

**KING'S SUTTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD  
AT 7.30 P.M. ON THURSDAY 7<sup>TH</sup> MARCH 2019  
IN THE ASTROP ROOM, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

**PRESENT:** Cllrs R Irving (Chairman), M Bailey, J Creed, W Dowling, T Forde,  
S Read-Maskell, R Sykes, D Wood

**ABSENT:** Cllr R Burrell

**IN ATTENDANCE:** Mrs A Le Druillenec (Clerk)

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

**185.18/19 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR  
ABSENCE:**

Cllr Burrell had submitted his Apologies.

**RESOLVED:** It was proposed by Cllr Sykes and seconded by Cllr Dowling to Approve the Reason for Absence submitted by Cllr Burrell.

**186.18/19 TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

None.

**B. Other/Personal/Non-Statutory Interests:**

None.

**C. To receive Requests for Dispensations:**

None.

**187.18/19 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF  
THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON  
THE AGENDA:**

i) Item 11.1.2: Cemetery Report: The matter of graffiti on the lychgate had been rectified. The Chairman thanked Mr Alcock for attending to this.

**188.18/19 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD 7<sup>TH</sup> FEBRUARY 2019:**  
(previously distributed)

**RESOLVED:** It was proposed by Cllr Bailey and seconded by Cllr Read-Maskell to Approve the Minutes of the Parish Council Meeting held 7<sup>th</sup> February 2019.

**189.18/19 TO NOTE REPORTS FROM:**

**A. the Clerk:** (previously distributed)

**Matters Arising:**

Minute No. 172.18/19A:

Parking at The Willows: The PA & Business Services Coordinator, Grand Union Housing Group advised that at 1<sup>st</sup> March 2019 approx. half of the garages were let. Due to financial constraints, and following consultation with tenants, it was agreed by the Board not to carry out further environmental or parking improvements. The Group has neither the resources to rebuild the garages to a larger specification, nor to demolish the garages and use the area as hard standing.

**Noted.**

Thursday Bus: The bus route will include Aynho in March.

News Homes Bonus Local Community Grant: The Application for an award of £15,000 for the purchase of land to extend the Cemetery was submitted on 15<sup>th</sup> February 2019.

Pathfinder II Project: A letter setting out the Parish Council's comments on The Flood Risk Investigation and Mitigation Report was sent to the Emergency Planning Officer, NCC on 12<sup>th</sup> February 2019. In response to a reminder that the sum of £3K is available to King's Sutton Parish Council the Clerk has reiterated the Parish Council's position and asked for a response to the comments on the Flood Risk Investigation and Mitigation Report.

**Obstruction at Hampton Lane watercourse:** Cllr Forde reported that the County Council had written to the landowner and was pressing for action following receipt of photographic evidence to show that the obstruction was still in place.

**Noted.**

HS2 'Slow Train to Old Oak Common': The Clerk to Greatworth Parish Council was advised of the Parish Council's assessment of the letter on 8<sup>th</sup> February 2019.

snbv Rural Transport Survey: Forwarded on 8<sup>th</sup> February 2019 for publication on the website.

Minute No. 173.18/19

C.2: BrightPay Licence 2019/2020: Purchased on 14<sup>th</sup> February 2019.

C.3: Data Protection Fee: Direct Debit instructions issued to the Information Commissioner on 15<sup>th</sup> February 2019. The annual registration fee in the sum of £35 will be debited from the Parish Council's account on 18<sup>th</sup> March 2019.

C.5: Valuation opinion: The letter from Mr Simon Harris was received on 14<sup>th</sup> February 2019 and was attached to the application for funds to acquire the land for the Cemetery submitted to the New Homes Bonus Fund. Cheque No. 104864 in the sum of £120.00 was raised on 15<sup>th</sup> February 2019 in settlement of Invoice No. 1390 Howkins & Harrison for ratification at the Parish Council Meeting on 7<sup>th</sup> March 2019.

