

## SUTTON COURTENAY PARISH COUNCIL

The annual meeting of the Parish Council was held in the Village Hall, Sutton Courtenay on Tuesday 7<sup>th</sup> May, 2019 at 8.00 p.m.

Present: Councillors: Rita Atkinson Michael Jenkins (Chairman), Jennifer Corrigan, Teresa Field.

Clerk: Mrs. L. Martin

Cllr. Richard Webber (County Councillor and District Councillor)

4 members of the public

All members had signed their declarations of acceptance of office. The Chairman welcomed everyone to the meeting and stated that the number of councillors was much reduced following the elections.

### 2019/97 Election of Chairman

The Chairman of the Council, Councillor Jenkins called for nominations for the election of a Chairman of the Council to hold office until the next annual meeting of the Council.

It was moved by Cllr. Jennie Corrigan, seconded by Cllr. Teresa Field and

RESOLVED: nem con  
that Cllr Michael Jenkins be elected Chairman of  
the Council to hold office until the next annual  
meeting of the Council.

Cllr. Rita Atkinson asked that it be recorded that the Code of Conduct should be observed in particular treating others with respect and not bullying, as she believed that there had been incidents where members had not fully observed the Code during the period of the previous Council.

### 2019/98 Declaration of Acceptance of Office as Chairman

Councillor Jenkins signed the Declaration of Acceptance of Office as Chairman.

### 2019/99 Declarations of Interest

There were no declarations of interest.

### 2019/100 Applications for Co-option to the Parish Council

Council considered an application from David Butler to be co-opted to the Parish Council

It was moved by Cllr. Rita Atkinson, seconded by Cllr. Jennie Corrigan and

RESOLVED: nem con  
that David Butler be co-opted to join  
Sutton Courtenay Parish Council.

### 2019/101 Declaration of Acceptance of Office

Cllr. David Butler signed the declaration of acceptance of office and left the meeting.

- 2019/102      Election of Vice-Chairman  
The Chairman of the Council, Councillor Jenkins called for nominations for the election of a Vice-Chairman of the Council to hold office until the next annual meeting of the Council.
- It was moved by Cllr. Michael Jenkins, seconded by Cllr. Rita Atkinson and
- RESOLVED: nem con  
that Cllr. Jennie Corrigan be elected Vice-Chairman of the Council to hold office until the next annual meeting of the Council.
- 2019/103      Appointment of members to committees, working parties, groups and outside bodies
- Planning Working Group
- RESOLVED:  
that the Clerk in consultation with Cllrs. Rita Atkinson, Teresa Field and Michael Jenkins be granted delegated powers to act on planning applications requiring Council's comments before the next ordinary meeting of the Council
- 2019/104      Oxfordshire Association of Local Councils
- RESOLVED:  
that Cllr. Butler represent the Council
- 2019/105      Village Hall Management Committee
- RESOLVED:  
that Cllr. Rita Atkinson represent the Council
- 2019/106      RWEnPower Liaison Committee
- RESOLVED:  
that Cllrs. Michael Jenkins and Rita Atkinson represent the Council
- 2019 /107      FCC Liaison Committee
- RESOLVED:  
that Cllr. Michael Jenkins represent the Council
- RESOLVED: that Mr. William Hanks and Mr. Robin Draper residents of the parish be appointed to the committee in accordance with the constitution of FCC Liaison Committee as parish representatives

- 2019/108      Millennium Common Committee
- RESOLVED:  
that Cllr Jennie Corrigan represent the Council
- 2019/109      Culham Liaison Committee
- RESOLVED:  
that Cllr. Jennie Corrigan represent the Council
- 2019/110      Police Neighbourhood Action Group
- RESOLVED:  
that Cllr. Mrs. Atkinson represent the Council
- 2019/111      Damascus Advisory Committee
- RESOLVED:  
that Cllr. Jennie Corrigan represent the Council
- 2019/112      Neighbourhood Plan Steering Group
- RESOLVED:  
that Cllrs. Mrs. Atkinson, and Jenkins represent the Council
- 2019/113      Recreation Ground Working Party to meet with Football Club and Cricket Club
- RESOLVED:  
that Cllrs. Rita Atkinson and Jennie Corrigan form a working party to consider issues relating to the recreation ground, to meet with Sutton Courtenay Football Club and Sutton Courtenay Cricket Club and to report back to Council
- 2019/114      Didcot Community Forum/Didcot Garden Town
- As the future of how management arrangements for the implementation of the Didcot Garden Town Plan were in the process of changing it was
- RESOLVED:  
that this matter be deferred to a future meeting.
- 2019/115      Harwell Stakeholder Group Meetings
- RESOLVED:
- (i) that Cllr. Jennie Corrigan represent the Council
  - (ii) that Cllr. Rita Atkinson act as substitute.

