

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 7TH JUNE 2018
IN THE OMAN ROOM,
CHURCHYARD, KING'S SUTTON PARISH CHURCH**

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

ABSENT: Cllrs M Bailey, R Burne, J Creed

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

Chairman's Announcement:

The Openness of Local Government Bodies Regulations 2014:

29.18/19 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllrs Bailey, Burne and Creed.

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

30.18/19 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R Burrell	4: Health Clinic, KSMMH	Chairman and Trustee, KSMMH Committee of Management
R Irving	4: Health Clinic, KSMMH	Parish Council Representative on the KSMMH Committee of Management

Noted.

C. To receive Requests for Dispensations:

None.

31.18/19 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

2 members of the Public were present and wished to speak to Item 4: Health Clinic, KSMMH.

i) There was disappointment that Washington House Surgery and Brackley Medical Practice had withdrawn their services. This view was shared by large numbers of residents, particularly those with mobility issues and those who have no transport, and also because the health clinic had been set up following consultation with other medical practices in the area. Residents valued having a service on their doorstep. The bus service between King's Sutton and Brackley was under threat.

The KSMMH would also lose rent.

ii) A Petition circulated in January -February 2018 had been signed by 204 residents of King's Sutton. The consensus view was that residents were interested in replacing the set up with an alternative method that would work.

The Chairman thanked the members of the public for their comments.

The Chairman welcomed Dr Philip Stevens to the Meeting and invited him to speak to item 4.

32.18/19 HEALTH CLINIC, KSMMH: DR. PHILIP STEVENS, SENIOR PARTNER, BRACKLEY MEDICAL CENTRE WILL EXPLAIN THE REASONS BEHIND THE REQUEST TO CLOSE THE KING'S SUTTON CLINIC:

There were staffing related problems in King's Sutton. Dr Perrot, Brackley Health Clinic had become aware two years earlier that the KSMMH Health Clinic was not viable in the long term as he had not been able to find a Partner to run the Practice. The Washington House Surgery and Brackley Health Clinic combined to safeguard 5,000 patients. 6 months later Dr Perrot retired followed by Dr Melanie Patton in December 2017.

The Practice was under stress with appointment time being lost to travel time. 2+ hours of time away from the Practice was used to provide one hour of doctor time at the KSMMH Health Clinic.

Cllr Sykes suggested combining the 2 single hour slots into one two hour slot but Dr Stevens maintained that doctor travel time would still be an issue.

Dr Stevens referred to the information in the letter of 10th April 2018 from the Practice Manager, Brackley Medical Centre.

i) Practice list size is 13,766 of whom 4% reside in King's Sutton. In the previous 6 months 110 patients living in King's Sutton attended the Health Clinic at the KSMMH. The vast majority are seen in Brackley.

Cllr Irving commented that 110 equated to 20% of King's Sutton patients. (4% of Practice List = 550 patients in King's Sutton. 20% of 550 = 110)

ii) Facility investment would be needed.

iii) Community Solution: Discussions with the Chairs of the South Northants and Daventry Commissioning Boards had explored the potential for using the South Northants Volunteer Bureau (snvb) Bus to provide transport to Brackley where a number of appointments would be set aside. However, the cost was not considered to be sustainable given the distances involved.

The solution might be to use a volunteer car service to bring patients in to the Surgery.

Councillors discussed the following with Dr Stevens:

- i) Home visits: GPs will continue to visit patients in King's Sutton. Dr Stevens was aware of the deprivation index for King's Sutton and recognised the need to improve the quality of the service.
- ii) Could a diversity of treatments be made available at the Health Clinic, ones that do not require Doctor time e.g. post-operative dressing of wounds? This had not been investigated but Dr Stevens would explore this suggestion with the Northamptonshire Health Care Trust which provides District Nurses. There was an issue with enlargement and cross boundary issues with Practices in Banbury.
- iii) The Business Case: How many patients would be required to make the Clinic viable? Dr Stevens said that this would be difficult not only on financial grounds but also for reasons of capacity and safety. Dr Stevens explained that NHS England, not the Brackley Medical Practice was responsible for paying the rent to the KSMMH.
- iv) What was the Protocol/Procedure re. NHS approval of the request to close the KS Health Clinic? The application to the NHS to close the Clinic had been submitted before Christmas 2017 but no response to date had been received. It was Dr Stevens' understanding that a public consultation was not needed.
- v) King's Sutton is the only village in the area with a Health Clinic.