Minute No. 174.18/19: Casual Vacancies: Three candidates have come forward. The information they have provided will be available at the Meeting.

Minute No. 175.18/19: Training: Good Neighbour Schemes: Information was forwarded on 8<sup>th</sup> February 2019 for publication on the website.

Minute No. 177.18/19: Office Rent: The Hall Committee of Management met on 18<sup>th</sup> February 2019 and accepted the Parish Council's counter-proposal. The rent increase will take effect on 1<sup>st</sup> April 2019.

Minute No. 178.18/19: Parish Maps: An size A2 pdf of the 2018 Village Confines has been provided by SNC.

Minute No. 179.18/19:

A. New Homes Bonus Application: Submitted on 15<sup>th</sup> February 2019 and its receipt acknowledged by SNC. The Funding Panel meets in April 2019.

B.2.1.1. Internal Controls: Cllr Wood carried out the checks for Q3 on 12<sup>th</sup> February 2019.

B.3. Mowing Agreement 2019 with NCC: Completed on 8<sup>th</sup> February 2019.

Minute No. 181.18/19:

A.1 Inspection of The Rec: Following a discussion with the grasscutter it was decided that no action was required.

A.2.2 Damage to edging kerbs: The Funeral Director's offer to make good the damage was accepted on 14<sup>th</sup> February 2019.

A.4.1 Lighting fault, Lamp No. 3 Whittall Street: Repaired on 25<sup>th</sup> February 2019.

Minute No. 183.18/19: Litter: The Street Cleansing Supervisor, CDC/SNC has advised that the approach roads to the village are due to be litter picked w/c 4<sup>th</sup> March 2019. Members confirmed that Banbury Lane up to the village nameplate had been litter picked.

**B. the Chairman: Nil Report.**

**C. District Councillor: Nil Report.** Cllr Hopkins had sent his Apologies.

**C. County Councillor: Nil Report.**

## **190.18/19 FINANCE SCHEDULE:**

<b>HSBC Bank Accounts</b>	<b>Bank Statement to 31.01.19</b>	<b>Cash Book to 28.02.19</b>
Business Money Market	£56,160.87	£51,071.94
Community Account	£1.00	£1.00
Money Market Account	£164,264.09	£164,264.09

**A. To Ratify and Approve the Payments:****To Ratify**

Cheque	Payee	Description	Amt (incl VAT)	VAT
104864	Howkins&Harrison LLP	Inv. 1390 Valuation Opinion	120.00	£20.00
DD	BT plc	Broadband Services Bill Q047 EW	147.24	£24.54

**To Approve**

Cheque	Payee	Description	Amt (incl VAT)	VAT
104865	Cheney Coaches Ltd	Inv. 26070ThursBusFeb19	£484.00	
104866	KSM MH	Office Rent, Room Hire Feb 2019	£127.00	
104867	KSM MH	KS Youth Club Room hire Feb19	£141.00	
104868	Aylesbury Mains Ltd	Inv.18889Lp1BanbyLn;Inv.18946Lp3WhitllSt	£121.44	£20.24
104869	MarcusYoungLandscapesLtd	Inv.3025 Dog Waste&Litter Services	£420.00	£70.00
104870	Bridson Kneale Assoc Ltd	Website February 2019	£144.00	£24.00
104871	Banbury Litho Ltd	KS Times March 2019	£720.00	
104872	J Creed	6 No. Roses Jubilee Rose Garden	£30.98	
104873	A Le Druillenec	Salary Month 12	£326.46	
DD	HMRC	Tax & NI Month 12	£357.01	
DD	NEST	Pension Month 12	£709.26	
104874	A Le Druillenec	Anti virus; Brightpay licence 19/20	£83.79	£9.80
DD	The Information Commissioner	Annual Registration Fee Data Protection	£35.00	

**Total****£3,699.94      £124.04**

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

**A.1 Additional Payments:**

- i) M Dempsey: Inv. 1303 Cemetery Hedge. £240.00
- ii) T G Stewart: Inv. TS154 Inspection Play Equipment Dec 2018. £254.40.

