

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 6TH JUNE 2019
IN THE ASTROP ROOM,
KING'S SUTTON MILLENNIUM MEMORIAL HALL**

PRESENT: Cllrs R Burrell (Chairman), A Alcock, J Creed, W Dowling, R Field, R Irving, S Read-Maskell, R Sykes, D Wood, J Woodford

ABSENT: Cllrs M Bailey, T Forde

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

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

26.19/20 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllrs Bailey and Forde.

RESOLVED: It was proposed by Cllr Sykes and seconded by Cllr Read-Maskell to Approve the Reasons for Absence submitted by Cllrs Bailey and Forde.

27.19/20 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R Burrell	9.1.3: Planning Application Co. S/2019/1032/FUL	Neighbour Consultee
R Field	11: Adoption of Footway Lighting	Adjacent Property owner
D Wood	11: Adoption of Footway Lighting	Adjacent Property owner
J Woodford	11: Adoption of Footway Lighting	Adjacent Property owner

C. To receive Requests for Dispensations:

None.

28.19/20 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

None.

29.19/20 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD 2ND MAY 2019:
(previously distributed)

RESOLVED: It was proposed by Cllr Read-Maskell and seconded by Cllr Sykes to Approve the Minutes of the Annual Parish Council Meeting held 2nd May 2019.

30.19/20 TO NOTE REPORTS FROM:

A. the Clerk: (previously distributed)

Minute No. 08.19/20A:

Mobile VAS adaptations: KierWSP was notified by the Transportation and Development Manager, NCC of the order for the post on Mill Lane on 29th May 2019.

Pathfinder II Project: The Application for £3,000 funds to buy in expert advice was submitted on 9th May 2019 and is being processed for payment.

Thursday Bus: A stop at Charlton was included in the route from 23rd May 2019, although no passengers boarded. 2 passengers from Charlton used the bus on 30th May 2019.

Items additional to the Report:

i) Query re. inclusion of a stop at Morrisons, Banbury: (Raised at the Annual Parish Meeting): The Parish Council considered the advice of the bus operator.

Agreed: That for various technical reasons the inclusion of a stop at Morrisons could not be supported.

ii) Wednesday Bus Service: Receipt of correspondence from a resident who was investigating the feasibility of a Wednesday Bus Service was acknowledged.

Minute No: Annual Governance & Accountability Return 2018/2019: The AGAR was submitted to the External Auditor on 21st May 2019. The External Auditor has logged the AGAR and placed it in the queue for processing. Information that the Parish Council is required to publish on its website has been sent to the Contractor.

Minute No. 22.19/20:

A.2: Cemetery: Cllr Alcock has applied a coat of wood care stain to the two wooden benches, and intends to paint the lych gate.

A.5.1: Memorial seat, Cyril Wheatcroft: A letter of thanks was sent on 3rd May 2019 to the Contractor in appreciation of his refurbishment and reinstallation of the seat that had been carried out at no cost to the Parish Council.

C.1.1: King's Sutton Playing Fields Association: Dog Waste Bin: The order for the bin has been put on hold pending the outcome of the request from the KSPFA that the Parish Council bears the cost of the weekly service.

Other:

1. Local Government Reorganisation: Announcement of 14th May 2019 by the Secretary of State for Housing, Communities and Local Government giving the go-ahead for two new unitary councils in Northamptonshire.

The announcement confirmed the implementation of the proposal as submitted with a start date of 1st April 2021.

Elections will be held in May 2020 for the SHADOW AUTHORITY who will be the members of the new authority without the need for another election in 2021. There will be 3 member divisions based on the NCC existing footprint of 93 members for West Northants.

Parish Council elections will go ahead in 2020 but there will be no District Council elections in 2020.

A Children's Trust for all of Northamptonshire is to be established.

For the full text of the announcement visit

<https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2019-05-14/HCWS1556/>

Richard Ellis, Chief Executive, SNC believes that it may be necessary to make further representations in order to align Parish and Town Council elections to the four-yearly cycle of 2025, 2029 etc. to coincide with the new West Northants elections. This would mean that Town and Parish Councillors elected in 2020 would serve a term of 5 years, just as those elected in 2015 have unexpectedly found themselves doing.

