



## Sutton Courtenay Parish Council

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held on Tuesday 2<sup>nd</sup> February 2021 at 7.15pm virtually, via Zoom Meetings

*H Savery*

Mrs H Savery  
Clerk to the Council

10 Sovereign Place  
Wallingford Oxon  
OX10 9GF

Date: 27<sup>th</sup> January 2021

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- 1 Apologies for Absence  
To receive apologies for absence
- 2 Declarations of Interest
  - (a) To receive declarations of interest from Councillors on items on the agenda under consideration at this meeting
  - (b) To receive written requests for dispensations for discloseable pecuniary interests.
  - (c) To grant any requests for dispensation as appropriate
- 3 Admission of the Public  
To consider whether members of the press and public should be excluded from the meeting due to the confidential nature of the item.
- 4 Minutes of the meeting held on Tuesday 5<sup>th</sup> January 2021  
To approve the minutes as a correct record of the proceedings
- 5 Clerk's Notes
- 6 Public Participation  
An opportunity for the public to bring parish matters to the attention of the Council
- 7 County Councillor's Report  
To receive a report on County Council matters from Cllr. R. Webber.
- 8 District Councillor's Report  
To receive a report on District Council matters from Cllr. R. Webber.
- 9 Matters raised by the Councillors for information
- 10 Police Matters/Neighbourhood Action Group Matters
  - a) To note any police issues for the area
- 11 Planning applications

(a) Decisions on previous applications

P20/V2934/HH - Replacement single storey rear roof with the insertion of a roof lantern, external render and timber cladding, new windows and doors throughout and the insertion of wider new rear glazed doors at the rear ground floor level.  
5 Chapel Lane Sutton Courtenay  
Granted: 7<sup>th</sup> January 2021

P20/V2948/LB Proposed replacement of uPVC window on principal elevation with timber window. Retention of 4no. uPVC double glazed windows to the rear of the building. Unauthorised work was completed by previous owner \*PART RETROSPECTIVE\*  
4-5 The Green Sutton Courtenay  
Granted: 15<sup>th</sup> January 2021

P20/V3052/HH – extension to existing drop kerb  
98 Milton Road Sutton Courtenay  
Granted: 25<sup>th</sup> January 2021

(b) Applications dealt with prior to the meeting

P20/V3337/HH - Loft conversion and associated roof lights  
49 Lady Place Sutton Courtenay  
Comment: Council has no objection

(c) Applications for consideration at the meeting

P20/V3312/LDP – replacement of existing caravan with a mobile home.  
The Pool House Abingdon Road Sutton Courtenay.

- 12 Cleaning of Phone Box on High Street  
To consider the cleaning of the phone box on the High Street housing the defibrillator quarterly at a cost of £20.
- 13 Neighbourhood Plan  
(a) To receive the report from the Neighbourhood Plan Steering Group and to resolve whether the Parish Council may make the Freedom of Information request detailed therein.  
(b) To approve and resolve the payment of the Bluestone Interim invoice. Such funds to be paid from the Locality Grant funding for this purpose.
- 14 Didcot Garden Town  
To receive the report from Councillor Atkinson in relation to recent meetings with the Didcot Garden Town Advisory Board.
- 15 Recreation Ground  
(a) To receive a report from the Recreation Ground working party.  
(b) To receive the report on the weekly inspection by parish councillors.  
(c) To appoint the play area inspection person for the next month  
(d) To consider the email from a resident containing further information on using the recreation ground for exercise groups.
- 16 Footpaths  
(a) To discuss the comments on PROW in the Hansen/FCC meeting held on 12<sup>th</sup> October 2021

- (b) To discuss the notes on the meeting between Councillor Lazare and a local landowner which took place on 12<sup>th</sup> December 2020 and note the Schedule of work agreed. To consider whether assistance can be made in respect of the financial cost of replacement of stiles with kissing gates.

17 Discharge of sewage into water courses

To discuss whether to contact the County Council and Thames Water for information on the levels of sewage discharged into water courses.

18 Correspondence

- (a) Minutes for the Milton Park Liaison Group meeting held on 27<sup>th</sup> November 2020
- (b) Compliance report for the FCC/Hansen meeting held on 11 January 2021.
- (c) Notice of Parish Transport Representative meeting on 23<sup>rd</sup> February 2021.
- (d) Email from Parochial Church Council regarding replacement posts on the village green.
- (e) Email from OALC attaching open letter from NALC
- (f) Email from Vale of White Horse District Council regarding Section 106 funds.
- (g) Email from Bioabundance Community Interest Company in respect of the South Oxfordshire Local Plan 2035 – resolution required if the Council are minded to support.
- (h) Letter from resident regarding state of verges in Bradstocks Way.
- (i) Email and associated documents in relation to proposed application at Didcot A Power Station.
- (j) Email from Women’s institute regarding the placing of a bench to celebrate its centenary.

19 Grant applications

- (a) to review the letter received from Home Start South Oxfordshire regarding numbers of people they are assisting in the Parish. To resolve whether the grant of £500 is to be awarded.
- (b) To note the email received from Be Free Young Cares regarding the number of people in the parish they assist. To resolve whether the grant of £300 is to be awarded.

20 Training

To discuss the training courses which Councillors and the clerk have raised an interest in (see Clerk’s Notes) and agree whether they should be attended and by whom.

21 Model Publication Scheme

To review the Model Publication Scheme as amended. To resolve adoption of the same.

22 Clerk - subscriptions

To discuss and resolve whether the Council will renew the annual subscription to the Society of Local Council Clerks at a cost of £166.00

23 Accounts

- (a) To review the closure bank account note prepared by the clerk, to agree and resolve the relevant points.
- (b) To receive and accept the Bank reconciliation dated 18<sup>th</sup> January 2021
- (c) To receive and note the up to date budget monitoring document.

- (d) To review the Financial Regulations prepared by the clerk based on the Model Regulations issued by NALC dated July 2019. To resolve to adopt the same if agreed by Council.
- (e) To receive and resolve approval of the accounts for payment as per list circulated for members
- (f) To agree and resolve the two councillors to authorise the bank payments referred to above once funds are available.

24 Items for Sutton Courtenay news

To consider items for inclusion in the Sutton Courtenay News.

25 Date of Next Meeting

The next meeting of the Council will be Tuesday 2<sup>nd</sup> March 2021