



## Minutes for the Parish Council Meeting held on Tuesday 7<sup>th</sup> July 2020 via Zoom Meetings, commencing at 7.15pm

Present: Michael Jenkins (chair) Rita Atkinson, David Butler, Jennifer Corrigan, Eileen Daw, Teresa Field, Merouan Hemamda, Simon Lazare

Clerk: Helen Savery

7 Members of the Public

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- 2020/112     Apologies for absence  
There were no apologies for absence
- 2020/113     Declarations of interest  
(a) Councillor Butler declared an interest in Agenda Item 11 – planning application in relation to 75A High Street  
(b) None  
(c) None
- 2020/114     Admission of the Public  
It was proposed, agreed unanimously 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 23 – Allotments

- 2020/115     Minutes of the meeting held on Tuesday 2<sup>nd</sup> June 2020  
The minutes of the meeting on Tuesday 2<sup>nd</sup> June 2020 were approved as a true record of the meeting and the Chairman is to sign the same at the next physical meeting of the Council.
- 2020/116     Matters arising from the minutes of the meeting held on Tuesday 2<sup>nd</sup> June 2020  
The matter raised on the agenda was noted.
- There were no other matters arising save for those dealt with later on the agenda.
- 2020/117     Public participation  
One resident gave supporting comments in respect of the request for a litter bin on Mill Lane in Sutton Courtenay.

*Here County and District Councillor Webber entered the meeting*

Several residents mentioned the issue of the fence across the land to the north of the footpath that crosses the weirs in Sutton Courtenay and requested confirmation as to whether the Council would wish to deal with this matter or whether individuals need to do the same. Council are to try and establish communication with the land owner.

2020/118

District and County Councillors' Report

Councillor Webber reported that he may be able to assist in contacting the land owner with regard to the fence to the north of the footpath that crosses the weirs, if Council would wish him to do so.

He reported that COVID-19 had damaged both the District and County Councils financially – The Vale of the White Horse by up to £1 million pounds and the County by £20 this year potentially £40 million next year.

Councillor Webber reported on the recent discussion on the possible restructure of councils into one body rather than separate entities similar to the idea of the unitary body which was previously rejected. He will keep us updated.

Councillor Webber confirmed that no date has been fixed for the construction of the relief road/new river crossing.

He mentioned that he believed that the Radcot development proposals were unlikely to get approval at the present time. He confirmed that he would try and let all parties know all arguments in relation to the same.

Councillor Lazare raised the point that although Fix my Street worked well, if the matter related to a right of way, this information was not passed on to the relevant Rights of Way Portal, just closed. Cllr Webber confirmed he would speak to the Highways Department to see if this could be changed to ensure that all reports logged were dealt with.

Hobbyhorse Lane – It was mentioned that the condition of this is now worse and that the area has now been closed off to vehicles. This has been reported to Oxfordshire County Council but Councillor Webber will chase the same again.

Councillor Webber confirmed that the District Council were negotiating with the government on the HIF at the present time.

*Here Councillor Webber left the meeting.*

2020/119

Matters raised by the Councillors for information.

Councillor Butler mentioned that the bin in the small carpark near to Churchmere Lane was overflowing.

Councillor Field raised the issue of vehicles still trying to use Drayton Road as it states that it is “access only”. Vehicles, including large lorries are trying to turn round in the road when the find it is fully closed. The clerk is to raise this issue with the Thames Water contact and also ascertain whether the date for completion of the works had been delayed. Councillor Lazare also mentioned that the signage at the junction of Drayton and Milton Road was poor.

Councillor Atkinson raised the issue of the call for sites. The clerk is to chase the same again. She also raised the issue of the Radcot development as the Neighbourhood plan would be looking at this area. The clerk is to write to the FCC for any further

information they may have in relation to the development including information which will be used in the presentation.

Councillor Hemamda reported that a resident had recently fallen and been injured on the Hobbyhorse footpath. The clerk will report to Councillor Webber as he has confirmed he will chase the same.

2020/120 Police Matters/Neighbourhood Action Group matters  
None were reported

2020/121 Planning Applications

(a) Decisions on previous applications – these were all noted.

P20/V0874/A - erection of 3 totem pole hoardings.  
Land East of Sutton Courtenay Lane  
Approved 26<sup>th</sup> May 2020

P20/V0803/FUL – front and side extension to the existing property  
Mach Tech Limited Milton Road  
Approved 28<sup>th</sup> May 2020

P20/V0951/LDP – Single storey rear extension. Conversion of attic and building a dormer window.  
75A High Street Sutton Courtenay  
Withdrawn by applicant 30<sup>th</sup> May 2020

P20/V0721/HH - Construction of single storey garden studio.  
90 Milton Road Sutton Courtenay  
Approved 29<sup>th</sup> May 2020

P20/V0175/HH - Erection of single storey side extension and front extension, and extension to existing garage.  
10A Katcheside Sutton Courtenay  
Approved: 26<sup>th</sup> May 2020

P20/V0711/FUL - to provide a 700m long x 3m wide combined cycleway and pedestrian path between Milton Park and Sutton Courtenay.  
Brook Drive, Milton Park  
Approved: 25<sup>th</sup> June 2020

(b) Applications dealt with prior to the meeting.

