



Minutes for the Parish Council Meeting held on Tuesday 3rd November 2020, virtually via Zoom Meetings commencing at 7.15pm

Present: Cllrs. Mike Jenkins (Chair), Rita Atkinson, Dave Butler, Jennie Corrigan, Eileen Daw, Teresa Field, Simon Lazare, joined by District and County Councillor Richard Webber and Parish Councillor Hemamda

Clerk: Helen Savery

4 Members of the Public

- 2020/193 Apologies for absence
There were no apologies for absence.
- 2020/194 Declarations of Interest
There were no Declarations of Interest
- 2020/195 Admission of the Press and Public
There were no matters deemed confidential.
- 2020/196 Minutes of the meetings held on Tuesday 6th and Tuesday 13th October 2020
The Minutes were approved and will be signed by the Chairman at the next physical meeting of Council.
- 2020/197 Clerk's Notes
The Councillors noted the ongoing matters in the Clerk's notes.
- Council agreed that the clerk should purchase a bin in the same style as the bins already on the recreation ground, costing around £350.00.
- Council decided that they would wish more Councils to be involved in the meeting with Didcot Town Council in relation to the proposed relief road. The clerk is to try and ascertain which councils would like to be involved and arrange an agreeable date
- 2020/198 Public Participation
One member of the public confirmed that they were a Councillor of another parish council and wished to sit in on our meeting as a member of the public to see how our meeting was run.

As County and District Councillor Webber had not yet joined the meeting the agenda items 7 and 8 were deferred until his arrival.

2020/199

Matters raised by Councillors for information

Councillor Daw requested that the designation of FCC land be added as an agenda item at the next meeting.

Councillor Lazare confirmed that the deadline for registering footpaths is 2026. It was agreed that a small working party should be arranged to look into any additional footpaths that may need registering. However the footpaths will be form part of the Neighbourhood Plan and it was suggested that the focus should be on finalising this document before starting another project.

Here Councillor Hemamda and Councillor Webber joined the meeting.

Councillor Atkinson requested that the issue of the registration of land belonging to the Parish Council be added to the agenda.

Councillor Butler mentioned that the iron fence panels of the property on the right hand side of the footpath off the High Street leading to Ginge Brook is still at an angle making it hard to pass. The Clerk has previously written to the owners and will do so again.

Here, Councillor Webber having joined the meeting, the deferred agenda items 7 and 8 were dealt with.

2020/200

District and County Councillor Report

Councillor Webber confirmed that he had attended County Council briefings on both Covid and Brexit in the last few days. He confirmed that issue relating to Brexit were in relation to transport from Portsmouth via the A34 and that food prices would inevitably increase.

He confirmed that he had been in correspondence with the County Council in relation to various matters raised by the Council as follows:-

- He has made an official complaint regarding the Drayton Road Buildout. This was agreed in 2007, the funds for the work are held and yet the work has not been commenced. He has been advised that officers are dealing with other issues in relation to cycling and walking initiatives but he will continue to press for the work to be done.
- Many staff have been redeployed during the Covid outbreak but they are aware of the works to be done in Sutton Courtenay. With regards to the footpath next to the Abbey, Councillor Webber does have some money in his Councillor Priority Fund and is meeting with various interested parties to discuss what needs to be done.
- Councillor Webber read out some of the email which he had received in relation to the recent Call for Sites particularly that more involvement would take place if a Neighbourhood Plan was in place. He will forward the same to the Clerk and Councillor Atkinson. Councillor Atkinson confirmed that there would be no site allocations in the Neighbourhood Plan and that the plan was emerging and whether Councillor Webber could ask if it could be taken into consideration in the meantime as the relevant policies were drafted.

Councillor Corrigan asked the matter of speed calming on the Appleford Road and confirmed that the Parish Council believed that there was a reason why speed enforcement measures could not be put in place. Councillor Webber will seek clarification and chase up what could be done. Councillor Atkinson confirmed that an index linked sum of money was agreed for traffic calming measures in the Section 106 Agreement relating to Planning Permission P18/V0069/O and whether confirmation could be sought as to where this money was or had been spent.

