



## Sutton Courtenay Parish Council

To: All Members of the Council

You are hereby summoned to attend the annual meeting of the Parish Council to be held on Tuesday 4<sup>th</sup> May 2021 commencing at 7.15pm, virtually, via Zoom Meetings.

*H Savery*

Mrs H Savery  
Clerk to the Council

10 Sovereign Place  
Wallingford Oxon  
OX10 9GF

Date: 28<sup>th</sup> April 2021

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- 1 Election of the Chairman  
To elect the chairman of the council.
- 2 Acceptance of Officer of Chairman  
To resolve that the Acceptance of Office of Chairman be signed by the newly elected Chairman as soon as practicable after the meeting, given that the meeting is being held virtually.
- 3 Apologies for Absence  
To receive apologies for absence
- 4 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
- 5 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.  
  
Item 28 – staffing matters
- 6 Election of Vice Chairman  
To elect the Vice Chairman of the Council.
- 7 Minutes of the meeting held on Tuesday 6<sup>th</sup> April 2021 & Tuesday 20<sup>th</sup> April 2021  
To approve the minutes as a correct record of the proceedings
- 8 Public Participation  
An opportunity for the public to bring parish matters to the attention of the Council
- 9 Clerk's Notes  
To note the information contained in the clerk's notes.

- 10 County Councillor's Report  
To receive a report on County Council matters from Cllr. R. Webber.
- 11 District Councillor's Report  
To receive a report on District Council matters from Cllr. R. Webber.
- 12 Matters raised by the Councillors for information
- 13 Accounts  
(a) To note and approve the payment list  
(b) To appoint the Councillors to authorise payments for the coming month.  
(c) To note the information on the bank account in the Clerk's notes and decide if the Santander bank account should remain open.  
(d) To resolve that Councillors Stewart, Thurman and Willott be added as signatories to both bank accounts.
- 14 Planning applications  
(a) Decisions on previous applications  
  
P20/V2712/FUL - Demolition of Delta Building and erection of two new buildings to accommodate Stage 1 and Stage 2 for use as a Film Studios with associated car parking and perimeter road.(additional drainage information received 11 January 2021).  
Former Harmsworth Printing Building Milton Road Didcot OX11 7HH  
Approved: 29<sup>th</sup> March 2021  
  
P21/V0305/FUL - Single storey modular classroom unit  
Sutton Courtenay Primary School  
Approved: 8<sup>th</sup> April 2021  
  
P20/V2369/HH - Construction of new timber framed garden office adjacent existing wet boat house including repair of river edging along site boundary to River Thames (Additional information received 3 March 2021).  
Wharf Barn 43A Church Street  
Approved: 12<sup>th</sup> April 2021  
  
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  
Approved: 16<sup>th</sup> April 2021  
  
P20/V3183/HH - Extension to existing garden store for ancillary use to the main house  
West Wilden 11 Brook Street  
Approved: 23<sup>rd</sup> April 2021  
  
(b) Applications dealt with prior to the meeting  
  
P21/V0704/HH - Removal of cat slide roof over first floor guest bathroom at the rear of the house, and construction of new gable end wall with traditional pitched roof laying on existing roof with valley gutters.  
18 The Green Sutton Courtenay

Comment: Council has no objection.

P21/V0831/HH - Application to erect a balcony off the rear of the property  
7 Amey Close

Comment – Council has no objection

(c) Applications for consideration at the meeting

P21/V0921/T56 - Proposed 18m Phase 8 Monopole C/W wrapround Cabinet at base and associated ancillary works  
Barrett's Way Sutton Courtenay OX14 4BY

P21/V0826/HH – New detached two bay garage with additional workshop area and a single story porch extension to front elevation of dwelling.  
Lapwing Barn 95A Drayton Road Sutton Courtenay Abingdon OX14 4HB

P21/V0920/LB - Application for Listed Building consent for the proposed installation of 2 x 110mm push fit telecoms ducts in the footway  
Bridge over the river Thames, north of Sutton Courtenay

P21/S1471/LB - Application for Listed Building consent for the proposed installation of 2 x 110mm push fit telecoms ducts in the footway  
Sutton Bridge, Sutton Courtenay

P21/V0968/HH - Replace existing shallow pitched lean to roof to the garage with a pitched roof with a central ridge  
Walton House 45 Church Street

15 Recreation Ground

- (a) To receive the report on the weekly inspection by parish councillors.
- (b) To appoint the play area inspection person for the next month

16 Correspondence

- (a) correspondence from Planning Policy department at Vale of White Horse District Council regarding Call for Sites criteria
- (b) Correspondence from Oxfordshire County Council with Structure chart for the Highways Department.
- (c) Email from resident regarding posts on village green.
- (d) Minutes from the Harwell SSG meeting held on 11<sup>th</sup> March
- (e) Letter from TFA regarding planning application for Data Centre at Milton Park.
- (f) Email from resident regarding village green
- (g) Email from Oxfordshire County Council TTRO for High Street Sutton Courtenay
- (h) Email from financial expert at OALC regarding charging for use of the recreation ground and the possible VAT implications.
- (i) Email response regarding 5G mast planning application.
- (j) Consultation on change in speed restrictions.