P20/V1240/HH Proposed single storey rear Orangery  
7 Amey Close Sutton Courtenay  
Comments – Council has no objections but note that the existing garden area will be significantly reduced.

(c) Applications for consideration at the meeting

P20/V1314/LB - New double-glazed double hung leaded timber casement window in wall in approximate position of an old aperture that was bricked up about 100 years ago. It is proposed to replicate the French windows in the same style which are directly above and which were added as part of the consent granted in 2005.  
Cross Trees 1 Church Road

Comments: Council had not objections

P19/V3168/RM (Reserved Matters) - Reserved Matters application following Outline approval P19/V1472/FUL for the Construction of link road and the realignment of Purchas Road.(as amended by plans and information received 23rd March 2020 and 15th June 2020). (Mixed use redevelopment comprising up to 400 dwellings (C3), 110,000ms of Class B2/B8 units, 25,000m2 of Class B1 units, 13,000m2 Class A1 units (includes 1,500m2 convenience food store), 150 bed Class C1 hotel and 500m2 of Class A3/A4 pub/restaurant, including link road, related open space, landscaping and drainage infrastructure, together with reservation of land for link road and Science Bridge. Cross boundary application Vale of White Horse and South Oxfordshire.)

Didcot A Site, Sutton Courtenay

Comments: Council has no objections

P19/V3173/RM - Reserved Matters application following Outline approval P19/V1472/FUL for the Proposed realignment of below ground unnamed ordinary watercourse (a tributary of the Moor Ditch) and revised connection to the Moor Ditch.(as amended by plans and information received 23rd March 2020 and 15th June 2020).

Former Didcot A Power Station Purchas Road Didcot

Comments: Council has no objection but would reiterate their previous comments.

*Here Councillor Butler, having declared an interest left the meeting*

P20/V1385/LDP - extending an existing single storey rear extension by an additional 2m in depth, enlarging it to 6m deep in total. This certificate is also to legalise converting the attic and building a dormer window. These works combined will create an additional 2 bedrooms internally.

75A High Street Sutton Courtenay

Comments: Council has no objections

*Here Councillor Butler returned to the meeting*

P20/V0654/FUL - New workshop (Amended plans received 23 June 2020- To include an MOT pit and amended certificate of ownership)

Windy Ridge, Workshop Rear Of 1 Milton Road Drayton

Comments: Council has no objections

MW.0067/20 - Construction of replacement aggregate storage bays at Appleford depot, Abingdon, Oxfordshire in accordance with part 17, class b of the town and country planning (general permitted development) (England) order 2015 (as amended) Appleford Depot, Appleford, Abingdon

Comments: Council has no objections.

2020/122

Planning within Sutton Courtenay and surrounding areas.

The possibility of forming a group with other local councils in respect of planning was discussed. It was agreed that the clerk should write to the clerks to Culham, Appleford, Milton, Drayton, Clifton Hampden, Didcot and Steventon Parish Councils requesting their opinions on the impact of the relief road.

The Clerk is also to request further information from Culham Parish Council in respect of their correspondence relating to the South Oxfordshire Local Plan.

2020/123

Bus Shelter, Milton Road

Councillor Jenkins confirmed that the local residents who clean the bus shelter are no

longer able to do so and the Council would need to decide on its upkeep. After discussion, it was agreed and

RESOLVED:

That the clerk, in consultation with one Councillor be delegated to obtain cleaning services for the bus shelter subject to a cost limit of £60 per month.

2020/124

Email addresses for Councillors

After a short discussion, it was proposed and

RESOLVED:

- (a) That the quotation from Vision ICT be accepted subject to confirmation that their system will work on Apple Mac computers.
- (b) The clerk is to look into the transfer of the "info@" email address to Vision ICT

Council would still require a document storage/sharing facility and the clerk is to obtain quotations for the same.

2020/125

Bins

(a) It was discussed, agreed unanimously and

RESOLVED:

that a new bin in Mill Lane is agreed, in principle. The most suitable place for the bin to be positioned is to be considered and any relevant permissions are to be sought.

(b) It was discussed, agreed unanimously and

RESOLVED

that a replacement bin in the recreation ground can be obtained. It is to be a lidded bin and the clerk is to contact the grounds maintenance company in respect of the fitting of the same.

(c) It was proposed by Councillor Lazare, seconded by Councillor Atkinson, agreed unanimously and

RESOLVED

that the grounds maintenance contractor be requested to empty the bins in the recreation ground on a weekly basis until September.

