



## Sutton Courtenay Parish Council

### Minutes for a meeting of the Parish Council held on Tuesday 1<sup>st</sup> October 2024 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Joanna O'Callaghan, Ian Pratley and Hugo Raworth.

In attendance: Jennie Currie, Clerk; District Councillor Peter Stevens; 1 member of the public.

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2024/155 Public Participation  
No matters were raised.

2024/156 Apologies for absence  
Apologies for absence were received from Councillors Paul Galliver, Lyn Hodder, Father Morkos and Jason Warwick.

2024/157 Declarations of Interest  
Councillor O'Callaghan declared an interest in item 2024/159a, application P24/V1536/HH.

2024/158 Minutes for the meetings held on Tuesday 3<sup>rd</sup> and Friday 20<sup>th</sup> September 2024  
**RESOLVED** that the minutes of the meetings held on Tuesday 3<sup>rd</sup> and Friday 20<sup>th</sup> September 2024 were a true and accurate record, and would be signed by the Chairman.

2024/159 Planning applications  
(a) Planning applications to be considered  
**RESOLVED** that the following observations would be submitted:

- P24/V1714/FUL - Didcot Power Station, Didcot - No objections
- P24/V1836/S73 - 19 Harwell Road, Sutton Courtenay - Comment: Sutton Courtenay Parish Council is concerned that there is a need for a retrospective application following work permitted under P17/V1770/FUL. Whilst it is noted that the changes are minimal, the original building work should have been monitored.
- P24/V1536/HH - 15 Brook Street, Sutton Courtenay - No objections

(b) Additional planning correspondence:

- Additional information: MW.0065/24 Details pursuant to Condition 27 (Industrial Area) of planning permission no. (MW.0039/15) at Sutton Courtenay Landfill Site, Appleford Sidings, Sutton Courtenay. Members noted the additional information provided regarding noise and dust suppression.
- Members noted the decisions on previous applications:  
MW.0004/20 - Bridge Farm Quarry, Sutton Courtenay APPROVED  
MW.0008/20 - Bridge Farm Quarry, Sutton Courtenay APPROVED  
MW.0067/22 - Bridge Farm Quarry, Sutton Courtenay APPROVED  
P24/V1469/HH - 137 Drayton Road, Sutton Courtenay GRANTED

P24/V1535/HH - 34 Harwell Road, Sutton Courtenay GRANTED  
P24/V0331/FUL - 120 High Street, Sutton Courtenay GRANTED  
P24/V0586/FUL - 4A Bradstocks Way, Sutton Courtenay REFUSED

- 2024/159 Planning applications continued
- (b) Appointment of a Councillor to speak at committee regarding MW.0167.23  
**RESOLVED** that Cllr Raworth will represent the Parish Council at the County Council's Planning committee meeting regarding application MW.0167.23 **HR**
- (c) Consideration of writing to the Secretary of State regarding HIF1  
**RESOLVED** that a letter would be written to the Secretary of State reiterating the Council's objections to HIF1. **RA**
- (d) Consideration of writing to the Environment Agency and the County Council's Place Overview & Scrutiny Committee regarding the leachate issue at FCC  
**RESOLVED** that a letter would be written to the Environment Agency regarding the leachate issue at FCC **RA**
- RESOLVED** that a letter would be written to the County Council's Place Overview & Scrutiny Committee regarding the value for money aspect of the S73 applications **RA**

*District Councillor Peter Stevens joined the meeting at 7.31pm*

- 2024/160 Sutton Courtenay Public Footpath No. 33 Modification Order 2021  
Members noted that there would be a public inquiry on 18<sup>th</sup> February 2025 at the Village Hall. Whilst the Council were in support of the registration of Footpath 33, Members had no further evidence to offer and therefore would not attend the inquiry.

