

## SUTTON COURTENAY PARISH COUNCIL

To: All Members of the Council

You are hereby summoned to attend the annual meeting of the Parish Council to be held at the Village Hall, Sutton Courtenay, on Tuesday 7<sup>th</sup> May, 2019 at 7.30 p.m.

Mrs. L.A. Martin  
Clerk of the Council

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

Tel: (01865) 391833

---

N.B All Councillors are required to sign a Declaration of Acceptance of Office before acting as a councillor.

1. Election of Chairman
2. Declaration of Acceptance of Office of Chairman
3. 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
4. To consider applications for co-option to the Parish Council.
5. To receive declarations of acceptance of office of any new member(s) co-opted to the Council.
  
6. Election of Vice Chairman
  
7. To consider appointments
  - (i) Appointment of Planning Working Group or to determine how applications requiring responses before the next meeting of the Council are to be handled.
  - (ii) Appointment of Oxfordshire Association of Local Councils representative (1)
  - (iii) Appointment of Village Hall Management Committee representative (1)
  - (iv) Appointment of RWEnPower Liaison Committee representatives (2)
  - (v) Appointment of FCC Liaison Committee representatives (2) Councillors and/or 2 residents to a maximum of 3
  - (vi) Appointment of Millennium Common Committee representative (1)
  - (vii) Appointment of Culham Liaison Committee representative (1)
  - (viii) Appointment of Police Neighbourhood Action Group representative (1)
  - (ix) Appointment of Damascus Advisory Committee representatives (2)
  - (x) Appointment of Neighbourhood Plan Steering Group representatives.
  - (xi) Appointment of Recreation Ground Management working group representatives to plan new facilities and meet with Football Club and Cricket Club on topics of common interest (3)
  - (xii) Appointment of representative to Didcot Community/Garden Town Forum or replacement body (1)
  - (xiii) Harwell Stakeholder Group representative – previously resolved to attend when indicated. Milton Park Liaison Committee representative - previously resolved
  - (xiv) to attend when indicated.
  - (xv) Appointment of Landfill Site Working Party – Remit to consider issues relating to the landfill site. (major planning applications)

- (xvi) Appointment of Landfill Site Technical Group representatives – group considering specific technical issues arising from the landfill site.
  - (xvii) Appointment of Cemetery Working Party – Remit - to plan the next area for interments.
  - (xviii) Appointment of Footpaths working party – To review the state and condition of footpaths and plan possible maintenance.
  - (xix) Appointment of Review of Effectiveness of Internal Audit Working Party – Remit to review the effectiveness of the internal audit.
  - (xx) Appointment to s.106 working party to review any planning gain for the parish.
  - (xxi) Appointment of substitutes for members unable to attend committee/group meetings.
  - (xxii) Appointment of Trustees (4) to the Parochial Charities
  - (xxiii) To consider arrangements for dealing with staff matters and to set the terms of reference
8. To consider representation of Council at other outside meetings, and arrangements for reporting back.
  9. To review and adopt Standing Orders and Financial Regulations.
  10. To review and adopt data protection policy and privacy notice
  11. To review the Council's complaints procedure
  12. To note and review land and assets of the Council
  13. To review subscriptions to other bodies
  14. To confirm insurance cover in respect of all insurable risks.
  15. Apologies for Absence (if applicable)  
To receive apologies for absence.
  16. Minutes of the meeting held on 2nd April, 2019  
To approve the minutes as a correct record of the proceedings.
  17. Matters arising from the Minutes of the meetings held on 2<sup>nd</sup> April 2019  
George and Dragon – Lighting  
Further correspondence has been sent to the George and Dragon.
  18. Public Participation  
An opportunity for the public to bring parish matters to the attention of the Council.
  19. County Councillor  
To receive a report on County Council matters from Cllr. R. Webber.
  20. District Councillor's Report  
To welcome the newly elected District Councillor.
  21. Thames Water – drainage plans for Sutton Courtenay  
To consider any matters arising from the last update report from Thames Water.
  22. Matters raised by Councillors for information
  23. Police Matters /Neighbourhood Action Group Matters  
To note any police issues for the area.
  24. Planning Applications
    - a) Decisions on previous applications

b) Applications dealt with prior to the meeting

P19/V/0769/HH Alterations to first floor to extend bedroom and relocate bathroom

139 Drayton Road

Comments: Council had no objection

P19/V0758/HH Single storey extension

9 Lady Place

Comments: Council had no objections

c) Applications for consideration at the meeting

MW.0039/19 Erection of 3 containers for the storage of tools, equipment, spare parts and welfare facilities, and sprinkler valve housing

Waste Transfer Station

FCC Environment

P19/V0914/FUL Site clearance works, removal of trees, landscaping, bunds and spoil heaps. Removal of all concrete and structures above and below ground.