**RESOLVED:** It was proposed by Cllr Sykes and seconded by Cllr Wood to Approve the Additional Payments.

*(Cheques Nos. 104875 and 104876 were raised.)*

**B. To Note Receipts:**

Receipts	Type	Payer	Description	Amt
07.02.19	Cheque	Aynho Parish Council	Thursday Bus Inv. 0002.18/19	£30.00
07.02.19	Cash	F Mitchell	Thursday Bus 07Feb19	£39.00 <sup>1</sup>
14.02.19	Cash	F Mitchell	Thursday Bus 14Feb19	£45.00 <sup>2</sup>
15.02.19	Cheque	Edd Frost & Daughters	Burial Fees Re-open Plot s13,sp29	£89.00
26.02.19	Cheque	Banbury Memorials Ltd	Memorial s13, sp29	£74.00
28.02.19	Cash	F Mitchell	Thursday Bus 21Feb19	£63.00 <sup>3</sup>
28.02.19	Cash	F Mitchell	Thursday Bus 28Feb19	£72.00 <sup>4</sup>
<b>Total</b>				<b>£412.00</b>

Notes on Passenger numbers and fares.

<sup>1</sup> 3ppA (0) 13ppKS (£39)

<sup>2</sup> 4ppA (0) 15ppKS (£45)

<sup>3</sup> 3ppA (0) 21ppKS (£63)

<sup>4</sup> 7ppA (£15) 19ppKS (£57) APC owed £1

(Average number of passengers per week, including those from Aynho: 21.)

**Noted.**

**191.18/19 CASUAL VACANCIES: TO CONSIDER WRITTEN EXPRESSIONS OF INTEREST:**

The Chairman asked Members of the Public to withdraw from the Meeting while the Parish Council considered the expressions of interest.

No members of the public were present during the discussion of this item.

3 written expressions of interest had been received and these were circulated to Members at the Meeting and collected in by the Clerk after the matter had been resolved.

**RESOLVED:** It was proposed by Cllr Sykes and seconded by Cllr Bailey to co-opt Mrs Janet Woodford to the Office of Parish Councillor for King's Sutton.

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Read-Maskell to co-opt Mr Lindsay Ross Field to the Office of Parish Councillor for King's Sutton.

**RESOLVED:** It was proposed by Cllr Bailey and seconded by Cllr Read-Maskell to co-opt Mr Antony Alcock to the Office of Parish Councillor for King's Sutton.

The Meeting was re-opened to Members of the Public.

The Chairman informed the co-optees of the Parish Council's decision and looked forward to welcoming them to take their seats at the next Ordinary Meeting of the Parish Council on 4<sup>th</sup> April 2019, once they had each completed their Declaration of Acceptance of Office.

**192.18/19 TRAINING: TO CONSIDER REQUESTS:****A. Training for new Councillors:**

Co-optees would be provided with details of courses and encouraged to attend the induction course, 'Off to a Flying Start.'

**Action:** the Clerk

**B. Playground Inspection Training:**

Provider: Oxfordshire Playing Fields Association:

Date and Venue: 6<sup>th</sup> April 2019 from 9.30 a.m. - 1.30 p.m. at Patishall.

OPFA recommended a robust inspection regime comprising:

- i) An annual inspection carried out by an independent qualified children's play inspector: King's Sutton Parish Council arranges an annual inspection to be carried out by RoSPA Play Safety.
- ii) Quarterly operational inspections: Trevor Stewart Play Equipment carries out quarterly inspections and provides maintenance reports for King's Sutton Parish Council.
- iii) Monthly recorded inspection: King's Sutton Parish Council does not have this element in place.
- iv) Routine daily or weekly visual check: The Cllr for Amenities fulfils this requirement and reports back to the Clerk.

The Parish Council considered its inspection regime at the FG&P Committee meeting held on 22<sup>nd</sup> January 2019. The Parish Council concluded at its meeting held 7<sup>th</sup> February 2019 that satisfactory measures were in place.

