

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 3RD MAY 2018
IN THE OMAN ROOM,
CHURCHYARD, KING'S SUTTON PARISH CHURCH**

PRESENT: Cllrs R Burrell (Chairman), R Burne, T Forde, R Irving, R Sykes

ABSENT: Cllrs M Bailey, D Bridson, J Creed, W Dowling

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

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

01.18/19 TO ELECT THE CHAIRMAN OF THE COUNCIL:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Sykes to elect Cllr Burrell as Chairman.

**02.18/19 TO RECEIVE THE CHAIRMAN'S DECLARATION OF
ACCEPTANCE OF OFFICE, OR IF NOT RECEIVED, TO DECIDE
WHEN IT SHALL BE RECEIVED:**

Cllr Burrell signed the Chairman's Declaration of Office.

03.18/19 TO ELECT THE VICE CHAIRMAN OF THE COUNCIL:

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Burne to elect Cllr Irving as Vice Chairman.

**04.18/19 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR
ABSENCE:**

Apologies had been received from Cllrs Bailey, Bridson, Creed and Dowling.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Irving to Approve the Reasons for Absence submitted by Cllrs Bailey, Bridson, Creed and Dowling.

05.18/19 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

None.

C. To receive Requests for Dispensations:

None.

06.18/19 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

None.

07.18/19 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 5TH APRIL 2018: (previously distributed)

Amendment: Minute No. 200.17/18A.4.1: Footway Lamp, Hampton Drive: Cllr Burrell proposed the addition of the words 'or/and black out the glass lens facing the affected property'.

Minute no. 200.17/18A.4.1 to read: 'To seek the permission of the developer to replace the gear tray with a 3,000K 12LED gear tray or/and black out the glass lens facing the affected property.'

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Irving to Approve the Minutes, as amended, of the Meeting held 5th April 2018.

08.18/19 TO NOTE REPORTS FROM:

A. the Clerk: (previously distributed)

1. Matters Arising:

Minute No. 192.17/18A:

Relocation of dog waste bin, Sandringham Road: Northants Highways has granted authorisation to site the bin on the highway, subject to certain conditions. (Agenda item 26.1.1.2)

Discontinuation of the Health clinic at the KSMMH: Correspondence from the Practice Manager, Brackley Medical Centre had been received.

Dog Waste Service: The outgoing Contractor emptied the bins on 6th April 2018 for the final time. The incoming Contractor, Marcus Young Landscapes Ltd commenced dog waste and litter/cleaning services on 13th April. Mr Young has reported that the litter bin liner in the yellow bin in the jitty way by The Rec has corroded and needs replacing and that on 27th April 2018 he found it overloaded with a large black bin bag stuffed into the bin.

Minute No. 193.17/18 B.1: Ice Cream Vendor: The Vendor has agreed to pay £600 in total for the use of The Rec in both 2017 and 2018 and will make the instalments in June and July 2018.

Minute No. 195.17/18: GDPR: The Chairman, Vice Chairman and the Clerk met to consider the documents on 27th April 2018.

Minute No. 196.17/18C: Tripartite Agreement: The Clerk has not yet taken this up with SNC's Legal Department.

Minute No. 198.17/18 B: Bus Pass Service: A letter was sent to the King's Sutton PO on 19th April 2018. Mrs Sheila Barrow, Transport Liaison Correspondent has been updated.

Minute No. 199.17/18

B.3: Thursday Bus Service: Dates up to 18th October 2018 were agreed with the Bus Company on 6th April at a cost of £95 per bus. Mr Frank Mitchell, volunteer Fares Collector was advised on 10th April 2018 and provided with information slips for regular passengers.

B.6: VAS: Concerns expressed at Public Participation: A letter from Cllr Sykes explaining the situation was delivered to the resident on 19th April 2018. Information on the cost of the post for the solar power kit is awaited.

