



Sutton Courtenay Parish Council

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held on Tuesday 6th April 2021 commencing at 7.15pm (or at the conclusion of the Annual Parish Meeting of Electors, whichever is later) virtually, via Zoom Meetings.

H Savery

Mrs H Savery
Clerk to the Council

10 Sovereign Place
Wallingford Oxon
OX10 9GF

Date: 29th March 2021

- 1 Apologies for Absence
To receive apologies for absence
- 2 Declarations of Interest
 - (a) To receive declarations of interest from Councillors on items on the agenda under consideration at this meeting
 - (b) To receive written requests for dispensations for discloseable pecuniary interests.
 - (c) To grant any requests for dispensation as appropriate
- 3 Vacancies for Members on the Parish Council
To consider the applications for co-option on to the Council.
- 4 Admission of the Public
To consider whether members of the press and public should be excluded from the meeting due to the confidential nature of the item.
- 5 Minutes of the meeting held on Tuesday 2nd March 2021
To approve the minutes as a correct record of the proceedings
- 6 Clerks Notes
To note the updates on ongoing matters.
- 7 Public Participation
An opportunity for the public to bring parish matters to the attention of the Council
- 8 County Councillor's Report
To receive a report on County Council matters from Cllr Richard Webber.
- 9 District Councillor's Report
To receive a report on District Council matters from Councillor Richard Webber.
- 10 Matters raised by the Councillors for information
An opportunity for councillors to raise information or matters for future agendas.

- 11 Accounts
(a) To receive and approve accounts for payment as per list circulated for members.
(b) To appoint the two councillors to authorise the above payments.
- 12 Asset Register & Risk assessment document
To consider and approve the asset register and risk assessment combined document.
- 13 Staff working party
To appoint a further councillor onto the staff working party to meet the recommended level of 3 and allow majority decisions to be made.
- 14 Recording of meetings
To consider whether council would wish to record the meetings via Zoom for the purposes of taking the minutes. If so, to request the clerk to prepare a protocol on the same to consider confidential items, GDPR, FOI requests and recording retention details.
- 15 Planning applications

(a) Decisions on previous applications

P20/V2967/LB - Replace windows and door to the rear elevation with double glazed windows, maintaining the same size, shape, character and style of each window. Replace rear double doors with timber casement without decorative glazing bars and remove cat flap. (Amended on 27 January 2021 to remove reference of front windows.)

20 High Street

Approved: 24th February 2021

P21/V0077/FUL - Variation of condition 2 (approved plans - elevational amendment to increase ridge height from 8.734m to 9.006m) on application P20/V2047/FUL. Variation of condition 2 (approved plans - to allow minor elevational amendments and the inclusion of a raised patio) and conditions 3 - materials, 9 - landscaping details and 11 - boundary treatments on application ref. P19/V1992/FUL. (As amended by plans and documentation received 13 October 2020, 9 November 2020 and 26 November 2020). Demolition of a pair of semi-detached cottages & outbuildings & construction of a new detached dwelling & detached garage.

3 Mill Cottage

Approved: 25th February 2021

P20/V0630/FUL - Alteration of roof to previously approved Granny Annex (previous planning approval no. P17/V1770/FUL)

19 Harwell Road

Refused: 26th February 2021 – excessive in scale, bulk and massing for its intended purpose.

P20/V2294/LB - Fit 10 timber windows, white with black monkey tail handles to the exact aperture of the existing window frames and in an almost identical style.

33 High Street

Refused: 2nd March 2021 - failure to preserve the special architectural and historic interest of the listed building

P20/V3312/LDP - Replacement of existing caravan with a mobile home.

Land at The Pool House Abingdon Road Sutton Courtenay Abingdon OX14 4NF

Certificate of Lawful Development issued 11th March 2021
Further explanatory email provided by the District Council to the Parish Council is enclosed with the agenda documentation.

P21/V0136/HH - Proposed single storey extension for new study, entrance porch an extension to existing dining room
83 Drayton Road Sutton Courtenay
Approved: 15th March 2021

P20/V2898/HH - Demolition of detached garage and rear conservatory. Proposed double storey rear extension and alterations.
14 Abingdon Road
Approved: 15th March 2021

P20/V3234/HH - 1 1/2 storey rear extension. (Amended plans received 22 February 2021- reducing size of extension)
46 High Street
Approved: 16th March 2021

P21/V0214/HH - Demolish existing conservatory. Proposed entrance porch. Roof modified for large front dormer and rear double gable roof extension.
Mill Cottage Appleford Road Sutton Courtenay
Approved: 18th March 2021

(b) Applications dealt with prior to the meeting

P20/V2706/FUL - Variation of conditions 2 - approved drawings, 3 - external materials, 5 - refuse and recycling and 7 - landscaping on application ref. P18/V1714/FUL. (As amended by plans received on 17 and 24 February 2021). Variation of Condition 2 (approved plans) of planning permission P18/V0647/FUL to change elevations and layout to optimise the site. (Variation of Condition 2 (approved plans) of planning permission P16/V1111/FUL to change the location of the houses. (Erection of 3 detached dwelling houses with associated landscaping, access and car parking
Highview Court Drayton Road Abingdon OX14 4GZ
Comment: Council has no objection

P20/V3101/FUL -Demolition and removal of 3 no. storage units and the erection of new single storey storage unit.
Buckles Yard Drayton Road
Comment: Council objects as the development will not be in keeping with the other buildings in the area and will not be shielded by the current landscaping particularly in winter/spring/autumn. Concerns for highway safety. Request for some of the stone wall to be retained and if permission granted that a condition be put in place that building only used for storage.