2019/116 Milton Park Liaison Committee

RESOLVED:

that Cllr. Rita Atkinson represent the Council

2019/117 Landfill Site Working Party

RESOLVED:

- (i) that Cllrs. Mrs. Atkinson, and Jenkins together with Mr. Robin Draper form a working party to consider and evaluate information concerning operations on the site, its future, and any major planning or other applications and to report back to Council
- (ii) that this working party meet only if necessary

2019/118 Local Technical Group

A local group had met in the past to discuss the technical, scientific, and industrial aspects of the planning and environmental permit applications and other issues in regards to the landfill site.

RESOLVED:

- (i) that appointments to this group not be made
- (ii) that this group be re-formed if necessary

2019/119 Cemetery Working Party

RESOLVED:

that Cllrs. Mrs. Atkinson, Jenkins, and Ms. Field form a working party to review the cemetery arrangements, and the opening of a new area.

2019/120 Footpaths Working Party

RESOLVED:

that Cllrs. Teresa Field, and Jennifer Corrigan form a working party to review the state and condition of the footpaths.

2019/120 Review of Effectiveness of Internal Audit Working Party

RESOLVED:

that Cllrs. Rita. Atkinson, and Michael Jenkins form a working party to review the effectiveness of the internal audit and to report back to Council

2019/121 S. 106/Community Infrastructure Levy Working Party

RESOLVED:

that the matter of reviewing s. 106 funding be delegated to the Clerk in consultation with Cllr. Rita Atkinson

2019/122 Appointment of Substitutes for members who cannot attend the committee/working party/group meetings

RESOLVED:

that this matter be deferred until more councillors were in post.

2019/123 Appointment of Trustees to Parochial Charities

RESOLVED:

that Councillors Mike Jenkins and Rita Atkinson along with Mr. William Hanks and Mr. David Hignell serve as Trustees on the Parochial Charities for a period of 4 years terminating at the Annual Meeting of Sutton Courtenay Parish Council 2023.

2019/124 Staff working party  
Council considered whether to continue with a staff working party or establish a staff committee

RESOLVED:

that Cllrs. Rita. Atkinson and Michael Jenkins form a working party to initially consider employment matters and report to Council

2019/125 Arrangements for reporting back to Council from meetings of other outside bodies

RESOLVED:

that reporting back to Council should be in the following order:  
a) written report if the meeting occurs before the agenda deadline  
b) a verbal report if the meeting is after the agenda deadline  
c) the provision of a copy of the minutes of the meeting, if the Council's representative was unable to attend the meeting.

2019/126 Standing Orders and Financial Regulations

RESOLVED:

that the Standing Orders and Financial Regulations attached to these minutes be adopted.

2019/127 Complaints Procedure

RESOLVED:

that the complaints procedure be reviewed to include an appeals procedure.

2019/128

Land and Assets

Council had been supplied with a list of its land and asset holdings

RESOLVED:

that this be noted

20019/129

Subscriptions

Council noted subscriptions paid and

RESOLVED:

that subscriptions to the following organisations continue:

Oxfordshire Association of Local Councils

Oxfordshire Playing Fields Association

Oxfordshire Community First

Wilts and Berks Canal Trust

2019/130

Insurance Cover

Council noted its insurance cover, and was unaware of any uninsured risks

RESOLVED:

that the insurance cover be noted

2019/131

Apologies for Absence

Apologies had been received from David Butler, who had been co-opted earlier in the evening and unable to stay at the meeting.

