



## Minutes for the Parish Council Meeting held on Tuesday 1<sup>st</sup> June 2021 at the Village Hall, Sutton Courtenay at 7.15pm

Present: Cllrs Eileen Daw (chair), Rita Atkinson, Simon Lazare, Patrick Stewart, Louis Thurman and Antony Willott, joined by Cllr. Teresa Field.

Clerk: Helen Savery

3 Members of the Public

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- 2021/146      Apologies for absence  
Apologies for absence were received from Councillors Butler, Corrigan and Hemamda. Cllr. Willott confirmed he would have to leave the meeting for a short period of time but would return and tendered his apologies for this period.
- 2021/147      Declarations of Interest  
There were no declarations of interest
- 2021/148      Admission of the public  
It was proposed, agreed and

**RESOLVED** THAT in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items by reason of the confidential nature of the business to be transacted:

Agenda Item 28 – Staffing matters

- 2021/149      Minutes of the Meeting held on Tuesday 4<sup>th</sup> May 2021  
The minutes were approved as drawn and signed as a true record by the Chairman. The Chairman also signed the minutes for the April meeting in accordance with the resolution in place at minute 2021/125.
- 2021/150      Clerk's Notes  
These were noted. The clerk confirmed that County Councillor Richard Webber had been asked for assistance in relation to the litter bins for Mill Lane and Tyrells Way.
- 2021/151      Public Participation  
A member of the public requested further information on the Neighbourhood Plan including in relation to no sites being entered for development. Councillor

Atkinson confirmed that they were hoping that the plan would be completed in its draft form by the end of June after which the District Council would be responsible for completing the same. An explanation on sites would be dealt with at the consultation stage.

2021/152 County and District Councillor's Report

These matters were deferred as District and County Councillor Richard Webber was not in attendance.

*Here Councillor Field joined the meeting.*

2021/153 Matters raised by councillors for information

Councillor Atkinson raised the need for the Neighbourhood Plan documents to go onto the website. She confirmed that the final locality grant application had been made to allow the Neighbourhood Plan to be completed. If this is not successful Council will need to look into the shortfall.

Councillor Field confirmed that access to the field on Mill Lane was being obstructed by a car and she had been asked to raise this with the Council. As this was not Council land there is little that the Council can do but the clerk will write to the landowner to make him aware.

2021/154 Internal Audit report

(a) The internal audit report was received and

**RESOLVED** THAT the same is accepted.

(b) A verbal report from the Effectiveness of Internal Audit Working Party was made confirming that the observations raised in the internal report had been discussed and the clerk would be updating the relevant paperwork in response. This would be brought to Council in due course.

(c) There were no resolutions to be made.

2021/155 Annual Governance and Accountability Return

Council had considered the accounts paperwork for the year 2020/21 and

**RESOLVED:** (a) THAT the annual governance statement is approved.

(b) THAT the Accounting Statement is approved.

(c) THAT the dates for the exercise of public rights are approved.

The Chairman and clerk signed the Annual Governance Statement and the Chairman signed the Accounting Statement. The Clerk will proceed with the submitting the external audit.

2021/156 Accounts

(a) The end of year bank reconciliation and payments and receipts spreadsheet for the year 2020/21 were accepted and approved.

(b) The annual statement for the year ending 31<sup>st</sup> March 2021 was accepted and approved for publication on the website.

(c) The payment list circulated to councillors was approved for payment. It was noted that the payment to the Sutton Courtenay News could not yet take place as the bank details were awaited.

- (d) Councillors Lazare, Atkinson and Daw were appointed to authorise payments for the next month.
- (e) It was

**RESOLVED** THAT Michael Jenkins be removed as signatory from all Council bank accounts

2021/157

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 m2 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 considered at the meeting

P21/V1249/HH - Single Storey Rear Extension Insertion of Bi-folding Doors to Existing Lounge

Craven House 24 Lady Place

Comment: Council has no objection

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

3 Hobbyhorse Lane

Comment: Council has no objection

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

Comments: Many issues including this is not in keeping with the original planning permission which stated it had to be returned to agricultural land, visual impact on the village, current owners (who are linked to proposed developer) do not retain the land correctly, the conditions of the original planning permission have not been complied with. The clerk is to draft a suitable response to the application.

2021/158 Hobbyhorse Lane proposed development

This matter was discussed at some length, main issues include parking, sewerage capacity – better infrastructure needs to be in place, impact on Hobbyhorse lane and the village hall. It was agreed and

**RESOLVED** THAT the developer be asked to attend an EGM of the Council to discuss the matter further

2021/159 Recreation ground

(a) The quarterly play area inspections were noted. The councillor responsible for the play area checks are to keep an eye on the play area soft pour surface.

(b) Councillor Butler was not in attendance so the report on the play area could not be received.