(d) It was discussed that a dog waste bin was not possible but it may be possible to position a new general litter bin which would accommodate dog waste disposal be sited in the area of Tyrells Way/Bradstocks Way. Councillors Lazare and Atkinson to consider the best positioning of the same.

(e) The matter of signage, designed by children, was deferred to allow the Clerk to research into the costs and permission required to install the same.

2020/126

Transport infrastructure in the village

This main part of the agenda item was deferred until Councillor Lazare has completed his report on the local footpaths. He updated on his progress to date. It was proposed by Councillor Atkinson, seconded by Councillor Butler, agreed unanimously and

RESOLVED

once the report was complete, any footpaths requiring attention would be reported to the Rights of Way Officer at Oxfordshire County Council to be added to the improvement plan.

2020/127 The duration of the meeting had been two hours and Council resolved to suspend standing order no. 3x in order to allow business to be continued.

2020/128 Adoption of the phone box on High Street  
It was discussed, agreed unanimously and

RESOLVED

that the Council wished to adopt the phone box for the sum of £1.00 from BT. It was delegated to the clerk to sign the relevant agreement and arrange for the cheque to be sent to formalise the adoption.

*Here Councillor Daw left the meeting due to technical difficulties*

2020/129 Recreation Ground

- (a) Prior to the re-opening of the lay area the clerk is to contact the company who do the quarterly checks on the play area to request a professional safety check on the equipment. Written confirmation from the insurance company is to be requested regarding cover if there is a claim.  
The clerk is to write to the school and ask them to send out confirmation as to why the park has not re-opened. Once re-opened, the clerk is to place the relevant signage in place. This will be checked by Councillors and replaced as and when required. The clerk is to let Councillors have spare replacement signage.
- (b) The risk assessment was agreed save for a requested amendment regarding staff safety to include volunteers who cut the grass.
- (c) Councillor Butler was appointed to carry out the fortnightly play area checks until September once the area had been re-opened.
- (d) The amendment to the phone number on the signage was agreed and the clerk is delegated to deal with the same.

2020/130 Correspondence

- (a) Notification from ROSPA that the recreational ground play area will be inspected in July. - Noted
- (b) Letter of thanks for the grant from Sutton Courtenay Newsletter - noted
- (c) Science Vale Cycle Network update – June - noted
- (d) Copy email from resident to Planning Enforcement at VOWH regarding alleged building works at Cross Tree Farm - noted
- (e) Correspondence received from Village Hall Committee thanking for grant - noted
- (f) Consultation on new Model Code of Conduct for Councillors - Councillors are to respond to consultation directly if they wish
- (g) Correspondence from resident regarding overhanging tree repairs – noted
- (h) Correspondence from resident regarding noise and tree felling at Didcot B Site - noted
- (i) Consultation on Culham Neighbourhood Plan Designated area - Councillors are to provide feedback to the clerk to enable a response to be prepared prior to the deadline.
- (j) Police and Crime Commissioner's newsletter June 2020 - noted

- (k) Email from Active Communities regarding Ti Chi on the recreation ground. - this was agreed as long as it did not interfere with any football training which may be going on.
- (l) letter of thanks from the Damascus Parish acknowledging receipt of the £930.00 in respect of the maintenance of the church yard clock - noted
- (m) correspondence received from VOWH regarding renaming of property – noted.

2020/131

Clerk

- (a) The rise in homeworking allowance was noted
- (b) It was confirmed that the clerk may purchase a new filing cabinet
- (c) The clerk is to arrange for the existing filing cabinet to be passed on to a new owner or disposed off.

2020/132

Accounts

- (a) The accounts for payment were received and noted
- (b) The financial spreadsheet for the year to date was received and noted
- (c) The bank reconciliation dated 30<sup>th</sup> June 2020 was received and noted. The Chairman is to sign the same at the next physical meeting of Council.
- (d) The budget monitor document was noted.

2020/133

Items for the Sutton Courtenay News

Footpath reporting  
 Rec ground and play area update  
 Litter bins

2020/134

Access to the weirs

A long discussion took place as to how to proceed with this matter. It was agreed that the clerk is to ask District and County Councillor Webber to try and contact the owner. A member of the public who had also offered assistance was to be provided with Councillor Webber's contact information to liaise with direct. Reasons as to why the fence has been put up is to try to be ascertained in the first instance.

It was agreed that should professional advice need to be sought, the Clerk be delegated in consultation with the Councillors, via email, to obtain any such assistance up to the sum of £1,000.00 to progress the matter.

2020/135

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 be temporarily excluded and they should be instructed to withdraw

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 allotments

2020/136

Allotments

Councillor Atkinson updated the Council in respect of an allotment tenant and the process that is being started. If any paperwork needs signing on behalf of the Council rather than the allotment committee it was agreed unanimously and

RESOLVED:

that the clerk be authorised to sign any such paperwork.