- 2024/161 Reports
- (a) County Councillor  
Cllr Stevens reported that a reply from the Secretary of State regarding HIF1 was due in October. Cllr Stevens introduced the Highways Engagement team, the Clerk had recently met with them and covered more in item 2024/161d below.
- (b) District Councillor  
Cllr Stevens highlighted the consultation on the Joint Local Plan had been launched. The household waste collection contract would expire in June 2026 and the Council were exploring options. Cllr Stevens had asked whether there was any support to monitor air quality regarding the leachate issue this year, the District Council cannot help as there is equipment is for vehicle pollution, Cllr Stevens would contact the Environment Agency.  
Central Government were exploring devolving powers to County & District Councils, although little information had been published to date.
- (c) Parish Councillors  
Members reported the following items:
- Cllr O'Callaghan advised that the monitoring station on the Ginge Brook had failed during the recent period of heavy rain, this meant that no flood alerts or warnings were issued. Cllr Dalby added that the flow monitor on the Thames at Sutton Courtenay had also failed.
  - Cllr Raworth had noticed a limb had fallen onto the path on Church Street, he had reported the issue to the County Council via FixMyStreet.
  - Cllr Raworth advised that The Abbey were looking to remove two trees to enable repairs to the Church Street wall to be completed.

2024/161

Reports continued

(c) Clerk

The Clerk had met with an Officer from the County Council's Highways Engagement team, the following items were discussed and the Officer supplied the following responses:

- New SID poles: this has been followed up with the Technical Officer, Traffic and Road Safety (who has recently returned from long term sick leave). Once a response is received the Clerk will be updated.
- Rutted area outside the George pub – this has been added to the Cat 3 list for consideration of future programmed works, e.g. patching.
- The Green potholes – 28 day defects were raised for the two potholes that met intervention levels, the rest of the area will be monitored during routine inspections.
- Frilsham Street footway (north side) – This is scheduled for reconstruction works, but unfortunately, there is no timescale at present.
- Appleford Road – direction sign hidden before the junction of Abingdon Road. This has been raised to be cut back within 28 days. The bus stop issue regarding vegetation will need further investigation. This is on an FixMyStreet report for the Inspector to inspect when next in the area.

The Clerk was informed that the Parish Council could request additional 'super users' of the FixMyStreet system, the super users should be in contact with the Parish Council.

If the Parish Council would like to request any improvements, e.g. repainting lines, traffic calming, then the Parish Council is asked to detail what they would like to happen and then to submit it to Highways.

The Clerk advised that Sutton Courtenay Cricket Club had returned its £500 grant awarded in 2023-24 as the project had been postponed.

The Clerk had received a request from Didcot Town Council asking the Parish Council to consider allowing Didcot to include Sutton Courtenay in its neighbourhood plan area. The Clerk had briefly sought guidance from the District Council to confirm that a section of land could not have two neighbourhood plans. Members would be happy to discuss the matter but wanted to understand the level of support required by Sutton Courtenay regarding time and costs. The Clerk would speak to the District Council again to understand the potential impact on the current neighbourhood plan and would reply to Didcot Town Council stating that no decision could be made until the next meeting on 5<sup>th</sup> November 2024.

2024/162

Parish Council Assets

(a) Art Trail update (S106 funded)

The final two maps and bench have been installed. Once the invoice for the installation has been received the Clerk will apply for the final S106 payment.

(b) Village Green and Church Street benches update

The benches have been ordered and the contractor booked for installation.

(c) Bradstocks Way bus shelter update

The order for the new bus shelter had been placed and the County Council has confirmed their contribution. (Both parties will be invoiced directly.)

2024/162 Parish Council Assets continued  
(d) New litter bin update  
The installer has taken delivery of the High Street and cemetery bins. They have advised that the large cemetery bin requires a concrete base. The Clerk is awaiting their quote. The new bin for Bradstocks Way has not been ordered yet.  
(e) Current SIDs  
No matters were raised.  
(f) EV charging points  
Believ had completed their assessment of the Village Green, Recreation Ground and Village Hall car parks. They had concluded that the cost of installation would be excessive and the predicted number of users in the area would be low, due to the high level of private driveways. Therefore, they would not be interested in progressing the project.  
Members would review the idea in a few years.

2024/163 Open Spaces  
(a) Grounds maintenance contract update  
The verges had not been cut in September but would be completed by the end of the week.  
(b) Tree works for Village Green and Recreation Ground  
**RESOLVED** that First Class Tree Surgeons would be contracted to complete the tree works.

2024/164 Recreation Ground  
(a) Southern footpath S106 Project  
The work had been contracted to Tactical Facilities Management Ltd and there had been numerous delays. The Clerk had mentioned to them that if it was not completed by the end of October then the order might be cancelled.

