



## Minutes for the Parish Council Meeting held on Tuesday 6<sup>th</sup> April 2021 virtually, via Zoom meetings, commencing at 7.15pm

Present: Cllrs Michael Jenkins (chair), Rita Atkinson, David Butler, Jennifer Corrigan, Eileen Daw, Merouan Hemamda, Simon Lazare, County and District Councillor Webber.

Clerk: Helen Savery

2 Members of the Public

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- 2021/086 Apologies for absence  
There were no apologies for absence.
- 2021/087 Declarations of Interest  
(a) Councillor Hemamda declared an interest in planning permission P21/V0531/HH under agenda item 11(c)  
(b) There were no requests for dispensations.
- 2021/088 Vacancies for places on the parish council  
Three residents had applied.  
The application was accepted unanimously and it was  
**RESOLVED:** that Patrick Stewart, Louis Thurman and Antony Willott be co-opted to the Council to fill the remaining vacant seats on the council.
- 2021/089 Declarations of Acceptance of Offer  
Patrick Stewart, Louis Thurman and Antony Willott having been co-opted onto the Council, signed their Acceptance of Offers.
- 2021/090 Admission of the Public and press  
There were no items deemed to be confidential.
- 2021/091 Minutes of the meeting held on Tuesday 2<sup>nd</sup> March  
These were approved save for the addition that it was agreed that the football club pavilion on the recreation ground should be added to the asset register at minute 2021/0060 and the request that the working group with Milton Park was set up to discuss recreational facilities at Kelaart's field at minute 2021/68.  
  
The Chairman is to sign the minutes when appropriate.
- 2021/092 Clerk's Notes  
These were noted.

- 2021/093 Public Participation  
A member of the public noted that they had sent a letter to FCC, copying in the Council regarding Hobbyhorse Lane but this did not appear as correspondence on the agenda.
- They also stated that they had raised the issue of why land owned by the Parish Council was considered confidential at the last meeting but this had not been minuted. It was stated that this question had been answered at the previous meeting.
- 2021/094 District and County Councillor reports  
Councillor Webber confirmed that the Vale of White Horse District Council and South Oxfordshire District Council had voted to prepare a joint local plan rather than individual ones.
- Councillor Webber confirmed that he was still able to carry out duties during the period of purdah which is he is currently in in relation to his County Council position but must not involve himself or any other party candidates in matters which could be seen as giving themselves an advantage in the elections.
- Councillor Atkinson raised the issue of the recent Call for Sites and whether the Vale would now consider sites it had previously rejected. Councillor Webber referred to housing supply demand in the area and next phase of the local plan.
- Councillor Lazare raised the issue of the continuation of virtual meetings. Councillor Webber stated that he understood that in some circumstances virtual meetings would be continuing at the County and District level following the ending of the Coronavirus legislation on 7<sup>th</sup> May.
- Here District and County Councillor Webber left the meeting.*
- 2021/095 Matters raised by the Councillors for information.  
Councillor Corrigan raised the issue of dog fouling on pavements. The clerk is to look into signage to go up.
- Councillor Corrigan also raised the issue of whether signage could be put up reminding drivers to switch off their engines when idling. The clerk is to refer this to the Highways Department at the County Council.
- Councillor Atkinson asked whether the report on legal advice relating to Council land had yet been prepared. The clerk confirmed that this would come to the next meeting.
- Councillor Stewart asked whether a liaison group was in place between other areas of the Science and Vale area. It was confirmed that the only liaison group the Council has a representative on is the Milton Park Liaison committee.
- Council Daw requested that an item be put on the May agenda regarding commissioning a report on FCC land as to what works have been done/what will be being done.

- 2021/096 Accounts  
(a) The payment list was approved for payment. Councillor Atkinson requested that the payment to the clerk be separated into salary and expenses.  
(b) Councillors Atkinson and Daw were appointed as the two councillors to approve online the online payments.
- 2021/097 Asset Register & Risk assessment document  
The asset register and risk assessment documents were approved. The documents are to be reviewed in full during this financial year.
- 2021/098 Staff working Party  
Councillor Daw agreed to be the additional member on the staff working party. The clerk to confirm what training is currently available for members of the working party.
- 2021/099 Recording of meetings  
Council agreed that meetings be recorded and would wish that recordings be made onto the clerk's laptop rather than through Zoom. The clerk is to prepare a protocol in relation to the same.
- 2021/100 Planning applications
- (a) Decisions on previous applications
- P20/V2967/LB - Replace windows and door to the rear elevation with double glazed windows, maintaining the same size, shape, character and style of each window. Replace rear double doors with timber casement without decorative glazing bars and remove cat flap. (Amended on 27 January 2021 to remove reference of front windows.)  
20 High Street  
Approved: 24<sup>th</sup> February 2021
- P21/V0077/FUL - Variation of condition 2 (approved plans - elevational amendment to increase ridge height from 8.734m to 9.006m) on application P20/V2047/FUL. Variation of condition 2 (approved plans - to allow minor elevational amendments and the inclusion of a raised patio) and conditions 3 - materials, 9 - landscaping details and 11 - boundary treatments on application ref. P19/V1992/FUL. (As amended by plans and documentation received 13 October 2020, 9 November 2020 and 26 November 2020). Demolition of a pair of semi-detached cottages & outbuildings & construction of a new detached dwelling & detached garage.  
3 Mill Cottage  
Approved: 25<sup>th</sup> February 2021
- P20/V0630/FUL - Alteration of roof to previously approved Granny Annex (previous planning approval no. P17/V1770/FUL)  
19 Harwell Road