**193.18/19 PLANNING COMMITTEE:**

**A. Chairman's Report:** Cllr Forde reported.

i) Purchase of former railway depot, King's Sutton Station: The owner intends to look after the land and keep it tidy.

**B. To consider Recommendations from the Meeting held at 7.00 p.m. on 7<sup>th</sup> March 2019:**

B.1 Application No. S/2019/0358/FUL

Proposal: Removal of 16 meters of hedge to be replaced with 16 metres of close board fencing 1.8M in height

Location: 56 Newlands, King's Sutton OX17 3QQ

The hedge was considered to be an attractive feature of Newlands and would benefit from being clipped, rather than removed. The fencing replacement being proposed was very high.

Recommendation B.1: To OBJECT on the above grounds.

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

B.2 FOR INFORMATION:

B.2.1 Application No. S/2019/0255/TCA

Proposal: Cut back 1 x large Yew tree growing outside kitchen door, reduce crown by 2.0m.

Location: Bell House, 5 The Square, King's Sutton OX17 3RQ

The Planning Committee considered the proposal to be good management practice.

**Noted.**

B.2.3 Application No. S/2019/0298/TCA

Proposal: Fell - Leylandii Hedge - of 45 metres long and 8 - 10 metres high

Location: St Rumbolds, 12 Upper Astrop Road, King's Sutton OX17 3QL

It was understood that the leylandii would be replaced with hornbeam and laurel of up to 6 feet in height.

**Noted.**

**194.18/19 ANNUAL PARISH MEETING - 17<sup>th</sup> April 2019:**

**A. To consider items for the Agenda:** (Minute No. 180.18/19 refers)

**Agreed:** Local Government Reform in Northamptonshire (individual item)

**B. To set a deadline for receipt of reports:****Agreed:** 4<sup>th</sup> April 2019**C. To discuss arrangements:****RESOLVED:** It was proposed by Cllr Wood and seconded by Cllr Creed to offer refreshments of Tea and Coffee between 7.15 p.m. and 7.30 p.m.**Action:** Cllrs Creed and Read-Maskell.**195.18/19 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:****A. Councillors For..:****A.1 Amenities:****A.1.1 Play Area Maintenance Report December 2018:**

The Contractor had assessed all items and had spread sand on the more heavily used areas to help keep the mud down.

Recommendations: (Highlighted in the previous Report dated 28<sup>th</sup> September 2018)

i) Tyre Bumps on See-Saw: Starting to wear. Would require replacing in the near future.

**Action:** Contractor to check at next inspection and advise.

ii) Picnic Tables: Extra brace pieces to be installed to strengthen them.

**Action:** Contractor.

**Noted.**

**A.2 Cemetery:** Cllr Creed reported.

**A.2.1 Repairs:**

**A.2.1.1 Removal of graffiti:** Thanks to Mr Alcock for restoring the lychgate.

**A.2.1.2 Rope edging:** The Contractor for the paths had quoted £320, mainly to replace the corner knob.

**Agreed:** Subject to further clarification and itemisation of the quotation with the Contractor, to ask the Funeral Director to replace the two damaged edging stones.

**Action:** Cllr Creed, the Clerk

**A.2.1.3 Low Wall:** One of the new slabs had come loose. A different type of mortar might be required.

**Action:** The Contractor.

**A.1.3 Communications:** Cllr Wood reported.

**A.1.3.1 Portrait of Village:** The King's Sutton Times Editorial Team were hoping to update the booklet.

**A.1.4 Lighting:**

**A.1.4.1 Fault Report:** Lamp No 15 Astrop Road:

**A.1.5 The Rec: Nil Report.**

**A.1.6 Traffic Calming and Highways: Nil Report.**

**B Wardens:****B.1 Rights of Way:** Mr Hall reported.**B.1.1 Creation of access to the canal from the old Cheltenham cutting:**

Background: This had been attempted 25 years ago but without success.

