

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 4TH APRIL 2019
IN THE ASTROP ROOM, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

PRESENT: Cllrs R Burrell (Chairman), A Alcock, M Bailey, J Creed, T Forde, R Irving, S Read-Maskell, R Sykes, J Woodford

ABSENT: Cllrs W Dowling, R Field, D Wood

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

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

WELCOME TO CLLRS ALCOCK AND WOODFORD: The Chairman welcomed Cllrs Alcock and Woodford to their first Meeting as Members of the Parish Council.

201.18/19 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Cllrs Dowling, Field and Wood had submitted Apologies.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Bailey to Approve the Reason for Absence submitted by Cllrs Dowling, Field and Wood.

202.18/19 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda item	Reason
R Burrell	13.4.2 Application for Financial Assistance	Member of the Garden Club (Applicant)
R Irving	13.4.2 Application for Financial Assistance	Member of the Garden Club (Applicant)
S Read-Maskell	13.4.2 Application for Financial Assistance	Secretary, Garden Club (Applicant)
R Burrell	16: Request to use the Square	Associate musician of person making the request

Noted.

C. To receive Requests for Dispensations:

None.

203.18/19 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

None.

204.18/19 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD 7TH MARCH 2019:
(previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Read-Maskell to Approve the Minutes of the Parish Council Meeting held 7th March 2019.

205.18/19 TO NOTE REPORTS FROM:

A. the Clerk: (previously distributed)

Matters Arising:

Minute No. 189.18/19A:

Thursday Bus:

i) The bus route will include Aynho to 18th April.

ii) (Agenda item 13.2.3.1)

Newbottle Parish Council has enquired about the possibility of a stop at Charlton being included in the route. The Bus operator is able to accommodate this at no extra charge and without affecting the pick up times at Aynho and King's Sutton. The fare for Charlton passengers and any contribution from Newbottle Parish Council to bus hire costs are matters for consideration should the Parish Council agree to the stop in Charlton.

Pathfinder II Project: The response to the Parish Council's comments on The Flood Risk Investigation and Mitigation Report was received on 21st March 2019.

Minute No. 191.18/19: Casual Vacancies: Cllr Field signed his Declaration of Acceptance of Office on 14th March, Cllrs Alcock and Woodford signed theirs on 15th March 2019. Cllrs Alcock, Field and Woodford have each completed a Register of Interest and these were submitted to Democratic Services, CDC/SNC on 15th March 2019 for publication on the website. The website Contractor has set up Parish Council email addresses for Cllrs Alcock, Field and Woodford.

Minute No. 192.18/19A: Training for new Councillors: Places have been booked for Cllrs Alcock and Woodford on the Off to a Flying Start course at Raunds on 10th June 2019.

Minute No. 195.18/19

A.2.1.2: Damage to edging kerbs: The cost for replacing the kerbs only was quoted as £260 which has prompted the Funeral Director to make enquiries

about sourcing the kerbs with a view to installing them. Cllr Creed is also making further enquiries.

Minute No. 199.18/19: CIL project: No suggestions were received by the FG&P Committee.

Other:

1. Parish Council corporate email address usage level: The Contractor for the website brought this to the Parish Council's attention in August 2018. It was then agreed to retain the corporate email addresses for members of the Council. The Contractor has recently raised concern once more about compliance with data regulations on account of the infrequent or lack of usage of some Parish Council email addresses.

Agreed: Members were in favour of continuing with the corporate email addresses for all Members for reasons of transparency, **Noting** that individual Councillors are asked to complete a GDPR Security Compliance checklist.

2. HS2 Community and Environment Fund (CEF) and the Business and Local Economy Fund (BLEF): (Letter from The Rt. Hon. Andrea Leadsom MP previously distributed)

Agreed: To **Note** correspondence.

3. Mobile VAS adaptations: Northants Highways expect to carry out the Cat and Genny survey at Mill Lane for the pole for solar kit by 8th April 2019.

4. Northamptonshire Sport: Update from the Sports Development Officer.

4.1 Walk and Talk Sessions held on 8th & 15th February 2019. Successful.

4.2 School Gates Walking Group will meet on the following dates:

17th May, 24th May, 12th July, 19th July.

The walk will start at 9:15a.m. from the school and will aim to finish at 10:15a.m. From there, the children and adults will take part in a joint sport session either on the field or in the school hall depending on the weather. The session will be finished by 11:30am.

