

**Minutes for the Parish Council meeting held on Tuesday 7th June 2022**

Present: Councillors Atkinson, Daw, Father Morkos, Raworth and Warwick, joined by Councillor Butler

The Clerk: Helen Savery

3 Members of the public

2022/217 Election of the Chairman

It was proposed by Councillor Daw, seconded by Councillor Raworth and

**RESOLVED** THAT Councillor Rita Atkinson be

elected Chairman for the remainder of the civic year.

2022/218 Apologies for absence

Apologies were received from Councillor Willott. Councillor Butler and County & District Councillor Richard Webber sent their apologies for the start of the meeting.

2022/219 Declarations of Interest

Councillor Atkinson declared an interest in the planning permission in relation to the Primary School as Head of Governors

2022/220 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 25: Advice from OALC

2022/221 Public Participation

A member of the public raised the issue of speeding in the village, particularly in relation to High Street. He requested that the Council consider accepting the 20s plenty campaign when discussed later.

2022/222 Minutes of the meeting held on Tuesday 3rd May 2022

It was **RESOLVED** THAT the minutes be signed as a true

record of the proceedings.

2022/223 Clerk’s Notes

The clerk ran through the same. It was agreed that the digital working party meet as soon as possible to discuss online storage of files.

2022/224 County & District Councillors report

This item was deferred until later in the meeting.

2022/225 Accounts

1. The payment list circulated to all members was approved for payment
2. Councillors Daw and Raworth were authorised to approve payments for the coming month.
3. The report on the NS & I account was discussed. It was

**RESOLVED** THAT the Clerk write to the NS & I requesting closure of the account. Former Councillor, Michael Jenkins is to countersign the same.

2022/226 2021/2022 Year End Accounts

1. The End of Year spreadsheet was received and accepted.
2. The End of Year Bank Reconciliation was received and accepted.
3. The 2021/22 summary statement was received and noted.

2022/227 Internal Audit report

Part 2 of the Annual Governance and Accountability Return completed by the internal Auditor was received and it was

**RESOLVED** THAT the same was accepted

The Effectiveness of Internal Audit working party will review the observations and report back to Council in due course.

2022/228 Annual Governance and Accountability Return

It was **RESOLVED** THAT (a) the statements on the

Annual Governance Statement be marked as agreed and the same be signed.

(b) the Annual Accounting Statement be approved.

(c) the dates for exercise of public rights of Tuesday 14th June to Monday 25th July 2022 (inclusive) be approved.

2022/229 Clerk’s Resignation

The report was received. Various matters not requiring a resolution were discussed. It was agreed that the clerk was to hand over all documentation on 27th June, save for the laptop. The clerk would liaise with Councillor Daw in relation to the handover of the laptop on or shortly after 6th July.

*Here Councillor Butler joined the meeting*

The Equals Charge Card to be destroyed. Councillor Butler to be added as second administrator. The Voip phone number to be cancelled. The clerk to deal with the HMRC payment and pension for the month of July on 6th July prior to leaving.

It was

**RESOLVED** THAT (a) Councillor Atkinson’s

address and phone number be used for correspondence in the interim for all Council matters and banking

(b) that Councillor Atkinson be added as Key Contact to the Unity Trust Bank account and have access to view and set up payments. The clerk to remain on the account until this application is completed.

(c) the clerk to arrange to transfer the balance of the Santander Savings account into the Santander general account.

(d) that the clerk be paid for the actual hours worked for the period 1st – 6th July 2022 rather than a fixed number of hours.

2022/230 To consider representatives on external committees

It was **RESOLVED** THAT (a) Councillor Daw be

appointed the OALC representative, (b) Councillor Atkinson, with Councillor Warwick and Butler as substitutes, be appointed the RWEA representative,

(c) Councillor Butler be appointed as Village Hall Committee representative,

(d) A member of the public, Robin Draper, along with Councillor Warwick be FCC representative,

(e) Councillor Daw, with Councillor Warwick (if evening meetings) being the Millennium Common Committee representative,

(f) Councillors Fr Morkos and Atkinson be the Culham Liaison representative,

(g) Councillors Butler and Fr. Morkos to be Damascus Youth Project representatives,

(h) Councillors Atkinson and Raworth to be the Neighbourhood Plan Steering Group representatives,

(i) Councillor Warwick to be the Didcot Garden Town Board representative, (j) Councillor Atkinson to be the Harwell Liaison Group representative, (k) Councillor Warwick and Atkinson to be the Milton Park Liaison Group representative.

2022/231 Tree on All Saint’s Lane

It was **RESOLVED** THAT the quotation for the removal of

the willow tree in All Saint’s Lane was approved.

The clerk to instruct that the work be done.

2022/232 Planning applications

1. Decisions on previous applications

P21/V3509/HH - New Chimney, loft conversion and new hard roof to existing conservatory.

2 Asquith Place

Granted: 3rd May 2022.

P22/V0677/HH – Single storey rear extension to create dining/family area; conversion (part) garage area to create utility/WC areas; first floor front extension to create ensuite bathroom to front elevation above existing porch area.

22 Frilsham Street

Granted: 13th May 2022

1. Decisions made at the meeting

MW.0045/22 - Details pursuant to condition 18 (Elevations and location of temporary concrete batching plant ) of planning permission P15/V0530/CM (MW.0039/15) at Sutton Courtenay Landfill Site, Appleford Sidings, Sutton Courtenay,OX14 4PW

Comment: Council would ask that the County Council reject the application until such time as a Full Environmental Impact assessment has been provided.