2. VAT claim: A claim for refund of £2,226.29 for the period 1st October 2018 – 31st March 2019 was submitted on 23rd May 2019.

3. Salting Routes: The Winter Service Manager, Northants Highways has requested a meeting to discuss the review of salting routes in King's Sutton.

Agreed: That, subject to availability, the Cllrs for Traffic Calming and Highways represent the Parish Council at a meeting.

Action: the Clerk

4. Parish Church Fete: Arrangements were being made to hold the Fete on 6th July 2019 in The Square, but no formal request re. the use of the village green had yet been received.

Agreed: That the organisers of the Fete should make a written request for permission to stage the Fete on the village green in The Square.

Action: the Clerk

B. the Chairman:

i) Retirement of the Clerk: The Clerk had given Notice of her retirement.

C. District Councillor: No Report. Cllr Hopkins had sent his Apologies.

D. County Councillor: No Report.

31.19/20 FINANCE SCHEDULE:

HSBC Bank Accounts	Bank Statement @ 30.04.19	Cash Book Balance @ 31.05.19
Business Money Manager	£77,749.59	£72,504.94
Community	£1.00	£1.00
Money Market	£164,264.09	£164,264.09

A. To Approve the Payments:

To Ratify				
Cheque	Payee	Description	Amt (incl VAT)	VAT
104900	A Le Druillenec	Printer, toner, Laptop, Software	£904.79	£150.80
DD	BT plc	Broadband services	£147.24	£24.54
To Approve				
Cheque	Payee	Description	Amt (incl VAT)	VAT
104901	Cheney Coaches Ltd	Inv. 26543 ThursBusMay19	£605.00	
104902	KSMMH	Office Rent, Room Hire May 2019	£165.00	
104903	KSMMH	KS Youth Club Room hire May19	£196.00	
104904	Aylesbury Mains Ltd	Inv.19127 Lps1&2 Arundel Close	£58.08	£9.64
104905	MarcusYoungLandscapesLtd	Inv. 3114 Dog Waste&Litter Servs	£450.24	£75.04
104906	Bridson Kneale Assoc Ltd	Inv.T0393 Webhosting May 2019	£144.00	£24.00
104907	Northants CALC	Inv. 7677 Whole Council Training	£234.00	
104908	M Dempsey	Inv. 1310 Grasscutting	£3,320.00	
104909	Banbury Litho Ltd	Inv. 27893 KS Times June 2019	£720.00	
104910	A Le Druillenec	Salary Month 3 + holiday Q1	£696.84	
DD	HMRC	Tax & NI Month 3	£393.94	
DD	NEST	Pension Month 3	£722.43	
Total			£7,705.53	£108.68

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

B. To Note Receipts:

Receipts	Type	Payer	Description	Amt
02.05.19	Cheque	Aynho Parish Council	Inv. 0001.19/20 Thurs Bus March19	£81.00
02.05.19	Cash	F Mitchell	Thursday Bus 18th Apr 2019	£81.00 ¹
02.05.19	Cash	F Mitchell	Thursday Bus 2nd May 2019	£83.00 ²
09.05.19	Cheque	C Mansfield	KSTimes Advert Inv. 653	£55.00
09.05.19	Cash	F Mitchell	Thursday Bus 9th May 2019	£70.00 ³
16.05.19	direct	Tadmarton Heath Golf Club	KSTimes Advert Inv. 657	£23.00
17.05.19	Cash	F Mitchell	Thursday Bus 16th May 2019	£86.00 ⁴
17.05.19	direct	JDFootcare	KS Times Advert Inv. 659	£55.00
21.05.19	Cheque	Grahame Mitchell	KSTimes Advert Inv. 662	£84.00
23.05.19	Cash	F Mitchell	Thursday Bus 23rd May 2019	£75.00 ⁵
28.05.19	direct	Finders Keepers	KS Times Advert Inv. 660	£200.00
30.05.19	Cash	F Mitchell	Thursday Bus 30th May 2019	£74.00 ⁶
30.05.19	direct	Bicester Wills Ltd	KS Times Advert Inv. 661	£55.00
31.05.19	BACS	J & M Humphris Ltd	Burial Fees May 2019	£178.00
Total				£1,200.00

Notes on passenger numbers and fares:

- ¹ 7ppA (£15) 22ppKS (£66) APC owed £1
² 6ppA (£20) 21ppKS (£63) APC owed £11
³ 6ppA (£10) 20ppKS (£60) APC owed £1
⁴ 6ppA (£20) 22ppKS (£66) APC owed £11
⁵ 7ppA (£15) 20ppKS (£60) APC owed £1
⁶ 7ppA (£15) 17ppKS (£51) APC owed £1

Noted.