These walks are aimed at encouraging people who do not do much walking or who are inactive, to take part.

4.3 **Dementia Awareness Session** planned for 4th April 2019: Cancelled due to nil bookings.

4.4 **HS2 funding:** Considering a bid for an outdoor gym. Bids need to show how King's Sutton has been disrupted by HS2 and must have community support, as evidenced via a consultation.

5. Playing Field Archives: Held by Northants ACRE. Available for collection by 31st May 2019; after that date they will be destroyed. KSPFA has been notified.

6. Northants Heritage Forum: Concerns over LGR.

B. the Chairman: Nil Report.

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

D. County Councillor: Nil Report.

206.18/19 FINANCE SCHEDULE:

HSBC Bank Accounts	Bank Statement to 28.02.19	Cash Book to 31.03.19
Business Money Market	£52,083.21	£48,637.77
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
104875	M Dempsey	Inv. 1303	240.00	
104876	T G Stewart	Inv. TS154	254.40	£42.40
DD	BT plc	Phone bill Q050 QF	125.10	£20.85

To Approve

Cheque	Payee	Description	Amt (incl VAT)	VAT
104877	Cheney Coaches Ltd	Inv. ThursBusMar19	£484.00	
104878	KSM MH	Office Rent, Room Hire Mar 2019	£136.00	
104879	KSM MH	KS Youth Club Room hire Mar19	£325.00	
104880	Aylesbury Mains Ltd	Inv.18979 Lp15Astrop Rd	£60.72	£10.12
104881	MarcusYoungLandscapesLtd	Inv.3047 Dog Waste&Litter Services	£420.00	£70.00
104882	Bridson Kneale Assoc Ltd	Inv. T0382	£264.00	£44.00
104883	SNC	Non-domestic rates Cemetery	£193.77	
104884	Kall Kwik	Inv. 1007514 Maps CA, confines	£91.08	£15.18
104885	Northamptonshire ACRE	support 2019-2020	£35.00	
104886	E.ON	Electricity Jan-Mar2019	£2132.02	£355.34
104887	A Le Druillenecc	Salary Month 1	£429.50	
DD	HMRC	Tax & NI Month 1	£280.81	
DD	NEST	Pension Month 1	£709.89	

Total**£5,471.79****£494.64**

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

B. To Note Receipts:

Receipts	Type	Payer	Description	Amt
07.03.19	Cash	F Mitchell	Thursday Bus 07Mar19	£71.00 ¹
08.03.19	Cheque	Banbury Memorials Ltd	Headstone Plot S15Sp13, ERB293	£74.00
12.03.19	Cheque	J Weaver	Headstone Plot 193, ERB 255	£74.00
14.03.19	Cash	F Mitchell	Thursday Bus 14Mar19	£57.00 ²
21.03.19	Cheque	J & M Humphris Ltd	Burial Fees Plot 214; ERB 359	£234.00
21.03.19	Cash	F Mitchell	Thursday Bus 21Mar19	£71.00 ³
28.03.19	Cash	F Mitchell	Thursday Bus 28Mar19	£71.00 ⁴
28.03.19	Cheque	J & M Humphris Ltd	Burial Fees Plot 213; ERB 360	£223.00
			Total	£875.00

Notes on passenger numbers and fares:

¹ 5ppA (£5) 22ppKS (£66) APC owed £1

² 4ppA (0) 19ppKS (£57)

³ 5ppA (£5) 22ppKS (£66) APC owed £1

⁴ 5ppA (£5) 22ppKS (£66) APC owed £1

Noted.

207.18/19 ACCOUNTS FOR YE 31ST MARCH 2019: TO NOTE THE INTERIM ACCOUNTS: (previously distributed)

Bank interest was anticipated to be received.

Noted.

208.18/19 TO APPROVE THE ASSET REGISTER FOR YE 31ST MARCH 2019: (previously distributed. Reviewed by the FG&P Committee on 19th March 2019)

A. Disposals during the year:

Nil.

B. Additions during the year:

5No. Footway Lighting Chester columns with DW Windsor LED lanterns at Halestrap Way.

Background:

- i) 2014 Supplied and installed by the developer (Banner /CALA Homes)
- ii) 7th March 2019: Halestrap Way adopted by the Highway Authority
- iii) Footway Lighting transferred to the Parish Council
- iv) Placed on Parish Council Asset Register as gifted assets with a proxy value of £1 each.