*District Councillor Peter Stevens left the meeting at 8.20pm*

(b) Fortnightly checks  
The fortnightly checks report had been circulated. The Working Party would meet to consider the non-urgent items.

(c) Land registry  
The surveyor had completed the topographical survey of the Recreation Ground and had advised on the areas of adjacent land that had already been registered. The Council discussed whether to leave unregistered strips of land to the east and south, and whether to register the land up to the edge of Old Wallingford Way or a point away from the track.

**RESOLVED** that the Council would apply to register the Recreation Ground to the southern edge of the Old Wallingford Way track (BOAT); to register the section of land to the east of the current fence line which includes footpath 373/7/30; and to register the southern boundary as the current fence line, leaving a strip of unregistered land in the field to the south.

(d) Replacing the fence between the main fence and southern path

**RESOLVED** that ORM Fencing Ltd would be contracted to replace the fence, reusing the 3 wooden gates. The expenditure would be funded from the Recreation Ground maintenance budget and general reserves.

2024/164 Recreation Ground

(d) Replacing the fence between the main fence and southern path continued

**RESOLVED** that an additional £1,000 would be allocated (subject to the Clerk receiving a satisfactory quote) to enable ORM Fencing Ltd to replace the damaged section of fencing north of the metal kissing gate in the south east corner and to remove the back hoop of the kissing gate to enable it to be used as a normal gate, providing easy access to cyclists and those with buggies.

2024/165 Communication Working Party update

(a) WIX website trial

On further investigation, due to the complexities of gov.uk domains not being directly supported by WIX, Members believed that a WIX site was not a suitable solution and had researched alternative options.

(b) Provision of a new website

**RESOLVED** that Parish Online would be contracted to provide a new website with future web domain, website and email hosting.

2024/166 Finance

(a) Receipts and Payments report

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

		<b>Receipts</b>			
<b>Voucher</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Totals</b>	
11	Vale of White Horse DC	Precept	46,400.00		
12	SSEN	Wayleaves	12.00		
					<b>46,412.00</b>
		<b>Payments</b>			
<b>Voucher</b>	<b>Method</b>	<b>Name</b>	<b>Description</b>	<b>Invoice</b>	<b>Amount</b>
105	CARD	HP Inc UK Ltd	Ink		11.99
106	CARD	EE	Phone		4.50
109	CARD	Royal Mail	Postage		2.10
113	CARD	Land Registry	Legal fees		3.00
114	CARD	Royal Mail	Postage		2.10
115	CARD	Ebay	Stationery		5.97
				Card payments	
104	Cheque	Sutton Courtenay Cricket Club	Grant	Grant returned	-500.00
107	BACS	OALC	Training	W-3501	60.00
108	BACS	Terrain Geomatics Limited	Surveys	TGL/105/1494a	2,136.00
110	BACS	AES Ltd	Maintenance	INV-5811	912.00
111	BACS	Shield Maintenance Ltd	Waste collection	8039	130.00
112	BACS	Tactical Facilities Management Ltd	Grounds maintenance	2345	1,014.60
116	S/O	Unity Trust Bank	Bank fee	service fee	18.00
117	BACS	J Currie	Mileage	07 mileage	80.60
118	S/O	J Currie	Salary	07 salary	1,505.00
119	S/O	Oxfordshire Pension Fund	Pension	07 pension	521.45
120	BACS	HMRC	NI & Tax	07 HMRC	437.52
121	S/O	J Currie	Office Allowance	07 office allowance	26.00
				To be paid	
					<b>6,341.17</b>
					<b>6,370.83</b>

(b) Councillors to authorise payments

**RESOLVED** that Cllrs Dalby and Raworth would authorise payments online.

**RD & HR**

(c) Budget and reserves reports

Members noted the reports.

- 2024/167 Casul vacancy  
(a) Requirement for a by-election  
Members noted that a by-election had not been requested.  
(b) Co-option

**RESOLVED** that Lia Plowman would be co-opted to the Parish Council.

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> November 2024. An additional meeting would be held on Tuesday 19<sup>th</sup> November to consider grants and the 2025-26 budget. There being no further business the Chairman declared the meeting closed at 8.48pm.

Signed .....

Dated .....