32.19/20 ASSET REGISTER:**A. To Approve the disposal of the HP Laserjet 400 M425dw printer (value £340):**

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Wood to Approve disposal of the HP Laserjet 400 M425dw printer and to remove it from the Asset Register.

Cllr Burrell declared an interest in the next item.

Reason: Chairman and Trustee, KSMMH Committee of Management.

B. To consider the disposal of the ASUS X555C Laptop (value £316):

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Irving to offer the ASUS X555C Laptop to the KSMMH Committee of Management.

Action: the Clerk

C. To Note the addition of the HP Laserjet MFP 426dw printer (value £248) and of the Acer Swift 3 i3 Laptop (value £337):

Noted.

33.19/20 TRAINING:**A. Whole Council 'Best Foot Forward' development session: To Receive Feedback:** (Held 23rd May 2019. Attended by 9 Councillors and the Clerk.)

The session had been an informative and well explained induction.

Agreed: To convey the comments to the trainer.

Action: the Clerk.

B. To consider requests for places on other courses:

There were no requests for places on specific courses.

The Council welcomed training sessions for the whole Council and was in favour of organising a Whole Council Development session after the 2020 local elections.

Agreed: To pencil in a date after May 2020.

The Council was interested in a bespoke session on strategy tailored to King's Sutton.

Agreed: To enquire whether Northants CALC would be prepared to lead on such a session and to ask their advice on suitable content.

Action: the Clerk.

C. West Northamptonshire Local Council Forum, 19th June 2019: To Appoint a delegate:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Burrell to Appoint Cllr Irving as the Parish Council's delegate to the Forum.

Action: the Clerk

34.19/20 PLANNING:**A. To consider Recommendations from the Meeting held at 7.00 p.m. on 6th June 2019:**

Cllr Sykes, Vice Chairman, Planning Committee spoke to each application.

A.1 Application No: S/2019/0891/FUL

Proposal: Single dwelling

Location: 10 Orchard Way, King's Sutton. OX17 3PY

Recommendation A.1: To OBJECT on the grounds of overdevelopment and inadequate parking provision and to suggest that the applicant reconsiders the proposal and submits an amended application.

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

- i) Adopt Recommendation A.1.
- ii) Endorse the objections made by the Highway Authority in respect of the proposed access to the property from Orchard Way on the north side of the plot and the need to reposition the access from Upper Astrop Road.

A.2 Application No: S/2019/0990/FUL

Proposal: Proposed construction of a track from Mill Lane to buildings at Court House Farm and the construction of a new access point on to Mill Lane, King's Sutton

Location: Land East of Court House Farm, Mill Lane, King's Sutton

Recommendation A.2: To comment on the proposal, echoing the concerns of the Highway Authority in respect of the retention of a second access point with openable gate, and raising new ones in respect of the accuracy of the drawings and the situation of the planter, village entry gate with speed sign in relation to the required sight line of the proposed access point.

RESOLVED: It was proposed by Cllr Sykes and seconded by Cllr Alcock to Adopt Recommendation A.2.

Cllr Burrell had declared an interest in the next item.

A.3 Application No: S/2019/1032/FUL

Proposal: Rear dormer to convert loft to habitable space

Location: 26 Whittall Street, King's Sutton OX17 3RD

Recommendation A.3: To OBJECT on the grounds that:

- i) The plans identified no matching provision for additional parking for the proposed conversion comprising 2 additional bedrooms
- ii) This would have serious implications for parking in an area of the village where parking is a problem.

Voting: For: 9 Against: 0 Abstained: 1

RESOLVED: It was proposed by Cllr Sykes and seconded by Cllr Dowling to Adopt Recommendation A.3.

