



## Minutes for the Parish Council Meeting held on Tuesday 4<sup>th</sup> February 2020 at the Village Hall, Sutton Courtenay at 7.15pm

Present: Cllrs. Mike Jenkins, Rita Atkinson, Merouan Hemamda, Simon Lazare, Eileen Daw and Teresa Field, joined by David Butler and District and County Councillor Richard Webber

Clerk: Helen Savery

3 Members of the Public

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- 2020/20      Apologies for Absence  
Apologies for Absence were received from Cllr Jennie Corrigan.
- 2020/21      Declarations of Interest  
(a) Cllr Atkinson declared an interest in agenda item 13 – Correspondence received from Sutton Courtenay Primary School  
(b) None  
(c) None
- 2020/22      Minutes of the Meeting held on Tuesday 7<sup>th</sup> January 2020  
Councillor Atkinson referred to minute 2020/12 and requested that it be minuted that the additional signposted parking for the church is at The Abbey.
- Councillor Atkinson referred to minute 2020/18, and requested the inclusion of the information that the Neighbourhood Plan steering group would like to approach the former clerk, Linda Martin, to assist with certain aspects of the Neighbourhood Plan, in particular the land know as Sutton Courtenay East.
- The minutes were otherwise approved and signed as a true and accurate record of the meeting.
- 2020/23      Matters arising from the Minutes of the meeting held on Tuesday 7<sup>th</sup> January 2020  
Litter Pick – this has been arranged for Wednesday 19<sup>th</sup> February at 2pm starting at the recreation ground and has been organised by the Damascus Youth Project. Refreshments will be served at the Village Hall following completion of the litter pick.
- Didcot Garden Town Advisory Board – Cllr. Atkinson confirmed that at the Vale of the White Horse Cabinet Meeting held on Monday 6<sup>th</sup> January, it was agreed that the 5 parish councils who fall within the boundary of the Garden Town will have one seat on the board. If a matter which affects only one of these villages is to be discussed and the representative on the board representing the 5 villages is not a councillor on the relevant parish council, that council would be notified and a member of the council could attend the Board Meeting and speak under the public participation section of the meeting.
- Here Councillor Butler joined the meeting.*
- 2020/24      Public participation

A member of the public asked when the draft of the Neighbourhood Plan would be available for members of the public to view. Cllr Atkinson confirmed that it was hoped it would be drafted by October but there are a number of factors which are out of the Council's control which would affect this date. It was confirmed that a presentation would be being made to the council before the start of the next Parish Council meeting.

The member of the public raised the issue of the cutting back of the trees on Church Road. The clerk confirmed this was being chased with the County Council, along with a number of other outstanding matters.

The member of the public also asked the Council to consider whether a fire would be allowed on the Village Green at the end of the Torchlight Procession on Christmas Eve as he believed it would be possible to put relevant safety measures in place. Council confirmed that this was an item on the agenda to be discussed.

Another member of the public mentioned that Milton Parish were trying to keep the area of land know as Kelaart's Field free from development. Council confirmed that the land falls within Sutton Courtenay Parish and further that this was being included as part of the Neighbourhood Plan to protect it from development. It was also mentioned that the field is a protected ancient site which would make development difficult in any event.

The same member of the public mentioned that it seemed unfair that 5 parish councils would only receive one seat on the Didcot Garden Town Advisory Board. Council confirmed that this was progress from the original proposed allocation.

2020/25 It was agreed that, in the absence of Councillor Webber with no formal apologies for absence, agenda items 6 and 7 would be deferred to later in the meeting should he arrive.

2020/26 Matters raised by Councillors for information  
Cllr Hemamda queried whether we had received a response from the County Council with regards to the exit from the petrol station forecourt onto the Highway. The Clerk confirmed that this was another matter which was being chased with Oxfordshire County Council.

Cllr Lazare mentioned the mud on the road from the new data centre development on the Harwell Road. The clerk will report this to OCC via Fixmystreet. Councillor Atkinson confirmed that the more people who report it the more effective it will be. The clerk is to email the Fix my street website address to Councillors and add to the Sutton Courtenay newsletter and website.

Cllr. Field raised the query of the hardstanding at Drayton Road. The clerk will chase the Enforcement Officer again for a response.

2020/27 Police Matters/Neighbourhood Action Group matters.  
It was confirmed by Cllr Atkinson that the new Neighbourhood Police Officer is Matt Wheeler.

2020/28 Risk assessment  
The risk assessment for 2019/20 was reviewed and approved by the Council.

