



Minutes for the Annual Parish Council Meeting held on Tuesday 4th May 2021 via Zoom meetings commencing at 7.15pm

Present: Cllrs Atkinson, Corrigan, Daw, Field, Hemamda, Lazare, Stewart, Thurman and Willott, District and County Councillor Richard Webber, joined by Councillor Butler.

Clerk: Helen Savery

4 Members of the Public

Prior to the start of the meeting Cllr Corrigan as current vice chairman confirmed the resignation of Cllr Michael Jenkins and suggested that Council should consider an appropriate thank you for his many years of service on the Council and to the residents of Sutton Courtenay.

2021/118 Election of the Chairman

It was proposed by Cllr Atkinson, seconded by Cllr Hemamda, agreed by 5 votes to 0 with 2 abstainers and

RESOLVED THAT Councillor Eileen Daw be elected Chairman for the year 2021/22

Here Councillor Daw took over from Councillor Corrigan as chairman of the meeting.

2021/119 Acceptance of Offer of Chairman

It was discussed, agreed unanimously and

RESOLVED THAT Cllr. Daw sign the Acceptance of Office of

Chairman at a later date given that the meeting was taking place online.

2021/120 Apologies for Absence

Apologies had been received from Councillor Butler who would be late and Councillor Willott who may need to leave the meeting intermittently.

2021/121 Declarations of Interest

There were no declarations of interest

2021/122 Additional Agenda item

It was agreed and

RESOLVED THAT due to the urgency of response needed that an additional agenda item be added under "correspondence" regarding the FCC

Liaison meeting due to take place on 17th May 2021.

2021/123 Admission of the Public and Press
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

2021/124 Election of the Vice Chairman
It was proposed by Cllr Lazare, seconded by Cllr Atkinson, agreed unanimously and

RESOLVED That Cllr Merouan Hemamda be elected as Vice Chairman for the year 2021/22

2021/125 Minutes of the Meetings held on Tuesday 6th April and Tuesday 20th April 2020
The minutes of the above meetings were approved. The Chairman to sign the same at the next physical meeting of the Council.

2021/126 Public Participation
A member of the public confirmed that that there was a discrepancy between maps showing FCC land and that it was clear that FCC were not meeting the terms of its agreements.

A member of the public stated that it was agreed by Council last year that a waste bin would be placed down Mill Lane but this was still awaited.

2021/127 Clerk's Notes
These were noted.

2021/128 County & District Councillors Report
Cllr Webber reported that both councils were now returning to physical meetings.

The Vale of the White Horse District Council and South Oxfordshire District Council have voted to produce a joint local plan. It was believed that this would be beneficial particularly given that Didcot was split between the two districts.

County youth services no longer exist and therefore this may have an impact on DAMASCUS Youth project.

The planning application for the new link road is expected imminently. The impacts of this for Sutton Courtenay and Appleford are known, with Appleford being the most affected as it ran through Appleford.

Housing White Paper is expected in the next week.

The Cambridge to Oxford Arc Expressway has been cancelled.

Councillor Lazare wished it to be noted that the link road affects Sutton Courtenay dramatically as it goes through the village and isolates the residents on the far side of it from the amenities.

Councillor Willott requested confirmation of the timing and detail of the White paper

Here Councillor Webber left the meeting

2021/129

Matters raised by the Councillors for information

Councillor Atkinson queried whether the new councillors had been issued with a copy of the New Councillor Guide. They confirmed that they had. Cllr Lazare requested a copy of the same.

Councillor Atkinson mentioned that the next Didcot Garden Town Board meeting was on 17th May. A recording would be being made of the same.

Councillor Atkinson reported that results of a survey reported at the last Milton Park Liaison meeting had recorded that it was anticipated that only 50% of businesses will return in full to Milton Park when restrictions are eased, with estimated timescales for returning of between the end of June and the end of the year. They are intending to have an autonomous vehicle providing the transport between Milton Park and Didcot by the end of 2021.

