



## Minutes for the Parish Council Meeting held on Tuesday 6<sup>th</sup> July 2021 at the Village Hall, Sutton Courtenay at 7.15pm

Present: Councillors Daw (Chair), Atkinson, Corrigan, Field, Hemamda, Lazare, Stewart & Thurman, District & County Councillor, Richard Webber

Clerk: Helen Savery

4 Members of the Public

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- 2021/175 Apologies for absence  
Apologies for absence were received from Cllrs Butler and Willott
- 2021/176 Declarations of Interest  
There were no interests declared
- 2021/177 Admission of the Press and Public  
No items on the agenda were deemed confidential to necessitate the exclusion of the press and public.
- 2021/178 Public participation  
A member of the public raised queried the Drayton Road traffic calming and whether a weight and width restriction could be implemented on B4016 Drayton Road. The parish council confirmed that this was not the Parish Council's issue and requested that District & County Councillor Webber look into this. He agreed to do so.
- A member of the public raised that the dog walking path around the recreation ground was in poor condition. It was confirmed that this matter would be dealt with by the relevant working party.
- The two remaining members of the public confirmed that they were attending as they were considering being co-opted onto the Council.
- 2021/179 Minutes of the meeting held on Tuesday 21<sup>st</sup> June 2021  
These were approved as drafted and signed by the Chairman as an accurate record of the meeting.
- 2021/180 Clerk's notes  
Councillor Atkinson raised whether TOE would be provide funding even if phase 2 was not completed. The clerk confirmed that there were some other issues currently being dealt with in relation to the funding as a whole and this had not been confirmed as yet.

Councillor Stewart raised that an Urban Tree Planting initiative has been introduced. The clerk confirmed she would pass this onto the resident who has offered to re-plant trees on All Saint's Lane.

2021/181 County & District Councillors report

Councillor Webber confirmed that he would chase up the meeting regarding the proposed Drayton Road buildout which was cancelled in January due to a change in Covid-19 regulations.

Councillor Webber confirmed that he would be attending a briefing on the HIF1 project shortly and that is intended that the application will be made in September/October. A long discussion took place as to why Appleford Parish Council had been provided with the data modelling application information which Sutton Courtenay Parish Council had been requesting for many months.

The Solar Farm application has been called in and will be decided by committee. A long discussion took place as to why this was being dealt with by the County Council rather than the District Council given the conditions in place relating to the restoration of the land. It was agreed that Councillors Lazare and Webber and any other Councillors who wished to be involved would meet at a separate time to discuss this.

Councillor Webber mentioned that the application for the Data Center on the former Power station site had been approved at committee.

*Here having concluded his reports, Cllr Webber left the meeting.*

2021/182 Accounts

- (a) The payment list was approved.
- (b) Councillors Lazare and Atkinson were appointed to approve payments. Councillor Daw confirmed that more councillors needed to be added as signatories to comply with financial regulations and internal audit.
- (c) It was discussed, agreed unanimously and  
**RESOLVED** THAT £25,000 be transferred from Santander to Unity Trust Bank.
- (d) The bank reconciliation for the period April to June 2021 was received and approved.
- (e) The accounts for the period April to June 2021 was received and noted.
- (f) The budget monitoring document for the period April to June 2021 was received and noted.

2021/182 Planning applications

(a) Decisions on previous applications

P21/V0968/HH - Replace existing shallow pitched lean to roof to the garage with a pitched roof with a central ridge  
Walton House 45 Church Street  
Granted: 27<sup>th</sup> May 2021

P21/V0826/HH - New detached two bay garage with additional workshop area and a single storey porch extension to front elevation of dwelling.  
Lapwing Barn Drayton Road  
Granted: 26<sup>th</sup> May 2021

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  
Granted with conditions: 9<sup>th</sup> June 2021

P21/V1178/HH - Proposed first floor extension and alterations  
14 Southfield Drive  
Granted: 15<sup>th</sup> June 2021

P19/V1728/RM - Reserved Matters application for details of the appearance, landscaping, layout and scale of the proposed development following planning permission P18/V0069/O. (Amended plans received 1 October 2020 and 4 December 2020 to show amendments to design, housing mix and layout, and landscaping and as amended by plans received 1 March 2021)  
Land at Appleford Road, Sutton Courtenay Former Amey Works  
Granted: 16<sup>th</sup> June 2021

P21/V1118/HH - Construction of detached garage. (Amended plans received on 10th June 2021)  
14 Abingdon Road  
Granted: 15<sup>th</sup> June 2021

P21/V1249/HH - Single Storey Rear Extension Insertion of Bi-folding Doors to Existing Lounge  
Craven House 24 Lady Place  
Granted: 22<sup>nd</sup> June 2021

P21/V0397/HH  
Demolition of existing detached garage and store, erection of 1.5 storey extension.  
71 High Street  
Withdrawn by applicant: 30<sup>th</sup> June 2021

(b) Applications dealt with prior to the meeting.

P21/V1276/HH & P21/V1276/LB: Proposed extension to existing kitchen and demolition of existing sheds and construction of a new garden shed and potting shed.  
37 High Street  
Comment: Council has no objection

P21/V1224/HS: Application for Hazardous Substances Consent.  
ASDA ADC Sutton Courtenay Road

Comment: The Parish Council would expect relevant arrangements/plans made with the fire service to deal with an incident resulting from the works, as well as a risk assessment of an incident including information on the blast radius. No evidence of such arrangements are enclosed within the application documentation. While Council has no objection to the proposal, in principle, subject to satisfactory evidence that the risks associated with this development have been appropriately assessed and mitigated, the Parish Council would request that such information should be provided before consent is given.