C. Total Value of Asset Register to 31st March 2019: £236,913.50.

RESOLVED: It was proposed by Cllr Bailey and seconded by Cllr Read-Maskell to Approve the Asset Register to 31st March 2019.

209.18/19 TO NOTE RESERVES: (Table of designated Reserves previously distributed)

At 31st March 2019 the Council held designated reserves of £128,982. During the year there was a budget underspend of £7,615 across the designated reserves categories.

Noted.

A. Cemetery Exceptional designated Reserves:

The year end total was £26,000.

Of the 2018/19 Budget £930 had not been used and would be carried over.

The application to the New Homes Bonus Fund had been successful and the Council had been awarded £15,000 to purchase the land.

Cllrs Creed and Forde, and the Clerk were thanked by for their work on the Cemetery Extension project.

210.18/19 TRAINING:

A. Whole Council Training: To consider whether to hold a Development session for the whole council at a cost of £234 as an alternative to separate induction training for individual Councillors:

Northants CALC offer a bespoke session entitled 'Best Foot Forward'. Course material would cover the induction course as well as subject matter specifically requested by the Council. Duration: 2 hours, with the option to extend, in which case an additional fee would apply. The host Council would provide tea and coffee.

Agreed: In favour of organising an evening session at the KSMMH and to ask Northants CALC to offer some suitable dates.

Action: the Clerk

211.18/19 Planning Committee:

A. Chairman's Report: Nil Report.

B. To consider Recommendations from the Meeting held at 7.00 p.m. on 4th April 2019:

B.1 Application No. S/2019/0495/FUL

Proposal: Existing garage to be replaced with detached outbuilding forming garden room/office/store

Location: 38 Wales Street, King's Sutton OX17 3RR

The Planning Committee had no objection in principle. It was **Noted** that the property is eligible for Property Level Resilience funds provided by the Environment Agency.

Recommendation B.1: To offer NO OBJECTION but to draw the involvement of the EA to the attention of SNC and to request that a Condition be placed on any planning permission to ensure that the detached outbuilding is not in future able to be used as a residential unit.

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

B.2 Application No. S/2019/0557/LBC

Proposal: Internal and external alterations to building

Location: 2 Astrop Road, King's Sutton OX17 3PG

In effect this was a retrospective application.

Recommendation B.2: To offer NO OBJECTION.

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

B.3 Application No. S/2019/0588/FUL

Proposal: Single storey extensions and covered canopy to rear

Location: Police House, 39 Astrop Road, King's Sutton OX17 3PG

There would be parking provision within the driveway.
 Recommendation B.3: To offer NO OBJECTION.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Alcock to Adopt Recommendation B.3.

212.18/19 PATHFINDER II PROJECT:

A. To discuss the response to the Parish Council's assessment of the Flood Risk Investigation and Mitigation Report: (previously distributed)

Cllr Forde spoke to this item.

Overall, the response was disappointing, being both formulaic and inadequate.
 Specific issues:

i) Field drain at Hampton Drive: NCC Flood and Water Management Team had taken up the issue of the barrier with the landowner

ii) Role of Flood Wardens: The duties of the role needed to be defined, with guidance as to how to deal with King's Sutton's special set of circumstances and types of flood risk.

Properties at risk of fluvial flooding were being protected through the Property Level Resilience Scheme offered by the Environment Agency.

Surface water flooding was not something that a Flood Warden could control.

iii) Funds: £3,000 of Pathfinder II Funds was available to the Parish Council

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Forde to apply for funds to buy in expert help to consult with knowledgeable people familiar with King's Sutton's particular set of circumstances and for the express purpose of determining measures required to deal with local issues.

213.18/19 FINANCE GOVERNANCE & POLICY COMMITTEE:

A. Chairman's Report: Nil Report.

B. To consider Recommendations arising from the Meeting held on 19th March 2019: (Draft Minutes previously distributed)

Recommendation B.1: Grasscutting Contract 2019-2022: To Appoint M Dempsey Garden and Grounds Services on a 3 year contract commencing 1st April 2019:

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

Recommendation B.2: Dog Waste and Litter Services Contract 2019: To Appoint Marcus Young Landscapes Ltd for 2019:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Read-Maskell to Adopt Recommendation B.2.

Recommendation B.3: To continue the weekly Thursday Bus Service for the next 6 months:

The net cost to the Parish Council of the weekly bus service was £2,000 p.a. The FG&P Committee had agreed to promote, in the next issue of the King's Sutton Times, the fact that the Thursday Bus service was available for all ages.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Read-Maskell to Adopt Recommendation B.3.

