



## Sutton Courtenay Parish Council

To: All Members of the Council

You are hereby summoned to attend the Annual Parish Council meeting to be held on Tuesday 3<sup>rd</sup> May 2022 commencing at 7.15pm at the Village Hall

*HCSavery*

Mrs H Savery  
Clerk to the Council

10 Sovereign Place  
Wallingford Oxon  
OX10 9GF

Date: 26<sup>th</sup> April 2022

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- 1 Election of the Chairman  
To elect the chairman of the council.
- 2 Apologies for Absence  
To receive apologies for absence
- 3 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
- 4 Admission of the Press & Public  
To consider whether members of the press and public should be excluded from the meeting due to the confidential nature of the item.  
  
Agenda Item (29) - To discuss the tenders received for the recreation ground upgrade project.  
(30) – recruitment of a new clerk
- 5 Election of Vice Chairman  
To elect the Vice Chairman of the Council.
- 6 Public Participation  
An opportunity for the public to bring parish matters to the attention of the Council
- 7 Minutes of the meeting held on Tuesday 5<sup>th</sup> April 2022  
To approve the minutes as a correct record of the proceedings.

- 8 Clerk's Notes  
To receive an update on ongoing matters from the clerk.
- 9 County and District Councillors report  
To receive the County and District Councillor's report
- 10 Accounts  
(a) To approve the payment list circulated to all members  
(b) To appoint two Councillors to authorise payments for the coming month.
- 11 Planning applications

(a) Decisions on previous applications

P22/V0260/HH - Addition of artist's garden studio for ancillary use to the dwelling.

Jordans Barn Drayton Road  
Approved – 30<sup>th</sup> March 2022

P22/V0390/FUL - Demolition of existing dwelling and erection of replacement dwelling

61 Milton Road Sutton Courtenay  
Approved – 11<sup>th</sup> April 2022

P20/V3101/FUL -Demolition and removal of 3 no. storage units and the erection of new single storey storage unit.(as amended by plans and Flood Risk Assessment received 9 December 2021). (Amended flood information received 3 March 2022)

Buckles Yard Drayton Road  
Approved - 7<sup>th</sup> April 2022

P22/V0057/LB & P22/V0056/HH - Conversion of Existing Outbuilding (as amended by plan received on 18 March 2022)

Buckridges 13 High Street Sutton Courtenay Abingdon OX14 4AW

(b) Applications for consideration at the meeting.

P22/V0800/HH - Single and two storey side extension, two storey rear extension, alterations to driveway and hardstanding around the house, erection of a detached garden structure for outdoor kitchen and internal alterations.

Swanacre All Saints Lane Sutton Courtenay Abingdon OX14 4AG

Link to application:

<https://data.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P22/V0800/HH>

P17/V2490/LDO - Land at at Hill Farm, Appleford, Didcot  
LOCAL DEVELOPMENT ORDER - Draft for Public Consultation (Revised April 2022)

Link to application:

<https://data.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P17/V2490/LDO>

(c) Correspondence from Planning - Prior Notification under Class Q for conversion to C3 including parking and amenity space. AT: West Barn Peewit Farm 95 Drayton Road Sutton Courtenay OX14 4HB REF: P22/V0929/N4B

12 Working parties

(1) To review the members of the following working parties:-

- (a) Recreational Amenities Working party
- (b) Cemetery working party
- (c) Effectiveness of Internal Audit working party
- (d) Finance, Staffing and General Purposes working party
- (e) Art Trail working party
- (f) Planning Working Party

(2) To consider additional working parties

(3) To receive updates from the following working parties:-

- (i) Arts Trail (resolutions required)
- (ii) Recreation Ground (resolutions required)

13 Neighbourhood Plan

To receive the information from the steering group and make relevant resolutions.

14 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

15 Standing Orders and Financial Regulations

To review the Standing Orders and Financial Regulations

16 Data protection policy and privacy notice

To review the Data Protection Policy and Privacy Notice.

- 17 Complaints Procedure  
To review the Council's complaints procedure.
- 18 Subscriptions  
To review subscriptions to other bodies.
- 19 Insurance  
To confirm insurance cover in respect of all insurable risks.
- 20 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
- 21 Correspondence  
(a) email from Vale of White Horse District Council Monitoring Officer – update on Ethical Standards.  
(b) email from OALC regarding virtual meetings.  
(c) Email from leader of OCC regarding 5 Parishes Joint Committee correspondence.  
(d) Email from resident regarding traffic calming.
- 22 Prioritisation of Council work load  
To review the report by the clerk.
- 23 Gigaclear paperwork  
To consider whether to sign the paperwork.
- 24 Legal Advice  
To receive the report from the clerk and resolve that the clerk be allowed to seek the clarification.
- 25 Speed Indicator Devices  
To review the report prepared by the clerk and make the relevant required decisions.
- 26 Noticeboard  
To review the proposals for a new noticeboard at Hari and Esha Stores.
- 27 Matters raised by councillors  
An opportunity for Councillors to raise matters of council business or village issues (such items to be form information only or consideration for future agenda items)
- 28 Date of Next Meeting  
The next meeting of the Council will be Tuesday 7<sup>th</sup> June 2022. Date for all agenda items (taking into consideration two bank holidays) 12 noon Friday 27<sup>th</sup> May.

- 29 Confidential Agenda Item – Tenders  
To discuss the tenders received in relation to the recreation ground refurbishment.
- 30 Confidential Agenda Item – new clerk  
To consider recruitment of a new clerk.