- (c) Councillor Atkinson was appointed the play area inspection person for the first 3 weeks of the month, with Cllr Daw completing the remainder of the month.
- (d) The council discussed the late agenda item which had been agreed prior to the commencement of the meeting. The Council discussed and  
**RESOLVED** THAT the recreational amenities working party be delegated to liaise with the cricket club in respect of their email.

2021/160

Correspondence

- (a) Requested report and covering email from Thames Water in relation to the discharge of sewerage into watercourses - The increase in spills is to be referred to in relevant planning applications, the clerk is to write to the Service Ombudsman, County Councillor and MP in relation to the same.
- (b) Email from Oxfordshire County Council – TTRO for Appleford Road – noted.
- (c) Draft minutes from the Milton Park Liaison Committee Meeting held on 29<sup>th</sup> April 2021 – noted.
- (d) Email from resident relating to timing of grass cutting – FCC Liaison Committee reps to raise this at the next meeting.
- (e) Notice from RoSPA of annual play area inspection to take place in July 2021 – noted.
- (f) Email from Sutton Courtenay Football Club in relation to the asset register – it was discussed and  
**RESOLVED** THAT this matter be delegated to the Recreational Amenities working party
- (g) Emails from Appleford Parish Council regarding the Thames River crossing and flyover – it was agreed to meet with them but a response from OCC on the outstanding questions from Council's meeting would be required before the meeting could take place. The clerk is to chase and agenda item be added for July.
- (h) Email from resident regarding art trail sculpture. Noted
- (i) Email from resident regarding work at Frilsham Street – clerk to write to the contractors regarding the reinstatement of the land.

2021/161

Digital Working

The proposal was discussed at length. It was agreed that the matter was agreed in principle. A plan of action incorporating a phased introduction is to be prepared.

2021/162

Art Trail

- (a) It was agreed and  
**RESOLVED** THAT Georgia Bloom become a non councillor member of the working party.
- (b) It was agreed and  
**RESOLVED** THAT a Facebook page be set up to provide information on the Arts Trail

- 2021/163 Death of a Senior National Figure  
 (a) It was **RESOLVED** THAT the policy be approved.  
 (b) The payment to Vision ICT to prepare the relevant website page was deferred.
- 2021/164 Wildflower Garden Project  
 The council could not give permission for the project as they do not own the land involved. They did however agree to support the idea. It was mentioned that this land may be able to be protected by Village Green status going forward.
- 2021/165 Footpaths and Landfill working party  
 (a) The Terms of Reference for the working party were agreed.  
 (b) The report from the recent meeting was received and noted by Council.  
 (c) The report on the grant application in relation to the replacement of stiles with kissing gates was discussed at length. It was **RESOLVED** THAT, subject to confirmation that the grant would be payable if Phase One was completed but Phase Two could not be that the Council would agree to fund the works up front. Such works to be formalised in writing with the landowner.  
 It was further considered that it should be mentioned in the Sutton Courtenay News that the intention was to use galvanised steel rather than wood.
- 2021/166 The meeting being now in excess of two hours, it was **RESOLVED** THAT standing order 3x be suspended to enable the meeting to be concluded.
- 2021/167 FCC Compliance  
 It was agreed and **RESOLVED** THAT the issue of commissioning a report into FCC's compliance in relation to planning permissions on their land be delegated to the Footpaths and Landfill Working Party
- 2021/168 Zoom account  
 It was agreed that the subscription for the paid Zoom account be cancelled.
- 2021/169 Policies  
 It was **RESOLVED** THAT (a) the draft grievance policy be accepted and adopted as drafted; and (b) that the draft disciplinary policy be accepted and adopted.
- 2021/170 FCC Hanson Meeting on 17<sup>th</sup> May 2021

Councillor Lazare's report on the same was received. It was noted that the date of the next meeting had not yet been agreed. It was further noted that OCC should hold the Terms of Reference for the committee. The Council representatives were asked to raise the issue of odours at the next committee meeting.

- 2021/171 Items for the Sutton Courtenay News  
Items referred to above plus a request to residents to monitor the date and time of any odour issues, vacancy on council.
- 2021/172 Date of next meeting  
The date of the next meeting will take place on Tuesday 6<sup>th</sup> July 2021. An EGM may be called in the meantime in relation to the Hobbyhorse Lane development.
- 2021/173 The Chairman moved in accordance with standing order 3d that in view of the confidential nature of the business about to be transacted it was advisable in the public interest that the public be temporarily excluded and they should be instructed to withdraw. It was agreed and  
**RESOLVED** THAT in view of the confidential nature of the business about to be transacted, that the public and press be temporarily excluded to permit discussion on staffing matters.
- 2021/174 Staffing Matters  
The report on the staffing working party's meeting was received and noted. It was  
**RESOLVED** THAT the policies and documentation in relation to the report were approved and accepted.