



## Sutton Courtenay Parish Council

### Minutes for a meeting of the Parish Council held on Tuesday 5<sup>th</sup> November 2024 at Sutton Courtenay Village Hall, commencing at 7.15pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Teresa Field, Paul Galliver, Lyn Hodder, Joanna O'Callaghan, Lia Plowman, Ian Pratley, Hugo Raworth and Jason Warwick.

In attendance: Jennie Currie, Clerk; District Councillor Peter Stevens; 8 members of the public.

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2024/168 Thames Water Reservoir presentation  
Three representatives from Thames Water gave a presentation on the South East Strategic Reservoir Option (SESRO). They took questions during the presentation.

*Councillor Raworth joined the meeting at 7.28pm*

*Councillor Field joined the meeting at 7.41pm*

Q: (Release from reservoir into the Thames upstream of Sutton Courtenay.) Does the modelling reflect the flow of the Thames when in a high flow/flood state?

A: More modelling needs to be done, the (release) emergency draw down of water is very unlikely to be needed.

Q: Is there a concern that polluted water will be drawn from the Thames into the reservoir?

A: Polluted water is not a concern as water from the reservoir is treated onsite before entering the network. The concern would be sediment.

Likewise, air diffusers would be installed in the reservoir to prevent algae growth.

Q: Concerns regarding the safety of residents and property if the water level breached the reservoir.

A: The 1975 Reservoirs Act governs the design of reservoirs and must be adhered to.

Follow up comment: Frequently Oxfordshire County Council and other bodies do not adhere to policies.

A: Further information will be provided and published. There will be a Development Consent Order (as it is National Infrastructure), the Parish Council will be invited to review and comment before the Inspectorate signs off the project.

Q: What will the intake/outtake structure (on the bank of the Thames) look like? Will it be a large structure?

A: Designs are being considered. There will be a fish screen and small electrical kiosk but it is not a large structure. The designs will be published in 2025.

Q: What is the impact of the HIF1 (Thames crossing) project on the reservoir scheme?

A: This will be part of the consultation in 2024/25.

2024/169 Public Participation  
Introduction: The Community Coordinator, Community First Oxfordshire, gave an overview of their role and raised the possibility of working with a landowner to explore a rural exception site, which would create social housing. (The site is the former Christ Church site opposite the Village Hall.)  
Response: See item 2024/174c below.

Request: The residents of 4a Frilsham Street would like to formally register the section of grass in front of their home as their land.

Response: The land is Highways and therefore the request would have to be made to Oxfordshire County Council (OCC). The land is part of the agreement between OCC and the Parish Council where the Parish Council is responsible for cutting the grass.

Introduction: To Councillors from Didcot Town Council (DTC) provided an overview of the DTC's plans to write a Neighbourhood Plan.

Response: See items 2024/174a-b below.

2024/170 Apologies for absence  
Apologies for absence were received from Councillor Father Morkos.

2024/171 Declarations of Interest  
No declarations of interest were received.

2024/172 Minutes for the meeting held on Tuesday 1st October 2024  
**RESOLVED** that the minutes of the meeting held on Tuesday 1st October 2024 were a true and accurate record, and would be signed by the Chairman.

*District Councillor Peter Stevens joined the meeting*

2024/173 Planning applications  
(a) Planning applications to be considered  
**RESOLVED** that the following observations would be submitted:

- P24/V2112/FUL - 48 Harwell Road, Sutton Courtenay – Comment: Sutton Courtenay Parish Council's main concern with the proposal is the possible impact on neighbours' privacy due to the balcony, on reviewing the documentation Members have noted the design of the privacy screens included in the design and the proximity of the adjacent properties and therefore has no objections to the proposed development.
- P23/V0207/S73 - Partridge Close, Sutton Courtenay – Objection: Sutton Courtenay Parish Council objects to this application. There is insufficient information regarding the drainage, it is unclear exactly what has been installed and how this relates to the proposed amendments. Likewise, there is no evidence provided to justify why these conditions were not completed as specified in P14/V2362/FUL. The Parish Council feels that the Planning Enforcement team should intervene and ensure that all conditions are met, rather than allowing developers to undermine the planning system by simply varying the conditions.

- 2024/173 Planning applications
- (b) Additional planning correspondence:
- Amendment P24/V0150/S73 - Atwood House, Appleford Road, Sutton Courtenay - Amended landscaping plan for the southern boundary of Atwood House.

**RESOLVED** that the following response would be submitted: Sutton Courtenay Parish Council is content with the plans dated 31<sup>st</sup> October 2024.

