



## Sutton Courtenay Parish Council

### Minutes for the Annual Meeting of the Parish Council held on Tuesday 3<sup>rd</sup> May 2022

Present: Councillors Rita Atkinson, David Butler, Eileen Daw, Father Morkos, Jason Warwick, joined by Antony Willott  
The clerk – Helen Savery  
4 members of the public.

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- 2022/085     Election of Chairman  
There were no nominations for Chairman for the coming year. Councillor Atkinson was voted as Chairman for this meeting.
- 2022/086     Apologies for absence  
Apologies for absence were received from Councillors Teresa Field and Hugo Raworth and County and District Councillor Richard Webber.
- 2022/087     Declarations of Interest  
There were no interests declared.
- 2022/088     Admission of the Press and 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 29: To discuss the tenders received for the recreation ground upgrade project on the basis of time sensitive commercial information being discussed.  
Agenda Item 30: Recruitment of a new clerk due to possible reference to current clerk's terms and conditions which would be in breach of the Data Protection Act 1998 and the Local Audit and Accountability Act 2014.
- 2022/089     Election of Vice Chairman  
This item was deferred until a Chairman was elected.

2022/090

Public Participation

Two members of the public raised issues over the Peewit Farm application due to traffic implications. Cllr Atkinson and the clerk confirmed that the Parish Council were unable to make any comments at this stage as this was prior notification, but the neighbouring properties were able to do so. They confirmed that they had not received the letter – the clerk will email the same over to them.

The members of the public also raised issues with the proposed location for the Speed Indicator Device locations which they felt would not be in the most suitable locations for slowing traffic down in the known accident black spots.

*Here Councillor Willott joined the meeting*

Another member of the public raised the issue of the Drayton Road build out – this was confirmed as being an Oxfordshire County Council matter and Councillor Webber was dealing with the same.

They also raised the issue of the BOAT at Hobbyhorse Lane being unusable for cars. It was confirmed by Councillor Atkinson that the parish council had pressed for OCC to deal with the same with the landowner.

The member of the public asked if the Parish Council were going to discuss the Abbey sale. It was confirmed that this was not on the agenda as nothing had been received on the matter.

Another member of the public asked of the Clerk had written to Npower regarding the power lines at the village hall. The clerk confirmed that this had not yet been done.

2022/091

Minutes of the Meeting held on Tuesday 5<sup>th</sup> April 2022

It was discussed and

**RESOLVED** THAT the minutes were approved as a correct record of the proceedings.

2022/092

Clerk's Notes

These were noted.

2022/093

County and District Councillor's Report

The written report provided by Councillor Webber in his absence was noted.

2022/094

Accounts

(a) It was

**RESOLVED** THAT the accounts for payment as circulated to members were approved for payment.

(b) A combination of Councillors Willott, Atkinson and Daw would authorise payments. Councillors Butler and Warwick are to be added to the payment mandate.

2022/095

Planning Applications

(a) Decision on previous applications

P22/V0260/HH - Addition of artist's garden studio for ancillary use to the dwelling.

Jordans Barn Drayton Road  
Approved – 30th March 2022

P22/V0390/FUL - Demolition of existing dwelling and erection of replacement dwelling

61 Milton Road Sutton Courtenay  
Approved – 11th April 2022

P20/V3101/FUL -Demolition and removal of 3 no. storage units and the erection of new single storey storage unit.(as amended by plans and Flood Risk Assessment received 9 December 2021). (Amended flood information received 3 March 2022)

Buckles Yard Drayton Road  
Approved - 7th April 2022

P22/V0057/LB & P22/V0056/HH - Conversion of Existing Outbuilding (as amended by plan received on 18 March 2022)

Buckridges 13 High Street Sutton Courtenay Abingdon OX14 4AW

(b) Applications for consideration at the meeting.

P22/V0800/HH - Single and two storey side extension, two storey rear extension, alterations to driveway and hardstanding around the house, erection of a detached garden structure for outdoor kitchen and internal alterations.

Swanacre All Saints Lane Sutton Courtenay Abingdon OX14 4AG  
Comments: Council has no objection

P17/V2490/LDO - Land at at Hill Farm, Appleford, Didcot  
LOCAL DEVELOPMENT ORDER - Draft for Public Consultation  
(Revised April 2022)

Comments: Council has no objection but referred back to the comments in the previous order in relation to coalescence between Didcot and Appleford.

(c) Correspondence from Planning

Prior Notification under Class Q for conversion to C3 including parking and amenity space. AT: West Barn Peewit Farm 95 Drayton Road Sutton Courtenay OX14 4HB REF: P22/V0929/N4B

Comments: Noted – no response can be made.

2022/096

Working Parties

(1) Membership to the working parties

Councillors not in attendance are to be asked to join at the next meeting. Membership was discussed and

**RESOLVED** as follows:

- (a) Recreational Amenities: Cllrs Atkinson, Butler & Daw
- (b) Cemetery: Butler & Daw
- (c) Effectiveness of Internal Audit: Cllrs Willott and Warwick
- (d) Finance, Staffing and General Purposes Working Parties: Cllrs Atkinson, Willott and Warwick
- (e) Art Project: Cllrs Atkinson, Field and Fr Morkos
- (f) Planning Working Party: Cllrs, Raworth, Atkinson and Fr Morkos.