B.7: Acquisition of Land to extend the Cemetery:

7.1: Purchase of land: On 10th April 2018 Mr Simon Harris, Consultant, Howkins and Harrison, who is representing the Parish Council in this matter, was advised that the Parish Council was willing to accept the offer in principle, subject to conditions. Mr Harris was to update the current owner's Agent of this and that the Council would not wish to proceed with the purchase until planning consent had been granted.

7.2 Tier 1 Study: the quotation from CDS was accepted on 6th April 2018. The final report is expected by mid May.

Minute No. 200.17/18

A.1.1: Dog Waste Bin and Litter Services: Marcus Young Landscapes Ltd was notified of the Parish Council's decision in respect of dog waste and litter services and has agreed to commence Litter/Cleaning Services on a 6 months' trial basis. He will provide a report at the end of 6 months, to review requirements and make any recommendations. There will be an opportunity to meet up and discuss.

A.4.1: LED Footway Lighting at Hampton Drive: The Clerk has yet to contact the Developer in respect of replacing the gear tray.

B.3.1: War Memorial: The Warden was advised of the decision not to proceed with a professional clean. Mr Waite amended his Annual Report accordingly. Mr Waite is willing to give the memorial a gentle clean with soap and water.

2. Other:

1. Annual Inspection of the Play Equipment: RoSPA Play Safety Team will inspect the Play equipment on The Rec during June/July 2018.

2. Community Infrastructure Levy: The Development Monitoring Officer, SNC advised various Parish Councils including King's Sutton, on 26th April 2018, that the Parish Council portion of the CIL Levy will be paid direct to the Parish Council accounts 'shortly'.

3. Discontinuation of Health Clinic, KSMMH: Members considered the response (previously distributed) dated 10th April 2018 from the Practice Manager, Brackley Medical Practice.

It was **Noted** that:

- i) A large proportion of King's Sutton residents were on the Practice list.
- ii) The Practice was 'pursuing a community solution to aid the residents of King's Sutton'.

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

- i) Thank the Practice Manager for the letter
- ii) Seek clarification on the 'community solution' being pursued
- iii) Ask whether a conversation with the Parish Council would be of any use.

Action: the Clerk

B. the Chairman:

B.1 Review of Annual Parish Meeting 2018:

Agreed: The turnout had been good. New members of the community had attended. The Meeting had been publicised on the Parish Noticeboards in the weeks leading up to it, prominently in the March 2018 issue of the King's Sutton Times, and promoted on the day of the Meeting on the website. One person had expressed his compliments on the way the meeting had been run.

C. the Vice Chairman:

C.1 499 Bus Service: Information on bus service usage on a village by village basis had been acquired. King's Sutton accounted for 50%+ of the usage. NCC would be going out to tender for various operations. Depending on the subsidies required it might be possible to provide a timetabled service.

Mr John Ellerby, Principal Bus and Rail Development Officer, NCC was liaising with the Home to School Transport Team re. diverting Chenderit School traffic on to the 499 Service.

It was suggested that Supermarkets in Banbury might be approached for help and that the media might be interested in this campaign to keep the 499 bus service in some form.

Once all the facts were known the intention was to call a meeting of every village involved along the route, as well as the District Councils.

Cllr Hopkins, SNC had been referred to the Grants Officer at SNC. It was **Noted** that New Homes Bonus Funds in the sum of £22,236 were available to King's Sutton.

Surprise and dismay at the current use of double decker buses in King's Sutton by the current operator was **Noted**.

D. District Councillor: Cllr Hopkins had submitted Apologies. **Nil report.**

E. County Councillor: **Nil report.**

09.18/19 TO APPOINT THE RESPONSIBLE FINANCIAL OFFICER:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Sykes to Appoint the Clerk as the Responsible Financial Officer.

10.18/19 TO ADOPT THE TERMS OF REFERENCE AND RECEIVE NOMINATIONS TO COMMITTEES:**A. Planning Committee:**

(Membership 6, Quorum 3) (Terms of Reference previously distributed)

Various options were considered, including the suspension of the Planning Committee. This was dismissed as it would affect the FG&P Committee. Other proposals were put forward.

