Report on current locations  
 Members noted the SIDs needed to be relocated.  
 (b) Additional locations for SID poles  
 Two suggestions from the public had been received.  
**RESOLVED** that the locations to be suggested to Oxfordshire County Council would be:
  - Milton Road between the junctions with Bradstocks Way and Asquith Park
  - Bradstocks Way near the school
  - Appleford Road between The Fish and Abingdon Road (closer to the latter)
  - Church Street near The Manor House
  - Drayton Road near number 3
 Priority being given to the Milton Road and Bradstocks Way locations.  
  
 Once permission for the poles had been obtained the Clerk would obtain a quote for an additional SID with a rechargeable battery pack.
- 2024/037 Village Hall management  
 Members considered a report outlining matters to be aware of, three potential options for the future management of the Village Hall charity, and questions to be presented to solicitors.  
**RESOLVED** that the Clerk would obtain quotes from solicitors to assist with the project. **Clerk**
- 2024/038 Policies  
 (a) Parish Council Plan  
 Members considered the draft Parish Council Plan to May 2028. An additional item would be added to consider electric vehicle charging locations.  
**RESOLVED** that the Parish Council Plan to May 2028 be adopted. The draft version would be reorganised into date order and published. **PlanWP**  
 (b) Health and Safety policy  
**RESOLVED** that the Health and Safety policy be adopted.  
 (c) Sickness absence policy  
**RESOLVED** that the Sickness absence policy be adopted.

2024/039 Finance

(a) Quarter 3 bank reconciliation

**RESOLVED** that the quarter 3 bank reconciliation would be approved with balances of Unity £132,151.32, Santander 1 £5,000.00, Santander 2 £71,062.39 and Equals prepayment card & vouchers £200.

(b) Financial Regulations part 4.5 amendment

**RESOLVED** that Financial Regulations part 4.5 would be amended to increase the emergency spending amount from £250 to £2,000.

(c) Receipts and Payments report

**RESOLVED** that the following payments would be authorised:

**Receipts for January 2024**

Cemetery fees	x1	£150.00
<b>Total receipts</b>		<b>£150.00</b>

**BACS & Cheque Payments to be agreed in February 2024**

Tactical Fac Man Ltd	S106 footpath project	1171	131	£600.00
Tactical Fac Man Ltd	Laurel hedge for cemetery	1172	132	£1,440.00
Tactical Fac Man Ltd	Grds Maintenance Jan	1251	136	£697.50
Shield Maintenance Ltd	Litter & dog waste bins Jan	7292	133	£130.00
Equals Prepayment card (Fairfax Plc)	No VAT	p47-59 & 61-62	134	£121.04
Equals Prepayment card (Fairfax Plc)	with VAT	p60	134	£9.99
Oxford Oak	3rd delivery payment	916	135	£11,403.60
AD Maclean Tree Management Ltd	Urgent work on V. Green	24-041	137	£1,080.00
HMRC	Tax and NI	Month 11	139	£431.40
<b>Subtotal</b>				<b>£15,913.53</b>

**Standing orders for February 2024**

J Currie	Salary	Month 11	138	£1,437.00
Oxfordshire Pension Fund (new amount)	Clerk's Pension	Month 11	140	£506.56
J Currie	Office Allowance	Month 11	mins	£26.00
<b>Subtotal</b>				<b>£1,969.56</b>
<b>Total payments</b>				<b>£17,883.09</b>

(d) Councillors to authorise payments

**RESOLVED** that Cllrs Dolby and Father Morkos would authorise payments online. **RD & FM**

(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 5<sup>th</sup> March 2024. There being no further business the Chairman declared the meeting closed at 9.10pm.

Signed .....

Dated .....