2019/132

Minutes of the meeting held on 2<sup>nd</sup> April, 2019

These were agreed and signed as a true record of the proceedings.

2019/133

Matters Arising from the Minutes of the meeting held on 3<sup>rd</sup> April, 2019

George and Dragon Public House - Lighting

Further correspondence had been sent to the George and Dragon regarding the excessively bright light which faced the road and was disturbing for drivers. It was reported that no works had been carried out yet to reduce the illumination.

2019/134

Public Participation

Hobbyhorse Lane – Application by Redrow for 200 dwellings

A query was raised in regards to the Parish Council complaining to the Vale of White Horse District Council about the length of time it was taking to determine this application. The Clerk reminded members that the resolution of Council had been to resolve to write and express deep concern and to place on record that it was considering lodging a formal

complaint if it was not determined within a short timeframe. Discussion took place on planning processes and the fact that the Local Plan was not fully determined and that the site may be removed from the Plan. Given recent elections, a new District Council was being formed, and their thinking was unknown in regards to the site. Cllr. Richard Webber the newly elected District Councillor would make enquiries and report back to the next Parish Council meeting.

- 2019/135 County Councillor's report – Cllr. Richard Webber  
There were no new specific County Council matters to raise. Whilst canvassing for the District Council elections, Cllr. Webber had appreciated the size of the village, and suggested that possible new Parish Councillors could be found within the new housing developments. He offered to assist with engaging with the new residents.
- 2019/136 District Councillor's Report – Cllr. Richard Webber  
The Council welcomed Cllr. Richard Webber as the newly elected District Councillor. He would report to the Parish Council once the new District Council had been formed.
- 2019/137 Thames Water – Drainage Plans for Sutton Courtenay  
Prior to this meeting of the Council, there had been a presentation to councillors and members of the public regarding the latest plans for drainage proposals, to increase foul sewer capacity within Sutton Courtenay.  
There were 2 sites, one in Brook Street and one at the southern end of the High Street where upsizing of existing pipe was planned, together with a parallel storage pipeline in Brook Street. Works at the Brook Street site would commence late Summer and there would be a 10 week road closure. This would be followed by works at the southern end of the High Street where there would be 1 lane closure for approximately 8 weeks from late Autumn. Questions were raised regarding the need for the improvements in the High Street and whether these were to provide for the new housing in Milton Road, and/or to accommodate possible new housing in Hobbyhorse Lane. If the latter, and the works in Brook Street would solve drainage problems for all other developments, and the Hobbyhorse Lane development did not proceed, then there would be unnecessary disruption and wasted investment.  
There were hopes for the Drayton Road build out, and the suggestion was that this could be built at the same time as the Brook Street road closure.

RESOLVED:

that a letter be written to the Chief Executive at the Vale of White Horse District Council enquiring about the position with the planning application for 200 houses off Hobbyhorse Lane and the determination decision that was awaited, as well as the inclusion of this site within the Local Plan

- 2019/138 Cllr. Richard Webber left the meeting.

2019/139 Matters raised by Councillors for information

Appleford Road - Speeding Traffic

Concerns were raised regarding speeding traffic in the Appleford Road and approaching from the Appleford direction. A question was raised regarding the possibility of vehicle activated signs. Comments were made regarding count down markers to indicate the approach to a reduced speed area. This would be an agenda item for the next meeting.

2019/140 Police Matters/Neighbourhood Action Group Matters

There were no matters arising.

2019/141 Planning Applications

a) Decisions on previous applications

P19/V0525/HH Demolish existing garage in rear garden and erect single storey rear extension. Change existing rear facing bedroom window to Juliet balcony. Render front and side elevations.