Proposal 1: Proposer: Cllr Forde Seconded: Cllr Sykes

That, as an interim measure, all members of the Parish Council serve on the Planning Committee.

Proposal 2: Proposer: Cllr Irving No Seconded

To Appoint 6 members Cllrs Bailey, Burne, Creed, Dowling, Forde and Sykes to the Planning Committee.

Proposal 2 was WITHDRAWN.

Counter-Proposal 3: Proposer: Cllr Burrell Seconded: Cllr Irving

To temporarily reduce the membership to 4 and the quorum to 2.

Members considered the Counter-proposal.

Cllr Forde spoke against: Planning affects the whole village and requires proper consideration. Full discussion on planning matters and widespread representation on the Planning Committee was essential. The quorum should be no less than 2.

Cllr Burne endorsed Cllr Forde's comments.

Cllr Burrell responded: It was desirable to have a Parish Council operating at full strength but this was not currently the case. Cllr Burrell did not wish to increase Councillors' duties.

A vote was taken on the Counter-Proposal: membership of 4, quorum of 2.

For: 2 Against: 3 Abstained: 0

The Counter-Proposal Fell.

The Council considered Proposal 1: That, as an interim measure, all members of the Parish Council serve on the Planning Committee.

Cllr Forde clarified the Proposal to read:

That, as an interim measure, all *current* members of the Parish Council serve on the Planning Committee.

Amendment to Proposal 1:**Proposer: Cllr Irving Seconded: Cllr Sykes**

- i) To continue with the status quo - membership of 6, quorum of 3
- ii) To Appoint Cllrs Bailey, Burne, Creed, Dowling, Forde and Sykes.

Cllr Forde WITHDREW Proposal 1.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Sykes to continue with the status quo.

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

- i) Appoint Cllrs Bailey, Burne, Creed, Dowling, Forde and Sykes to the Planning Committee 2018-2019
- ii) Make no changes to the Terms of Reference.

Adjournment for first Meeting of the Planning Committee to elect the Chairman

B. Finance Governance & Policy Committee:

(Membership 5 incl. Chairman, Vice Chairman, Planning Committee Chairman Ex Officio, Quorum 3) (Terms of Reference previously distributed)

Ex-Officio Members:

Chairman of the Parish Council: Cllr Burrell

Vice Chairman of the Parish Council: Cllr Irving

Chairman of the Planning Committee: Cllr Forde.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Forde to appoint Cllrs Creed and Sykes as Members of the Finance, Governance & Policy Committee.

11.18/19 TO APPOINT A MINIMUM OF 3, MAXIMUM OF 5, MEMBERS TO THE FLOOD ALLEVIATION GROUP:

The Chairman invited Cllr Forde to speak to this item.

Cllr Forde explained that in light of the decision by the Secretary of State that the Bund for the Wales Street FAS was no longer viable and the adoption of the Individual Property Resilience solution funded by NCC direct to affected property owners the need for a Flood Alleviation Group in its present form was now redundant.

An alternative community-led (as opposed to Parish Council-led) Group was the appropriate model.

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

- i) Appoint 3 members to review and re-cast the role of the Flood Alleviation Group as a monitoring body
- ii) To bring recommendations from the review to the Parish Council.

Agreed:

- i) To Appoint Cllr Forde Chairman of the Review Group

- ii) To Appoint Cllr Irving Vice Chairman of the Review Group

12.18/19 TO ADOPT REMITS AND APPOINT COUNCILLORS FOR:
(Remits previously distributed)

A. Amenities:

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

- i) Appoint Cllr Dowling the Cllr for Amenities
- ii) Adopt the Cllr for Amenities Remit.

B. Cemetery:

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

- i) Appoint Cllr Creed the Cllr for the Cemetery
- ii) Adopt the Cllr for the Cemetery Remit.

C. Communications:

Agreed: To consider after F.

D. Lighting:

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

- i) Appoint Cllr Burrell the Cllr for Lighting
- ii) Adopt the Cllr for Lighting Remit.