2020/201 Police Matters/Neighbourhood Action Group Matters
None

2020/202 Planning Applications

(a) Decisions on previous applications

P20/V2089/LDP – Proposed loft conversion
22 Barretts Way

Certificate of Lawful Development granted: 1st October 2020

P19/V2555/FUL – Change of use of dog kennels to form residential dwelling and change of use of stable block to form ancillary office and plant room, plus external alterations and associated landscaping improvements and car parking space and a new access point (amplified by SUDS assessment received 15 January 2020)

The Old Kennels Drayton Road

Refused: 15th October 2020

(b) Applications dealt with prior to the meeting

P20/V2369/HH – Construction of new timber framed garden office adjacent to existing wet board house including repair of river edging along site boundary to River Thames

Wharf Barn 34A Church Street

Comments: The Parish Council objects on the basis that the development will dominate the river scene, changing the character of this part of the Conservation Area.

P20/V2294/LB – fit 10 timber windows, white with black monkey tail handles to the exact aperture of the existing window frames and in an almost identical style.

33 High Street

Comments: Council has no objections.

(c) Applications for consideration at this meeting

P20/V2018/LB – replacement of three wooden windows that have rotted/are rotting on a like for like basis

The Limes 76 High Street

Comments: Council has no objection.

P20/V2552/LB (Listed Building Consent) and P20/V2553/A (advertising Consent)- repaint the existing swing sign, change the name to The George which was the original name of the of the public house. To paint over (in cream/off white heritage colours) the beams above the front door to allow a traditional hand painted sign of the pub's name directly onto the pub wall
4 Church Street Sutton Courtenay

Comments: Council has no objection.

P19/V1728/RM – Reserved Matters application for details of the appearance, landscaping, layout and scale of the proposed development following planning permission P18/V0069/O. (amended plans received 1 October 2020 to show development of 91 dwellings and associated access: Former Amey Site, Appleford Road

Comments: objections in relation to lack of open space – the play area does not join with the playground. Isolation due to lack of/repair of current infrastructure linking development to the village. Note disappointment that minimum standards are being met but not exceeded.

The Councillors who attended the recent meeting with Vistry Homes in relation to the above permission also requested that in the letter in relation to the Section 106 monies referred to at minute 2020/200 it be requested for confirmation that appropriate monitoring was in place to ensure the money is spent on the village. It was also noted that although the Open Space allocation exceeds the minimum 15% regulations, some of the space is inappropriate being tucked away and is therefore likely to be both a dumping ground and or an ideal location for antisocial behaviour.

2020/203 Defibrillator – High Street Phone Kiosk

It was discussed and agreed and

RESOLVED

that the quotation from the Community Heartbeat Trust be accepted to allow consistency between the defibrillators in the village and the “lease” agreement means that the relevant insurance, risk assessments etc are covered.

The clerk to liaise with the company in relation to installation and also to see if they can include CPR training in the device training. If not, Council to consider whether it would wish to provide the same in the future.

2020/204 HIF meeting with Oxfordshire County Council

Councillors Atkinson, Lazare and Jenkins had attended this meeting. It was disappointing to note that no minutes had yet been received for this meeting and the Clerk is to chase the same. It was noted that the river crossing will be built and the route is almost finalised. However, certain other matters are yet to be finalised and there is the opportunity to be involved in this. Further questions are to be submitted to OCC including questions from three residents. Councillor Lazare asked for a question in relation to the height of the bridge which will need to be erected and this will be added to the list. Another meeting is to be requested by the Clerk. The Leader of the Council is also to be asked

to attend a Parish Council meeting to explain how the traffic data was compiled and how it was intended to be used in the future.

2020/205

Public Rights of Way

- (a) A verbal report on the meeting was provided. A further meeting to discuss work which had been done and the result of FCC meeting with Oxfordshire County Council is due to be arranged for early December. It was requested that at the next meeting the duty of care FCC have should be mentioned. FCC will be trying to complete some “quick fixes” on some of the paths prior to the next meeting.
- (b) The correspondence from the Operations Manager was noted
- (c) The correspondence from OCC regarding the DMMO was noted. The clerk confirmed that she had already chased a response in relation to the other matters and had diarised to chase for an update on the DMMO in the next few weeks.