Councillor Lazare mentioned that there was an app which could be downloaded onto your mobile which indicated how fast passing vehicles were going.

Councillor Lazare requested that an agenda item for the Church Street footpath be added to the next agenda.

Councillor Daw requested that an agenda item be added in relation to the OCC, FCC and the state of the footpaths. The Neighbourhood Plan Steering group have various documents in relation to this so there may be an overlap on work.

Here Councillor Butler entered the meeting

2021/130

Accounts

- (a) The payment list was noted and approved for payment.
- (b) Councillors Lazare and Hemamda were appointed the Councillor to authorise such payments.
- (c) The clerk's notes on bank accounts were noted and it was

RESOLVED THAT the Santander bank account remain open to ensure that council's funds were spread across two banking institutions to be covered by the FSCS.

(d) It was agreed and

RESOLVED THAT Councillors Stewart, Thurman and Willott be added as signatories to both Unity Bank and Santander bank accounts.

2021/131 Planning Applications

(a) Decisions on previous applications.

P20/V2712/FUL - Demolition of Delta Building and erection of two new buildings to accommodate Stage 1 and Stage 2 for use as a Film Studios with associated car parking and perimeter road.(additional drainage information received 11 January 2021).

Former Harmsworth Printing Building Milton Road Didcot OX11 7HH
Approved: 29th March 2021

P21/V0305/FUL - Single storey modular classroom unit
Sutton Courtenay Primary School
Approved: 8th April 2021

P20/V2369/HH - Construction of new timber framed garden office adjacent existing wet boat house including repair of river edging along site boundary to River Thames (Additional information received 3 March 2021).
Wharf Barn 43A Church Street
Approved: 12th April 2021

P21/V0558/HH - To rear of house, demolish original utility extension and erect new single storey extension 3m deep. To front of house demolish existing porch and erect new porch.
3 Frilsham Street
Approved: 16th April 2021

P20/V3183/HH - Extension to existing garden store for ancillary use to the main house
West Wilden 11 Brook Street
Approved: 23rd April 2021

(b) Applications dealt with prior to the meeting.

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.
18 The Green Sutton Courtenay
Comment: Council has no objection.

P21/V0831/HH - Application to erect a balcony off the rear of the property

7 Amey Close
Comment – Council has no objection

(c) Applications considered at the meeting

P21/V0921/T56 - Proposed 18m Phase 8 Monopole C/W wrapround Cabinet at base and associated ancillary works

Barrett's Way Sutton Courtenay OX14 4BY

Comment: Although seen as an advantage to the village, Council objected on the basis of the location and that the mast would not be in fitting with the character of the location. 5 Councillors objected, 2 supported and 1 abstained from voting.

P21/V0826/HH – New detached two bay garage with additional workshop area and a single story porch extension to front elevation of dwelling.

Lapwing Barn 95A Drayton Road Sutton Courtenay Abingdon OX14 4HB

Comment: Council has no objection but would request that a condition be issued confirming that the extension cannot be used as a place of residence.

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 the river Thames, north of Sutton Courtenay

Comment: No objections but the Council were disappointed to note that this work appeared to have already commenced. Concerns on the consultation and scheduling were to be mentioned in the response.

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

Comment: No objections but the Council were disappointed to note that this work appeared to have already commenced. Concerns on the consultation and scheduling were to be mentioned in the response.

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

Comment: No objection.

2021/132 Recreation ground

(a) Councillor Hemamda reported that the play area, MUGA and skate park area was tidy. However there were issues in relation to the litter in the other areas and broken glass in the car park. The clerk is to look into litter signs.

(b) Councillor Butler was appointed play area inspection person for the next month.

2021/133 Correspondence

(a) Correspondence from Vale of White Horse Planning Policy Team regarding Call for Sites criteria – noted. The clerk was requested to pass on any further information as soon as possible after receipt.