17 CPRE questionnaire

To consider the questionnaire from CPRE and decide whether Council wishes to respond. If so to finalise the responses.

18 WI bench

- (a) To consider and resolve to accept the bench as a gift and take over responsibility of the same.

- (b) To consider and confirm the position of the location of the bench to commemorate the WI's centenary and to agree whether the same is to be fixed.
- (c) To consider and approve the wording "Celebrating 100 years of Sutton Courtenay WI 1921-2021" as the plaque wording.

19 Cemetery

- (a) To note the report from the cemetery working party in respect of the opening of the next section.
- (b) To note the photographs prepared by the clerk in relation to the damage to the gate post and decide if an insurance claim should be made.
- (c) To consider whether a combination padlock be acquired for the double gate, to allow the same to be locked but vested parties to access when required.

20 Neighbourhood Plan

To note the report on the Neighbourhood Plan and

- (a) To consider the Bluestone quotation and, if approved, resolve that the clerk may accept the same.
- (b) To resolve that Cllr Atkinson may proceed with the Locality Grant application and that the clerk, in consultation with Councillor Atkinson, sign and submit the same on behalf of the Council.
- (c) To resolve that acceptance of the terms and conditions and any paperwork in relation to the release of any grant funding be delegated to the clerk in consultation with two non steering group councillors.
- (d) To discuss and, if agreed, delegate the payment of the Bluestone invoice to the clerk in delegation with two non-steering group councillors. Such payment to be made from the relevant funding or earmarked reserves as appropriate.

21 Art Trail

- (a) To note the report on the proposed art trail.
- (b) To consider whether the Council would wish to request the next drawdown of Section 106 monies to allow the trail to progress.
- (c) To consider and, if agreed, resolve that the clerk may deal with all paperwork in relation to both the application and acceptance of funds to the clerk, in consultation with Councillors by email, such works to be considered acceptable on receipt of a majority of agreement from a quorum of Councillors.

22 Recording of meetings

To review and adopt the Recording of Meetings policy based on the SLCC model document.

23 Delegation in case of cancellation of meetings due to Coronavirus restrictions

To discuss the following delegation to enable Council business to continue in the case of cancellation of meetings due to Coronavirus restrictions:-

"extending the delegation of Council decisions to the Clerk in consultation with the Councillors by email (being determined once a quorum of Councillors have responded) during any period where the Council cannot meet for circumstances outside of its control. Such delegation to apply to enable the Council to fulfil its duties to its residents and fulfil its financial obligations".

24 Working parties

To review the members of the following working parties

- (a) Planning Working party – to confirm the delegated powers of this working party
- (b) Recreational Amenities Working party
- (c) Landfill Site working party
- (d) Cemetery working party

- (e) Footpaths working party
- (f) Effectiveness of Internal Audit working party
- (g) Staff working party
- (h) Art Trail working party

25 Representatives on external committees/organisations

To review Councillor representatives on the following committees/organisations

- (a) Oxfordshire Association of Local Councils
- (b) RWEA Power Liaison committee
- (c) Village Hall
- (d) FCC Liaison committee
- (e) Millennium Common Management Committee
- (f) Culham Liaison committee
- (g) Damascus Advisory Board
- (h) Neighbourhood Plan Steering Group
- (i) Didcot Garden Town Board. NB Cllr Atkinson acts as representative for all affected parish councils.
- (j) Harwell Liaison Group
- (k) Milton Park Liaison Committee

26 Items for Sutton Courtenay news

To consider items for inclusion in the Sutton Courtenay News.

27 Date of Next Meeting

The next meeting of the Council will be Tuesday 1<sup>st</sup> June 2021

28 Staffing matters - confidential

To note the report provided to Councillors by the Staff working party. To make any decisions and resolutions in relation to the same

*NB – the clerk will leave the meeting for this agenda item. A member of the working party will confirm the resolutions made to the clerk to enable minutes to be prepared.*