2020/206

Meeting with Vistry Homes

It was agreed that this had been discussed at Agenda Item 2020/202.

2020/207

Cemetery Fees

The report on the cemetery fees prepared by the Clerk was discussed it was agreed and

RESOLVED

that the cemetery fees remain the same for the next financial year SAVE that interment charges will be waived for children under the age of 16.

2020/208

Recreation Ground

(a) It was discussed, agreed and

RESOLVED

that the bins should be emptied on the “summer emptyings” due to the increased use of the recreation ground during Covid-19.

- (b) It was agreed that the maintenance contractor be provided with a key provided that he be asked to drive around the field rather than over the football pitches.
- (c) The working party confirmed the questionnaire has been produced and is available for completion and return by 15th December. . It was confirmed that the football club had been advised verbally of the consultation but formal correspondence would be sent imminently. Other stakeholders would also be contacted.
- (d) The clerk confirmed that a period of good weather was required for the works on the play area to be completed but that she would chase the contractor up.
- (e) Not applicable due to park closure.
- (f) Councillor Daw agreed to be the play area inspection person should the play area reopen.

2020/209 Neighbourhood Plan
Councillor Atkinson updated that the Locality Grant paperwork had been received and could be actioned. Once the funds are received, the Bluestone quotation will need accepting to allow the relevant work to be undertaken. It was discussed, agreed and

RESOLVED

that once the grant monies were received the acceptance of the Bluestone quotation be delegated to the Clerk in consultation by email with two non-steering group Councillors.

2020/210 Microsoft Teams
It was agreed that the clerk should look at Microsoft Teams in relation to file storage. If this did not do what was hoped, other paid for services would be considered.

2020/211 Remembrance Sunday
Council had been asked whether the Parish Council would arrange a brief service at the War Memorial on Sunday. To comply with Covid-19 regulations, the event would need to have a risk assessment and Track and Trace systems in place for anybody attending, including members of the public who turned up. The other option was that a service would be filmed for showing and the wreath layers would be asked to attend at any point after 11.00am to lay their wreaths when no-one else was there.

Council discussed the same and given the time constraints confirmed that it would not be able to arrange a Covid Safe service and that the alternative wreath laying option would be fitting.

2020/212 Correspondence
(a) Email regarding SSG Harwell Meeting scheduled for 5th November, along with accompanying notes – Noted
(b) LLC October updated – noted
(c) Letter of thanks from the Royal British Legion for the donation for the wreath – noted. Councillor Jenkins confirmed the same was now available and he would place the same on the Council's behalf at an appropriate time on Sunday.
(d) Letter from VOWH regarding the hardstanding at 2 Drayton Road – Noted.
(e) Email from resident regarding burger van – this would need to be dealt with by the District Council. The clerk is to contact them with regards to whether the relevant licences and permits are in place.

Here Councillor Corrigan left the meeting

2020/213 The duration of the meeting had been 2 hours and Council resolved to suspend standing order no. 3x in order to allow business to be continued.

- 2020/214 Resources for the clerk
It was discussed, agreed and
RESOLVED
That the Clerk may obtain a copy of the new edition of the Local Council Administration.
- 2020/215 Budget for 2021/22
The date for the meeting to set the 2021/22 budget was agreed as the 2nd Tuesday of December (8th December)
- 2020/216 Accounts
The accounts for payment were received and approved
- 2020/217 Items for the Sutton Courtenay News
The following were requested, confirmation of the appeal dismissal, request to return questionnaires, Radcot Green Meeting, Footpath meetings, thanks to Damascus Youth project for the recent litter pick
- 2020/218 Here Councillor Lazare referred back to minute 2020/205 and confirmed that it was hoped that Council would agree to working with Appleford Parish Council relating to Public Rights of Way. This was agreed and the Clerk is to write to Appleford Parish Council to formally invite them to send representatives and request that each Council copy each other in to any formal correspondence.
- 2020/219 Date of Next Meeting
The next Parish Council meeting will take place on Tuesday 1st December 2020