2020/29 Annual Parish Meeting of Electors

It was proposed Cllr Butler and seconded by Cllr Daw that the Annual Parish Meeting of Electors will take place before the Council Meeting on Tuesday 7<sup>th</sup> April 2020 at 7.00pm.

2020/30

Use of Village Green at Christmas

- (a) Following Fred Cabbage's email from the All Saints Local Church Council furthering the matter, the Church Council have decided that a Christmas tree would probably not be feasible. They have however requested confirmation as to whether the Green could be used on Christmas Eve. The Council discussed the same and confirmed that, in principle, Council has no objection to the use of the Village Green subject to receipt of the usual risk assessment and insurance covering the organisers. They would require confirmation of exact details prior to final confirmation. The organisers would be responsible for the event and any issues relating to the same as well as bearing the cost of the event as well as the cost of making good any damage to the area.
- (b) Council discussed Callum McKenzie's request for a bonfire to end the Torchlight Procession on Christmas Eve 2020. Such a request would be considered however, any such request would need to come from the organisers of the event and with confirmation of appropriate insurance and risk assessment. The event organisers would be responsible for any issues arising from the same and would be required to bear any costs for the event as well as the cost of making good any damage to the area.

*Here Cllr Atkinson having declared an interest in the next item left the room*

2020/31

Sutton Courtenay Primary School Correspondence

Council reviewed the contents of the letter from the primary school regarding the request for the return of the grant funds. They may wish to reverse the decision made at minute 2019/297. Cllr Jenkins explained the procedure on how this could be done. The clerk is to check the Council's Standing Orders and confirm the number of Councillors who would need to write to the clerk and how many days clear notice is required to enable the item to be added to the agenda to be considered at the next Council Meeting.

*During the above discussion, County and District Councillor Webber joined the meeting.*

*Here Cllr Atkinson returned to the meeting.*

2020/32

Correspondence received regarding the cemetery

Council considered the email received from Rev. Kendrick regarding the disappearance of some items over the festive period. Council confirmed that suitable wording could be mentioned in the Sutton Courtenay Newsletter.

It was noted that according to the current cemetery rules, these items (along with many others) should not have been on the graves in any event. Council to review the cemetery rules at the next meeting along with considering the next development phase. A working party is to be set up in relation to the same.

2020/33

County and District Councillor's report

Cllr Webber confirmed that the location of the new bridge crossing has been relocated. It will be further from Appleford and closer to Sutton Courtenay but not so close as to cause alarm. He confirmed that the bridge would not reduce the amount of traffic but should make it flow more freely.

The Drayton Road buildout will be going ahead.

Milton Road safety - Cllr Webber will speak to Highways regarding whether visual chicanes can be painted. He confirmed that this may take some time to implement. Cllr Webber requested copies of all outstanding issues with the Highways department and he would assist in chasing the same to get resolutions.

In terms of the District Council, The Neighbourhood Plan financing is reducing and will focus on providing expert advice on how to apply for money from different sources.

Councillor Webber confirmed he would assist in getting definitive outlines for the Didcot Garden Town area of influence. The clerk is to write to FCC and OCC to see if they have a GLS map that could assist.

The clerk should receive details of the number and type of trees to be given to the Council under Cllr Webber's grant allowance within the next couple of weeks. The clerk to request again in the Sutton Courtenay Newsletter regarding areas which may benefit from tree planting.

2020/34

Planning applications

(a) Decisions on previous applications

P19/V2258/HH. Retrospective consent for the erection of a children's climbing frame  
10 Southfield Drive  
Granted 9<sup>th</sup> January 2020

P19/V2436/FUL. New 2 storey 4 bedroom property  
120 High Street Sutton Courtenay  
Refused 17<sup>th</sup> January 2020

(b) Applications dealt with prior to the meeting

P19/V2093/FUL – Amendment to Planning Application to rebuild the stone boundary wall on the north side of the church yard to replace the existing collapsed wall. (inclusion of Arboricultural Impact Assessment  
All Saints Church The Green  
Comments: The Council has no objection but has noted the neighbour's comments.