58 Milton Road

Permitted 24<sup>th</sup> April, 2019

P19/V0428/HH Demolition of existing conservatory and single storey rear extension. Erection of new side and rear two storey extension, alteration and installation of first floor windows on northern elevation and associated internal reconfiguration

30 High Street

Permitted 1<sup>st</sup> May, 2019

P19/V0196/FUL Demolition of west wing of building 3 -4 and alterations to subdivide into 3 B1/BG2/B8 units with associated loading areas and car park arrangements

Trident Business Park, Basil Hill Road

Permitted 5<sup>th</sup> April, 2019

P13/V0053/FUL Change of use to sui generis use as canine hydrotherapy and grooming centre

Unit 5D Trident Business Park, Basil Hill Road

Permitted 12<sup>th</sup> April, 2019

P19/V0352/HH Proposed extension, internal alterations and addition of first floor accommodation

1A Drayton Road

Permitted 5<sup>th</sup> April, 2019

P18/V1979/FUL Erection of new dwelling (amended plans 15<sup>th</sup> November, 2018)

New House, Churchmere Road

Refused 18<sup>th</sup> April, 2019

b) Applications dealt with prior to the meeting



P19/V0769/HH Alterations to first floor to extend bedroom and relocate bathroom  
139 Drayton Road  
Comments: Council had no objections

P19/V0758/HH Single storey extension  
9 Lady Place  
Comments: Council had no objections

c) Applications considered at the meeting

MW.0039/19 Erection of 3 containers for the storage of tools, equipment, spare parts and welfare facilities, and sprinkler valve housing  
Waste Transfer Station  
FCC Environment  
Comments: Council had no objections

P119/V0914/FUL Site clearance works, removal of trees, landscaping, bunds and spoil heaps. Removal of all concrete and structures above and below ground.  
Land at Didcot A Power Station  
Comments: Council expressed concern that work had started, and that trees planted to protect the railway had been removed. It was very much hoped that the work could be carried out at appropriate times of the year in order to protect flora and fauna.

d) Planning Correspondence

(i) Planning Application 200 houses off Hobbyhorse Lane

Council noted further comments from the County Council and WSP consultants for the Vale of White Horse District Council in regards to the application.

(ii) Oxfordshire County Council – Diversion of Footpath 12

Council noted that an application had been received for the temporary diversion of Footpath 12 to allow for continued working at the FCC site.

Council had no objections

e) Notification of Planning Appeals

P17/V1154/LB Demolition of Steventon Overbridge, High Street, Steventon and provision of replacement bridge.

Appeal was to be dealt with by way of written representation.

RESOLVED:

that a letter be written to the Planning Inspectorate advising of the County Council's traffic survey, Thames Water's planned closure of Brook Street and High Street, and the consequent impact on the road network should the demolition of the bridge be permitted.

P18/V0266/LDE Siting of residential mobile home  
6 Abingdon Road  
Appeal was to be dealt with by way of written representations

RESOLVED:

that a letter be written to the Planning  
Inspectorate reiterating the Council's previous  
objections

- 2019/142 Harwell Liaison Committee 26<sup>th</sup> March, 2019  
Cllr. Jennie Corrigan gave a report on this meeting which she had attended. The removal of the off site discharge pipe was to be completed in the Summer. No decision had been made as to whether the pipe under Appleford Road was to be removed, or whether it was being flushed through. The Nuclear Decommissioning Authority and the Environment Agency were monitoring the removal process. It was noted that small grants were available through the NDA social economic funding for villages within a 10 mile radius of Harwell. It was this grant fund was borne in mind for future projects. One suggestion was an adult gym n the recreation ground.
- 2019/143 Milton Park Liaison Committee  
The vision plan for 2040 was progressing. The aim was to be as environmentally friendly as possible, and reduce the number of cars. The southern end of Kelaarts Field between Milton Park and Sutton Courtenay had been identified as a possible area for recreation facilities for Milton Park employees and neighbours.
- 2019/144 Neighbourhood Plan  
Robyn Tobutt had been appointed the new Neighbourhood Plan Officer at the Vale of White Horse District Council.. The village character and landscape draft documents had been prepared. The person undertaking the landscaping assessment would attend the next steering group meeting. The steering group was now working on how to ensure that the Neighbourhood Plan took into account the integration of the village.
- 2019/145 Defibrillator – northern end of the village  
Council received a report from Cllr. Jennie Corrigan. A quotation for electrical installation had been received for a defibrillator to be sited on the side wall of The Fish public house in All Saints Lane. Council had set aside £1800 in the budget, but total costings were slightly more than this. Discussion took place on whether the defibrillator should be leased from Community Heartbeat Trust or purchased and whether it should be semi automatic or fully automatic.

