



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 1st February 2022 at The Village Hall, Sutton Courtenay commencing at 7.15pm

Present: Councillors Eileen Daw (chair), Rita Atkinson, David Butler, Father Morkos, Hugo Raworth, Jason Warwick, Antony Willot, joined, in part, by County and District Councillor, Richard Webber

The Clerk, Helen Savery

1 Member of the Public

2022/021 Apologies for Absence
Apologies for absence were received from Cllrs Theresa Field & Merouan Hemamda.

2022/022 Declarations of Interest
There were no declarations of interest

2022/023 Admission of the Press and Public
It was proposed, agreed 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 25 – Staff Pay

2022/024 Public Participation
The Member of the Public requested that it be minuted that Hobbyhorse Lane Public Right of Way was again impassable. The clerk is to confirm to the Public Rights of Way Officer.

The Member of the Public queried whether the Green Strategy Plan in the District Council Local Plan could be considered by the Parish Council.

2022/025 Minutes of the meeting held on Tuesday 4th January 2022
It was **RESOLVED** THAT the minutes were approved as drawn and were signed by the Chairman.

- 2022/026 Clerk's Notes
The Clerk ran through the clerk's notes. The following were noted:- The fence is to be repaired, File storage – JW to assist, Call for sites – chase again for full selection criteria.
- 2022/027 County Councillor's report
Cllr Webber confirmed that the plans for the new reservoir were still proceeding but ONS figures and predictions indicate that Thames Water are predictions are wrong. Monthly updates are expected.
- VAS signage – Cllr Webber has allocated some of his Councillor fund for VAS signage. The funding is available until 31st March 2023 and will pay for the full cost of one signage. Split with Milton will be required. Once NAG reports received confirmation of what is wanted is to be sent to him to arrange for the same.
- HIF - The consideration of the application is due to take place in late spring this year and it is likely that implementation of the plan once approved, may be delayed until 2025/2026. There are a number of possible outcomes from the application.
- 2022/028 District Councillor's report
Cllr Webber confirmed that the Vale is now allowed to allocate Housing using the standard method.
- Cllr Webber confirmed that it would now be an appropriate time to issue the letter on the Hobbyhorse Lane development if agreed by Council.
- Cllr Webber was asked if the amount of money spent on the HIF project meant that a misuse of public funds had taken place if the project did not proceed. Cllr Webber confirmed that the amount spent to date was not massive.
- 2022/029 Accounts
(a) The payment list was approved.
(b) Cllrs Raworth and Willott were appointed to authorise the payments for the coming month.
(c) It was noted that Cllr Willott was an approved signatory with both Unity Trust and Santander and Cllrs Fr Morkos and Raworth were approved on the Unity Trust account.
- 2022/030 Training
It was **RESOLVED** THAT the clerk may attend the training course on Parks', Play areas and Equipment, Sport and Fitness Areas.
- 2022/031 Asset Register and Financial Risk Assessment
(a) It was **RESOLVED** THAT the asset register be approved as drafted.
(b) It was **RESOLVED** THAT the risk assessment be approved as drafted.

- 2022/032 Policies
The reserves policy was considered. This matter to be deferred until the final level of reserves as at 31st March 2022 are confirmed.
- 2022/033 Planning Applications
- (a) Decisions on previous applications
None received
- (b) Applications for consideration at the meeting
P21/V3509/HH – new chimney, loft conversion and new hard roof to the conservatory
2 Asquith Park
Comments: Council has no objection
- P22/V0056/HH & P22/V0057/LB – Conversion of existing outbuilding Buckridges 13 High Street
Comments: Council has no objection but requests the planning authority to add conditions to ensure that the conversion stays ancillary to the main property and cannot be a separate dwelling.
- 2022/034 Reports and updates from working parties
- (a) The notes on the working parties prepared by the clerk were noted.
- (b) Recreational amenities
The written report was received.
It was **RESOLVED** THAT the letter as drafted be sent.
- (c) Arts Trail
The written report was received.
- (d) Planning working party
- (i) The Terms of reference were not presented for approval.
- (ii) A verbal report was provided to accompany the written report given the fast moving pace of the projects.
It was discussed and
RESOLVED THAT the letter be sent to Vale of the White Horse District Council at this point.
- It was discussed and
RESOLVED THAT the clerk is to contact the clerk of Nuneham Courtenay Parish Council with respect to the payments of the HIF advice invoices.
- Council confirmed that it would be happy for the members of the working party to be able to comment on projects it was dealing with as required due to the quick turn around expected. All Cllrs to be updated frequently. Terms of reference can now be prepared for approval.
- (e) Finance & General Purposes working party
No update provided as no meeting had taken place.
- (f) Cemetery working party
The clerk confirmed verbally that she had, since the agenda was issued, had confirmation that the matter had been referred to the planning department at Vale of the White Horse DC.