Refused: 26<sup>th</sup> February 2021 – excessive in scale, bulk and massing for its intended purpose.

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

Refused: 2<sup>nd</sup> March 2021 - failure to preserve the special architectural and historic interest of the listed building

P20/V3312/LDP - Replacement of existing caravan with a mobile home.

Land at The Pool House Abingdon Road Sutton Courtenay Abingdon OX14 4NF

Certificate of Lawful Development issued 11<sup>th</sup> March 2021

*Further explanatory email provided by the District Council to the Parish Council is enclosed with the agenda documentation.*

P21/V0136/HH - Proposed single storey extension for new study, entrance porch an extension to existing dining room

83 Drayton Road Sutton Courtenay

Approved: 15<sup>th</sup> March 2021

P20/V2898/HH - Demolition of detached garage and rear conservatory. Proposed double storey rear extension and alterations.

14 Abingdon Road

Approved: 15<sup>th</sup> March 2021

P20/V3234/HH - 1 1/2 storey rear extension. (Amended plans received 22 February 2021- reducing size of extension)

46 High Street

Approved: 16<sup>th</sup> March 2021

P21/V0214/HH - Demolish existing conservatory. Proposed entrance porch. Roof modified for large front dormer and rear double gable roof extension.

Mill Cottage Appleford Road Sutton Courtenay

Approved: 18<sup>th</sup> March 2021

(b) Applications dealt with prior to the meeting

P20/V2706/FUL - Variation of conditions 2 - approved drawings, 3 - external materials, 5 - refuse and recycling and 7 - landscaping on application ref. P18/V1714/FUL. (As amended by plans received on 17 and 24 February 2021).

Variation of Condition 2 (approved plans) of planning permission P18/V0647/FUL to change elevations and layout to optimise the site. (Variation of Condition 2 (approved plans) of planning permission P16/V1111/FUL to change the location of the houses. (Erection of 3 detached dwelling houses with associated landscaping, access and car parking

Highview Court Drayton Road Abingdon OX14 4GZ

Comment: Council has no objection

P20/V3101/FUL -Demolition and removal of 3 no. storage units and the erection of new single storey storage unit.

Buckles Yard Drayton Road

Comment: Council objects as the development will not be in keeping with the other buildings in the area and will not be shielded by the current landscaping particularly in winter/spring/autumn. Concerns for highway safety. Request for some of the stone wall to be retained and if permission granted that a condition be put in place that building only used for storage.

P21/V0397/HH - Demolition of existing detached garage and store, erection of 1.5 storey extension.

71 High Street Sutton Courtenay

Comment: Council has no objection.

(c) Applications for consideration at the meeting

*Here Councillor Hemamda having declared an interest left the meeting*

P21/V0531/HH - : Proposed tiled porch to the side elevation of the property.

9 Southfield Drive Sutton Courtenay

Comment: Council has no objection

*Here Councillor Hemamda rejoined the meeting.*

P21/V0558/HH - To rear of house, demolish original utility extension and erect new single-storey extension 3m deep. To front of house demolish existing porch and erect new porch.

3 Frilsham Street

Comment: Council has no objection.

P21/V0683/FUL - External gas storage, canopy, water tank, pump and control room in existing service yard

Nexeon 153A Eastern Avenue Milton Park Milton OX14 4SB

Comment: No blast radius information was provided with the documentation. Council would wish to defer their comment until this information has been seen given the proximity to the primary school and private residences.

2021/101 Pre-planning information

Council discussed the information provided regarding the proposed 5G mast. A coverage plan is to be requested and also a request that the company inform residents on the proposals prior to the application being made.

2021/102 Planning – soft landscaping

(a) It was agreed that the District Council should be approached asking them to give more consideration to the landscaping element of large developments. In particular, the level of landscaping, ensuring that landscaping is done during development and not after, possible screening of works prior to commencement.

The clerk is asked to prepare the letter and copy the letter to other parishes. An item to be added to the Sutton Courtenay News article informing residents of this stance.

