



## Minutes for the Parish Council Meeting held on Tuesday 7<sup>th</sup> January 2020 at the Village Hall, Sutton Courtenay at 7.15pm

Present: Councillors Mike Jenkins (chair), Rita Atkinson, Eileen Daw, Simon Lazare joined by Councillor Richard Webber (County and District Councillor)

Clerk: Helen Savery

5 Members of the Public

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- 2020/1 Apologies for Absence  
Apologies for absence were received from Councillors Field, Butler, Hemamda and Corrigan
- 2020/2 Declarations of Interest  
(a) None  
(b) None  
(c) None
- 2020/3 Minutes for the Meetings held on Tuesday 3<sup>rd</sup> December 2019 and Tuesday 10<sup>th</sup> December 2019  
The minutes for both meetings were approved and as a correct record of the proceedings and the Chairman signed the same.
- 2020/4 Matters Arising from the Minutes of the Meeting held on Tuesday 3<sup>rd</sup> December 2019  
The matters were all noted.
- 2020/5 Public Participation  
A member of the public mentioned that they would like the issue of having a fire on the village green at the end of the Torchlight Procession on Christmas Eve discussed and voted on by all members of the Council. It was agreed that this would be added as an agenda item for February 2020

One member of the public mentioned that he no longer receives the emailed draft agenda and minutes. The clerk will check the email address.

A resident raised the issue of when the draft Neighbourhood Plan would be available for the residents to see. Councillor Jenkins confirmed that this would be when it was ready, no definite date could yet be given due to external reports needed, the Steering Group were hoping for it to be ready for consultation by October.

The state of the Church Street footpath was again mentioned. Councillor Jenkins confirmed that this was still being chased with the County Council.

A resident queried when the budget for 2020/21 would be available. The clerk confirmed that this would be published on the website as soon as possible now the minutes had been signed. She believes this will be on Thursday.

A resident raised the issue of Ginge Brook damaged by a vehicle going off the path into the brook. He will provide photographs. The clerk is to consult with the previous clerk as to how this has been dealt with in the past.

*The Council agreed to defer Agenda Items 6 and 7 to later in the meeting if Councillor Webber attended.*

2020/6 Matters raised by the Councillors for information

Councillor Lazare mentioned a recent assault which had taken place in between a cyclist and driver on the A415 at the bridge over the Thames. He confirmed the cyclist is recovering and the matter has been reported to the police. Councillor Lazare noted that on the leaflet provided in respect of the proposed application on the Didcot A Power Station Site, the information refers to a cycle path being provided for cyclists along the Milton Road yet the site plans make no reference to this. This should be mentioned in the Council's planning application comments at the relevant time. The clerk is to report the state of the existing cycle paths in the area with the County Council.

2020/7 Police Matters/Neighbourhood Action Group matters

None were reported

2020/8 Planning applications

(a) Decisions on previous applications

P19/V1992/FUL Demolition of a pair of semi detached cottages and outbuildings and construction of a new detached dwelling and detached garage. (As amended by additional information received on 6 September 2019. Amended plans and documentation received 25 October 2019. Amended plans received 13 November 2019)

3 Mill Lane

Permitted: 2<sup>nd</sup> December 2019

P17/V1889/CM (MW.0054/17) Non-material amendment of plans showing the layout of the office/canteen/kitchen building to allow the addition of a second storey, to reflect the layout as built of planning permission

Hanson Aggregates, Appleford Road

Permitted: 20<sup>th</sup> November 2019

P19.2599.HH Demolition of existing conservatory and single storey rear extension. Erection of new side and rear two storey extension and rear single storey extension. Associated internal reconfigurations (as amended by plans received on the 19th December 2019, which see the demolition lines removed on the proposed plans).

30 High Street Sutton Courtenay Abingdon OX14 4AP

Permitted: 19<sup>th</sup> December 2019

(b) Applications dealt with prior to the meeting.

P19/V3173/RM Reserved Matters application following Outline approval P19/V1472/FUL for the Construction of link road and the realignment of Purchas Road. Former Didcot A Power Station Site

Comments: Proper consultation required by Local Authority with relevant authorities.

P19/V3251/AG Proposed Straw and Hay barn

Uptown Farm High Street Sutton Courtenay

Comments: Council has no objections

(c) Applications dealt with at the meeting

P19/V/3178/FUL Alteration to planning permission P17/V/1770/FUL enlargement to ancillary building roof to form granny annexe and carers room  
19 Harwell Road  
Comments: Council has no objections

2020/9 Recreation Ground

- (a) ED reported that there was no change to the state of the playground. RA who had also done a check reported that the gate had been fixed. There was concern over the amount of litter. RA suggested that the Youth Group would be happy to help with a litter pick during half term. The clerk is to email all councillors to see if they would be willing to be involved in the same.
- (b) Councillor Atkinson agreed to be carry out the report weekly inspection.

