

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 1ST FEBRUARY 2018
IN THE OMAN ROOM,
CHURCHYARD, KING'S SUTTON PARISH CHURCH**

PRESENT: Cllrs R Burrell (Chairman), D Bridson, R Burne, J Creed, W Dowling, T Forde, R Irving,

ABSENT: Cllrs M Bailey, R Sykes

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)
Cllr G Hopkins (SNC)

**Chairman's Announcement:
The Openness of Local Government Bodies Regulations 2014:**

157.17/18 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllr Bailey.

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Creed to Approve the Reasons for Absence submitted by Cllr Bailey.

158.17/18 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R Burrell	10.3.1: S106 Allocations Leisure, Recreation and Open Space (Audio Loop System)	Chairman and Trustee, KSMMH Committee of Management (Applicant)
R Irving	10.3.1: S106 Allocations Leisure, Recreation and Open Space (Audio Loop System)	Parish Council representative on the KSMMH Committee (Applicant)

C. To receive Requests for Dispensations:

None.

159.17/18 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

Item 5.1: Clerk's Report: Road Safety Project at the School: A copy of the December Newsletter was circulated.

160.17/18 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD 4TH JANUARY 2018:
(previously distributed)

RESOLVED: It was proposed by Cllr Dowling and seconded by Cllr Forde to Approve the Minutes of the Parish Council Meeting held 4th January 2018.

161.17/18 TO NOTE REPORTS FROM:

A. the Clerk: (previously distributed)

1. Matters Arising:

Minute No: 142.17/18:

A. Wales Street FAS: SNC Cabinet Meeting: 15th January 2018: The Recommendations of the Officer's Report were adopted.

B. Tripartite Agreement: No response has been received from Mr Gibbins in response to repeat requests for clarification on Mr Gibbins' understanding of the Parish Council's responsibility under the terms of the Agreement.

Minute No. 143.17/18B: NCC Budget Proposals 2018/2019: The Parish Council's response was submitted on 18th January 2018. A letter in support of the Fairer Funding Campaign was sent to the Secretary of State, MHCLG on 18th January 2018. (copies distributed to Councillors and to Cllr Breese, NCC)

A response from the Ministry of Housing Communities and Local Government had been received on 29th January 2018. (copies distributed to Councillors and to Cllr Breese, NCC). The Ministry is working towards the implementation of an updated funding formula in 2020/21 for local authorities. Members considered that for Northamptonshire this would be too late to spare discretionary services such as buses and libraries.

Cllr Breese had emailed to thank the Parish Council for its response to the Budget consultation and for its support of the Fairer Funding Campaign.

Minute No. 147.17/18C.1: SNC Draft SPD: Parking Standards and Design Consultation: SNC will accept comments from Parish Councils no later than 9th February 2018.

Minute No. 150.17/18: Precept 2018/2019: SNC was notified of the Parish Council's Precept Requirement of £64,650 on 12th January 2018 and this has been acknowledged.

Minute No. 153.17/18:

A.1.1: Relocation of Dog Waste Bin, Sandringham Road: The Clerk is taking advice on whether a highways licence would be required.

A.4.1: Lamp No. 1 Red Lion Street: After bringing the greenish light to the attention of the Lighting Contractor this lamp subsequently failed and was reported to our Lighting Contractor for repair. Other lighting faults reported: No. 1 St Rumbold's Drive and No. 3 Sandringham Road.

A.6.1: Portable VAS Adaptations: A letter enquiring about suitability of location and costs was sent to the supplier on 18th January 2018.

Fixed VAS, Banbury Lane: The FG&P Committee was in favour of the LED display being changed to show the actual speed of vehicles entering the village rather than the 30 mph speed limit. The supplier has been asked about costs.

A.7.1: Mill Lane Road Closure: This went ahead on 8th January 2018.

Anglian Water, rather than the Highway Authority, was responsible for setting out the advance warning signage and for sending out letters, which they did on 5th January 2018.

A.7.2: Littering along Mill Lane and Banbury Lane: Andy Jones, Street Cleaning Supervisor, CDC/SNC advised that Mill Lane as far as the B4100 was litter picked w/c 15th January 2018. Mr Jones would check on the state of the lane to Walton Grounds and Banbury Lane and would arrange for these verges to be litter picked if necessary.

Agreed: To monitor.

Action: Cllr Burrell.