The following **Action** was agreed with Dr Stevens:

That Dr Stevens would explore the potential for collaborative working with snvb transport and would correspond with the Clerk.

The Chairman thanked Dr Stevens for attending the Parish Council Meeting. Dr Stevens withdrew from the Meeting at 8 p.m.

33.18/19 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD 3RD MAY 2018:
(previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Forde to Approve the Minutes of the Annual Parish Council Meeting held 3rd May 2018.

34.18/19 TO NOTE REPORTS FROM:

A. the Clerk: (previously distributed)

1. Matters Arising:

Minute No. 08.18/19:

Tripartite Agreement: The Solicitor, CDC/SNC did not feel able to pursue the matter and has suggested closing the file for the time being, and re-opening it in the future if necessary.

Agreed: To ask the Solicitor, CDC/SNC to inform Barwood Homes that the matter is now closed and the Parish Council has no responsibility for doing any more.

Action: the Clerk

Bus Pass Service: The Principal Lead, Bus & Rail Development, Northants Highways had advised that it would not be possible to allow an external body access to the database which is required to process Bus Passes.

Internet access was considered not to be a major issue for those now applying for their first bus pass.

Renewal of existing bus passes or first time applications can be done online by a person entrusted to do so on behalf of someone else who has asked for their assistance. The County Council is looking into a telephone based service for those for whom the online route is not an option.

The Clerk has informed the Post Office Manager of the situation.

Cemetery Land Acquisition: Tier 1 Study: The final report was received on 21st May 2018.

LED Footway Lighting, Hampton Drive: A letter requesting the blacking out of the lantern lens facing the affected property was sent on 11th May 2018 to the Developer but had elicited no response. Following a call to the Site Manager the Operations Manager for Barwood Homes was contacted, but no response has been received to date.

Minute No. 13.18/19C: Appointment of War Memorial Warden: Mr Waite is very pleased to accept the re-appointment.

Minute No. 16.18/19: Casual Vacancies: Information has been published on the website and on the noticeboards. A Role Description has also been prepared for anyone expressing an interest in becoming a Parish Councillor.

Minute No. 21.18/19: AGAR 2017/2018: The requisite documentation was submitted to the External Auditor on 15th May 2018. Thank you to Cllr Bridson for publishing the information on the website. The public have the right to exercise their right to inspect the Accounts between 4th June 2018 and 13th July 2018.

Minute No. 26.18/19A.1:

Litter Bin liner: Cost £8.50 + vat. The Contractor placed the order on 18th May 2018 and will fit the liner.

Relocation of dog waste bin, Sandringham Road: The consent form was signed and submitted to Northants Highways on 11th May 2018. The Dog Waste Contractor is willing to re-locate the bin and will advise on cost and most suitable spot. The existing pole on Sandringham Road will be removed and kept in storage for the Parish Council for use at a later stage.

Other:

1. **Bridleway AS2(Part):** The occupier of the property and applicant for the diversion intends to retain the gate at the south end of the route but has kindly offered to discuss a suitable alternative gate he might pass on to the Parish Council. The Footpaths Wardens will follow this up.

2. **Memorial Bench to Barbara Monks:** Installed on The Rec on 11th May 2018. A brief service of dedication was held.

3. Visit of Funfair: 29th May - 3rd June 2018. Thank you to Mr Derek Wolton for seeing to the posts to provide access for the funfair.

4. Sport and Physical Activity Opportunities in South Northants: The Sports Development Officer, Northamptonshire Sport has contacted the Parish Council.