2020/10 Correspondence

The correspondence was noted. Correspondence item (a) regarding a Christmas Tree on the Green will be added to the February Agenda for discussion.

*The Councillors resolved that the Agenda Item 13 – Neighbourhood Plan be referred to the end of the meeting to allow time for the Steering Group representative to arrive.*

2020/11 Didcot Garden Town Board

Discussion took place in respect of the paperwork which had been provided, confidentially, to the Councillors which would be part of the Scrutiny Committee Meeting on 16<sup>th</sup> January 2020. Cllr Atkinson has been allocated a slot to speak during the meeting.

It was agreed that the main points which should be raised by Cllr Atkinson were that the intention that one seat for all 17 villages which would either be directly affected or influenced by the Board's recommendations does not seem a fair weighting on the Board. It may be fairer to have one seat for the villages only in the Didcot Garden Town Areas of Influence and one seat for the Parishes within the Didcot Garden Town Boundary as they are directly affected, with a proviso that if a matter is to be discussed which directly affects one particular parish that it is ensured that a representative from that Parish Council is in attendance at any Board meetings. There are very specific issues that impact Sutton Courtenay more than other parishes - e.g. FCC site and the routing of the proposed science bridge with roundabout.

2020/12 Parking on the Village Green

This matter was discussed. It was agreed that this is caused by a combination of factors. It was decided that this should be discussed further once the Church works have been completed but in the meantime, the Clerk is to write to all local Funeral Directors and request that they advise people attending large funerals that additional parking is available and new signage has been erected directing people to the relevant spaces.

*Here following Councillor Webber's arrival at the meeting, the Council agreed to return to deferred Agenda items 6 and 7 here.*

2020/13 County and District Councillors report

Councillor Webber mentioned that he had arrived in time for the end of the discussion on Didcot Garden Town Board. He also has a slot to speak at the Scrutiny Committee meeting and will liaise with Cllr Atkinson with regards to what the Council would like raising.

With regards to County Council matters, Councillor Webber confirmed that the budget has been received late due to the General Election. He confirmed that the buildout planned will need to be moved due to safety issues and monies may need to be used on this. He confirmed that the school budget allocations are not known as yet.

If he is unable to use the allocation on trees this year, the trees will be provided from next year's grant allowance. It would be possibly be around £3k – 4k between the parishes he is councillor for.

Councillor Webber will be holding a public meeting in Sutton Courtenay in the 2<sup>nd</sup> half of February.

2020/14 Trees

Discussion took place as to where trees could be placed. Councillor Webber is in discussion with a contact with regards to what age trees/how many could be provided. Council agreed that once they knew this, locations could be discussed further.

2020/15 Courses for the clerk

It was discussed and agreed that the clerk could attend the preparing for audit course on Wednesday 5<sup>th</sup> February morning and the Understanding Internal Audit course on Wednesday 5<sup>th</sup> February afternoon.

2020/16 Accounts

The payment list was received and approved as amended.

2020/17 Items for the Sutton Courtenay News

Tree planting, parking at church, Drayton Road buildout, cyclists, Neighbourhood Plan

2020/18 Neighbourhood plan

(a) Cllr Atkinson updated the Council on the Neighbourhood Plan. She confirmed it had been agreed that their needs to be a more robust plan in terms of project management, mapping out the tasks, timescales and risks. A presentation will be made at the steering group meeting on 20<sup>th</sup> January outlining a possible plan.

Novell Tullett have suggested more work needs doing in respect of the plan and a professional expert is needed in respect of the policies. They have suggested 2 or 3 people who may be able to assist and quotations are being obtained. A cheque in the sum of £630.00 plus VAT and expenses (£850.72) has been prepared for the Novell Tullett invoice in respect of their work, which was less than the £1,260 plus VAT quoted in the resolution of Council recorded under Minute 2019/237.

An invoice from Stephen Warnock for the Landscape Assessment. There is still some outstanding amendments to be made which will be agreed at the steering group meeting on 20<sup>th</sup> January 2020 and will require paying following this meeting. It was discussed and

**RESOLVED** that the clerk in consultation with Cllr Atkinson be authorised to deal with the payment of the invoice when the work has been finalised.

The Neighbourhood Plan steering group will present to the Council at the prior to the start of formal proceeding of the Council Meeting on Tuesday 3<sup>rd</sup> March. The meeting will start at 7.00pm to allow the presentation to take place.

(b) A Locality Grant application could be made by the end of January, with money needing to be spent by the end of March. The proposal would be that an application be made for £9,000. It was agreed and

**RESOLVED** that Cllr Atkinson can complete the Local Grant application in respect of the Neighbourhood Plan

2020/19 Date of Next meeting

The next meeting of the Council will be held on Tuesday 4<sup>th</sup> February 2020 at 7.15pm.