

## 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 at the Village Hall, Sutton Courtenay, on Tuesday 8th January, 2019 at 7.15 p.m. for the transaction of the business stated below.

Mrs. L.A. Martin  
Clerk of the Council

Orchard House,  
90 Howard Cornish Road,  
Marcham, Abingdon,  
Oxon. OX13 6PU

Tel: (01865) 391833

---

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 disclosable pecuniary interests.
  - c) To grant any requests for dispensation as appropriate
3. Minutes of the meetings held on 4<sup>th</sup> and 11<sup>th</sup> December, 2018  
To approve the minutes as a correct record of the proceedings.
4. Matters arising from the Minutes of the meetings held on 4th and 11th December, 2018

9 Hobbyhorse Lane – gravel

To note comments from the County Council.

Barretts Way – proposed parking area

To note that an acknowledgement has been received from the Head of Development and Regeneration section, at Vale of White Horse District Council confirming that the property team, which is part of that section, will be contact with the Parish Council to discuss the possible use of Vale of White Horse District Council land for parking.

Mill House – Bollards adjacent to entrance gates

To note that the County Council has permitted bollards to be installed.

Grant to 26<sup>th</sup> Abingdon Scout Group

Confirmation received from the fund raising organiser for the scout marquee, that the request for the refund of the part of the grant owing to the underspend, has been passed to the Treasurer for action.

5. Public Participation  
An opportunity for the public to bring parish matters to the attention of the Council.
6. County Councillor  
To receive a report on County Council matters from Cllr. R. Webber.
7. District Councillor's Report  
To receive a report on District Council matters from Cllr. G. Duffield.

8. Matters raised by Councillors for information
9. Police Matters / NAG Matters
10. Planning Applications and other matters

- a) Decisions on previous applications
- b) Applications dealt with prior to the meeting

None received

- c) Applications for consideration at the meeting

P18/V2926/HH Proposed single storey front extension and raising of roof to include new first floor level  
67 High Street

P18/V2950/HH and P18/V2951/LB Rear extension to form new first floor bedroom and ground floor bootroom/utility room, new front porch canopy, replacement windows.  
Goslings, 3 Drayton Road

P18/V2986/HH Demolish existing garage in rear garden, and erect single storey rear extension. Change existing rear facing window to Juliet balcony. Render front and side elevations.  
58 Milton Road

MW.0142/18 To continue the development permitted by MW.0156/10 (regularisation of layout of existing landfill gas utilisation compound and install one additional engine and associated plant and equipment at Sutton Courtenay Landfill site) without complying with condition 1, to allow for an additional gas metering kiosk to be installed  
Gas compound area – Sutton Courtenay Landfill site  
Infinis Alternative Energies Ltd

P18/V2910/D – Demolition notification  
Removal of existing off-site discharge pipeline  
Old Wallingford Way to Churchmere Road  
Magna Ltd

11. High Street – Proposed Dog Waste Bin  
To note that after the last meeting, a waste bin suitable for litter and dog faces was located opposite the Old School, at the northern end of the High Street. The recommendation is therefore, to place an article in Sutton Courtenay News advising of what can be placed in the bin to encourage dog walkers to clear up after their dogs.
12. Didcot Garden Town – Board arrangement proposals
  - a) To note the press release issued by the Vale of White Horse District Council on 19<sup>th</sup> December, 2018 regarding the Board arrangements.
  - b) To note the Clerk has requested an opportunity for the Parish Council to comment on the draft documents for the revised structure for the new Board.

13. MEPC Liaison Committee – 12th December, 2018  
To receive a report from Council representative (s) who attended this meeting.
14. High Street – path from Chapel Lane - barrier  
To note a report that the barrier at the end of the path from Chapel Lane leading into the High Street is broken.  
To consider any Parish Council action.
15. Parish Footpaths - Walk  
To consider arranging a walk of the footpaths in spring 2019 to assess the state and condition and determine any work required.
16. Binding of minutes  
To approve expenditure of £200 per volume to bind into book form, loose pages of Council minutes.
17. Bus Shelters
  - a) To note a verbal request, from a telephone call to the Clerk, for the installation of bus shelters on opposite sides of the road, by the Bradstocks Way shops.  
To consider whether to investigate this matter further.
  - b) To note a report of graffiti on the brick bus shelter in Milton Road.
18. Recreation Ground
  - a) To receive the report on the condition of the play equipment/recreation ground – weekly inspection by Council.
  - b) To appoint the play area inspection person for the next month
19. Risk Assessment

As part of the accounting and audit process the Council is required to carry out an assessment of the risk facing the Committee and its assets and take appropriate steps to manage those risks.  
The failure to manage risks effectively can be expensive in terms of litigation, reputation and council tax bills.  
Members are required to:

  - a) take steps to identify and update key risks facing the Council
  - b) evaluate the potential consequences to the Council if an event identified as a risk takes place.
  - c) decide upon appropriate measures to avoid, reduce or control the risk or its consequence.
20. Correspondence
  - a) Environment Agency – Abingdon flood newsletter
  - b) Police and Crime Commissioner – Bulletin December
  - c) Healthwatch briefing – December
  - d) OALC – newsletter December
  - e) Oxfordshire County Council – Notification that footpath 7 will be closed from 8<sup>th</sup> February to allow for the removal of the Magnox discharge pipe. Works are expected to take 15 days, but the closure order can remain in force for 6 months.
  - f) Voluntary and Community Sector Forum – Cornerstone Arts Centre 13<sup>rd</sup> March, 2019 at 9.15 a.m.
  - g) Thanks for grants awarded at the last meeting have been received from, All Saints Church PCC for the River Room, Abingdon Damascus Youth Project, Sutton Courtenay Village Hall, Sutton Courtenay News and The Abingdon Bridge.
  - h) Oxfordshire County Council – Notice of closure on 2<sup>nd</sup> and 3<sup>rd</sup> March of the Appleford Level crossing to allow for testing and maintenance work.

i) Oxfordshire Resilience Group – Communities Evening, 15<sup>th</sup> January, 6.00 p.m. at Kidlington Fire Station

j) Vale of White Horse District Council – Business Awards – Deadline for nominations 18<sup>th</sup> January, 2019.

k) NHS – Conference - “Delivering the long term plan” 3<sup>rd</sup> April, 2019 Mary Ward House, London.

21. Accounts

a) Internal Audit

To note that the Clerk has approached 3 organisations for internal audit purposes, one has provided a quotation, another is not offering that service, and a reply from the third is awaited. The Clerk continues to actively seek a replacement internal auditor.

b) To note the Clerk will cease working for the Parish Council in 2019, and that the staff working party is progressing arrangements for a replacement person.

To authorise expenditure in regards to advertising costs for a replacement clerk.

c) To approve accounts for payment as per list circulated to members

22. Items for Sutton Courtenay News

To consider items for inclusion in Sutton Courtenay news

23. Date of Next Meeting.

The next meeting of the Council will be held on Tuesday 5<sup>th</sup> February, 2019