- (b) Correspondence from Oxfordshire County Council with structure chart for the Highways Department – noted
- (c) Email from resident regarding posts on the village green. The clerk is to look for all other correspondence in relation to the same and add to next month's agenda. The clerk to confirm to the writer that a new map is being created as part of the village art trail and which could be used as an update to the existing board.
- (d) Minutes from the Harwell SSG meeting held on 11th March – noted.
- (e) Letter from TFA regarding planning application for Data Centre at Milton Park – this was discussed at length. The application would be more looked on in better light if its impact was more beneficial to Sutton Courtenay such as definite confirmation that bus stops, footpaths and cycle paths were to be included as part of the site. Also section 106 monies/CIL definitely provided for use by Sutton Courtenay rather than OCC. The clerk mentioned that a telephone conversation had taken place shortly before the meeting between the former chairman and TFA, former chairman confirming that he was no longer a councillor and could only report that a call had been received. The clerk is to request further information on the same from TFA. The clerk is to contact VOWH in an unrelated matter in relation to soft landscaping and lack of joined up thinking in relation to planning applications.
- (f) Email from resident regarding village green – noted
- (g) Email from Oxfordshire County Council enclosing TTRO for High Street Sutton Courtenay – Clerk to request confirmation of other proposed road works in the area at the time and that sufficient signage confirming that businesses remain open is put in place.
- (h) Email from Financial Expert at OALC regarding the commercial use of the recreation ground and VAT implications. It was discussed and

RESOLVED THAT due to the proposed works to the recreation ground and the amount of VAT that would need to be recovered that the recreation ground not be used for commercial classes but could be used for free classes.
- (i) Email response regarding 5G mast – this was dealt with above.
- (j) Consultation on Speed restrictions – agree but note that it should cover the whole of Milton Road not just the indicated area.
- (k) Additional agenda item – agenda for the FCC Liaison Committee meeting on 17th May. This issue of the discussion at this meeting on the proposed solar panel application was discussed. It was agreed that Cllr Lazare should ask that it be minuted in the Liaison meeting that the Parish Council objects to the matter being discussed in the FCC liaison meeting and it should be brought to the Parish Council as full council. Clerk to write to Richard Webber as chairman of the liaison committee informing him that their representative had been requested not to discuss the application.

2021/134

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.

- 2021/135 CPRE questionnaire
It was agreed that this be passed to the Neighbourhood Plan Steering Group to review. Proposed answers would be circulated to Councillors before being forwarded to the clerk for completion and submission.
- 2021/136 WI bench
It was discussed and
RESOLVED THAT (a) the bench be accepted as a gift and the Parish Council take over responsibility for its upkeep; (b) the position of the location of the bench be agreed – the bench to be fixed in position; and (c) that the wording “Celebrating 100 years of Sutton Courtenay WI 1921-2021” be approved.
- 2021/137 Cemetery
(a) The cemetery working party report was noted.
(b) The photographs of the damage to the gate post were noted. It was
RESOLVED THAT subject to the confirmation of the insurance policy excess, the repair of the gate post be claimed for under the insurance. Work in relation to such claim be delegated to the clerk.
(c) The clerk is to arrange to purchase a combination lock for the cemetery double gates and provide the code to relevant parties.
- 2021/138 Neighbourhood Plan
The report was noted and it was
RESOLVED THAT (a) the Bluestone quotation was approved and the clerk may accept the same; (b) Cllr Atkinson may proceed with the Locality Grant application and submit the same on behalf of the Council; (c) The terms and conditions and any paperwork in relation to the grant application and funding be delegated to the clerk in consultation with two non steering group members; and (d) the payment of the Bluestone invoice be delegated to the clerk in consultation with two non-steering group members. Such payment to be made as appropriate from grant funding or earmarked reserves.
- 2021/139 Art Trail
(a) The report on the art trail was noted.
(b) It was agreed by council that the next drawdown of Section 106 monies should be made.
(c) It was further agreed and
RESOLVED THAT the completion of paperwork in relation to both the application and

acceptance of funds be delegated to the clerk in consultation with Councillors by email, such works to be considered acceptable on receipt of a majority of agreement from a quorum of Councillors.