Northamptonshire Sport has produced a new framework. As part of this, one of the main remits is to work in areas of Northamptonshire that have high proportions of any of 3 main target groups: those that are least active, those with a limiting disability and low socio-economic groups. Northamptonshire Sport has identified that King's Sutton has a higher proportion than other areas of people in the limiting disability category.

The task now is to look further into each of these areas to select one area to allocate the majority of resources to develop a programme of activities.

Northamptonshire Sport would like to know what residents' views are in terms of activities, what is currently on offer, and if there are any others that residents would like to have in King's Sutton.

Agreed: To seek residents' views via the website.

Action: the Clerk

B. the Chairman:

Blandford Fly: A resident has enquired as to whether 'any steps will be taken next year to kill the Blandford fly larvae that must be coming up through the waterways in to the village'.

Agreed: To write to the Environment Agency, drawing attention to the higher and more widespread occurrences of bites, as confirmed by Dr Stevens, and seeking advice on action to take to help reduce the risk in the future.

Action: the Clerk

C. District Councillor: Cllr Hopkins was unable to attend but had sent a Report. (previously distributed)

i) **499 Bus Service Update:** The Grants Officer, SNC had confirmed that the grants process could not be used to fund a scheduled, commercially managed service. A community minibus service might be a possible option but it was unlikely that this alternative would not be able to commence before the beginning of 2019.

ii) **King's Sutton Surgery Closure:** SNC is looking into utilizing the snvb bus service to take patients to Brackley.

iii) **Local Government Re-organisation Update for SNC:**

Cllr Rebecca Breese, SNC Portfolio Holder for Local Government Reform had advised of the following timeline.

i) 13th June - 25th July 2018: Public Consultation on proposal

ii) Presentation to Parish Councils on responses from the public consultation

iii) 30th August 2018: Proposed submission to the Secretary of State to be presented to SNC.

D. County Councillor: No Report

35.18/19 FINANCE SCHEDULE:

HSBC Bank Accounts	Bank Statement to 30.04.18	Cash Book to 01.06.18
Business Money Market	£46,680.83	£41,070.47
Community Account	£1.00	£1.00
Money Market Account	£163,713.97	£163,713.97

A. To Approve the Payments:

Cheque	Payee	Description	Amt (incl VAT)	VAT
DD	BT plc	Broadband Services Q044 2R	£141.48	£23.58
To Approve				
Cheque	Payee	Description	Amt (incl VAT)	VAT
104742	MarcusYoungLandscapesLtd	Inv. 2644 Dog waste & litter services	£792.00	£132.00
104751	M Dempsey	Inv. 1272 Grasscutting	£2,500.00	
104753	Cheney Coaches Ltd	Inv.24970 ThursBus03,17&31 May18	£285.00	
104754	KSMMH	Office rent, Room hire May18	£100.00	
104755	KSMMH	Hall hire KSYC, May18	£141.00	
104756	KSPCC	Hire of Oman Room 07.06.18	£16.00	
104757	Banbury Litho Ltd	Inv. 23904 KS Times June 2018	£720.00	
104758	CDS Ltd	Inv. 72089 Tier 1 Study	£2,700.00	£450.00
104759	A Le Druillenec	Salary Month 3 incl. backpay	£508.59	
DD	HMRC	Tax & NI Month 3	£232.15	
DD	NEST	Pension Month 3	£711.15	
104760	A Le Druillenec	Reimbursement Inv. 3389982	£40.76	£6.79
Total			£8,746.65	£588.79

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

B. To Note Receipts:

Type	Payer	Description	Amt	
Cheque	S Bradshaw	ERB 353	£268.00	double fees
Cheque	KS Times	Adverts	£259.00	
Cash	F Mitchell	Thurs Bus	£101.90	5weeks
Cheque	Banbury Memorials ltd	Memorial Tablet GAR 58	£74.00	overpaid by £13
Cheque	E J Brown	ERB	£255.00	underpaid by £13
Total			£957.90	

Noted.

B.1 Community Infrastructure Levy: SNC had advised that the sum of £18,408.20 would be credited to the Parish Council's Bank account in June 2018.

Noted.

36.18/19 TRAINING: TO CONSIDER REQUESTS:

None.