Land at Didcot A Power Station

d) Planning Correspondence

(i) To note further comments from the County Council and JSP have been received by the Vale of White Horse District Council in regards to the planning application for 200 dwellings off Hobbyhorse Lane.

Available on the website of Vale of White Horse District Council

(ii) Oxfordshire County Council

To note the continued diversion of footpath 12 across FCC site.

e) Notification of Planning Appeals

P17/V1154.LB Demolition of Steventon Overbridge, High Street, Steventon and provision of replacement bridge.

Appeal to be dealt with by way of written representations and deadline for comments is 22<sup>nd</sup> May, 2019

P18/V0266/LDE Siting of a residential mobile home

6 Abingdon Road

Appeal to be dealt with by way of written representations and deadline for comments is 7<sup>th</sup> June, 2019

25. Harwell Liaison Committee – 26<sup>th</sup> April, 2019

To receive a report from Cllr. Jennie Corrigan who attended this meeting.

26. Milton Park Liaison Committee 9<sup>th</sup> April, 2019

To receive a report on this Liaison Committee meeting.

27. Neighbourhood Plan

To receive an update report on the Neighbourhood Plan from the Council's representatives on the steering group.

28. Defibrillator – Northern end of the village  
a) To receive an update report from Cllr. Jennie Corrigan.  
b) To determine whether the defibrillator is purchased or leased.  
c) To resolve additional spending
29. S.106 funding  
To consider brief prepared by Vale of White Horse District Council’s arts officer, Abigail Brown.
30. Recreation Ground  
a) To receive the report on the condition of the play equipment/recreation ground – weekly inspection by Council.  
b) To receive a report from the Chairman on a meeting he had with the Police Community Support Officer regarding CCTV in the recreation ground car park.  
c) To appoint the play area inspection person for the next month  
d) To consider a request for a Kwik Cricket event to be held on the recreation ground on Sunday 19<sup>th</sup> May.
31. Correspondence  
a) Request received for Council to consider further litter bins/dog waste bins around the village. To be a future agenda item.  
b) Vale of White Horse District Council – Naming of property  
To note that the new property at plot 4, 67 High Street as been named Spruce View 67F High Street.  
c) Oxfordshire Playing Fields Association - Spring newsletter  
d) Highways Agency A34/.M4 junction closed or undergoing works over various weekends in the Spring and Summer.  
e) Oxfordshire County Council - Restoration of Footpath 27  
Oxfordshire County Council has confirmed that they are satisfied so far with the works in footpath 27, and will leave it to residents to deal with the aesthetics.  
f) Deputy Police Crime Commissioner – Bulletin  
g) RAF Benson Magazine  
h) Abingdon Community Events – Family Fun Day Dalton Barracks 27<sup>th</sup> July 10.00 a.m. – 4.00p.m.  
Request for sponsorship  
i) Oxfordshire Association of Local Councils – newsletter  
j) South Central Ambulance Service /NHS newsletter  
<https://issuu.com/scas/docs/wt-spring-2019-issu?e=8642262/69399165>
32. Employee Salary Scales  
The National Joint Council for Local Government Services has reached an agreement on salary scales to be implemented from 1<sup>st</sup> April, 2019. To consider the report of the Clerk on the National Pay Awards.
33. Accounts  
a) To review signatories for the accounts  
b) To approve accounts for payment as per list circulated to members
34. Items for Sutton Courtenay News  
To consider items for inclusion in Sutton Courtenay news
35. Date of Next Meeting.  
The next meeting of the Council will be Tuesday 4<sup>th</sup> June, 2019 at 7.15 p.m.