2021/140 Recording of meetings

It was agreed unanimously and

RESOLVED THAT the recording of meetings policy was adopted by the Council.

2021/141 Delegation in case of cancellation of meetings due to Coronavirus restrictions

Discussion took place and it was agreed by majority vote that the Council would wish to proceed to return to physical meetings. However, in case government guidance changed and physical meetings were prohibited it was agreed and

RESOLVED THAT Council decisions be delegated to the Clerk in consultation with Councillors by email (being determined once a quorum of Councillors have responded) during any period where the Council cannot meet for circumstances out of its control. Such delegation to enable the Council to fulfil its duties to its residents and fulfil its financial obligations.

2021/142 Working Party membership

(a) Planning working party

RESOLVED THAT that the Clerk in consultation with Cllrs. Lazare, Field and Willott be granted delegated powers to act on planning applications requiring Council's comments before the next ordinary meeting of the Council.

(b) Recreational Amenities working party

RESOLVED THAT Councillors Butler, Atkinson and Hemamda form the working party looking at the upgrade and upkeep of recreational facilities in the village.

(c) Landfill Site and restoration working party

RESOLVED THAT this working party be merged with the Footpaths working party. Cllrs Lazare, Atkinson, Stewart, Daw and Thurman to form the same.

(d) Cemetery Working Party

RESOLVED THAT Councillors Hemamda, Butler and Daw be members of the same.

(e) Footpaths working party – see (c) above

(f) Effectiveness of Internal Audit Working Party

RESOLVED THAT Councillors Lazare, Atkinson, Willott and Daw be members of the above.

(g) Staff Working Party

RESOLVED THAT Councillors Lazare, Atkinson, Daw and Stewart be members of the above.

(h) Art Trail Working Party

RESOLVED THAT Councillors Lazare, Atkinson and Thurman be members of the above.

It was further discussed and

RESOLVED THAT a party of Councillors should review the roles and aims of each working party and ensure that appropriate terms of reference were in place. Councillors Hemamda, Lazare, Stewart, Butler and Atkinson agreed to form this group.

2021/143

Representatives on external committees/organisations

(a) Oxfordshire Association of Local Councils

RESOLVED THAT Councillor Lazare be appointed the representative.

(b) RWEA Power Liaison Committee

RESOLVED THAT Councillor Atkinson be appointed the representative.

(c) Village Hall

RESOLVED THAT Councillor Atkinson be appointed the representative.

(d) FCC Liaison Committee

RESOLVED THAT Councillors Lazare and Stewart be appointed the representative. The clerk to write and inform the current member of the public who acts as representative to inform and thank him.

(e) Millennium Common Management Committee

RESOLVED THAT Councillor Daw be appointed the representative.

(f) Culham Liaison committee

RESOLVED THAT Councillor Corrigan be appointed the representative.

(g) Damascus Advisory Board

RESOLVED THAT Councillor Butler be appointed the representative.

(h) Neighbourhood Plan Steering Group

RESOLVED THAT Councillors Atkinson and Lazare be appointed the representatives.

(i) Didcot Garden Town Board

RESOLVED THAT Councillor Thurman be appointed the representative.

(j) Harwell Liaison Group

RESOLVED THAT Councillor Corrigan be appointed the representative.

(k) Milton Park Liaison Group

RESOLVED THAT Councillors Atkinson and Stewart be appointed the representative.

- 2021/143 Items for the Sutton Courtenay News
Items included list of current projects, physical meetings will re-commence, concerns on footpaths.
- 2021/144 Date of Next Meeting
The next meeting will take place on Tuesday 1st June 2020 commencing at 7.15pm at the Village Hall.
- 2021/144 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.

Here the clerk left the meeting due to the nature of the discussion to take place. It was agreed that a member of the staff working party would provide the relevant information to enable the minutes to be produced.

- 2021/145 Staffing Matters
It was discussed and

RESOLVED THAT Council accept the recommendations of the staff working party with regards to the changes to the clerk's contract of employment and salary. A spending limit of £600 was agreed in relation to item 5 of the report.