*Councillor Atkinson having declared an interest took no part in the discussions on the following application*

P21/V2885/FUL - New perimeter fencing, consisting of 1.8m high closeboard fencing, 2.43m high PROTEK privacy fencing and 2.43m high rigid mesh fencing. Installation of downlighting along new western boundary fencing (as amended by plans submitted on the 19th May 2022)

Sutton Courtenay Primary School, Bradstocks Way, Sutton Courtenay

Comment: Council has no objection

P22/V1053/RM - Approval of reserved matters for access, appearance, landscaping, layout and scale for the erection of four employment unit (Use Class B1(c)/B2/B8) at plot A3/A4 with ancillary offices, including new vehicular and pedestrian access, HGV and car parking, servicing, external lighting, landscaping, infrastructure and associated works pursuant to outline planning permission P19/V1472/FUL dated 15th October 2019.

Phase A3 & A4 Signia Park Didcot

Comment: Council has no objection.

*Here County & District Councillor Webber joined the meeting.*

2022/233 County & District Councillors report

Councillor Webber reported on the HIF project which has been delayed

indefinitely. He confirmed that the matter would not be discussed at the July Planning meeting. In the meantime, he confirmed that no large scale developments would be granted permission by the County Council nor any smaller developments which would increase the traffic in the area.

Councillor Webber was asked if there was a date for the completion of the roadworks on Abingdon Bridge. He confirmed that no date for completion was known.

The Hanson planning application is due to be considered at the July planning meeting. Councillor Webber has raised the issue of the effect of noise on residents.

Councillor Webber confirmed that many of the Highways Departments

should

Fix My Street – Cllr Webber has raised concerns over whether “superusers” are delaying repairs reported by other users.

Drayton Road SIDS – Councillor Webber is meeting again with Highways and other interested parties to discuss the locations of the poles.

Councillor Webber was asked when the Drayton Road buildout would be in built. He confirmed that this would be this year hopefully in the late summer.

2022/234 Council agreed to reorder the agenda to allow discussion on matters which Councillor Webber was interested in.

2022/235 Traffic Calming

1. The emails from residents regarding speeding in the village were noted.
2. A discussion took place and it was

**RESOLVED** THAT the Parish Council should apply

To the County Council to implement the 20s plenty campaign.

2022/236 HIF

A long discussion took place. It was

**RESOLVED** THAT the Parish Council agrees to

the submission of the Interim Objection prepared by the 5 Parish Joint Committee **BUT** only if the submission includes relevant information regarding Sutton Courtenay’s queries in relation to the new junction in the village.

It was further **RESOLVED** THAT Council agree to the

withholding of £2,000 of the £5,000 pledged to the 5 Parish Joint Committee to allow Sutton Courtenay to commission its own report in relation to the new junction should the 5 Parish Joint Committee not deal with the matter itself.

2022/237 Working Parties

1. Planning Working party

Councillor Raworth provided a verbal report on the planning working party. It was **RESOLVED** THAT the complaint be referred for

Scrutiny Committee Review which meets on June 28th.

It was further **RESOLVED** THAT Council ask that the

Hobbyhorse Lane application decision by deferred to a later Planning Committee meeting as the current one is due to take place in August when both Council and residents of the village may be unable to attend.

*Here Councillor Webber left the meeting*

1. Working Party Membership

No amendments to working parties was made.

1. Recreation Ground

It was **RESOLVED** THAT (a) the Section 106 monies for

Phase 1 be drawn down.

(b) The Council ask for the repurpose of the Section 106 monies (allocation 13V50) for the purchase of the goal posts.

(c) that once the S106 monies are confirmed then the clerk can confirm the Kompan quotation.

1. Art Trail

A brief update was provided confirming that the S106 officer is confirming the land ownership details so that permission can be sought.

2022/238 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.

2022/239 Recreation Ground

1. The letter from the Football club was passed to the Recreational Facilities Amenities working party for dealing
2. A chase up letter to the cricket club regarding the storage units
3. The inspection was noted as no change from the previous month. There is an issue with the surfacing in the toddler play area where patch repairs have been done. Signage to be prepared and placed on the play area.
4. Councillors Daw and Morkos were appointed the play area inspectors for the next quarter.

2022/240 Correspondence

(a) Oxfordshire County Council – TTRO Barretts Way.

(b) Oxfordshire County Council – TTRO Abingdon Road, Appleford

(c) Oxfordshire County Council – TTRO B4017, Appleford Road

Drayton.

(d) letter of thanks from Citizens Advice for the grant.

(e) Emails of thanks from Village Hall Management committee,

Damascus Youth Project, Sutton Courtenay News for grants

(f) Notice of annual Rospa Safety inspection of play area.

(g) VOWH District Council – local plan consultation

(h) VOWH – changes to the Cabinet

All noted

2022/241 Matters raised by Councillors

Councillor Butler raised that following the work on the village green posts it was evident that replacement was needed. This is to be considered for the budget next year.

Councillor Atkinson noted that Robin Draper attended the last FCC Liaison meeting and the HIF was covered.

Councillor Warwick referred to the email received from a member of the public who had intended to attend the meeting to discuss a neighbour and action which they wished the Council to take. The member of the public did not attend. The clerk’s response which referred the member of the public to the relevant departments at the District Council and County Council was noted by Council.

2022/242 It was discussed and

**RESOLVED** THAT the date of the next meeting be

moved forward by one week to Tuesday 28th June 2022.

2022/243 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 OALC advice.

2022/244 OALC Advice

The report prepared by the clerk was discussed and it was

**RESOLVED** THAT (a) no response be made to the

latest letter received

(b) that the clerk be delegated to instruct the current binder to complete the work, SUBJECT to a formal

quotation being received and such

quotation being less that £800.00

Signed………………………….. Dated………………………………..

Chair