B.3.1 To consider an enquiry received subsequent to the FG&P Committee Meeting from Newbottle Parish Council re. the possibility of including a stop at Charlton:

The Council was in favour of including a stop at Charlton.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Creed to levy a return fare of £4.00 per person for passengers boarding at Charlton.

Recommendation B.4: Grants of Financial Assistance:

B.4.1 To make No Changes to the Policy: (policy previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Woodford to Adopt Recommendation B.4.1.

B.4.2 Application from the Garden Club: To Approve the Application and award a grant in the sum of £150: (application previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Bailey to Adopt Recommendation B.4.2.

Recommendation B.5: King's Sutton in Bloom Operating Plan 2019: To Approve the Plan for 2019:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Creed to Adopt Recommendation B.5.

Mrs Vallery Lee had accepted the invitation to represent the Parish Council on the first round of judging.

Recommendation B. 6: Policy Reviews: (previously distributed)

B.6.1 Charges for the Use of The Rec: To make No Changes to the charges but to expand the scope of the Policy to include Land owned by the Parish Council and to rename the Policy accordingly:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Bailey to Adopt Recommendation B.6.1.

B.6.2 Commemoration of Past Members: To make No Changes to the Policy:

Members discussed the Policy. It was **Agreed** to re-word point 3 to read: 'Consider providing a concrete base out of council funds to help the family of a councillor who dies in service to provide a seat placed in a position within the village at the Parish Council discretion and agreement.'

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Bailey to Accept the changes to point 3 of the Policy and to Adopt the Policy as amended.

B.6.3 Equal Opportunities: To make No changes to the Policy:

Members discussed the Policy. It was **Agreed** to re-word the paragraph setting out the Scope of the Policy, the paragraph to read:

'All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally in terms of remuneration, and in terms of selection for employment, promotion, training or any other benefit this will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.'

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Sykes to Accept the changes to the paragraph setting out the Scope of the Policy and to Adopt the Policy as amended.

214.18/19 ANNUAL PARISH MEETING 2019:

A. To receive reports:

11 reports had been received. 5 reports were awaited.

Cllrs Breese and Hopkins were prepared to speak to Agenda item 5 'Local Government Reform in Northamptonshire'.

Noted.

215.18/19 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:

A. Councillors For..:

A.1 Amenities: Nil report.

A.2 Cemetery: Cllr Creed reported.

A.2.1: Roses: Mr Ayers will plant the roses.

A.2.2: Low Wall: Repairs had been effected.

A.2.3: Project to extend the Cemetery:

A.2.3.1: Access Road:

An estimate in the sum of £39,000 had been received in respect of the access road, internal paths and edging.

Noted.

Agreed: To authorise persons to interview consultant civil engineers attested by SNC Building Control Services and to request estimates for the access road.

Action: Cllrs Creed and Forde.

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.6.1 Lorry movements along Red Lion Street: Cllr Forde reported. The matter was ongoing.

B Wardens:

B.1 Rights of Way: Nil Report.

B.1.1: Creation of Direct Access to the Canal: Cllr Forde reported. The Working Party had met on 3rd April 2019, had agreed to pursue the project and to talk to landowners.

B.2 Trees: Nil Report.

B.3 War Memorial: Nil Report.

C. Representatives:

C.1 King's Sutton Playing Fields Association: Cllr Read-Maskell reported.

C.1.1 Dog Waste Bin: The KSPFA had been advised of costs

C.1.2 Directional Signage: No news.

Action: Cllrs Read-Maskell and Dowling to discuss.

C.2 King's Sutton Millennium Memorial Hall:

C.2.1: The AGM will be held on 15th April 2019.

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

216.18/19 TO CONSIDER A REQUEST TO HOLD A PICNIC ON PART OF THE SQUARE ON SUNDAY 30TH JUNE 2019:

The Council had NO OBJECTION and granted the request.

A. Additional Request - To hold a Teddy Bears' Picnic on The Rec on Saturday 29th June 2019:

The Council had NO OBJECTION and granted the request.

217.18/19 TO RECEIVE ITEMS FOR THE ANNUAL PARISH COUNCIL MEETING (THURSDAY 2ND MAY 2019):

None.

The Meeting ended at 8.40 p.m.