- Members noted the decisions on previous applications:  
P24/V1211/FUL - Hachette UK, Distribution Centre, Milton Road GRANTED  
P24/V1836/S73 - 19 Harwell Road, Sutton Courtenay REFUSED  
MW.0065/24 - Heidelberg Materials UK, Appleford Road, SC APPROVED  
P24/V1536/HH - 15 Brook Street, Sutton Courtenay GRANTED

- (c) Damage to the Ginge Brook during the construction of 5 Ginge Brook

**RESOLVED** that the matter would, again, be raised with Planning Enforcement and the Environment Agency. For Planning Enforcement P23/V1069/FUL Decision report notes on page 4 - 3 Vehicle access (construction) and 4 Vehicle access (occupation) would be cited as these relate to the access track.

- 2024/174 Additional planning matters

- (a) Didcot Neighbourhood Plan area – whole parish

**RESOLVED** that the Parish Council would not permit the whole parish to be included in the Didcot Neighbourhood Plan area.

- (b) Didcot Neighbourhood Plan area – Milton Park & Didcot Power station

**RESOLVED** that the Parish Council would not permit the areas outside of the Sutton Courtenay Neighbourhood Plan (mainly Milton Park & Didcot Power station) to be included in the Didcot Neighbourhood Plan area.

- (c) Community First Oxfordshire regarding the Christ Church site

Members considered the presentation regarding working to develop the Christ Church site as a Rural Housing Exception site. Cllr Raworth would contact the Oxford Diocese to better understand the possibilities of the site. A meeting with Community First Oxfordshire might then be arranged in the future. **HR**

- (d) Future management of open space at the 2morrow Court development

**RESOLVED** that the Parish Council would not take on the management of the open space at the 2morrow Court development.

- 2024/175 Reports

- (a) County & District Councillor

Cllr Stevens advised that both the County and District Councils had objected to the SESRO due to the additional flood risk that could have a catastrophic impact on local communities.

There had been complaints regarding pedestrian and cycle access to/across Sutton Bridge. The possibility of installing a pedestrian crossing on the north side of the bridge was being explored, combined with improving the route from Sutton Courtenay to the bridge.

Drayton Parish Council had approached Cllr Stevens requesting the Drayton Road be reduced from 40mph to 30mph. The Chairman explained that Sutton Courtenay Parish Council had recently made this request and were declined. The Clerk would forward the correspondence to Cllr Stevens.

- 2024/175 Reports
- (a) County & District Councillor continued  
Cllr Stevens was now a member of the County Council's Planning Committee, the next meeting would be 25<sup>th</sup> November 2024. One area of work would be to look at battery storage areas as part of the Local Area Energy Plan. The Chairman asked that Cllr Stevens attends a Planning Working Party meeting. **RA & PS**
- (b) Parish Councillors  
Members reported the following items:
- Cllr Pratley asked whether the SID locations could be extended to Appleford Road. Members advised that the current request for 5 additional poles included Appleford Road. County Cllr Stevens offered to follow this up with Highways. **PS**
  - Cllr Galliver had a query regarding the SESRO, Members agreed to send all questions to the Clerk so that they could be collated and sent to Thames Water.
- (c) Clerk  
The Clerk had no additional items to report.
- 2024/176 Parish Council Assets
- (a) High Street phone kiosk  
The contractors had been in touch and were looking to get the power disconnected on a visit when their engineer was nearby and a second visit to remove the kiosk.
- (b) Village Green and Church Street benches update  
The benches had been installed.
- (c) Bradstocks Way bus shelter update  
The shelter should be installed this winter.
- (d) New litter bins  
The Clerk was awaiting a quote for a concrete slab for the large bin at the cemetery.
- (e) Current SIDs  
No matters were raised.
- (f) Memorial trees for the cemetery  
**RESOLVED** that permission for S.W. to have two rowan trees planted at the cemetery in commemoration of her husband and son would be granted. The location would be either side of the small tarmac junction. The Clerk would liaise with S.W. regarding the planting. **Clerk**
- (g) Additional street lighting on Harwell Road  
Members considered the matter and were concerned that as the Parish Council did not manage any street lighting at present that if it would take on the contracts to power and maintain a single light that it would be a significant financial burden. County Cllr Stevens offered to follow this up with Highways. **PS**
- 2024/177 Open Spaces - Grounds maintenance contract update  
The Clerk should have a comparison quote for the Council to consider as part of the budgeting process.
- 2024/178 Recreation Ground
- (a) Southern footpath S106 Project  
The work had been completed by Tactical Facilities Management Ltd and reported to the S106 Officer.
- (b) Replacing the fence between the main fence and southern path  
The work would be started Monday 11<sup>th</sup> November by ORM Fencing Ltd.

