



## Minutes for the Parish Council Meeting held on Tuesday 7<sup>th</sup> September 2021 at the Village Hall, Sutton Courtenay at 7.15pm

Present: Cllrs Daw (Chair), Atkinson, Field, Stewart, Thurman & Willott  
Clerk: Helen Savery  
3 Members of the Public

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Prior to the official start of the meeting, Robin Draper ran through the presentation he is hoping to make to the MP in the near future regarding development in the parish and surrounding areas.

The Parish Council meeting commenced at 7.30pm.

- 2021/195      Apologies for absence  
Apologies for absence were received from Councillors Barnes, Hemamda and Lazare.
- 2021/196      Declarations of Interest  
There were no declarations of interest declared.
- 2021/197      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 23 – Neighbourhood Plan – due to the issue of privately owned land therein contained.  
Agenda item 20(e) – Correspondence from resident – due to the matter of private land and land being owned by the Council being discussed.
- 2021/198      Public Participation  
One Member of the Public requested confirmation as to when the Neighbourhood Plan would be available for the public to comment on. Councillor Atkinson confirmed that an early draft had gone to the District Council and Parish Council. There is a delay in comments expected from the Vale and that the current timeline would expect the Plan to go to public consultation by mid November.

- 2021/199 Minutes of the meeting held on Tuesday 6<sup>th</sup> July 2021  
It was agreed and  
**RESOLVED** THAT the minutes of the meeting held on Tuesday 6<sup>th</sup> July 2021 were approved as a correct record and the Chairman signed the same.
- 2021/200 Clerk's Notes  
These were noted.
- 2021/201 County and District Councillors Report  
County and District Councillor was not in attendance and no written report had been provided.
- 2021/202 Presentation regarding meeting with MP  
Council agreed its support of the contents of the presentation made at the beginning of the meeting, provided to Council in advance of the meeting.
- 2021/203 Accounts  
(a) It was discussed and  
**RESOLVED** THAT a direct debit be set up to pay the Information Commissioner's Office annual fee.  
(b) It was  
**RESOLVED** THAT the clerk purchase 25 hi viz jackets for use on Council projects.  
(c) The payment list circulated to Councillors with the agenda paper was approved for payment.  
(d) Councillors Atkinson and Daw were appointed to authorise payments for the coming month. Councillors Willott and Field agreed to become signatories on the bank accounts.
- 2021/204 Training for the clerk  
It was discussed and  
**RESOLVED** THAT the clerk attend the training SLCC courses in Quotes, Tenders and Contracts, Memorial Safety and Management and Rights of Way.
- 2021/205 Community Infrastructure Levy  
It was  
**RESOLVED** THAT any Community Infrastructure Levy monies due be paid to the Parish Council.
- 2021/206 Planning Applications  
(a) Decisions on previous applications  
P21/V1147/HH - Demolish existing brick garage. Replace with new timber clad garage (additional elevation plans submitted on the 30th June 2021).

3 Hobbyhorse Lane Sutton Courtenay  
Approved: 30<sup>th</sup> June 2021

P21/V1493/HH - Proposed extension over existing garage (Additional car parking plan received 15 June 2021)  
Lower Mill, Mill Lane  
Approved: 12<sup>th</sup> July 2021

P21/V0831/HH - Application to erect a balcony off the rear of the property.  
7 Amey Close  
Approved: 9<sup>th</sup> July 2021

P21/V1901/LDP - Proposed extension of an existing 33kV Switchgear building at an existing operation site in Milton Park  
Land at Electricity Substation Sutton Courtenay Lane  
LDP Certificate issued: 23<sup>rd</sup> August 2021

(b) Applications dealt with prior to the meeting.

P21/V1901/LDP - Proposed extension of an existing 33kV Switchgear building at an existing operation site in Milton Park  
Electricity Substation, Sutton Courtenay Lane  
Comment: Council has no objection

P21/V1930/FUL- Use of the existing paddock as a garden incidental to the enjoyment of the main dwellinghouse  
Lapwing Barn, 95A Drayton Road Sutton Courtenay  
Comment: The Parish Council has no objection to this planning application. However, given the size of the area of land in question and the number of retrospective applications which have previously been made in relation to the land, the Parish Council are concerned about change of use of the land in the future. If the Planning Authority are to grant permission, the Parish Council request a relevant clause be inserted into the permission preventing the land being developed further at a later date.

P21/V2174/HH - Proposed replacement of existing bifold doors, proposed timber cladding to existing building, proposed greenest structure, proposed alterations to boundary treatments  
Calan Haf Churchmere Road Sutton Courtenay  
Comment: Council has no objection.

(c) Applications for consideration at the meeting.

P21/V2043/FUL & P21/V2044/A (Advertisement Consent) - Installation of external signage, car park entrance barrier, yard entry gates, chiller compound and CCTV system.  
Simon Hegele Logistics and Service Limited Building 120 Didcot Quarter  
Comment: Council has no objection to the proposal but would request that the Planning Authority would arrange to ensure that the landscaping obligations of the original application are carried out.

P21/V2285/HH - Replacement of existing wooden windows and French doors, which are warped and have poor thermal performance, with A-rated uPVC windows and French doors for improved thermal performance and security

27 Lady Place Sutton Courtenay

Comment: Council has no objection.

2021/207

Reports and updates from the working parties

(a) Cemetery Working Party – The report was received. It was

**RESOLVED** THAT the clerk to bring the version of cemetery rules to be sent to plot purchasers to Council; and that cemetery memorial applications be confirmed in agreement with the Chairman.

