



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 9th April 2024 at Sutton Courtenay Village Hall, commencing at 7.45pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Teresa Field, Paul Galliver, Lyn Hodder, Father Morkos, Joanna O'Callaghan and Fiona Wolveridge.

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

- 2024/059 Public Participation
There were no matters raised by members of the public.
- 2024/060 Apologies for absence
Apologies for absence were received from Councillors Hugo Raworth and Jason Warwick, and County & District Councillor Richard Webber.
- 2024/061 Declarations of Interest
No declarations of interest were received.
- 2024/062 Minutes for the meeting held on Tuesday 5th March 2024
RESOLVED that the minutes of the meeting held on Tuesday 5th March 2024 were a true and accurate record and would be signed by the Chairman.
- 2024/063 Co-option of Councillors
Members noted that there was one vacancy to be filled.
- 2024/064 Planning applications
(a) Planning applications to be considered
RESOLVED that the following observations would be submitted:
P24/V0505/HH - 75 Bradstocks Way, Sutton Courtenay - No objections to the principal of the proposed development. The Parish Council is concerned that currently the driveway access appears to be via an area of tactical paving with an associated dropped kerb but the application does not include details of parking and access. If the application is approved then the Parish Council would request that a restriction is applied to prevent the property being split into a separate dwelling.
MW.0024/24 - Sutton Wick Quarry, CAMAS Land, Oday Hill, Sutton Wick - Object as further delays in the restoration of the land will have a detrimental impact on the environment and prevents parishioners from having the benefit of the amenity.
P24/V0331/FUL - 120 High Street, Sutton Courtenay - Object due to vehicle access and parking provision onsite, plus the displacement of parking associated with the adjacent shop. Furthermore, the visual impact of the proposed development is not in line with the design code in the Sutton Courtenay Neighbourhood Plan.
P24/V0657/HH - 46 High Street, Sutton Courtenay - No objections.
P24/V0712/HH - 137 Drayton Road, Sutton Courtenay - No objections.

- 2024/064 Planning applications continued
 (b) Additional planning correspondence:
 Members noted the decisions on previous applications:
 P24/V0062/HH - 12 Appleford Road, Sutton Courtenay - GRANTED
 P23/V2381/FUL - Cross Tree Farm, High Street, Sutton Courtenay - GRANTED
 P24/V0390/LB - The Wharf 43 Church Street, Sutton Courtenay - GRANTED
 P24/V0476/HH - 34 Milton Road, Sutton Courtenay - GRANTED
 P24/V0371/HH - 4-5 The Green, Sutton Courtenay - GRANTED
- 2024/065 HIF1 update
 The Public Inquiry is continuing, the Inspector is going to do an independent tour of the area.
- 2024/066 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
 Members reported the following items:
 - Cllr O'Callaghan reported that four oak trees had been planted on the Village Green and volunteers are prepared to water the trees. The Parish Council would like to thank Roger and Shirley Rance, June Cummings and Tim Twaits for helping to plant the trees. A special vote of thanks went to Roger Rance for growing the trees and donating them to the parish.
 (d) Clerk
 As Cllr Raworth had been unable to attend the meeting the Clerk raised his concerns with restricting parking in front of The George Public House in relation to the weekly food vans. Members requested the matter be added to the May agenda.
- 2024/067 Art Trail update
 Eleven benches and seven notice/map boards had been installed. The final bench and two maps were being stored in the Village Hall whilst the Flood Risk Assessment for their locations is finalised and a planning application is submitted. The Clerk had received confirmation that an Environmental Permit would not be required. Once the application is submitted the Clerk would obtain a quote from Greenford Ltd for installation.
- 2024/068 Neighbourhood Plan
 The referendum for the Neighbourhood Plan would be held on 11th April 2024.
- 2024/069 Open Spaces - new litter bins
 The matter would be deferred to the May meeting as the Clerk had not received a quote in time for the meeting.

- 2024/070 Recreation Ground
(a) Fortnightly checks
The Clerk advised that the graffiti at the skate park had been cleaned, most of the graffiti had only faded and new graffiti had appeared. Once the concrete repairs had been completed, Members would review whether to paint the vertical surfaces.
(b) Outstanding items raised with Kompan in December 2023
Kompan had advised that the loose toadstools would be removed and reinstalled to rectify the problem with excess movement. The three tall toadstools were affected and although they were loose the equipment did not need to be closed off.
- 2024/071 Rights of Way & Southern footpath S106 Project
The contractors were waiting for the ground to dry out as they needed to transport materials around the edge of the Recreation Ground to complete the work.
- 2024/072 Traffic management
Members reported that the current SIDs were working and following the newly introduced 20mph zones, were set to the correct speed for their positions.
The Clerk confirmed that the County Council were considering the new locations and would then provide a quote for the new poles.
- 2024/073 Consultations - London Oxford Airport Airspace Change Proposal
Members noted the consultation.
- 2024/074 Finance
(a) Asset register
RESOLVED that the revised asset register be approved with assets totalling £454,094.
(b) 2023-24 year end bank reconciliation
RESOLVED that 2023-24 year end bank reconciliation would be approved with balances of Unity £66,604.45, Santander 1 £5,000.00, Santander 2 £71,062.39 and Equals prepayment card £177.31.
(c) 2023-24 budget v actual report
RESOLVED that the 2023-24 budget v actual report would be approved.

2024/074 Finance continued
(d) Receipts and Payments report

Receipts for March 2024	
Cemetery fees x 2	£720.00
HMRC VAT claim	£14,892.02
Receipts for April 2024 to date	
Precept	£46,400.00

RESOLVED that the following payments would be authorised:

Card payments March 2024

HP Inc UK Ltd	Mar ink subscription	1082526649	156	11.99
EE	Mar phone pack	EE12	157	4.50
Royal Mail	postage	1071-74	158	4.65
Royal Mail	postage	1075	159	1.55
Subtotal				£22.69

(New style of report due to change to Scribe accounting software.)

Payments			
Voucher	Name	Description	Amount
1	OALC	Membership	640.67
2	Vision ICT	Email	259.20
3	SLCC	Membership	197.54
4	Tactical Facilities Management Ltd	Additional grounds maintenance	346.80
5	Root One Garden Centre	Tree planting	41.88
6	Oxford Oak	Art Trail	12,056.40
7	Shield Maintenance Ltd	Waste collection	130.00
8	Tactical Facilities Management Ltd	Grounds maintenance	976.49
9	Scribe	Software	1,366.80
10	Greenford Ltd	Art Trail	17,076.00
11	Royal Mail	Postage	2.10*
12	J Currie	Mileage	80.28
13	J Currie	Salary	1,505.00
14	Oxfordshire Pension Fund	Pension	521.45
15	HMRC	NI & Tax	437.32
16	J Currie	Office Allowance	26.00
Subtotal			£35,663.93

* Transaction made using prepayment card.

(e) Councillors to authorise payments

RESOLVED that Cllrs Dalby and Morkos would authorise payments online.

RD & FM

Close of meeting

It was noted that the next ordinary meeting of the Council would be held at 7.15pm, on Tuesday 7th May 2024. This would include the Annual Parish Council Meeting. There being no further business the Chairman declared the meeting closed at 8.33pm.

Signed

Dated