P21/V0397/HH - Demolition of existing detached garage and store, erection of 1.5 storey extension.
71 High Street Sutton Courtenay
Comment: Council has no objection.

(c) Applications for consideration at the meeting

P21/V0531/HH - : Proposed tiled porch to the side elevation of the property.
9 Southfield Drive Sutton Courtenay

P21/V0558/HH - To rear of house, demolish original utility extension and erect new single-storey extension 3m deep. To front of house demolish existing porch and erect new porch.
3 Frilsham Street

P21/V0683/FUL - External gas storage, canopy, water tank, pump and control room in existing service yard
Nexeon 153A Eastern Avenue Milton Park Milton OX14 4SB

16 Planning – pre-planning information

To note the correspondence received in relation to a proposed 5G mast installation at Barratts Way. To decide if any response is to be made at this pre-consultation stage.

17 Planning – soft landscaping

- (a) To discuss whether Council would wish to contact the district council and request them to challenge landscaping on large developments.
- (b) To decide if this should be raised as an objection point on future development if not seen as satisfactory.

18 Recreation Ground

- (a) To discuss the area of land requested for use for paid lessons and decide how to proceed.
- (a) To receive the report on the weekly inspection by parish councillors.
- (b) To appoint the play area inspection person for the next month.

19 Correspondence

- (a) email from the Guiding Abbey District Commissioner regarding lease of hut at Sutton Courtenay.
- (b) Email from Highways Department regarding requesting posts to protect the verges at Barretts Way.
- (c) Invoice for annual donation to Wilts and Berks Canal Trust – would Council wish to subscribe?
- (d) Millennium Common Management Committee report for March 2021.
- (e) Email from ST Grounds Maintenance confirming their 3% fees increase for the year 2021/22
- (f) Notes from the Public Transport Representatives meeting held on 23rd February 2021.
- (g) Press release from Vale of White Horse District Council regarding new community lottery.
- (h) Correspondence from Milton Park Local Liaison Group regarding Local Development Order.
- (i) Email from Oxfordshire County Council Transport team regarding Ground Investigation and archeological trenching works being carried out.
- (j) Letter from Vale of the White Horse District Council regarding changes to CIL.
- (k) Temporary Traffic Regulation Order for Tollgate Road and Abingdon Road.
- (l) Email regarding broadband in Sutton Courtenay.
- (m) Didcot Garden Town newsletter – available on request due to file size.

(n) Email from Vale of the White Horse District Council regarding joint Local Plan with South Oxfordshire

- 20 Meeting with Oxfordshire County Council regarding new road and bridge crossing
(a) To receive the minutes of the meeting prepared by Oxfordshire County Council.
(b) To receive and note Oxfordshire County Council's response to Appleford Parish Council in relation to their position paper
(d) To discuss a suggested date of the next meeting
(e) To discuss whether the leader of the County Council be asked to attend a Parish Council meeting to explain how the traffic data was compiled and how it was intended to be used in the future (as discussed at minute number 2020/204 (November 3rd 2020).
- 21 Meeting with Appleford Parish Council
To discuss the email from Appleford Parish Council.
- 22 Council Transparency
To discuss whether Council should publish all non-confidential papers relating to agendas on the website/distribute with the agenda to the email agenda list rather than only being available on request.
- 23 Works to footpath on Church Street
To note and accept the risk assessment in respect of the proposed works to the footpath to be carried out by volunteers when restrictions allow.
- 24 Grant application for replacement of stiles with kissing gates
To delegate the completion of the Trust for Oxfordshire's Environment ("TOE") grant funding application form and related documents and, if successful, to complete all acceptance paperwork to the clerk in consultation with two Councillors.
- 25 Section 106 monies
To note the confirmation of the retrospective Section 106 money allocation in relation to the root barrier work and also a further sum for the purchase of a new sign. To confirm that the council accept the terms and conditions and resolve to allow the clerk to complete all relevant paperwork in relation to acceptance of the funding.
- 26 Bench on the village green
To review the proposal for the bench to be placed on the village green by the Women's Institute.
- 27 Policies
To review and adopt the grievance and disciplinary policies prepared by the clerk.
- 28 Items for Sutton Courtenay news
To consider items for inclusion in the Sutton Courtenay News.
- 29 Date of Next Meeting
The next meeting of the Council will be Tuesday 4th May 2021, virtually via Zoom meetings. This meeting will be the annual parish council meeting and will commence with the election of the Chairman.