B.1: Public Path Diversion Order: Public Bridleway AS2: The Parish Council's comments were returned on 12th January 2018. Mr Hall submitted his objection on 18th January 2018.

Minute No. 154.17/18: Annual Parish Meeting: It was not possible to arrange the APM on either 10th or 11th April 2018. The APM will be held at 7.30 p.m. on Wednesday 25th April 2018 in the large hall, KSMMH. At the Parish Council Meeting held 7th September 2017 it was agreed to promote participation in the NCC Pathfinder II Flooding Resilience Project at the APM.

Other:

i) Road Closure: Richmond Street: 7th - 9th February 2018.

ii) Street Doctor Reports:

No. 902690: Vegetation by Bus Shelter, Banbury Lane: Cut back. 9th January 2018.

No. 903464: Puddling on footway beside Home Farm wall: Remedial works completed. 15th January 2018

No. 918912: Damaged pedestrian barrier in jitty linking Sandringham Road with Blenheim Rise. Repairs to be undertaken within the next 3 months.

iii) Scarecrow Festival: Request to hold the Festival on The Rec and on The Square on Sunday 30th September 2018.

The Funfair would like to visit from 29th May - 3rd June 2018, rather than in September.

Agreed: The Parish Council had No Objections to:

i) The date of the Scarecrow Festival of Sunday 30th September 2018

ii) The visit of the Funfair from Tuesday 29th May - Sunday 3rd June 2018.

Action: the Clerk

iv) SNC Street Naming: SNC is introducing a £25 charge from 1st February 2018. Cllr Hopkins advised that the charge would be met by the developer.

v) Road Safety Project at the School: Fundraising was in its 7th year and had almost reached its goal. Miss Hanmer will bring copies of the newsletter to the Meeting.

B. the Chairman: Nil Report.

C. District Councillor: Cllr Hopkins, SNC reported on matters at district and parish level:

C.1 SNC:

- i) Council Tax Reduction Scheme
- ii) Appointment of Council Officers
- iii) Report of the Ombudsman
- iv) SNC Scrutiny Committee: Mark McLaughlin, Finance Director, NCC had reported on the County Council's situation. NCC had not taken advantage of the opportunity to increase Council Tax in line with inflation. The short term strategy was to sell off assets in order to deal with the deficit.
- v) SNC Business Plan: One sheet summary
- vi) New Homelessness Act: There are 4 or 5 homeless persons in the District
- vii) Towcester Relief Road
- viii) Tove Centre was open and would be expanded to bring in revenue.

C.2: Parish Council:

i) Planning proposal for 3 dwellings at The Knob: The Case Officer had advised that the width of the parking bays was 2.5m and this met the minimum requirement.

ii) Concern about speeding in Hampton Drive

iii) Parish Funding for a PCSO: Middleton Cheney Parish Council was interested in sharing a PCSO with another parish. (Note: The cost of a PCSO for one year was £37,245. At its meeting held 7th December 2017 King's Sutton Parish Council resolved not to support the opportunity to sponsor a PCSO. Minute No. 127.17/18A refers)

Agreed: That Middleton Cheney PC makes a proposal for King's Sutton Parish Council to consider.

Action: Cllr Hopkins

D. County Councillor: None.

162.17/18 FINANCE SCHEDULE:

HSBC Bank Accounts	Bank Statement @ 31.12.17	Cash Book Balance @ 26.01.18
Business Money Manager	£20,418.18	£13,828.33
Community	£1.00	£1.00
Money Market	£173,554.30	£173,713.97

A. To Ratify and Approve the Payments:

To Ratify

Cheque	Payee	Description	Amt (incl VAT)	VAT
104706	Mr D M Boys	Inv. 31 KSPFA S106 Pavilion	£4,250.00	

To Approve

Cheque	Payee	Description	Amt (incl VAT)	VAT
104707	Cheney Coaches Ltd	Inv. 24449 ThursBus 11 & 25 Jan17	£190.00	
104708	A H Contracts	Inv. 9864 dog waste & litter services	£283.20	£47.20
104709	KSM MH	Office rent, Room Hire Jan18	£127.00	
104710	KSM MH	Hall hire KSYC, Jan18	£176.00	
Cheque	Payee	Description	Amt (incl VAT)	VAT
104711	KSPCC	Hire of Oman Room 01.02.18	£16.00	
104712	D J Turvey	Inv. 10 Post at The Rec	£35.00	
104713	Aylesbury Mains Ltd	Inv. 17919; Inv. 17923	£73.56	£12.26
104714	A Le Druillenec	Salary Month 11	£728.93	
DD	HMRC	Tax & NI Month 11	£208.95	
DD	NEST	Pension Month 11	£428.81	
Total			£2,267.45	£59.46

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Creed to Ratify and Approve the Payments.