35.19.20 FINANCE GOVERNANCE & POLICY COMMITTEE:**A. Chairman's Report: Nil Report.****B. To consider Recommendations from the Meeting held on 14th May 2019:** (Minutes previously distributed)**Recommendation B.1: Reserves: To move the sum of £25,000 out of General Reserves and into a new designated category 'LGR Northamptonshire':**

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

Recommendation B.2: Financial Regulations: (previously distributed)
To Approve the following changes:**B.2.1. FR4.4: To make No change to the limit of £2,500:**

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Read-Maskell to Adopt Recommendation B.2.1.

B.2.2. FR4.9: To increase the adverse material variance to £500 for each budget category:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Read-Maskell to Adopt Recommendation B.2.2.

B.2.3. FR5.5c): To make No change to the transfer sum of £10,000:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Wood to Adopt Recommendation B.2.3.

B.2.4. FR9.10: To delete FR9.10:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Field to Adopt Recommendation B.2.4.

B.2.5. FR11.1a)-v): To make No change to the value of £500:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Read-Maskell to Adopt Recommendation B.2.5.

B.2.6. FR11.1h): To re-word the text from a) as follows: 'the clerk or RFO shall, where the value is below £3,000 and above £1,000, first obtain the approval of the FG&P Committee':

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Woodford to Adopt Recommendation B.2.6.

B.2.7. FR12.2: To increase the value to £1,000:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Read-Maskell to Adopt Recommendation B.2.7.

Cllr Burrell declared an interest in the next item.

*Reason: Chairman and Trustee, KSMMH Committee of Management.
(possible venue for SNHAS consultations)*

Recommendation B.3: South Northants Hearing Advisory Service: To support the bid for a grant of £4,000 from the New Homes Bonus Community Fund: (information previously distributed)

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

Recommendation B.4: Website Agreement: To extend the Agreement with the current Contractor: (Terms of Agreement previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Wood to Adopt Recommendation B.4.

Recommendation B.5: Cemetery: To create a new section for ashes plots in the far corner of the middle section, from the tree line to the left of the top path:

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

36.19./20 ADOPTION OF FOOTWAY LIGHTING AT LITTLE RUSHES:

A. To note that the Developer is preparing to complete the S38 Agreement and to place the site on to maintenance:

Noted.

B. To arrange for a pre-adoption inspection of the 11No. footway lighting units by the Parish Council's Lighting Contractor:

Northants Highways had consulted the Parish Council to ask whether the footway lighting had been installed to the satisfaction of the Council or whether any remedial works were required.

The Council raised two issues:

- i) Numbering of the Lighting Columns: Risk of vandalism to numbers due to their having been affixed at a height considered to be within easy reach.
- ii) Blacking out of lantern lens in Lamp No. 4, Hampton Drive: The Parish Council's request submitted in April 2018 to the developer had been ignored.

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

- i) Approve a pre-adoption inspection of the 11No. Footway Lighting units at a cost in the sum of £360 + vat (excluding numbering or electrical test)
- ii) Ask the Lighting Contractor for his advice in respect of the height above ground of the numbers
- iii) Ask the Lighting Contractor to confirm whether the lantern lens in Lamp No. 4 Hampton Drive had been blacked out.

Agreed: To insist that the blacking out was done prior to adoption.

Action: the Clerk

37.19/20 SNC COMMUNITY GRANTS SCHEME:

A. To Note that SNC has awarded grants to various community transport schemes: (Press Release dated 30th May 2019 refers. Previously distributed)

The schemes included:

- i) Social enterprise service half way between taxi and fixed route bus service
- ii) Parish Council consortium service
- iii) Weekly community bus service run by 2 Parish Councils.

Details of the operation of the weekly bus service were not known.

Noted.

B. To consider whether to apply for a grant for the Thursday Bus service:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Creed to apply for a grant for the Thursday Bus service on the grounds that it served 3 parishes and was a burden on the community charge.

Action: the Clerk.

38.19/20 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:

A. Councillors For..:

A.1 Amenities:

A.1.1 Pedestrian gate giving access on to Richmond Street from the jitty way AS25: Self-closing mechanism on the gate – quotation requested.

An alternative safety measure for future consideration would be to erect a barrier on the carriageway on Richmond Street.

A.2 Cemetery: Cllr Creed reported.

A.2.1 Lychgate: Loose shingles to left hand side of entrance – quotation requested.

A.3 Communications: Nil Report.

A.4 Lighting: Cllr Field reported.