- (b) It was agreed that this should be considered as a possible objection on every large development application that Council are consulted on going forward.

2021/103 Recreation ground

- (a) Council have no objection to the area being used for paid classes but request that the MUGA area not be used, the area not to be used during holiday time, no sound equipment to be used and the area to be cleared of all rubbish, even if not accumulated by the group at the end of the session. Any licence documentation would be renewable annually with an initial three month review period in place.
- (b) Councillor Atkinson reported that the general condition of the play areas are the same but the sign with contact details on has fallen down.
- (c) Councillor Hemamda was appointed as the play area inspector for the next month.

2021/104 Correspondence

- (a) email from the Guiding Abbey District Commissioner regarding lease of hut at Sutton Courtenay – this matter to be passed to the Village Hall Committee for consideration and them to report back.
- (b) Email from Highways Department regarding requesting posts to protect the verges at Barretts Way – The clerk is to try and ascertain the landowner
- (c) Invoice for annual donation to Wilts and Berks Canal Trust – would Council wish to subscribe? – Council agreed to the subscription being paid.
- (d) Millennium Common Management Committee report for March 2021 – noted.
- (e) Email from ST Grounds Maintenance confirming their 3% fees increase for the year 2021/22 – noted.
- (f) Notes from the Public Transport Representatives meeting held on 23<sup>rd</sup> February 2021 - noted
- (g) Press release from Vale of White Horse District Council regarding new community lottery – to be put in newsletter.
- (h) Correspondence from Milton Park Local Liaison Group regarding Local Development Order – noted. RA to check work should be on both sides of ditch.
- (i) Email from Oxfordshire County Council Transport team regarding Ground Investigation and archeological trenching works being carried out. Noted
- (j) Letter from Vale of the White Horse District Council regarding changes to CIL - noted
- (k) Temporary Traffic Regulation Order for Tollgate Road and Abingdon Road. Noted, information to be placed in newsletter.
- (l) Email regarding broadband in Sutton Courtenay – noted – response to be written to ask if they could consider this going to the primary school.
- (m) Didcot Garden Town newsletter – available on request due to file size. noted
- (n) Email from Vale of the White Horse District Council regarding joint Local Plan with South Oxfordshire – noted.

- 2021/105 Meeting with Oxfordshire County Council regarding new road and bridge crossing.  
 (a) The minutes prepared by OCC representatives was received and noted.  
 (b) Oxfordshire County Council's response to Appleford Parish Council was noted.  
 (c) A date for a further meeting is to be agreed.  
 (d) The leader of the County Council is to be requested to attend a meeting. This will need to take place after the county council elections but before any formal planning application is made. Points to be discussed include – despite requests and two meetings, no data has been provided in relation to costs and the benefits to the community, what contingency plans are in place.  
 Local MP and MP for Henley are to be requested to ask whether the spend dates of the HIF can be extended given Covid delays.
- 2021/106 Meeting with Appleford Parish Council  
 The Council discussed the email from Appleford Parish Council regarding its HIF positioning paper. Council agreed, and the clerk to confirm that the Council stand by their preference that the road should be on the other side of the railway sidings, however they are supportive of Appleford PCs suggestions dependent on where the proposed new layout would cross the B4016 and in providing support in relation to Sutton Courtenay's roundabout issues. The clerk to liaise with Councillors Lazare and Atkinson on the technicalities of the response.
- 2021/107 Council Transparency  
 It was agreed that non confidential agenda papers should be circulated to the public and published on the website.
- 2021/108 Works to footpath on Church Street  
 The risk assessment was noted and approved by Council.
- 2021/109 Grant application for the replacement of stiles with kissing gates  
 It was discussed and unanimously agreed and  
**RESOLVED** that the grant funding application and, if successful, the acceptance paperwork be delegated to the clerk in consultation with Cllrs. Lazare and Daw.
- 2021/110 Section 106 monies  
 Council considered the information on the Section 106 monies in relation to the retrospective work and monies for a new sign. It was agreed and  
**RESOLVED** that the terms and conditions are agreed and the clerk be authorised to complete and sign all relevant paperwork in relation to the acceptance of the monies.

- 2021/111 Bench on the village green  
Council considered the design on the new bench which the WI would like to place on the village green for the centenary. It was discussed and agreed that the style provided by the WI was acceptable.
- 2021/112 Policies  
The adoption of the grievance and disciplinary policies was deferred to allow the clerk time to look at suggested amendments.
- 2021/113 Items for the Sutton Courtenay News  
The article to include – dog owners picking up mess, new road and working with Appleford PC, including inviting the leader of the council to a meeting, co-option of new councillors, other items mentioned above.
- 2021/114 Date of next meeting  
It was agreed that the date of the next meeting would be Tuesday 4<sup>th</sup> May 2021 and would be the annual meeting of the parish council.

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