E. The Recreation Ground:

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

- i) Appoint Cllr Dowling the Cllr for the Rec
- ii) Adopt the Cllr for the Rec Remit.

F. Traffic Calming and Highways:

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

- i) Appoint Cllr Sykes the Cllr for Traffic Calming and Highways
- ii) Delete Point 9: 'Consider provision of new salt bins and arrange for timely replenishment of existing ones' from the Cllr for Traffic Calming and Highways Remit
- iii) Adopt the Remit as amended.

C. Communications:

Agreed:

- i) To ask Cllr Bridson to clarify his position and intentions with regard to his continuing future involvement in the technical and editorial aspects of the website
- ii) To request a meeting to discuss the situation.

13.18/19 TO ADOPT REMITS AND APPOINT WARDENS:

A. Tree Warden: (Remit to be drafted)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Sykes to Appoint Cllr Bailey as Tree Warden.

B. Parish Paths Wardens:

(Remit previously distributed)

RESOLVED: It was proposed by Cllr Sykes and seconded by Cllr Burne to:

- i) Appoint Mr Dave Hall and Mrs Anne Burrell as Parish Paths Wardens
- ii) Adopt the Parish Paths Warden Remit.

C. War Memorial Warden.

(Remit previously distributed)

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

- i) Appoint Mr Andrew Waite as War Memorial Warden.
- ii) Adopt the War Memorial Warden Remit.

14.18/19 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES:**A. King's Sutton Playing Fields Association:**

Agreed: To defer.

B. King's Sutton Millennium Memorial Hall Committee of Management:

RESOLVED: It was proposed by Cllr Sykes and seconded by Cllr Burrell to Appoint Cllr Irving as Parish Council Representative on the KSMMH Committee of Management.

15.18/19 TO APPROVE THE CALENDAR OF MEETINGS TO MAY 2019:

(previously distributed)

The Council **Agreed** the dates of the Ordinary monthly Meetings for the Parish Council and the dates of the bi-monthly Meetings of the Finance Governance & Policy Committee.

16.18/19 CASUAL VACANCIES: TO DECIDE HOW TO PROCEED TO FILL EXISTING VACANCIES:

There are 6 vacant seats.

It was **Agreed:**

- i) To launch a campaign on the website encouraging newcomers to the village to consider becoming a Parish Councillor. The tone would be celebratory of the Parish Council's achievements and make reference to the good turnout at the Annual Parish Meeting.
- ii) That Cllr Irving drafts a piece for publication on the website and in the KS Times; Cllr Burrell to assist.

17.18/19 INSURANCE RENEWAL EFFECTIVE FROM 1ST JUNE 2018:

A. To Authorise the Finance Governance & Policy Committee to Approve a quotation after due consideration at its Meeting on 15th May 2018:

B. To delegate the Clerk to Accept the Approved quotation:

C. To Ratify the action taken at the next Ordinary Meeting of the Parish Council Meeting to be held on 7th June 2018:

The Parish Council's Long Term Agreement ends on 31st May 2018.
Quotations from 3 insurance providers had been acquired.

RESOLVED: It was proposed by Cllr Burne and seconded by Cllr Sykes to endorse the Authorisation, Delegation and Ratification in respect of Insurance Renewal from 1st June 2018.

18.18/19 FINANCE SCHEDULE:

HSBC Bank Accounts	Bank Statement @ 31.03.18	Cash Book Balance @ 01.05.18
Business Money Manager	£17,489.65	£44,462.24
Community	£1.00	£1.00
Money Market	£163,713.97	£163,713.97