Cllr Bridson declared an interest in the next item.

Reason: Contractor for the Parish Council Website.

A.1 Additional Payment:

Bridson Kneale Associates Ltd: Invoice No. T0330 in the sum of £72.00.

RESOLVED: It was proposed by Cllr Burne and seconded by Cllr Creed to Approve the Additional Payment.

(Cheque No. 104715 was raised)

B. To Note Receipts:

Receipts	Type	Payer	Description	Amt
01.01.18	Direct	HSBC	Bank Interest	£159.67
09.01.18	Cheque	J & M Humphris Ltd	Burial Fees, Plot 240	£95.50
12.01.18	Cheque	S Bradnam	ERB 243 (double fees)	£255.00
12.01.18	Direct	V O'Connor	Inv. 625 KS Times	£15.00
15.01.18	Direct	Fisher German	Inv. 629 KS Times	£54.00
16.01.18	Cheque	J & M Humphris Ltd	Burial Fees, Plot GAR38	£58.50
17.01.18	BACS	NCC	S136 Mowing Agreement	£710.18
23.01.18	Cheque	L Bradnam	ERB 244	£127.50
26.01.18	Cash	F Mitchell	Thursday Bus	£84.00 ¹
Total				£1,559.35

¹ Represents 6 weeks' fares.

Members **Noted** that:

- i) Receipts for Burial fees were high
- ii) The Thursday Bus was under-used.

163.17/18 TRAINING: TO CONSIDER REQUESTS:

Training places re. General Data Protection Regulations:

Name	Date	Provider	Venue	Cost	
The Clerk	27 th March 2018	NCALC	Litchborough	£49.00	Agreed
Cllr Burrell	24 th April 2018	NCALC	Raunds	£49.00	Agreed
The Clerk	13 th February 2018	SLCC	Office	nil	Noted

164.17/18 FLOOD ALLEVIATION:**A. Wales Street FAS: Update:** Cllr Forde reported.

- i) Meeting with Andrea Leadsom MP: Cllrs Forde and Irving had attended a constituency surgery on 12th January 2018. Mrs Leadsom had agreed to chair a Meeting with the Environment Agency, NCC and SNC, if it could be arranged for a Friday.
- ii) SNC Cabinet Meeting, 15th January 2018: SNC had taken the predicted decision to withdraw from the project. Residents had been notified.
- iii) Interim Flood Scheme (national project): Mr Dave Ludford, Environment Agency had advised that, subject to availability, temporary barriers could be deployed.

Noted.**B. Barwood Homes FAS: Update:** There had been no progress.

The structure in the stream comprising of pipework topped by concrete surface, that the developer had installed had not been constructed as per the approved drawings. This had raised concerns that the pipework/concrete structure would be ineffective in terms of flood attenuation.

Noted.**C. Tripartite Agreement: Update:** There had been no progress.

The Agreement signed in 2012 between SNC, the Parish Council and landowner (not the developer) related to the original FAS and did not form part of the planning permission granted on Appeal in 2013 for the Barwood Homes development.

Under the terms of the Agreement:

- i) The Parish Council would keep the trash screen clear of debris.
- ii) In the event that an alternative FAS was implemented the rights granted by the Agreement would cease.

(Barwood Homes constructed an alternative FAS in 2015.)

Noted.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Forde to write to a Senior Director of Barwood Land in respect of the FAS and the Tripartite Agreement. Cllr Hopkins, SNC endorsed this decision.

165.17/18 PLANNING COMMITTEE:**A. Chairman's Report: Nil Report.****B. To consider Recommendations from the Meeting held at 7.00 p.m. on 1st February 2018 in respect of:**

B.1 Application No: S/2018/0011/FUL

Proposal: Single storey front extension

Location: Brookfield Cottage, 26A Wales Street, King's Sutton OX17 3RR

Recommendation B.1: To offer NO OBJECTION but to draw the attention of the Local Planning Authority to the apparent lack of compliance with the parking standards set out in the draft SPD Parking Standards and Design on which SNC is currently consulting.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Irving to Adopt Recommendation B.1.