37.18/19 CASUAL VACANCIES:**A. To review the situation:**

There had been no interest generated from the articles on the website or noticeboards. Information had been sent to the King's Sutton Times for publication in the June 2018 issue.

Agreed: To increase efforts to recruit new Councillors before the local elections of May 2019 by a personal approach and via the Church Magazine.

Action: Cllr Burrell (Contact Hall user groups and the Churchwarden)

38.18/19 FLOOD ALLEVIATION:**A. Wales Street FAS:**

An Exhibition for the 16 property owners affected by the FAS will be organised by WSP Engineers (managers of the Property Level Resilience Scheme on behalf of the County Council) on 19th June 2018 and held in the Oman Room. The event is not open to the wider public.

Representatives of Pathfinder II and the Environment Agency (responsible for the Temporary Defence Deployment Plan and barrier alignment) will attend.

B. Barwood Homes FAS: Update: No further progress.**C. Tripartite Agreement: Update:** (Minute No. 34.18/19A. refers)

Agreed: To ask the Solicitor, CDC/SNC to inform Barwood Homes that the matter is now closed and the Parish Council has no responsibility for doing any more.

39.18/19 PLANNING COMMITTEE:**A. Chairman's Report: Nil Report.****B. To consider Recommendations from the Meeting held at 7.00 p.m. on 7th June 2018:**

None. (The Meeting of the Planning Committee had been cancelled on account of the number of Apologies for Absence that had been received.

The Parish Council considered the Applications.

B.1 Application No: S/2018/1092/FUL

Proposal: Replace corrugated iron roof on garage/workshop with slate

Location: 1 & 3 Bulls Lane, King's Sutton OX17 3RA

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

B.2 Application No. S/2018/1182/FUL

Proposal: Single storey side and rear link extension to garage and conversion of garage to domestic use

Location: Milestones 29D Astrop Road, King's Sutton OX17 3PG

The Council regretted the loss of a purpose built garage but did not wish to object to the proposal. Adequate space existed within the curtilage of the dwelling to re-provision a garage in accordance with the SNC document 'Parking: Standards & Design'.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Dowling to offer NO OBJECTIONS with a note regretting the loss of a purpose built garage and supporting the re-provision of garage accommodation.

B.3 Application No: S/2018/1144/TCA FOR INFORMATION

Proposal: Fell one alder tree

Location: 14A Whittall Street, King's Sutton OX17 3RD

Agreed: To express regret at the removal of an otherwise decent healthy tree which contributes to the attractive amenity of the Conservation Area.

C. SNC Local Plan Part 2: Consultation on the Assessment of Local Green Spaces: To consider a response: (Information available on the SNC website <https://www.southnorthants.gov.uk/info/65/local-plan-part-2-and-evidence/40/local-plan-part-2/6>)

Agreed: To defer this item to the next Meetings of the Planning Committee and the Parish Council to be held on 5th July 2018.

40.18/19 FINANCE GOVERNANCE & POLICY COMMITTEE:

A. Chairman's Report: nil Report.

B. To Note the Appointment of Cllr Burne as Internal Control Councillor:

Noted.

C. To consider recommendations arising from the Meeting held 15th May 2018: (Draft Minutes previously distributed)

Recommendation C.1: To Ratify Acceptance of the Insurance premium in the sum of £1,826.26 based on a 5 year Long Term Agreement with Zurich:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Forde to Ratify acceptance of the Insurance Premium LTA with Zurich.

Recommendation C.2: GDPR: To Approve the Adoption of:

C.2.1 Data Protection Policy (previously distributed)

C.2.2 Records Retention and Disposal Policy (previously distributed)

C.2.3 Privacy Notice (previously distributed)

C.2.4 Subject Access Request Policy (previously distributed)

C.2.5 Data Breach Policy (previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Forde to Adopt the Data Protection Policy, the Records Retention and Disposal Policy, the Privacy Notice, the Subject Access Request Policy and the Data Breach Policy.

Agreed: To consider any comments for review at the next Meeting of the FG&P Committee to be held on 21st July 2018.