A. To Approve the Payments:

To Ratify				
Cheque	Payee	Description	Amt (incl VAT)	VAT
104739	E.ON	Electricity 01.01.18 - 31.03.18	£1,591.73	£265.29
104737	A Le Druillenec	Salary Month 1	£457.57	
DD	HMRC	Tax & NI Month 1	£197.27	
DD	NEST	Pension Month 1	£708.32	
To Approve				
Cheque	Payee	Description	Amt (incl VAT)	VAT
104740	Cheney Coaches Ltd	Inv. ThursBus 05 & 19 Apr18	£190.00	
104741	A H Contracts	Inv. 10040 dog waste & litter services	£55.44	£9.24
104742	MarcusYoungLandscapesLtd	Inv. Dog waste & litter services		
104743	KSM MH	Office rent, Room hire Apr18	£147.00	
104744	KSM MH	Hall hire KSYC, Apr18	£141.00	
104745	KSPCC	Hire of Oman Room 03.05.18	£16.00	
104746	NALC	LCR subscription	£17.00	
104747	Northants CALC	Membership subs, IAS	£943.61	
104748	Northants CALC	Inv. 7015 GDPR Training 24Apr2018	£49.00	
104749	R Burrell	Mileage Expenses 24Apr18 Raunds	£43.20	
104750	A Le Druillenec	Salary Month 2	£457.37	
DD	HMRC	Tax & NI Month 2	£197.47	
DD	NEST	Pension Month 2	£708.32	
104751	M Dempsey	Inv. Grasscutting		
Total			£2,877.41	£9.24

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

B. To Note Receipts:

Receipts	Type	Payer	Description	Amt
06.04.18	Cash	J Beesley ppPJ Hodson	ERB 350	£268.00
13.04.18	Cheque	L Walton	ERB 351	£127.50
20.04.18	BACS	SNC	Precept 1st half instalment	£32,325.00
20.04.18	Cheque	R Edwards	ERB 352	£134.00
25.04.18	Cheque	J & M Humphris Ltd	Re-open GAR53 Ashes	£61.00
27.04.18	Cheque	J & M Humphris Ltd	Burial fees Plot 235 (pre-purchased)	£100.00
			Total	£33,015.50

Noted.

C. To revise the Bank Mandate:

Members of the Finance Governance & Policy Committee and the Clerk were Authorised Bank Signatories to the Business Money Manager Account.

Membership of the Finance Governance & Policy Committee as un-changed.

Agreed: To make No changes to the Bank Mandate.

19.18/19 2018/2019 NATIONAL SALARY AWARD (NCC AND SLCC):

A. To Note 2% increase in current Salary Scales for 2018/19 and also for 2019/20:

Noted.

B. To Approve implementation backdated to 1st April 2018:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Burne to Approve implementation backdated to 1st April 2018.

20.18/19 TO APPROVE THE ACCOUNTS FOR THE YE 31ST MARCH 2018:
(previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Sykes to Approve the Accounts for the Year Ending 31st March 2018.

21.18/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 PART 3:

A. To consider the Internal Audit Service Report dated 19th April 2018:
(previously distributed)

The Internal Auditor had raised an issue with Risk Assessment, including business continuity, reputational, and health and safety but acknowledged that these were identified, assessed and recorded in the supporting document to the Annual Governance Statement.

Agreed: That the Parish Council's Annual Financial Risk Assessment and Annual Governance Statement sit alongside each other and that it was not necessary to combine the two documents.

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

- i) Make No Change
- ii) To add to the Financial Risk Assessment the wording, 'For other contingent risks see the supporting document prepared to assist the Council determine its responses to Section 1, Annual Governance Statement of the Council's Annual Governance and Accountability Return'.

A.1. To Note the completion of the Internal Audit Report 2017/18 (p3 AGAR): (previously distributed)

The Internal Auditor had completed and signed off the Annual Internal Audit Report 2017/2018.

Noted.

B. To Approve Section 1 - Annual Governance Statement 2017/18 (p4 AGAR): (previously distributed)

B.1 To consider the measures taken in support:
(document previously distributed)

The Council considered the measures taken in support and concluded that:

1. It had prepared its accounting statements in accordance with the Accounts and Audit Regulations
2. It had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3. It has only done what it has the legal power to do and has complied with Proper Practices in doing so
4. During the year it gave all persons interested the opportunity to inspect and ask questions about King's Sutton Parish Council's accounts
5. It had considered and documented the financial and other risks it faces and dealt with them properly
6. It had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the Parish Council
7. It had responded to matters brought to its attention by internal and external audit
8. It had disclosed everything it should have about its business activity during the year including events taking place after the year if relevant.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Sykes to answer Yes to Statements 1-8 and to record that Statement 9 relating to Trust funds was not applicable.

