



## 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 1<sup>st</sup> June 2021 at 7.15pm virtually at the Village Hall, Frilsham Street

*H Savery*

Mrs H Savery  
Clerk to the Council

10 Sovereign Place  
Wallingford Oxon  
OX10 9GF

Date: 25<sup>th</sup> May 2021

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In accordance with Covid-19 regulations, please ensure you wear your facemask at all times during the meeting unless you are speaking.

Please note that an audio recording of the meeting will be taking place for the purpose of taking minutes, in accordance with the Council's policy.

- 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 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.  
  
Agenda item – 28 staffing matters
- 4 Minutes of the meeting held on Tuesday 4<sup>th</sup> May 2021  
To approve the minutes as a correct record of the proceedings
- 5 Clerk's notes
- 6 Public Participation (15 minutes maximum)  
An opportunity for the public to bring parish matters to the attention of the Council. (Please note that any one member of the public may only speak for a maximum of 5 minutes and this time includes all topics that they wish to raise.)
- 7 County Councillor's Report  
To receive a report on County Council matters from Cllr. R. Webber.

- 8 District Councillor's Report  
To receive a report on District Council matters from Cllr. R. Webber.
- 9 Matters raised by the Councillors for information
- 10 Internal Audit report  
(a) to receive and accept the internal audit report including the completed Part 2 of the Annual Governance and Accountability Return  
(b) to accept a verbal report from the Effectiveness of Internal Audit Working party in relation to Council paperwork. A full written report on the observations from the internal audit to follow at a later meeting.  
(d) To make any required resolutions following the verbal report of the working group.
- 11 Annual Governance and Accountability Return ("AGAR")  
(a) To complete and approve and sign the Annual Governance Statement (Section 1) of the AGAR  
(b) To approve the Annual Accounting Statement of the AGAR (Section 2)  
(c) To note and approve the dates for the exercise of public rights.
- 12 Accounts  
(a) To note and accept the end of year bank reconciliation and income and expenditure spreadsheet for the year ending 31<sup>st</sup> March 2021  
(b) To note and approve the annual statement for publication on the Council website for the year ending 31<sup>st</sup> March 2021  
(c) To approve the payment list circulated for members  
(d) To appoint two councillors to authorise the bank payments  
(e) To resolve that Michael Jenkins be removed as signatory from all bank accounts.
- 13 Planning applications  
(a) Decisions on previous applications  
  
P21/V0531/HH - Proposed tiled porch to the side elevation of the property  
9 Southfield Drive  
Granted: 6<sup>th</sup> May 2021  
  
P21/V0921/T56 - Proposed 18m Phase 8 Monopole C/W wrapround Cabinet at base and associated ancillary works.  
Barratts Way Sutton Courtenay  
Decision: Planning permission not required – 13<sup>th</sup> May 2021  
  
P21/V0254/HH - Proposed two storey side extension.  
4 Town Close  
Granted: 20<sup>th</sup> May 2021  
  
P21/V0920/LB - Application for Listed Building consent for the proposed installation of 2 x 110mm push fit telecoms ducts in the footway  
Bridge over River Thames to North of Sutton Courtenay  
Granted: 20<sup>th</sup> May 2021  
  
P21/S1471/LB - Application for Listed Building consent for the proposed installation of 2 x 110mm push fit telecoms ducts in the footway.

Sutton Bridge Sutton Courtenay  
Granted: 20<sup>th</sup> May 2021

P21/V0704/HH - Removal of cat slide roof over first floor guest bathroom at the rear of the house, and construction of new gable end wall with traditional pitched roof laying on existing roof with valley gutters.

Hampden House 18 The Green  
Granted: 21<sup>st</sup> May 2021

(b) Applications dealt with prior to the meeting

P21/V1118/HH – Construction of detached garage  
14 Abingdon Road

Comment: Council objects on the basis that the proposal would be visible from the highway in an area close to Sutton Bridge. If approved, requested a clause in relation to the building not being used as a residence.

P21/V1178/HH - Proposed first floor extension and alterations  
14 Southfield Drive

Comment: Council has no objection.

P21/V1051/HH - Removal of existing single storey rear extension, raise existing roof to provide first floor accommodation and two storey rear extension  
61 Milton Road

Comment: Council has no objection.

