

# **KING'S SUTTON PARISH COUNCIL**

King's Sutton Millennium Memorial Hall, Astrop Road, King's Sutton  
Banbury, Oxon OX17 3PG

Tel: 01295 816905

Email: [clerk@kingssuttonpc.org.uk](mailto:clerk@kingssuttonpc.org.uk)

The **ANNUAL PARISH COUNCIL MEETING** of the  
**KING'S SUTTON PARISH COUNCIL**  
will be held on  
**THURSDAY 3<sup>RD</sup> MAY 2018**  
in the  
**OMAN ROOM,**  
**CHURCHYARD, KING'S SUTTON PARISH CHURCH**  
at **7.30 P.M.**

**Members of the Public and the Press are invited to attend**

## **AGENDA**

### **Chairman's Announcement:**

#### **The Openness of Local Government Bodies Regulations 2014:**

1. To elect the Chairman of the Council.
2. To receive the Chairman's Declaration of Acceptance of Office, or if not received, to decide when it shall be received.
3. To elect the Vice-Chairman of the Council.
4. To Receive Apologies and Approve the Reasons for Absence.
5. To invite Declarations of Interest:
  - 5.1 Disclosable Pecuniary Interests
  - 5.2 Other/Personal/Non-Statutory Interests
  - 5.3 To receive Requests for Dispensations.
6. Public Participation: An opportunity for members of the public to address the Council on items listed on the Agenda.
7. To confirm the accuracy of the Minutes of the Meeting held 5<sup>th</sup> April 2018:
8. To Note Reports from:
  - 8.1 the Clerk
  - 8.2 the Chairman:
    - 8.2.1 Review of Annual Parish Meeting 2018
  - 8.3 the Vice Chairman
    - 8.3.1 499 Bus Service
  - 8.4 District Councillor
  - 8.5 County Councillor

# KING'S SUTTON PARISH COUNCIL

King's Sutton Millennium Memorial Hall, Astrop Road, King's Sutton  
Banbury, Oxon OX17 3PG

9. To appoint the Responsible Financial Officer.
10. To Adopt the Terms of Reference and Receive nominations to Committees:
  - 10.1 Planning Committee. (Membership 6, Quorum 3)  
*Adjournment for first Meeting of the Planning Committee to elect the Chairman*
  - 10.2 Finance Governance & Policy Committee. (Membership 5 incl. Chairman, Vice Chairman, Planning Committee Chairman Ex Officio, Quorum 3)
11. To Appoint a minimum of 3, maximum of 5, Members to the Flood Alleviation Group:
12. To Adopt Remits and Appoint Councillors For:
  - 12.1 Amenities.
  - 12.2 Cemetery.
  - 12.3 Communications
  - 12.4 Lighting.
  - 12.5 The Recreation Ground
  - 12.6 Traffic Calming and Highways
13. To Adopt Remits and Appoint Wardens:
  - 13.1 Tree Warden.
  - 13.2 Parish Paths Wardens.
  - 13.3 War Memorial Warden.
14. Appointment of Parish Council Representatives:
  - 14.1 King's Sutton Playing Fields Association
  - 14.2 King's Sutton Millennium Memorial Hall Committee of Management
15. To approve the Calendar of Meetings to May 2019:
16. Casual Vacancies: To decide how to proceed to fill existing vacancies.
17. Insurance Renewal effective from 1<sup>st</sup> June 2018:
  - 17.1 To Authorise the Finance Governance & Policy Committee to Approve a quotation after due consideration at its Meeting on 15<sup>th</sup> May 2018
  - 17.2 To delegate the Clerk to Accept the Approved quotation
  - 17.3 To Ratify the action taken at the next Ordinary Meeting of the Parish Council Meeting to be held on 7<sup>th</sup> June 2018.
18. Finance Schedule:
  - 18.1 To Approve the Payments.
  - 18.2 To Note Receipts.
  - 18.3 To revise the Bank Mandate.
19. 2018/2019 National Salary Award (NCC and SLCC):
  - 19.1 To Note 2% increase in current Salary Scales for 2018/19 and also for 2019/20
  - 19.2 To Approve implementation backdated to 1<sup>st</sup> April 2018.