A.4.1 Footway Light No. 1 o/s 2 Kensington Close: The tall hedge was obscuring the light and was obstructing the footway.

Agreed: To write to the occupier asking him, in the interests of community spirit, to cut his hedge so that it no longer impaired the light and the footway.

Action: the Clerk.

A.5 The Rec: Nil Report.

A.6 Traffic Calming and Highways: Nil Report.

B. Wardens:**B.1 Rights of Way:**

B.1.1 Report: Mr Hall had walked just over half of the paths, all of which had been sprayed out.

B.1.2 Map of local footpaths: Previous stocks of the Countryside Walks leaflets had been used up. Updating the leaflet had been explored in the past but no progress made. The leaflet was published on-line but it did not scale to a mobile phone.

Agreed: To revisit the matter with the Contractor for the Website and bring Recommendations to the next Ordinary Meeting of the Parish Council to be held on 4th July 2019.

Action: Cllr Wood.

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 To consider a request that the Parish Council pays for the servicing of the dog waste bin at a cost of £2.80 + vat per empty:

The KSPFA had WITHDRAWN its request.

No further Action.

C.1.2 Annual Fete, 14th July 2019: Request to hold the Fete on The Rec:

Attractions included: Bouncy Castle, Ice Cream Vendor, BBQ, Dancing.

RESOLVED: It was proposed by Cllr Read-Maskell and seconded by Cllr Alcock to Permit the KSPFA to hold the Annual Fete on The Rec on 14th July 2019.

C.2 King's Sutton Millennium Memorial Hall:

C.2.1: Provision of a defibrillator: Cllr Field reported:

At the Meeting of the KSMMH held 20th May 2019 the desirability/need to provide a defibrillator with 24/7 access was discussed. The defibrillator in the KSMMH was housed inside the building and access to it was limited.

In March 2011 the Parish Council awarded the Community First Responders a grant in contribution of the purchase of equipment, which included an Automated External Defibrillator (AED).

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Irving to ask for a Report from the Community First Responders.

Action: the Clerk

C.3 Poor's Allotment Trust: Cllr Burrell reported.

C.3.1 Date of Next Meeting: 24th June 2019

C.3.2 Parish Council nominees: Mrs M Paterson and Mrs V O'Connor are happy to continue as Trustees.

39.19/20 TO COMMENT ON ISSUES RELATED TO STREET AREAS:**A. Parking on verge at Dobbins Close:**

Noted.

B. Banbury Lane:

B.1. Improved access for mobility scooters: Request for ramp to be installed against the kerb in the carriageway to enable access to the footway at the kissing gate leading into The Meadows development adjacent to the New Cannings Garage.

B.2 Collection of water between the New Cannings Garage and the kissing gate:

Action: Cllr Dowling (Report both matters to Fix My Street)

40.19/20 CHANGE IN THE ORDER OF AGENDA ITEMS:

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Irving to bring forward the next item.

41.19/20 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 4TH JULY 2019):**i) Finger signs****42.19/20 MOTION TO EXCLUDE MEMBERS OF THE PUBLIC AND THE PRESS FROM THE NEXT ITEM ON THE AGENDA:**

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Irving to exclude Members of the Public and the Press from the next item on the Agenda.

Members of the Public withdrew from the Meeting.
The Clerk remained in attendance.

43.19/20 STAFFING MATTERS:

(The Chairman circulated the following papers:
Item 16 Staffing Matters; Advert Parish Clerk; Contents page NCALC Recruitment Manual)

A. Appointment of Recruitment and Selection Panel:

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Read-Maskell to Appoint Cllrs Burrell, Irving and Creed to the Panel.

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Sykes to Authorise the Panel to Select and Appoint a new Parish Clerk/RFO.

B. Advertisement:

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Creed to Approve the Advert, **Noting** the Salary Scale offered and the closing date for Applications.

Agreed: To place the Advert in the NCALC ‘Situations Vacant’ Mini Update for release on 7th June 2019.

Action: Cllr Burrell.

C. Meeting Date for Panel to Agree Appointment Procedures:

Agreed: 21st or 24th June 2019

Action: Cllr Burrell (Forward the NCALC Recruitment Manual Step by Step Guide to Members of the Panel)

The Meeting closed at 9.25 p.m.