



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 7th September 2021 at the Village Hall, Frilsham Street, Sutton Courtenay commencing at 7.15pm.

(A presentation to Council commencing at 7pm will precede the meeting).

H Savery

Mrs H Savery
Clerk to the Council

10 Sovereign Place
Wallingford Oxon
OX10 9GF

Date: 1st September 2021

Prior to the meeting a presentation will be given by Robin Draper in relation to a proposed meeting with the MP.

- 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.

Agenda item 23: Neighbourhood plan (due to the fact that it deals with privately owned land for which consent has not yet been finalised)
- 4 Public Participation
An opportunity for the public to bring parish matters to the attention of the Council
- 5 Minutes of the meeting held on Tuesday 6th July 2021
To approve the minutes as a correct record of the proceedings.
- 6 Clerk's Notes
To receive an update on ongoing matters from the clerk.
- 7 County Councillor's Report & District Councillors Report
To note the report prepared by the District and County Councillor Richard Webber.
- 8 Presentation regarding meeting with MP

To decide if, given the information at the presentation and prior to the meeting, whether the Parish Council supports the position.

9 Accounts

- (a) To consider setting up a Direct debit to pay the Information Commissioner's Office fee (annually, £5 discount)
- (b) To approve the purchase of 25 various sized hi-viz vests for use on outdoor projects (unbranded). Cost plus delivery - £40.74 plus VAT. (conform to EN ISO 20471 Class 2 – for people working on or near A or B roads.)
- (c) To approve the payment list circulated to all members
- (d) To appoint two Councillors to authorise payments for the coming month.

10 Training for the clerk

To consider the following training for the clerk

- (a) SLCC - Quotes, Tender and contract management – 3 x 1hr webinars (£90 plus VAT)
- (b) SLCC – Memorial Safety and management – 1 x 1hr webinar (£30 plus VAT)
- (c) SLCC Rights of Way – 1 x 1hr webinar (£30 plus VAT)

11 Community Infrastructure Levy

To resolve that CIL monies are to be automatically paid to the Parish Council

12 Planning applications

(a) Decisions on previous applications

P21/V1147/HH - Demolish existing brick garage. Replace with new timber clad garage (additional elevation plans submitted on the 30th June 2021).
3 Hobbyhorse Lane Sutton Courtenay
Approved: 30th June 2021

P21/V1493/HH - Proposed extension over existing garage (Additional car parking plan received 15 June 2021)
Lower Mill, Mill Lane
Approved: 12th July 2021

P21/V0831/HH - Application to erect a balcony off the rear of the property.
7 Amey Close
Approved: 9th July 2021

P21/V1901/LDP - Proposed extension of an existing 33kV Switchgear building at an existing operation site in Milton Park
Land at Electricity Substation Sutton Courtenay Lane
LDP Certificate issued: 23rd August 2021

(b) Applications dealt with prior to the meeting.

P21/V1901/LDP - Proposed extension of an existing 33kV Switchgear building at an existing operation site in Milton Park
Electricity Substation, Sutton Courtenay Lane
Comment: Council has no objection

P21/V1930/FUL- Use of the existing paddock as a garden incidental to the enjoyment of the main dwellinghouse
Lapwing Barn, 95A Drayton Road Sutton Courtenay

Comment: The Parish Council has no objection to this planning application. However, given the size of the area of land in question and the number of retrospective applications which have previously been made in relation to the land, the Parish Council are concerned about change of use of the land in the future. If the Planning Authority are to grant permission, the Parish Council request a relevant clause be inserted into the permission preventing the land being developed further at a later date.

P21/V2174/HH - Proposed replacement of existing bifold doors, proposed timber cladding to existing building, proposed greenest structure, proposed alterations to boundary treatments

Calan Haf Churchmere Road Sutton Courtenay

Comment: Council has no objection.

(c) Applications for consideration at the meeting.

P21/V2043/FUL & P21/V2044/A (Advertisement Consent) - Installation of external signage, car park entrance barrier, yard entry gates, chiller compound and CCTV system.

Simon Hegele Logistics and Service Limited Building 120 Didcot Quarter

P21/V2285/HH - Replacement of existing wooden windows and French doors, which are warped and have poor thermal performance, with A-rated uPVC windows and French doors for improved thermal performance and security
27 Lady Place Sutton Courtenay

13 Reports and updates from working parties.

(a) Cemetery working party

(i) To consider an additional member of the working party.

(ii) To receive the report from the working party and agree the resolutions therein.

(b) Finance & General Purposes Working party

To receive the report from the working party and agree the resolutions therein.

(c) Recreational amenities working party

To receive a verbal update from the working party (date of meeting Friday 3rd September).

14 Councillor Recruitment and Induction Processes

To consider the documents prepared by the clerk and adopt the process as set out therein.

15 Neighbourhood Action Group

To receive a report from Councillor Atkinson.

16 Grant awarding process

To review and agree the grant awarding application form and accompanying notes prepared by the Clerk.

17 Cemetery wall

To consider the quotations for the cemetery wall repairs. To decide whether to proceed with the insurance claim (excess £250)

18 Benches

To consider the replacement of two benches – one by the defibrillator on the High Street and the other near the junction of High Street and Mill Lane.

19 Recreation Ground

- (a) To receive the RoSPA report on the play areas. To delegate consideration of the same to the Recreational Amenities 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

20 Correspondence

- (a) Copy of letter sent by Culham Parish Council to Robert Jenrick MP regarding HIF funding.
- (b) Information received from RWE regarding the proposed regeneration of Didcot A Power Station Site.
- (c) Berks and Wilts Canal Trust July newsletter
- (d) Email from Vale of the White Horse District Council regarding Ox-Cam Arc consultation.
- (e) Letter from resident regarding purchase of area of land outside their property.
- (f) Email from Oxfordshire Lord Lieutenant regarding the Queen's Platinum Jubilee celebrations.
- (g) Letter from Vale of White Horse District Council enclosing letter on dog fouling for use by the Parish Council.
- (h) Quarter 1 & 2 Harwell SSG report.
- (i) Email from Vale of the White Horse District Council regarding landscaping and traffic impact on developments.
- (j) Email from football club requesting whether a defibrillator can be placed at the football club. (Resolution on whether council wish to fund the same and, if so, whether they wish to try and seek funding or just lease outright.)
- (k) Email from Ramblers VOWH regarding footpath clearance.
- (l) Email from VOWH DC regarding call for sites.
- (m) PTR notes on last meeting.
- (n) Copy email from new Monitoring Officer and Head of Legal and Democratic Services at VOWH DC
- (o) Email from Oxfordshire County Council regarding DMMO.
- (p) NDA stakeholders update.
- (q) Emailed correspondence from resident regarding Millennium Common.

21 Matters raised by councillors

An opportunity for Councillors to raise matters of council business or village issues (such items to be for information only or consideration for future agenda items)

22 Date of Next Meeting

The next meeting of the Council will be on Tuesday 5th October 2021.

23 Neighbourhood plan

To review the draft of the same.