(c) Applications for consideration at the meeting

MW.0008/20 Section 73 application to continue the development of the extraction of sand and gravel and restoration using in situ and imported clay materials to create a wet woodland habitat as permitted by MW.0094/18 (P18/V2171/CM) without complying with condition 16, in order to remove the remaining stockpile of sand and gravel by road rather than conveyor.  
Bridge Farm Quarry Sutton Courtenay  
Comments: Council feels it has no choice but to support the application but would request a road sweep of the local roads on a daily basis

MW.0004/20 Section 73 application to continue the development permitted by planning permission no. P18/V2145/CM (MW.0093/18) for proposed new stockpile area to be used in conjunction with mineral extraction permitted by planning permission no. P16/V2694/CM (MW.0127/16) for the storage of approximately one month supply of mineral to enable continuous supply in case of flooding for a period of up to three years

from date of commencement of extraction under planning permission no. P16/V2694/CM (MW.0127/16) to enable vehicles to transport remaining sand and gravel from the stockpile to the plant site Bridge Farm Quarry, Sutton Courtenay, Abingdon, OX14 4PP

Comments: Council feels that it has no choice but to support the application but would request a road sweep of the local roads on a daily basis

P20/V0175/HH – New House extension including detached garage.

10A Katchside Sutton Courtenay

Council has no objection but would request that the a condition be inserted that the garage may not be used for residential purposes and that the District Council is consistent with regards to the County Council current views in relation to increase of traffic through the area.

(d) Planning application notification

These are notifications only, due to their technical nature no public consultation is offered only comments/reports from Professional Advisors:

P20/V0012/DIS Discharge of conditions 5 - Travel Plan, 6 - Tree Protection, 7 - Slab Levels, 8 - Drainage Strategy, 10 - Water Supply Infrastructure and 11 - Sustainable Drainage Scheme of application P18/V0069/O. Residential development of 91 dwellings and associated access.

Land at Appleford Road (Linden Development)

Noted.

2020/35

Recreation Ground

(a) Cllr Atkinson confirmed that there were no fundamental changes to the recreation ground. A large amount of litter has been noted but the litter pick should deal with this.

It was noted by Cllr Atkinson that a Nordic Walking group meet at the Recreation Ground. The District Council who advertise the event describe the car park as a free public car park which is not the case. The Clerk is to email the relevant contact at the District Council and confirm the situation

(b) Cllr. Hemamda was appointed the play area inspection person for the next month. Cllr. Butler confirmed he would provide the relevant checklist.

2020/36

Neighbourhood Plan

(a) Cllr Atkinson confirmed that the grant application for the sum of £8,702.10 has been submitted. If successful this money will need to be spent by 31<sup>st</sup> March 2020. An agenda item in relation to resolutions which may need to be made in respect of grant monies if successful will be added to the March agenda. The grant application is in respect of two parcels of work and has named two companies who would carry out the work. Cllr Jenkins thanked Cllr Atkinson in preparing and submitting the application.

To enable the work scheduled in the grant application to take place, two items of additional work would be required. The Steering Group have requested that these two items be carried out during February to allow the grant application works to be completed in March should the application prove successful. The additional work would be a report from TVERC (map showing various nature areas such as notable and invasive species, designated wildlife, flood risk etc), costing £287.50 plus VAT and a the transfer of a Green Space document into the correct format at a cost of £219.00 plus VAT. This work would be commissioned by Bluestone and equates to 3 hours work at £73.00 per hour plus VAT.

It was proposed by Cllr Barnes, seconded by Cllr Lazare and

RESOLVED: that the clerk in consultation with the Chairman be able to commission this work to be carried out at a cost of no more than £600 plus VAT in total for both pieces of work to enable work to be conducted prior to the next Council meeting.

- 2020/37 FCC and Hanson Liaison Meeting on 20<sup>th</sup> January 2020  
The report provided by Cllr Jenkins was noted. Cllr Jenkins has requested formal confirmation of the composition of the committee.
- 2020/38 Clerk's subscription to the Society of Local Council Clerks  
It was proposed by Cllr Lazare, seconded by Cllr Butler and
- RESOLVED: that the clerk may subscribe to the SLCC.
- 2020/39 Correspondence  
The correspondence was noted.
- 2020/40 Aims of Sutton Courtenay Parish Council  
The Aims of Sutton Courtenay Parish Council document was agreed and approved by all Councillors present.
- 2020/41 Accounts  
The accounts for payment were received and approved subject to the amendment to the date of the meeting which was amended to 4<sup>th</sup> February 2020.
- 2020/42 Items for the Sutton Courtenay News  
Fix my Street information, cemetery, tree requests.
- 2020/43 Date of next meeting  
The date of the next Parish Council Meeting will be Tuesday 3<sup>rd</sup> March 2020. This will include a presentation to Council by the Neighbourhood Plan Steering Group which will commence at 7.00pm.
- 2020/44 Confidential Agenda Item  
Clerk – a discussion took place in respect of a fitting thank you to the outgoing clerk.