# **KING'S SUTTON PARISH COUNCIL**

King's Sutton Millennium Memorial Hall, Astrop Road, King's Sutton  
Banbury, Oxon OX17 3PG

20. To approve the Accounts for the YE 31<sup>st</sup> March 2018:
21. Annual Governance and Accountability Return 2017/18 Part 3:
  - 21.1 To consider the Internal Audit Service Report dated 19<sup>th</sup> April 2018
  - 21.2 To Note the completion of the Internal Audit Report 2017/18 (p3 AGAR)
  - 21.3 To Approve Section 1 - Annual Governance Statement 2017/18 (p4 AGAR)
    - 21.3.1 To consider the measures taken in support
  - 21.4 To Approve Section 2 - Accounting Statements 2017/18 (p5 AGAR):
    - 21.4.1 To Note the Bank Reconciliation to 31<sup>st</sup> March 2018
    - 21.4.2 To Note the Explanation of Variances
    - 21.4.3 To Note the Level of Reserves to 31<sup>st</sup> March 2018
  - 21.5 Period for the Exercise of Public Rights: To Note:
    - 21.5.1 The commencement date
    - 21.5.2 The website publication date for the unaudited and signed Statements.
22. Training: To consider requests and receive reports on training sessions attended.
23. General Data Protection Regulations: Compliance:
  - 23.1 To Appoint the Northants CALC DPO Service as the Data Protection Officer for King's Sutton Parish Council
  - 23.2 To Adopt the Data Audit Inventory
  - 23.3 To Receive completed Security Compliance checklists from all Councillors
  - 23.4 To Note that King's Sutton Parish Council is registered as a Data Controller with the Information Commissioner's Office.
  - 23.5: Documents in draft form:
    - i. Data Protection Policy
    - ii. Records Retention and Disposal Policy
    - iii. Privacy Notice
    - iv. Subject Access Request Procedure
    - v. Data Breach Policy
      - 23.5.1 To Note that the Finance Governance & Policy Committee will consider the documents listed at 23.5i.-v) at the next Meeting to be held on 15<sup>th</sup> May 2018 and bring recommendations on their adoption to the next Meeting of the Parish Council to be held on 7<sup>th</sup> June 2018.
24. Planning: To consider Recommendations from the Meeting held at 7.00 p.m. on 3<sup>rd</sup> May 2018:
  - 24.1 Application No: S/2018/0732/FUL  
Proposal: Single storey rear extension  
Location: 1 Glebe Rise, King's Sutton. OX17 3PH
  - 24.2 Application No: S/2018/0741/FUL  
Proposal: Single storey rear extension  
Location: Stonehaven, 9 St Rumbolds Drive, King's Sutton OX17 3PJ

# KING'S SUTTON PARISH COUNCIL

King's Sutton Millennium Memorial Hall, Astrop Road, King's Sutton  
Banbury, Oxon OX17 3PG

24.3 Application No: S/2018/0799/ADV

Proposal: 3 x flags with flagpoles

Location: Volvo Trucks & Buses, Cherwell Valley Silos, Twyford, Banbury OX17  
3AA

25. Flood Alleviation: Update.

26. Councillor and Warden Reports: To receive Reports and put Questions to:

26.1 Councillors For..:

26.1.1 Amenities:

26.1.1.1 Litter Bin Liner: To Approve a replacement bin liner for the  
yellow litter bin at the jitty way in AS25. (Astrop Road - Richmond Street)

26.1.1.2 Erection of a Dog Waste Bin on the Public Highway (Banbury  
Lane): To Approve and sign the conditions endorsement form.

26.1.3 Communications

26.1.4 Lighting

26.1.5 The Rec

26.1.6 Traffic Calming and Highways:

26.1.6.1 To consider a quotation to refresh the stones at the edge of the  
village green in The Square.

26.1.7 Street Areas:

26.2 Wardens:

26.2.1 Rights of Way:

26.2.2 Trees

26.2.3 War Memorial:

26.3 Representatives:


26.3.1 King's Sutton Playing Fields Association

26.3.2 King's Sutton Millennium Memorial Hall

26.3.3 Poor's Allotment Trust

27. To Receive items for the next Meeting of the Finance Governance & Policy  
Committee (15<sup>th</sup> May 2018):

28. To Receive items for the next Meeting (Thursday 7<sup>th</sup> June 2018):

Signed:  Date: 27<sup>th</sup> April 2018  
Clerk