RESOLVED:

- (i) that £700 be taken from reserves, and a total net spend of £2500 be authorised if required.
- (ii) that a full automatic defibrillator be leased from Community Heartbeat Trust

- (iii) that this matter be progressed by the Clerk in consultation with Cllr. Jennie Corrigan

2019/146

S.106 funding

Council considered the brief prepared by the Vale of White Horse District Council's arts officer, Abigail Brown.

RESOLVED:

- (i) that this Council accepts the brief as drafted
- (ii) that the Vale of White Horse District Council be asked to progress the art projects.

2019/147

Recreation Ground

It was noted that weeds were growing in the gap in the safety surfacing where the join in the rubber had taken place. The Clerk had asked the handyman to deal with these. The Clerk would speak to the handyman. The Chairman gave a report on a site meeting held with the local Police Community Support Officer. A representative from the Football Club had also been in attendance. It was unclear whether a car could be impounded if identified on cctv as being involved in incidents in the car park, or whether the identity of the driver would need to be known. Discussion took place on whether new cctv cameras should be purchased and the re angling of existing cameras for a trial period

RESOLVED:

- (i) that a trial period of re-angling the cameras be carried out
- (ii) that the Chairman asked Sutton Courtenay Football Club to provide a copy to the Clerk of their quotation for 2 new cameras to be affixed to the pavilion building.
- (iii) that a letter be sent to the Police asking for confirmation that if the Parish Council provided car footage of a car causing damage within the car park that they would take action.

2019/148

Correspondence

- a) Request received for Council to consider further litter bins/dog waste bins around the village. This would be a future agenda item.
- b) Vale of White Horse District Council – Naming of Property  
The new dwelling at plot 4 67 High Street had been named Spruce View, 67F High Street.
- c) Oxfordshire Playing Fields Association – Spring Newsletter
- d) Highways Agency A34/.M4 junction closed or undergoing works over various weekends in the Spring and Summer.
- e) Oxfordshire County Council - Restoration of Footpath 27  
Oxfordshire County Council had confirmed that they are satisfied so far with the works in footpath 27, and will leave it to residents to deal with the aesthetics.

- f) Deputy Police Crime Commissioner – Bulletin
- g) RAF Benson Magazine
- h) Abingdon Community Events – Family Fun Day Dalton Barracks  
27<sup>th</sup> July 10.00 a.m. – 4.00p.m.  
Request for sponsorship

RESOLVED:

that this event not be sponsored by the Parish Council

- i) Oxfordshire Association of Local Councils – newsletter
- j) South Central Ambulance Service /NHS newsletter
- k) Oxfordshire County Council – Extension of time for closure of  
bridleway 373/3 All Saints Lane  
The works to remove the Magnox discharge pipe were taking longer than anticipated and the County Council had approved an extension of the footpath closure order to 5<sup>th</sup> July, 2019

2019/149

Employee Salary Scales

Council noted that the National Joint Council for Local Government Services had reached a 2 year agreement on salary scales for 2018/20. The recommended increase had been approved by Council in May 2018, and revised figures for 2019/20 had just been issued.

RESOLVED:

that the revised NJC pay award figures for 2019/20 be accepted and implemented from 1<sup>st</sup> April 2019

2019/150

Accounts

Council noted the cheques to be signed and authorised payments totalling £3539.89 in respect of administration costs, neighbourhood plan event costs and grass cutting.

2019/151

Items for inclusion in Sutton Courtenay News

The Clerk would prepare an article for the next issue of Sutton Courtenay news. This would include reference to the presentation prior to the meeting by Thames Water on drainage plans for the village, and an appeal for volunteers to help walk the footpaths.

2019/152

Date of Next Meeting

Council agreed that the next meeting of the Council would take place on Tuesday 4<sup>th</sup> June, at 7.15 p.m. in the village hall.

The meeting closed at 10.00 p.m.

Signed ..... Date .....