- 2024/178 Recreation Ground continued  
(c) Fortnightly checks  
The Working Party had reviewed the non-urgent items:
- Dogs on the main field – consider the creation of a dog exercise area. (Add to the Council’s 3-year plan.)
  - Resolve issues with the self-closing gates – the Clerk to action. **Clerk**
  - North east corner gate – R&A WP to explore new gate options.
  - Car park pot hole and resurfacing – R&A WP to obtain quotes.
  - MUGA edging - R&A WP to obtain quotes.
  - Securing the bottom of the football nets - R&A WP to obtain quotes, along with cricket strip project.
  - Additional baby/toddler swing - add to the Council’s 3-year plan.
  - General maintenance items will be confirmed/added to the grounds maintenance contract. **Clerk**
- 2024/179 Extend the length of the meeting  
**RESOLVED** that the meeting would be extended by no more than 30 minutes to 9.45pm.
- 2024/180 Village Hall CIO  
Members noted that the new Village Hall CIO had been registered with the Charity Commission, number 1210606.
- 2024/181 Consultations - Joint Local Plan  
(a) Appointment of Bluestone Planning consultants  
**RESOLVED** that Bluestone Planning consultants would be contracted to assist with the response to the Joint Local Plan.  
(b) Joint Local Plan response  
**RESOLVED** that Parish Council’s response would reiterate the objections raised at the previous consultation stage as none of the matters had been addressed. The main areas of concern where the potential lost of green gaps between Sutton Courtenay and neighbouring towns/villages.
- 2024/182 Governance  
**RESOLVED** that the new sexual harassment policy (based on a OALC template) would be adopted.
- 2024/183 Finance  
(a) 2024-25 pay scales  
Members noted that the 2024-25 pay scales have been announced and the Clerk would receive back dated pay to 1<sup>st</sup> April 2024.  
(b) Q2 bank reconciliation  
**RESOLVED** that the Q2 bank reconciliation would be approved with balances of Unity £147,927.58, Santander 1 £5,000.00, Santander 2 £71,809.32 and Equals prepayment card £170.34.

2024/183 Finance continued  
(c) Receipts and Payments report

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

			Receipts		Amount	Totals
Voucher	Name	Description				
13	Vale of White Horse DC	CIL			2,827.21	
14	Children's Funeral Fund	Cemetery fees			1,200.00	
15	HMRC	VAT claim			8,763.89	
						<b>12,791.10</b>
			Payments		Amount	Totals
Voucher	Method	Name	Description	Invoice		
122	CARD	Royal Mail	Postage	card	1.65	
126	CARD	EE	Phone	card	4.50	
128	CARD	HP Inc UK Ltd	Ink	IIUKDN1095160011	11.99	
137	CARD	Royal Mail	Postage	card	3.30	
					Card payments	21.44
123	DD	Unity Trust Bank	Bank fee	bank fee	3.60	
124	BACS	Tactical Facilities Management Ltd	S106	SI-2403	3,316.80	
125	BACS	Greenford Ltd	Art Trail	25/005	1,200.00	
127	BACS	Earth Anchors Ltd	CIL	EA40350	2,416.63	
129	BACS	Shield Maintenance Ltd	Waste collection	8160	130.00	
130	BACS	Tactical Facilities Management Ltd	Grounds maintenance	SI-2494	1,014.48	
131	S/O amended	J Currie	Salary	Month 8 salary	1,556.00	
132	S/O amended	Oxfordshire Pension Fund	Pension	Month 8 pension	686.49	
133	BACS	HMRC	NI & Tax	Month 8 HMRC	681.35	
134	S/O	J Currie	Office Allowance	Month 8 Office allowance	26.00	
135	BACS	J Currie	Salary	Month 8 salary top up	354.81	
136	BACS	J Currie	Mileage	Month 8 mileage	54.60	
138	BACS	Parish Online	Software	38UE059-0003	172.80	
					To be paid	11,613.56
						<b>11,635.00</b>

(d) Councillors to authorise payments

**RESOLVED** that Cllrs O'Callaghan and Raworth would authorise payments online. **JO & HR**

(e) Budget and reserves reports

Members noted the reports.

Close of meeting

It was noted that an additional meeting would be held on Tuesday 19<sup>th</sup> November to consider grants and the 2025-26 budget. The next ordinary meeting of the Council would be held at 7.15pm, on Tuesday 3<sup>rd</sup> December 2024. There being no further business the Chairman declared the meeting closed at 9.27pm.

Signed .....

Dated .....