B.2 Application No. S/2018/0098/MAF

Proposal: Removal of Condition 5 (Submission of a scheme and timetable detailing provision of a fire hydrant) of planning permission

S/2017/1787/MAF (Erection of building for B1, B2 and B8 uses) to allow the details to be considered under Building Regulation approval instead of planning

Location: Cherwell Valley Silos, Banbury Lane, King's Sutton OX17 3AS

Recommendation B.2: To offer NO OBJECTIONS.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Burne to Adopt Recommendation B.2.

C. SNC Draft Parking: Standards and Design SPD: To Approve comments on the document:

The Parish Council considered the draft comments recommended by the Planning Committee.

Agreed: To comment on:

- i) The importance of reducing the pressure on on-street parking
- ii) The implications of garage conversions in the demand for on-street parking spaces
- iii) The importance of accurate plans being submitted during the planning process in order to consider whether planning proposals would be likely to generate demand for additional car parking spaces.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Irving to Accept the draft comments and submit them via the Clerk to SNC.
(SNC had extended the deadline to 9th February 2018.)

D. Oxfordshire Minerals and Waste Local Plan: Part 2 Site Allocations: Informal consultation and Renewed Call for Site Nominations:

Noted. (The site nominations being called for related to land outside Northamptonshire.)

166.17/18 FINANCE GOVERNANCE & POLICY COMMITTEE:

A. Chairman's Report: Cllr Irving reported.

A.1 Churchyard, SS Peter & Paul:

The King's Sutton PCC has indicated that it will reply to the Parish Council's letter of 28th November 2017 by the date of the next FG&P Committee Meeting on 20th March 2018. The PCC is awaiting quotes for remedial work to the trees and walls.

Noted.

B. BT Telephone package: To support the latest development: The Clerk outlined the current situation. The amalgamation of telephone and broadband services into a single combined BT business package had been abandoned. The telephone package would remain as a residential package at a cost of £28.49 + Call Divert per month for 12 months. The Broadband package had not been changed.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Creed to support these arrangements.

C. To consider Recommendations arising from the Meeting of the Finance Governance & Policy Committee held 16th January 2018:
(Draft Minutes previously distributed)

Recommendation C.1: The Effectiveness of the System of Internal Control:

(Review endorsed by FG&P Committee; Paper dated 30th January 2018; Financial Risk Assessment 2017/2018; Statement of Internal Control for YE 31st March 2018 previously distributed)

C.1.1 To Approve the Financial Risk Assessment 2017/2018:

C.1.2 To Approve the Statement of Internal Control for YE 31st March 2018:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Forde to:

- i) Endorse the Effectiveness of the Parish Council's System of Internal Control
- ii) Approve the Financial Risk Assessment 2017/2018
- iii) Approve the Statement of Internal Control for YE 31st March 2018.

Recommendation C.2: Financial Regulations: (previously distributed)

C.2.1 To Amend FR 4.9 to define 'material' as an adverse variance in excess of £250 for each budget category:

C.2.2 To Approve Financial Regulations as amended:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Burne to Approve Financial Regulations as amended.

*Cllrs Burrell and Irving had each declared an interest in the next item.
Reason: Chairman and Member, respectively of KSMMH Committee of Management.*

Recommendation C.3: S106 Allocations for Leisure, Recreation and Open Space:

C.3.1 To Approve the revised quotation for a Loop System at the KSMMH and Support the allocation of £1,650.96:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Dowling to Adopt Recommendation C.3.1. (*Cheque No. 104716 was raised.*)

Recommendation C.4: Publication Scheme: To Make No changes to the Publication Scheme for 2018 at this stage: (previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Burrell to Adopt Recommendation C.4.

167.17/18 Code of Conduct for Handling Corporate Complaints:

A. To Approve the new wording for the paragraph 'Who deals with Complaints' as proposed by Cllr Burne in his paper dated 21st December 2017: (Paper previously distributed; Minute No. 152.17/18 refers)

Cllr Burne spoke to his paper.

The new wording was proposed by Cllr Burne and seconded by Cllr Forde.

Amendment: Proposer: Cllr Irving No Secunder

That the Committee of 3 shall include 'at least one of the Chairman or Vice Chairman'...

A vote was taken on the substantive proposal.

For: 6 Against: 1 Abstained: 0

RESOLVED: It was proposed by Cllr Burne and seconded by Cllr Forde to Approve the new wording for the paragraph 'Who deals with Complaints'.

