

KING'S SUTTON PARISH COUNCIL

**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 1st AUGUST 2019
IN THE ASTROP ROOM,
KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: Cllrs A Alcock, M Bailey, R Sykes

IN ATTENDANCE: Mrs E Hart (Clerk), 3 members of the public, Cllr G Hopkins

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

57.19/20 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllrs A Alcock, M Bailey, R Sykes

RESOLVED: To approve the reasons for absence as submitted.

58.19/20 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
T Forde	10.2.1.1 Application S/2019/1436/FUL	Property owner

C. To receive Requests for Dispensations:

None.

59.19/20 TO RATIFY THE APPOINTMENT OF THE PARISH CLERK

RESOLVED: To ratify the appointment; Cllr Burrell welcomed Liz Hart, the new Parish Clerk.

60.19/20 TO APPOINT THE RESPONSIBLE FINANCIAL OFFICER

RESOLVED: To appoint Liz Hart, Parish Clerk to be the Responsible Financial Officer.

61.19/20 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

No matters raised.

62.19/20 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD 4TH JULY 2019:
(previously distributed)

RESOLVED: To approve the minutes of the Council Meeting held 4th July 2019 with the following amendments: 52.19/20 A.3.1 Recommendation A.3.1.3 insert “per leaflet” following “£1100”. Replace Global Mapping in Bicester” with “Global Mapping in Brackley”.

63.19/20 TO NOTE REPORTS FROM:

A. the Clerk: (previously distributed)
Minute No. 48.19/20A:

Thursday Bus:

- i) Retirement of Frank Mitchell, Hon. Collector of Bus Fares: Letter of thanks sent on 9th July 2019
- ii) Inclusion of a stop at Morrisons, Banbury: Commenced 11th July 2019 on inward bound route only.

Adoption of Footway Lighting at Little Rushes:

- i) Position of Numbering on Columns: The Adoptions Officer, Northants Highways was advised that this issue had been resolved.
- ii) Blacking out of lens in Lamp No. 4 Hampton Drive: Mr Damien Smythe-Hudson, Senior Technical Manager, Barwood Homes, having been approached, at the behest of the Parish Council, by the Adoptions Officer, Northants Highways has advised that he has no issue with the partial blacking out of the lens. An order for this job was placed with the Parish Council's Lighting Contractor on 19th July 2019.

SNC Community Grants Scheme: Thursday Bus: Submitted on 18th July 2019.

Councillor and Warden/Representative Reports:

C.2: KSMMH: Defibrillator: A report from the Community First Responders is awaited.

Minute No. 50.19/20A.1: Whole Council Training: The Deputy CEO , Northants CALC was advised on 12th July 2019 that the Parish Council wished to hold the induction session for the new Council on 15th June 2020. The Council is required to complete a Booking form. (Agenda item).

Minute No. 62.19/20A.5.1.1: Play Equipment Inspection: The order to replenish the bark chippings was placed on 12th July 2019.

Other:

1. Report of oak tree branches interfering with footway light No. 2 Sandringham Road: Reported on 23rd July 2019 to Fix My Street, Reference No. 1705764.
2. Road Closure, Astrop Road: 12th - 14th August 2019.

Noted. The Chairman thanked the outgoing Clerk for her detailed report.

B. the Chairman: Update on provision of public access Defibrillator

Cllr Burrell reported that the defibrillator in the kitchen of King's Sutton Millenium was required to be kept inside (a stipulation of the original donation) and there was inside a unit inside the primary school. He noted that the Community First Responder Team had previously requested and received a donation from the Parish Council but that they can only provide cover for 200 hours per month. Do it for Defib (Brackley based) have offered to provide a public access defibrillator free of charge (including the boxed housing) with the only cost being training provided to interested parishioners. The unit would be installed the following week.

RESOLVED: To pay a maximum of £270 for a training session to be promoted in the King's Sutton Times in Oct/November.

