



**Minutes for the Parish Council Meeting held on Tuesday 2<sup>nd</sup> February 2021 at 7.15pm, virtually by Zoom Meetings.**

Present: Councillors Mike Jenkins, Rita Atkinson, Dave Butler, Jennie Corrigan, Eileen Daw and Simon Lazare joined by District and County Councillor Richard Webber

Clerk: Helen Savery

4 Members of the Public

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- 2021/021 Apologies for Absence  
These were received from Councillors Teresa Field and Merouan Hemamda.
- 2021/022 Declarations of interest  
There were no declarations of interest or requests for dispensations.
- 2021/023 Admission of the Public and Press  
There were no items deemed confidential and requiring the exclusion of the press and public from the meeting.
- 2021/024 Minutes of the meeting held on Tuesday 5<sup>th</sup> January 2021  
These were approved as drawn and will be signed by the Chairman at the next physical meeting of the Council.
- 2021/025 Clerk's Notes  
The ongoing matters were noted. The clerk to ensure these are updated monthly to ensure that nothing is missed.
- 2021/026 Public Participation  
One member of the public raised the issue of dog waste on the recreation ground.
- 2021/027 County and District Councillor's Report  
Councillor Webber updated the Council on the COVID situation – this remains high but numbers within the County are dropping.  
The County Council are currently dealing with the setting of the budget for the next financial year.  
Highways – a new scheme is being designed which should assist in assigning and prioritising works which need doing.  
Highway issues lists have now all been received and Councillor Webber will revert back to the Parish/Town Councils in due course.  
The cycle markings down the High Street were mentioned as being impractical. Councillor Webber will raise the same with County.

Councillor Webber continues to chase Arthur McEwan James for responses to our queries and will revert back.

Councillor Lazare raised potential grants available at District level. Councillor Webber requested a copy of the email so that he can see what is available – new stiles for the footpath would be the Parish Council's suggestion for a possible use of any grant funding.

*Here County and District Councillor Webber left the meeting.*

2021/028 Matters raised by the Councillors for information

Councillor Atkinson wished it confirming that the relevant members of the public had been invited to the HIF meeting on Thursday.

Councillor Atkinson also wondered whether the issue of useful website links such as Didcot Garden Town could be added to the website. This is to be an agenda item at the next meeting.

Councillor Corrigan raised the possibility of a Community Speed Watch being organised in relation to speeding on Appleford Road. This could be asked in the Sutton Courtenay Newsletter Article. Councillor Butler suggested speeding on Drayton Road should also be considered.

Councillor Corrigan also raised the issue of people moving the cones and driving down Abingdon Road through Culham despite the road being closed due to flooding. This is to be reported to Highways at Oxfordshire County Council.

2021/029 Police Matters/Neighbourhood Action Group Matters

None were reported.

2021/030 Planning applications

(a) Decisions on previous applications

P20/V/2934/HH - Replacement single storey rear roof with the insertion of a roof lantern, external render and timber cladding, new windows and doors throughout and the insertion of wider new rear glazed doors at the rear ground floor level.

5 Chapel Lane Sutton Courtenay

Granted: 7<sup>th</sup> January 2021

P20/V/2948/LB Proposed replacement of uPVC window on principal elevation with timber window. Retention of 4no. uPVC double glazed windows to the rear of the building. Unauthorised work was completed by previous owner \*PART RETROSPECTIVE\*

4-5 The Green Sutton Courtenay

Granted: 15<sup>th</sup> January 2021

P20/V/3052/HH – extension to existing drop kerb

98 Milton Road Sutton Courtenay

Granted: 25<sup>th</sup> January 2021

(b) Applications dealt with prior to the meeting

P20/V3337/HH - Loft conversion and associated roof lights  
49 Lady Place Sutton Courtenay  
Comment: Council has no objection

(c) Applications for consideration at the meeting

P20/V3312/LDP – replacement of existing caravan with a mobile home.  
The Pool House Abingdon Road Sutton Courtenay.  
Comments: Council objects on the basis of potential flooding – the area is currently flooded and nearby roads closed. A static caravan would be harder to move in the case of flooding.

2021/031

Cleaning of Phone box on High Street

It was agreed and

RESOLVED that the phonebox cleaning could take place quarterly at a cost of £20.

2021/032

Neighbourhood Plan

(a) Councillor Atkinson provided a verbal report on the Neighbourhood Plan.  
It was discussed and

RESOLVED that the Freedom of Information Request for the documents required by Bluestone should be made by the Clerk to Oxfordshire County Council as soon as possible.

(b) It was approved and

RESOLVED that the Bluestone Interim Invoice should be paid from the Locality Grant funding.

2021/033

Didcot Garden Town

Councillor Atkinson provided a verbal report on the recent Didcot Garden Town Advisory Board meeting.