The new working was **Agreed** as follows:

'All Parish Councillors shall be eligible to be members of the Complaints Committee. Any complaint shall be heard by a Committee of three which shall include either the Chairman or the Vice Chairman of the Parish Council.'

168.17/18 2018 NORTHAMPTONSHIRE BEST VILLAGE: TO CONSIDER WHETHER TO ENTER THE COMPETITION:

(Information previously distributed)

Agreed:

i) Via the website to encourage a community-led initiative

ii) That the time between notification of the competition and the closing date of 15th March 2018 was short.

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Creed that the Parish Council would support a community-led entry and be willing to pay the £30 entry fee.

169.17/18 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:

A. Councillors For..:

A.1 Amenities:

A.1.2 To consider a request to install a bench at the corner of The Rec near to the drop down posts in memory of the late Mrs Barbara Monks:

(The Chairman read out the Request from the Hall Coffee Shop)

RESOLVED IN PRINCIPLE: It was proposed by Cllr Dowling and seconded by Cllr Bridson to Accede to the request but with the caveat that the Council was satisfied with the design of the bench.

A.2 Cemetery:

A.2.1 To Approve costs to remove graffiti from the lych gate and to repair the low wall at the entrance: No information.

Agreed: To defer.

A.2.2 Water Connection: Cllr Creed reported that the trough was full and working. Little damage had been caused to the highway verge and the section that had been dug up to install the connection had been re-seeded.

(This prompted observations concerning damage to other grassed areas in the village caused by vehicles parking on or overriding the corners.) (Minute 169.17/18A.7 refers)

A.3 Communications: Nil Report.

A.4 Lighting: Nil Report.

A.5 The Rec: Nil Report.

A.6 Traffic Calming and Highways: Nil Report.

A.7 Street Areas:

A.7.1 Erosion of Areas of Grass in parts of the Village:

i) Orchard Way (SNH):

Cllr Bridson offered to speak to the residents concerned.

ii) Banbury Lane (Northants Highways):

Noted.

iii) Windsor Close (Parish Council):

Agreed: To monitor the situation.

iv) The Square (Parish Council):

Cllr Forde offered to tape off and re-seed the eroded area.

v) Bulls Lane by Post Office: (Northants Highways):

Cllr Forde offered to tape off and re-seed the eroded area.

The Parish Council **Noted** that parking on grassed verges was becoming more prevalent.

Agreed: To seek clarification on the rules prohibiting parking on highway verges.

Action: the Clerk

B. Wardens:

B.1 Rights of Way:

B.1.1 AS12: Mr Hall and Cllr Dowling had straightened up the step to prevent further mishaps.

B.2 Trees: Nil Report.

B.3 War Memorial:

B.3.1 Professional Clean: Mr Andrew Waite had advised as follows:

The Conservation Officer, SNC had given her verbal approval for a professional clean of the War Memorial in time for the Armistice Anniversary 2018 on condition that DOFF treatment was used and recommended that the

no more professional cleans were undertaken for several years afterwards. The Officer had no objections to gentle soap and water cleaning on a semi-annual basis.

Mr Waite would seek quotations and submit an application on behalf of the Parish Council to the War Memorials Small Grants Fund.

Noted.

C. Representatives:

C.1 King's Sutton Playing Fields Association: Cllr Bridson reported: The KSPFA was grateful to the Parish Council for allocating S106 funds for the refurbishment of the Pavilion.

C.2 King's Sutton Millennium Memorial Hall:
Date of Next Meeting: Monday 19th February 2018.

C.3 Poor's Allotment Trust: Nil Report.

170.17/18 ANNUAL PARISH MEETING 2018:

A. To confirm the date (Wednesday 25th April 2018):

The KSMMH was not available on either the 10th or 11th April 2018.
(Minute No. 154.17/18 refers)

Agreed: To hold the Annual Parish Meeting on 25th April 2018.

B. To suggest items for the Agenda:

Agreed: Pathfinder II Flooding Resilience Project:

Action: the Clerk (Invite Officers to promote the project; Invite people who had expressed an interest at the King's Sutton FAS Event held 24th May 2017 in King's Sutton being involved in the project)

171.17/18 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 1ST MARCH 2018):

i) Repairs to Church Clock: Article in Parish Church Newsletter February 2018: Request for donations. To consider a contribution towards the cost of Repairs, estimated at £3,000+.

The Meeting ended at 9.10p.m.