41.18/19 499 BUS SERVICE:

A. To receive an update: Cllr Irving spoke to this item.

The County Council had received tenders for the service options.

Based on the tenders received the required annual subsidy was estimated to be £69,000, equivalent to 60% of the combined precepts of the 4 villages along the route. A contribution from SNC would undoubtedly be required.

Cllr Hopkins had not received a favourable response from SNC and had also been advised that it would not be possible to use the SNC Grants scheme to keep the 499 bus running.

Cllr Hopkins was exploring the concept of an enhanced community minibus service.

The update was **Noted**.

Agreed: To invite Cllr Hopkins to address the next Ordinary Parish Council Meeting to be held on 5th July 2018 and to put forward a proposal on the minibus service.

42.18/19 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:

A. Councillors For..:

A.1 Amenities:

A.1.1: Noticeboard at the PO: The fittings had loosened.

RESOLVED: It was proposed by Cllr Dowling and seconded by Cllr Irving to Accept the cost quoted verbally of £35.00 to secure the noticeboard plus the cost of a replacement perspex sheet.

A.1.2 Litter Bins: Following the visit of the funfair the litter bins on the Rec and the one in the jitty way were overfull. This had been reported to the Contractor who had brought forward his weekly visit and emptied both the litter and dog waste bins on 6th June 2018.

A.1.3 Gate at end of jitty at Richmond Street: The gate no longer self-closes.

Action: Cllr Dowling to carry out adjustments.

A.2 Cemetery:

A.2.1 Land Acquisition:

A.2.1.1 To Note the results of the Tier 1 Groundwater Report and agree the next step: (previously distributed)

Cllr Forde reported that the Report would be sent to the Environment Agency. There were 3 main thrusts to the Report's conclusion to consider.

- i) A moderate to high risk of pollutants from burials entering the stream to the north of the site, and to the river Cherwell to the west.
- ii) To examine records of burials in the existing Cemetery to determine whether water had been struck in graves
- iii) To dig trial pits in the new site to a depth of 3m to ensure that the water table is not within 1m of the base of a grave.

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

- i) Arrange for 4 trial pits to be dug as close as possible to the existing boundary
- ii) Ask Mr Simon Harris, Consultant, Howkins & Harrison to liaise with Mr George Chichester, Agent to the Astrop Estate.

Action: Cllr Forde

A.2.1.2 Appointment of Legal Advisers:

Cllr Forde had approached Solicitors re. conveyancing of the land. Fees would be £750 + vat plus additional costs for searches.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Irving to Accept the terms of the offer dated 6th June 2018 from Bower & Bailey to act for the Parish Council in the matter of the acquisition of land and extension of the village Cemetery.

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 Fine for Dog Fouling: According to a Press Release dated 5th June 2018 from SNC, 'In March, a woman walking a dog in King's Sutton was recorded on private CCTV allowing the animal to defecate on a public footpath and was then seen to walk away without clearing it up.' A fine of £50 had been imposed for this offence.

Noted.

B. Wardens:

B.1 Rights of Way:

B.1.1 Footpaths Map Leaflet: Update:

Agreed: That the Footpaths Wardens discuss the updating required and costs with Cllr Bridson.

B.1.2 Bridleway AS2(Part): To note confirmation of the Public Path Diversion Order dated 27th April 2018: (previously distributed)

Noted.

B.2 Trees: Nil Report.

B.3 War Memorial: Nil Report.

C. Representatives:

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

Agreed: To Appoint a Representative at the next Ordinary Meeting of the Parish Council to be held on 5th July 2018.

C.1.1 To Approve the Request to hold the Summer Madness event on The Rec on 7th July 2018:

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Dowling to Approve the request to hold the Summer Madness event on The Rec on 7th July 2018.

C.1.2 To Note that the Pathfinder II Team will have a stall at the event:

Noted.

C.2 King's Sutton Millennium Memorial Hall: Nil Report.

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

43.18/19 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 5TH JULY 2018):

None.

The Meeting ended at 9.10 p.m.