P21/V0167/FUL - Hybrid planning application consisting of a) Full Planning Application for the erection of a single storey 8,692 m<sup>2</sup> Data Centre building  
Land at Former Didcot A Power Station

Comment: Council objects for the reasons stated in previous correspondence plus still not adequate provision to promote use of alternative transport and amended landscaping would not protect against intrusion from light, noise and motion.

(c) Applications for consideration at the meeting

P21/V1249/HH - Single Storey Rear Extension Insertion of Bi-folding Doors to Existing Lounge  
Craven House 24 Lady Place

P21/V1147/HH - Demolish existing brick garage. Replace with new timber clad garage.  
3 Hobbyhorse Lane

MW.0069/21 - Installation of a solar photovoltaic array/solar park with associated infrastructure at Sutton Courtenay Landfill Site, Appleford Sidings, Sutton Courtenay, Oxfordshire

Link to documents:-

<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/MW.0069/21?cuuid=A D77AEDF-745A-4689-B041-A6B050828C94>

additional documents from FCC meeting enclosed in agenda pack.

14 Hobbyhorse Lane proposed development

To consider the documentation provided by the Roebuck Land and Planning and consider whether any response is required at this time and, if so, details of the same.

- 15 Recreation Ground  
(a) To receive the quarterly play area inspection from the independent company.  
(b) To receive the report on the weekly inspection by parish councillors.  
(c) To appoint the play area inspection person for the next month
- 16 Correspondence  
(a) Requested report and covering email from Thames Water in relation to discharge of sewerage into watercourses.  
(b) Email from Oxfordshire County Council – TTRO for Appleford Road  
(c) Draft minutes for the Milton Park Liaison Committee Meeting held on 29<sup>th</sup> April 2021  
(d) Email from resident in relation to timing of hedge cutting.  
(e) Notice from RoSPA of annual play area inspection to take place in July 2021  
(f) Email from Football Club representative regarding the asset register.  
(g) Emails (x2) from Appleford Parish Council regarding the Thames River crossing and flyover  
(h) Email from resident regarding art trail sculpture (see clerks notes)  
(i) Email from resident regarding work at Frilsham Street
- 17 Digital working  
To review the report produced by Councillors Thurman and Stewart and decide if the same (or parts of) should be considered by the Council.
- 18 Art Trail  
(a) To consider that a member of the public, Georgia Bloome be added to the working party.  
(b) To consider whether a specific Facebook page be set up in relation to the Arts Trail and who would maintain the same.
- 19 Death of a Senior National Figure  
(a) To approve the policy prepared by the Clerk.  
(b) To decide whether Vision ICT should be paid £35 for updating the website on Council's behalf with suitable wording in the event of the death of a senior figure.
- 20 Wildflower Garden project  
To consider the proposal by a resident – see comments in clerk's notes.
- 21 Footpaths and Landfill working party  
(a) To approve the Terms of Reference for the working party  
(b) To receive the report on the working parties recent meeting.  
(c) To note the report on the replacement stiles for kissing gates grant application and decide whether council wish to fund the project with a view to obtaining grant funding.  
(d) To discuss and agree whether the Footpaths and Landfill Working party should be delegated with the implementation of the Church Street footpath works.
- 22 FCC compliance  
To resolve that a report be undertaken in respect of whether FCC have complied with their obligations in respect of planning permissions granted on their land in respect of maintenance and creation of footpaths.
- 23 Zoom Account  
To consider whether Council wish to continue paying the subscription to Zoom at a cost of £14.39 per month to allow virtual meetings lasting more than 40 minutes.

- 24 Policies  
To receive and accept:-  
(a) The draft Grievance policy  
(b) The draft Disciplinary policy
- 25 FCC Hanson Liaison Group meeting 17<sup>th</sup> May 2021  
To receive Cllr Lazare's report on the same.
- 26 Items for Sutton Courtenay news  
To consider items for inclusion in the Sutton Courtenay News.
- 27 Date of Next Meeting  
The next meeting of the Council will be Tuesday 6<sup>th</sup> July 2021.
- 28 Staffing matters  
To receive the report on the staff working party meetings.