(2) Additional Working Parties

It was discussed and

**RESOLVED** THAT a Digital Working Party be formed. Cllrs Butler, Warwick and Fr Morkos agreed to be members of the same.

(3) Reports from working parties

(i) Arts Project.

The report prepared by Councillor Atkinson was discussed and it was

**RESOLVED** THAT S106 funding to a maximum of £20,000 for the next stage of the Art Project could be drawdown.

*Here Councillor Daw left the meeting*

(ii) Recreational Amenities

The report was discussed. The clerk raised concerns that the elements that the residents had asked for were being delayed indefinitely until Phase 2 whereas a pump track which is being provided in Phase 1 was not high on the list of requests. Council noted the comments but were confident that there was enough reasoning behind the phasing to back up if queried.

2022/097

Neighbourhood Plan

The report was discussed and it was

**RESOLVED** THAT the plan be moved to the Regulation 14 phase and;  
THAT a neighbourhood plan email address be set up for queries.

2022/098

Representatives on external committees/organsations

Deferred to the next meeting. Council to carry on with membership as is for the next month.

2022/099

Standing Orders and Financial Regulations

There being no amendments, it was

**RESOLVED** THAT the Standing Orders and Financial Regulations were adopted

2022/100

Data Protection Policy and Privacy Notice

- It was **RESOLVED** THAT the Data Protection Policy and Privacy Notice were approved.
- 2022/101 Complaints Procedure  
The procedure was reviewed and it was **RESOLVED** THAT the Complaints Procedure was approved.
- 2022/102 Subscriptions  
It was **RESOLVED** THAT subscriptions to the Oxfordshire Association of Local Councils, the clerk's subscription to the Society of Local Council Clerks and the Berkshire and Wiltshire Canal Trust continue.
- 2022/103 Insurance  
It was reviewed and **RESOLVED** THAT the insurance be acceptable.
- 2022/104 Recreation Ground  
(a) The litter and further graffiti were raised as continuing issues  
(b) Cllr Willott agreed to be the inspection person for the next month. Cllr Butler to assist in showing what needs doing.
- 2022/105 Correspondence  
(a) Email from Vale of White Horse District Council Monitoring Officer – update on Ethical Standards – noted.  
(b) Email from OALC regarding virtual meetings – it was agreed to send the template letter from the Parish Council.  
(c) Email from leader of OCC regarding the 5 Parishes Joint Committee correspondence – noted.  
(d) Email from resident regarding traffic calming – noted.
- 2022/106 Prioritisation of workload  
The clerk's report was noted. It was felt by councillors that none of the projects needed delaying but that councillors and working parties should do as much as possible (ie drafting letters and providing contact details so that the clerk can just send the correspondence) rather than asking the clerk to do the same. For future projects, realistic timescales should be given at the outset and the projects of the whole council should be considered at the outset.
- Clerk to provide time sheet data so that council can see what projects are taking up time. Overtime will be authorised if worked for the current clerk as it was appreciated that this time will not be able to be accrued back over the course of the year due in the normal way due to her resignation and the number of projects being undertaken.
- 2022/107 Gigaclear Paperwork  
It was discussed and **RESOLVED** THAT the clerk sign and return the Gigaclear paperwork.

- 2022/108     Legal Advice  
The clerk's report was noted. It was decided that the clerk should write to the Village Hall Management Committee and ask for any documentation relating to advice received since 2008.
- 2022/109     Speed Indicator Device  
A long discussion took place. In principle, agree to Cllr Webber providing one. However given comments from residents regarding the locations, the Parish Council would like to meet with the County Council representative directly. Council also require further information relating to the costs and responsibilities of the devices going forward.
- 2022/110     Noticeboard  
A discussion took place in relation to the noticeboards. It was agreed that both noticeboards could be replaced as part of the Art Project. A temporary aluminium one to be sourced. It was  
**RESOLVED** THAT the clerk write to the owner of the stores and confirm that they both would be replaced in due course but request confirmation that a temporary aluminium one would be put up in the interim.
- 2022/111     Matters raised by councillors  
Councillor Butler raised the issue of the posts on the village green and requested a budget to get the work done. Councillor Atkinson wished this to be deferred as local handymen may not have the relevant liability insurance. It was noted that this would mean that the work would not be done for the jubilee. It was mentioned that the clerk in consultation with the chair or working party had authority to authorise work up to the sum of £250 if needed.
- 2022/212     Date of Next meeting  
The date of the next meeting was confirmed as Tuesday 7<sup>th</sup> June 2022 at 7.15pm in the Village Hall Sutton Courtenay.
- 2022/213     The meeting being now in excess of two hours, it was  
**RESOLVED** THAT standing order 3x be suspended to allow the meeting to finalised
- 2022/214     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 and press 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 tenders for the recreation ground and the recruitment of a new clerk.

2022/215 Tenders

The tenders received in relation to the recreation ground were considered. It was **RESOLVED** THAT the contract be awarded to Kompan Limited

2022/216 New clerk

The job advertisement was approved save for a Full time Equivalent salary being added. Comments on the job description for the role to be discussed via email.

Signed.....  
Chair

Dated.....