C. To Approve Section 2 - Accounting Statements 2017/18 (p5 AGAR):
(previously distributed)

The RFO had signed Section 2 on 13th April 2018.

C.1 To Note the Bank Reconciliation to 31st March 2018:

(previously distributed)

Closing Balance as per cash book at 31st March 2018: £179,273.86.**Noted.****C.2 To Note the Explanation of Variances:** (previously distributed)

An explanation of Variances of 15% or more was provided for:

Box 3 Total Other Receipts

Box 4 Staff Costs

Box 6 All Other Payments.

No explanation was required for Box 9 Total Fixed Assets.

Noted.**C.3 To Note the Level of Reserves to 31st March 2018:**

(previously distributed)

Reserves carried forward on 1st April 2018:

Designated Reserves: £111,506

General Reserves: £67,768

Total: £179,274

Noted.**RESOLVED:** It was proposed by Cllr Irving and seconded by Cllr Sykes to Approve Section 2- Accounting Statements 2017/2018.**D. Period for the Exercise of Public Rights: To Note:****D.1 The commencement date:**The 30 day period for the exercise of public rights is as follows: Monday 4th June - Friday 13th July 2018. This includes the first 10 working days of July 2018.**Noted.****D.2 The website publication date for the unaudited and signed Statements:**The latest publication date is the day before the commencement of the period for the exercise of Public Rights, i.e. Sunday 3rd June 2018.**Noted.****Action:** the Clerk, Cllr Bridson**22.18/19****TRAINING: TO CONSIDER REQUESTS AND RECEIVE REPORTS ON TRAINING SESSIONS ATTENDED:**

A. General Data Protection Regulations, 24th April 2018: Cllr Burrell reported that the course had been worthwhile. The Information Commissioner as Regulator had the power to impose fines of up to 4% global turnover for non-compliance.

B. Meeting at Brackley Town Council, 2nd May 2018: Cllr Irving had attended, principally to flag up the 499 bus service, but there was not much interest from those present which were representatives mainly from neighbouring parishes to Brackley. The discussion centred on problems arising from the HS2 construction in the area, such as:

- i) Additional vehicle movements
- ii) Villages being used as rat runs
- iii) Significant increase in personnel movements associated not only with HS2 but also with the development of the RAF Base at Croughton
- iv) The fact that the A43 was already at full capacity.

The Meeting agreed to form an Action Group to draft an Action Plan on what was needed to be done with regard to pinch points etc.

The Parish Council thought that King's Sutton might be affected but only marginally by these developments.

Noted.

23.18/19 GENERAL DATA PROTECTION REGULATIONS: COMPLIANCE:

A Working Group, comprising the Chairman, Vice Chairman and the Clerk had met on 27th April 2018 to consider the various documents produced by NALC, Northants CALC and the SLCC.

The Regulations come into effect on 25th May 2018. Councils needed to be able to demonstrate that they were working towards compliance, if they were unable to be fully compliant on 25th May 2018.

A. To Appoint the Northants CALC DPO Service as the Data Protection Officer for King's Sutton Parish Council:

(DPO Service Level Agreement previously distributed)

Northants CALC will provide the DPO service at no cost for the first calendar year commencing 24th May 2018.

Noted.

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Forde to Appoint Northants CALC DPO Service as the Data Protection Officer for King's Sutton Parish Council.

B. To Adopt the Data Audit Inventory: (Spreadsheet previously distributed)

The Inventory is a record of personal data 'captured, stored and processed' by King's Sutton Parish Council.