There had been concerns over responsibility for the footpath due to its location, and issues surrounding landowner permissions and cost.

**Agreed:** To form a Working Party to discuss with the member of the public, who was willing to pursue the matter, how to take this forward.**Action:** Cllrs Forde, Irving and Mr Hall.**B.2 Trees:** Cllr Bailey reported that he intended to research information provided by the Tree Council.**B.3 War Memorial: Nil Report.****C. Representatives:****C.1 King's Sutton Playing Fields Association:** Cllr Read-Maskell reported.**C.1.1 AGM: 26<sup>th</sup> February 2019:** The KSPFA had asked for two matters to be raised with the Parish Council.**C.1.1.1 Request for directional signage to Playing Fields:****Agreed:** To check with the Highway Authority and investigate the possibility of erecting a sign at the corner of The Rec by the dog waste bin.**Action:** Cllr Dowling.**C.1.1.2 Request for provision of a dog waste bin:**

The KSPFA was aware of purchase, installation and service costs.

**Agreed:**

i) To deny the request for the Parish Council to supply a dog waste bin for the Playing Fields

ii) That, in the event of the KSPFA providing a dog waste bin, to consider including it in the dog waste bin service provided to the Parish Council, the unit cost to be met by the KSPFA.

**C.2 King's Sutton Millennium Memorial Hall: Nil Report.****C.3 Poor's Allotment Trust: Nil Report.**

196.18/19

**TO COMMENT ON ISSUES RELATED TO STREET AREAS:****A. Bulls Lane/Richmond Street: Parking:**

The Chairman invited Mr Hall to speak to this item. (Minute No.181.A.6.2 refers)

Mr Hall circulated a photograph showing an oncoming car approaching on the wrong side of the road in order to pass a car parked at the corner of Bulls Lane between Home Farm and the junction to Richmond Street.

Mr Hall was in favour of double yellow lines at this location.

The Parish Council did not support this suggestion. The issue recorded in the photograph might occur occasionally but was not seen to be representative of a persistent problem.

**Agreed:** To take no further action.**B. Red Lion Street: HGV traffic:** (Minute No.181.A.6.1 refers)

Cllr Forde spoke to this item.

HGVs made regular attempts to drive down Red Lion Street. Some were forced to reverse back up. It was not clear whether these vehicles were contravening the 7.5T weight limit.

Recently damage had been caused to a wall and to three parked cars. Cllr Forde asked for suggestions on what measures could be put in place to prevent such occurrences.

It was suggested that reversing the one way flow might be one solution and to ask the residents for their opinion.

**Agreed:** To feed back to the residents of Red Lion Street, ask them to consider the reverse one way flow suggestions and invite them to bring their comments and other ways of tackling the problem to a Parish Council Meeting.

**Action:** Cllr Forde.

**197.18/19 TO CONSIDER A LITTER PICK FOR KING'S SUTTON:**

Further to the advice from the Street Cleansing Supervisor, CDC/SNC that the approach roads to the village were due to be litter picked w/c 4<sup>th</sup> March 2019 Members confirmed that Banbury Lane had been litter picked as far as the village sign.

**Agreed:** Not to organise a village litter pick.

**198.18/19 NORTHAMPTONSHIRE VILLAGE AWARDS 2019: TO CONSIDER ENTERING THE COMPETITION AT A COST OF £30:**

(Information previously distributed)

It was **Noted** that in contrast to previous years the application process had been simplified.

**Agreed:** To decline the invitation to enter the competition.

**199.18/19 TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FG&P COMMITTEE (19<sup>TH</sup> MARCH 2019):**

**Community Infrastructure Levy Funds:** The Parish Council had been awarded £18,409 CIL funds. The FG&P Committee would be considering how the money should be spent and was seeking project ideas from Members of the Council.

**200.18/19 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 4<sup>TH</sup> APRIL 2019):**

The Meeting ended at 8.30 p.m.