- 2022/035 HIF update
(a) The correspondence sent by a resident to the District and County Councillor Webber was noted.
- 2022/036 Neighbourhood Plan
The written report was received. The aspirations were agreed by Council. Cllr Atkinson confirmed the process to Councillors. It is hoped that the draft document will be able to be brought to the Parish Council at the March meeting.
- 2022/037 Council Documents
It was discussed and
RESOLVED THAT the clerk is to obtain the Title Deeds with a view to ascertaining first registrations and whether Freeths should have further documents.
- 2022/038 Operation London Bridge
It was discussed and
RESOLVED THAT the Vision ICT be instructed to prepare the relevant webpage at a cost of £35.00 plus VAT.
- 2022/039 Recreation Ground
(a) Councillor Daw confirmed that there were no changes to the state of the play equipment and no areas of concern given that refurbishment is due to take place. She confirmed that the offensive graffiti had been removed.
(b) Cllr Butler was appointed the play area inspection person for the next month.
- 2022/040 Correspondence
(a) Oxfordshire County Council – Local Transport and Connectivity Plan – deferred until March meeting
(b) Email from Vale of White Horse District Council regarding merging and rename of the unit on Milton Park – noted.
(c) Correspondence regarding football pitches – no agreement can be made as area already under licence
(d) Email regarding Fix My Street Super User – put in SC News. Yellow lines at school to be reported to OCC as not clear anymore.
(e) 2 x emails from Democratic Services regarding councillor allowances – noted.
(f) Email from Cllr Webber to Vale of White Horse District Council regarding land to the rear of Buckles Yard planning application – noted.
(g) Culham Neighbourhood Plan – Plan to be brought to next meeting
(h) VOWH correspondence on joint design guide – Noted
(i) Oxfordshire County Council – amended TTRO for Drayton Road – noted
(j) Oxfordshire County Council – TTRO for footpaths and bridleways – noted

- (k) Response from VOWH regarding the use of S106 funds for the village hall. Noted
- (l) Gigaclear documentation – better location plan required.
- (m) Email from VOWH regarding use of S106 monies by Abingdon Rugby Club – Need shown in residents survey.

2022/041 Village Hall

The report was received and two allotment agreements were signed by the Chair. Council did not agree to fund the tree works. It was discussed and

RESOLVED THAT the clerk is to write to the 26th Abingdon Scout Group with regards to the lease of the Scout Hut.

2022/042 RWE Liaison Committee meeting

Councillor Atkinson provided a verbal report. All residents had received a leaflet regarding proposals for the site. Planning applications will be brought to the Parish Council as consultee in due course.

2022/043 Matters raised by Councillors

Councillor Willott reported that following his attendance on the recent Planning Enforcement Statement call by Vale of the White Horse District Council, that in respect of Traffic Management Plans, if the Parish Councils put forward Highways issues they will be taken seriously by the enforcements team.

2022/044 Date of Next Meeting

The date of the next meeting was confirmed as Tuesday 1st March 2022.

2022/045

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. It was agreed and

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 staffing matters.

2022/046 Staff Pay

The report was received, it was discussed, agreed

RESOLVED THAT the clerks salary be paid by Standing Order. The clerk's contract to be amended to state the date of pay as "the last working day of the month"

Signed.....
(chair)

Date.....