The Inventory is an 'asset register' of:

- i) The type of personal data held by the Parish Council, whether it is sensitive and to whom it relates
- ii) The lawful basis for holding the personal data
- iii) Consents
- iv) With whom the data is sharing
- v) The Council's internal processes
- vi) Action needed to be taken by the Parish Council in the interests of compliance with GDPR.

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Irving to Adopt the Data Audit Inventory for King's Sutton Parish Council.

C. To Receive completed Security Compliance checklists from all Councillors: (previously distributed)

Security Checklists were received from Cllrs Burrell and Irving. Scanned copies were acceptable. Councillors were asked to return completed forms to the Clerk.

D. To Note that King's Sutton Parish Council is registered as a Data Controller with the Information Commissioner's Office:

Annual current fee is £35.00. Registration is renewed in March.

Noted.

E: 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

E.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 15th May 2018 and bring recommendations on their adoption to the next Meeting of the Parish Council to be held on 7th June 2018:

Noted in demonstration of the Parish Council's efforts to move towards compliance on 25th May 2018.

24.18/19 PLANNING: TO CONSIDER RECOMMENDATIONS FROM THE MEETING HELD AT 7.00 P.M. ON 3RD MAY 2018:

The Planning Committee had not been quorate.

An informal discussion of the items on the Agenda had taken place.
There were no recommendations.

A. Application No: S/2018/0732/FUL
Proposal: Single storey rear extension
Location: 1 Glebe Rise, King's Sutton. OX17 3PH

Observation: The proposed end to end parking conflicted with the SNC
Parking: Standards and Design Supplementary Planning Document 2017.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Irving to offer NO OBJECTIONS.

B. Application No: S/2018/0741/FUL
Proposal: Single storey rear extension
Location: Stonehaven, 9 St Rumbolds Drive, King's Sutton OX17 3PJ

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Sykes to offer NO OBJECTIONS.

C. Application No: S/2018/0799/ADV
Proposal: 3 x flags with flagpoles
Location: Volvo Trucks & Buses, Cherwell Valley Silos, Twyford, Banbury OX17 3AA

The proposal had been WITHDRAWN.

Noted.

25.18/19 FLOOD ALLEVIATION: UPDATE:

Cllr Forde reported that on 1st May 2018 a meeting had taken place to discuss Property Level Resilience. This was attended by Engineers WSP, Community Engagement Specialist, Mary Dhonau and affected property owners.
The Parish Council had no direct role.

26.18/19 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:

A. Councillors For..:

A.1 Amenities:

A.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):

Agreed: To replace the bin liner.

Action: the Clerk

A.1.1.2 Erection of a Dog Waste Bin on the Public Highway (Banbury Lane): To Approve and sign the conditions endorsement form:

(previously distributed)

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Irving to comply with the conditions authorising the siting of the dog waste bin on the highway and to sign the form.

A.2 Cemetery: No Report.

A.3 Communications: No Report.

A.4 Lighting: No Report.

A.5 The Rec:

A.5.1: Cllr Dowling had fitted the replacement handlebar to the Scottie Springer.

A.5.2: Summer Madness 7th July 2018: This event was mentioned in the Annual Report of the KSPFA.

Noted.

A.1.6 Traffic Calming and Highways:

A.1.6.1 To consider a quotation to refresh the stones at the edge of the village green in The Square:

No quotation.

A.1.7 Street Areas:

B. Wardens:

B.1 Rights of Way:

B.1.1 Footpaths Map: Update requested.

Agreed: To discuss at the next Ordinary Meeting of the Parish Council to be held on 7th June 2018.

B.2 Trees: No Report.

B.3 War Memorial: No Report.

C. Representatives:

C.1 King's Sutton Playing Fields Association: No Report.

C.2 King's Sutton Millennium Memorial Hall: No Report.

C.3 Poor's Allotment Trust: No Report.

27.18/19 TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE (15TH MAY 2018):

None.

28.18/19 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 7TH JUNE 2018):

None.

The Annual Parish Council Meeting ended at 9.15 p.m.