(b) Finance & General Purposes Working Party -The report was received and noted. It was

**RESOLVED** THAT (a) The Terms of Reference were Approved and adopted; (b) The Finance & General Purposes Working Party will draft the budget to be considered by Full Council in December. All Councillors and Members of the Public to be asked to attend if they wish; (d) The Village Hall to be added to the list of priority CIL money spending; (e) the Clerk is authorised to book courses (subject to a maximum of £100) on courses for which availability becomes available between meetings and for which there is not a meeting before the training to approve the training.

(c) Recreational Amenities Working Party – Councillor Atkinson provided a verbal report as the meeting was held after the agenda documentation had been prepared. It was mentioned that the draft plans for the recreation ground upgrade had now been received. The clerk is to distribute to all Councillors who were all invited to attend the working party meeting to discuss the same.

(d) Footpaths & Landfill Restoration Working party– Councillor Stewart provided a brief update, confirming that he was seeking advice and potential ballpark costs in relation to the proposed cycle path works. He is also meeting with the stakeholders identified in the project and will report back to council in due course with any proposals for approval.

The Chairman requested that all Councillors were made aware of dates of all working party meetings as all were welcome to attend. A request for a report, however brief, from all working parties at each Council meeting was made.

- 2021/208 Councillor Recruitment and Induction Process  
The documents prepared by the clerk were reviewed and it was  
**RESOLVED** THAT the process as defined and relevant documentation were adopted.
- 2021/209 Neighbourhood Action Group  
An update was provided by Councillor Atkinson. Councillor Willott to consider joining the same. A further report to be provided in due course in relation to speed monitoring.
- 2021/210 Grant Awarding Process  
The Grant Awarding process was reviewed and it was  
**RESOLVED** THAT the grant awarding process be adopted.
- 2021/211 Cemetery Wall Repairs  
The quotations for repairs were noted and it was  
**RESOLVED** THAT the clerk arrange for this to be dealt with by way of insurance claim.  
Cert Developments Limited would be the preferred contractor.
- 2021/212 Benches  
A lengthy discussion took place in relation to the replacement benches. It was voted and  
**RESOLVED** THAT the benches on High Street be replaced with recycled plastic benches.  
The Clerk is to obtain further costings for the same.
- 2021/213 Recreation Ground  
(a) The ROSPA report was noted. It was  
**RESOLVED** THAT consideration of remedial works raised in the same be delegated to the Recreational Amenities working party.  
(b) The report was received – the same as previous months.  
(c) Councillors Daw and Atkinson will carry out the inspections in relation to the play area.
- 2021/214 Correspondence  
(a) Copy of letter sent from Culham Parish Council to Robert Jenrick MP regarding HIF funding – noted.  
(b) Information received from RWE regarding the regeneration of Didcot A Power Station Site – noted.  
(c) Berks and Wilts Canal Trust July Newsletter – noted.  
(d) Email from Vale of White Horse District Council regarding Ox-Cam Arc consultation – noted  
(e) Letter from resident regarding purchase of area of land outside of their property – to be dealt with under confidential matters  
(f) Email from Oxfordshire Lord Lieutenant regarding the Queen's platinum jubilee – noted

- (g) Letter from Vale of White Horse District Council enclosing letter on dog fouling for use by the Parish Council – noted, copy to be placed in Village Hall.
- (h) Quarter 1 & 2 Harwell SSG report – noted.
- (i) Email from Vale of the White Horse District Council regarding landscaping and traffic impact on developments – it was considered that the reply did not answer the relevant points.
- (j) Email from football club requesting whether a defibrillator can be placed at the Football Club Pavilion at the recreation ground – agreed in principle, funding to be investigated.
- (k) Email from Ramblers VOWH regarding footpath clearance – noted and thanks to be passed on – the clerk confirmed this had already been done.
- (l) Email from VOWH DC regarding call for sites. Noted – Clerk to chase up criteria for previous call for sites.
- (m) PTR notes on previous meetings – Noted
- (n) Copy email from new Monitoring Officer and Head of Legal Democratic Services – Noted
- (o) Email from Oxfordshire County Council regarding DMMO – noted – thanks were offered to Councillor Lazare for his work in getting the matter to this point.
- (p) NDA stakeholders update – noted
- (q) Emailed correspondence from resident regarding Millennium Common – voting rights to be checked – minutes to be requested.

2021/215 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.

2021/216 Matters raised by Councillors for information  
Councillor Stewart mentioned that he has been in touch with OCC's Head of Digital Infrastructure who confirmed that Sutton Courtenay was now on the Gigabit project which meant that the Village Hall and Primary School should be able to take advantage of better broadband services. The HFTP plan was scheduled to allow 80mb speeds by 2023.

Councillor Atkinson confirmed that Arts Trail was still progressing and documentation for comment/approval would hopefully be available for the October Council meeting. A Facebook page is being set up.

Councillor Atkinson requested an update on the HIF modelling documentation. The clerk will chase up the same.

Councillor Atkinson confirmed that the Hari and Esha stores were suffering severe disruption and loss of custom due to the Thames Water works.

Councillor Atkinson requested that the confirmation that TOE would pay out on costs for some of the work if all was not implemented be minuted.

Councillor Thurman confirmed that the Parish Council had a Facebook page.

2021/217 Date of next meeting  
The date of the next parish council meeting will be on Tuesday 5<sup>th</sup> October 2021.

2021/218 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 the Neighbourhood Plan and correspondence relating to Council Land.

2021/219 Purchase of Parish Council Land  
The area of land in question is registered Village Green and therefore would be unable to be disposed of by Council in any event.

2021/220 Neighbourhood Plan  
It was discussed and  
**RESOLVED** THAT the relevant correspondence using the template be sent by the Clerk at the appropriate time.

All comments on the Neighbourhood Plan to be emailed to the clerk in time for the same to be forwarded to the Steering Group for consideration at their meeting on 26<sup>th</sup> September.

Signed.....  
Chairman

Dated.....