P21/V1493/HH - Proposed extension over existing garage  
Lower Mill, Mill Lane

Comment: Council has no objection.

(c) Applications for consideration at the meeting.

There were no applications for consideration.

(d) Correspondence on planning applications

The correspondence was noted

2021/183

Solar Farm Planning application

It was discussed and

**RESOLVED** THAT Councillor Atkinson will attend and speak at the planning committee meeting. Councillors Lazare and Atkinson to liaise on the same.

2021/184

Reports and actions from working parties

(a) It was proposed by Councillor Atkinson, seconded by Councillor Lazare, agreed unanimously and

**RESOLVED** THAT a Finance and General Purpose working party, incorporating the staffing working party by put in place.

The working party would deal with community infrastructure levy and section 106 monies. The membership would be that of the Staffing Working Party plus any additional councillors who may wish to attend.

(b) Paths and Landfill restoration party

(i) Luke Micallef was approved as a non-councillor member of the working party.

(ii) It was

**RESOLVED** THAT a "footpaths" inbox be created at a cost of £25 per year.

(iii) It was discussed and

**RESOLVED** THAT all works in relation to the Church Street footpath works be delegated to the Paths and Landfill Restoration Party subject to the cost of the works not exceeding the grant monies held for the same.

(iv) The Land Registry searches would no longer be required.

(v) The Infrastructure Improvement Proposal was discussed at length. It was  
**RESOLVED** THAT works could commence on costings, consultation with residents, funding opportunities and liaison with other interested bodies.

(c) Cemetery working party

It was discussed and

**RESOLVED** THAT the working party may instruct that a survey of the cemetery be carried out. The cost of such survey is not to exceed £2,500.

(d) Recreational amenities working party

Councillor Atkinson provided a verbal update on the working party confirming which company had been decided upon to prepare the plans for the recreation ground and the reasoning behind the decision. It was noted that the quotation was under the amount resolved by council previously as acceptable spending.

2021/185

Recreation Ground

- (a) The weekly inspection report was received from Councillor Daw. The clerk is to look into repairs to the swings.
- (b) Councillor Hemamda was appointed the play area inspection person for the next month.
- (c) The quotations for the sign were considered. It was agreed to see if the existing post could be cemented back in.

2021/186

Cutting of Village Green

It was discussed and agreed that the cutting of the village green would remain as is currently contracted.

2021/187

Correspondence

- (a) Didcot Garden Town Advisory Board Annual Report and Project Schedule – noted
- (b) Email from Football Club regarding anti-social behaviour – noted.
- (c) Thank you letter from the Citizens Advice Bureau in relation to their grant – noted.
- (d) Email from Reverend Helen Kendrick relating to use of the village green on 5<sup>th</sup> June 2022 – it was agreed and  
**RESOLVED** THAT the Church may use the village green as part of the commemoration of the Queen's Diamond Jubilee on 5<sup>th</sup> June 2022.
- (e) Email from resident regarding the wildflower garden at Frilsham Street – noted.
- (f) Email from Oxfordshire County Council regarding changes to the Local List 2021 – noted
- (g) Email from Oxfordshire County Council regarding litter bin positioning on Mill Lane – the positioning of the bin was agreed. Councillor Daw had confirmed that she would accept delivery of the bin prior to the meeting.

- 2021/188 Freedom of Information request  
It was discussed and  
**RESOLVED** THAT the Freedom of Information Request to Oxfordshire County Council in relation to planning application MW.0039/15 be made.
- 2021/189 Street Names  
The following street names were to be suggested to the District Council:-
  - Names of the scientists who were instrumental in developing the Oxford Astra Zeneca vaccine (being Sarah Gilbert, Adrian Hill, Andrew Pollard, Teresa Lambe, Sandy Douglas and Catherine Green); or
  - Historical names – Matilda Mews, Bank Note Court
- 2021/190 New Councillor/co-option process  
It was discussed, agreed and  
**RESOLVED** THAT the clerk is to proceed with the preparation of a new councillor/co-option process.  
Any comments or suggestions of existing Councillors for inclusion in the information to be emailed to the clerk.
- 2021/191 Grant awarding  
It was discussed, agreed and  
**RESOLVED** THAT the clerk look at the advertising and application process for grant funding.
- 2021/192 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.
- 2021/193 Matters raised by Councillors  
Councillor Lazare requested that a follow up meeting be made in relation to the proposed HIF application.  
  
Councillor Stewart asked if a date for the meeting with Appleford Parish Council had yet been confirmed. The clerk confirmed that she awaited proposals.  
  
Councillor Atkinson queried regarding requesting funding for projects from companies doing works in the village.  
  
Councillor Atkinson reminded Councillors regarding the Neighbourhood Action Group who could assist in speeding issues.  
  
Councillor Field mentioned that the petrol station had been broken into. She also mentioned that there was some traffic monitoring taking place in the Cross Trees Farm area.

2021/194 Date of Next meeting

The date of the next meeting will be Tuesday 7<sup>th</sup> September 2021.