2021/034

Recreation Ground

(a) Councillor Butler provided a verbal report on the Working Party progress detailing the results of the survey. It was discussed, agreed by 5 votes to 1 and

RESOLVED that the working party can arrange to employ a Landscape Architect to look into preparing plans and costings for the redevelopment subject to a limit of £3,000.00 in fees.

(b) It was reported that the play area remains in the same state of repair.

(c) Councillor Daw was appointed the inspection person for the next month. The clerk is to look into sourcing the relevant material for repairing the toddler swing at the play area.

- (d) It was agreed that a formal agreement would need to be drawn up to allow use of the recreation ground for paid exercise classes. The Clerk is to request confirmation of the exact area that would be used.

2021/035

Footpaths

- (a) A long discussion took place in relation to the footpaths. It was agreed that the clerk should continue to chase the response to the previous letters and again confirm the Council's discontent of the contents of the response received to date. Councillors Lazare and Jenkins are to confirm to the clerk which matters are the County Council's responsibility or they are responsible for enforcing the landlord's obligations and confirm to the clerk to allow the chase to take place.
- (b) The notes on the meeting were discussed. The cost of a top spec gate would be £1,695.00 plus VAT. It was agreed unanimously and  
RESOLVED that the Council supported the project to replace the stiles with kissing gates and  
By 4 votes for, 1 against and 1 abstention, further  
RESOLVED (a) that funding should be sourced in respect of the costs of the same.  
(b) That the clerk in consultation with Councillor Lazare should confirm the terms and conditions with the landowner in writing and arrange to source funding.

2021/036

The duration of the meeting had been 2 hours and Council resolved to suspend standing order no. 3x in order to allow business to be continued.

2021/037

Discharge of Sewerage into water courses

The clerk is to write and request information from Thames Water.

2021/038

Correspondence

- (a) Minutes from the Milton Park Liaison Group meeting on 27<sup>th</sup> November 2020 – noted.
- (b) Compliance report for the FCC/Hanson meeting held on 11<sup>th</sup> January 2021 – noted
- (c) Notice of Parish Transport Representative meeting on 23<sup>rd</sup> February 2021 – Councillor Corrigan confirmed she would attend this meeting.
- (d) Email from the Parochial Church Council regarding the posts on the village green – to be an agenda item next month.
- (e) Email from OALC attaching open letter from NALC – noted
- (f) Email from Vale of the White Horse District Council regarding Section 106 funds. Noted – a chase to be made on the extension of dates further away than one year to be made in the future.
- (g) Email from Bioabundance Community Interest Company in respect of the South Oxfordshire Local Plan 2035. It was discussed and  
RESOLVED that the Council earmark the sum of £500 in support should the action go to court. Such funds to be paid over only when this is confirmed.

- (h) Letter from resident regarding the state of the verges in Bradstocks Way – the clerk to raise this as a concern with the District and County Council and respond to the resident.
- (i) Email and associated documents in relation to the proposed application at Didcot A Power Station site – noted. Response to be discussed when the formal application is received from the Vale of the White Horse District Council.
- (j) Email from the Women’s Institute regarding the placement of a bench on the village green to celebrate its centenary – this was agreed, subject to the Parish Council’s agreement on the style and positioning of the bench.

2021/039

Grant applications

- (a) The additional information in relation to the proposed grant to Home Start South Oxfordshire was considered and it was  
RESOLVED that the grant in the sum of £500 be awarded in the next financial year.
- (b) The additional information in relation to the proposed grant to Be Free Young Carers was considered and it was  
RESOLVED that the grant in the sum of £300 be awarded in the next financial year.

2021/040

Training

The list of training was considered and it was  
RESOLVED that Councillors Lazare and Daw and the clerk can attend the courses requested. The clerk is to book the same.

2021/041

Model Publication Scheme

It was discussed and  
RESOLVED that the Council adopt the Model Publication Scheme drafted by the clerk.

2021/042

Clerk – subscription

It was discussed and  
RESOLVED that the Council will pay the clerk’s subscription to the Society of Local Council Clerks.

2021/043

Accounts

- (a) The clerk advised on the problem with the bank account switch. It was agreed unanimously and  
RESOLVED (a) that a cheque for £50,000 be paid from the Santander bank account into the Unity bank account to allow for electronic payments to take place and (b) The clerk to contact Santander in relation to ensuring the mandate is amended so that the official switch can take place.
- (b) The bank reconciliation was noted and accepted.

- (c) The budget monitoring document was received and noted.
- (d) The financial regulations review was not considered and will be brought to the next meeting.

(e) It was

RESOLVED that the accounts for payment were approved.

- (f) The two councillors to verify the electronic payments were not appointed.

2021/044

Items for the Sutton Courtenay News

Business NHP questionnaire, speed watch community groups, parking in allocated spaces, not on verges, census information.

2021/045

Date of next meeting

The date of the next meeting is Tuesday 2<sup>nd</sup> March 2021.

DRAFT