C. District Councillor: Cllr Hopkins reported that work continues as normal at SNC during the interim period prior to the creation of the unitary authority. A plan for Land Supply (part of the Local Plan) submitted by the Steering Committee had received a positive response from the Assessor. It was noted that Northampton has poor land supply. It was commented that Gladman had issued an announcement in the press regarding a forthcoming consultation on a development in Bloxham.

Cllr Hopkins confirmed he had received and supported the grant for the bus submitted by the Parish Clerk.

In response to a comment regarding the state of the garages on the Willows and a suggestion that consideration be given to rebuilding them, Cllr Hopkins agreed to highlight this issue to SNC.

D. County Councillor: No Report.

64.19/20 FINANCE SCHEDULE:

HSBC Bank Accounts	Bank Statement @ 30.06.19	Cash Book Balance @ 26.07.19
Business Money Manager	£70,123.76	£69,894.28
Community	£1.00	£1.00
Money Market	£164,264.09	£164,598.06

A. To ratify and approve the payments:

Date	Cheque Payee	Description	Amt (incl VAT)	VAT
01.08.19	104924 Cheney Coaches Ltd	Inv. 26941 ThursBusJuly19	£484.00	
01.08.19	104925 KSMMH	Office Rent, Room Hire July 2019	£150.00	
01.08.19	104926 KSMMH	KS Youth Club Room hire July19	£98.00	
01.08.19	104927 Aylesbury Mains Ltd	Partial Blacking out Lp 4 HamptonDr	£39.00	£6.50
01.08.19	104928 MarcusYoungLandscapesLtd	Inv. DogWaste&Litter Services	£673.44	£112.24
01.08.19	104929 M Dempsey	Inv. Grasscutting	£1,325.00	
01.08.19	104930 Bridson Kneale Assoc Ltd	Inv. Webhosting July 2019	£144.00	£24.00
01.08.19	104931 T G Stewart	Bark Replenishment	£432.00	£72.00
10.08.19	104932 tbc	KS in Bloom 1st Prize	£60.00	
10.08.19	104933 tbc	KS in Bloom 2nd Prize	£40.00	
10.08.19	104934 tbc	KS in Bloom 3rd Prize	£30.00	
		Total	£3,475.44	£214.74

Additional payment – PKF Littlejohn - auditors- Invoice SB20190262
£360.00 including VAT (60.00) cheque 104937

RESOLVED: To ratify and approve all payments above.

B. To authorise final salary and pension payments to A Le Druillenec for August 2019

(Members of the public were excluded from this Agenda Item and the Parish Clerk was absent for this item)

RESOLVED: To approve payment as proposed by Cllr Burrell (Cheque 104939) and further to approve a cheque of £100 under the Chairman's allowance for 2019-2020. (Cheque 104938)

C. To authorise salary and pension payments to the newly appointed Clerk for August 2019

(Members of the public were excluded from this Agenda Item and the Parish Clerk was absent for this item)

RESOLVED: To approve payment terms as presented by Cllr Burrell. (Cheque 104940)

D. Annual subscriptions: to consider renewals to:

D.1 SNAST Neighbourhood Watch to 31st May 2020 at a cost of £20.00

RESOLVED: To approve subscription and payment.(Cheque no 104935)

D.2 CPRE Membership to 10th September 2020 at a cost of £36.00

RESOLVED: To approve subscription and payment.(Cheque no 104936)

E. To Note Receipts:

Receipts	Type Payer	Description	Amt
01.07.19	Direct HSBC	Bank Interest	£333.97
04.07.19	Cash S Read-Maskell	Thursday Bus 4th July 2019	£46.00
09.07.19	Cheque Aynho Parish Council	Inv. 0003.19/20 Thursday Bus	£100.00
12.07.19	Cash S Read-Maskell	Thursday Bus 11th July 2019	£68.00
19.07.19	Cash S Read-Maskell	Thursday Bus 18th July 2019	£80.00
26.07.19	Cash S Read-Maskell	Thursday Bus 25th July 2019	£69.00
31.07.19	Cash Marks Ices	Pitch on the Rec	£300.00
		Total	£996.97

Notes on passenger numbers and fares:

04.07 6ppA (£10)11ppKS (£33)	0ppC (£0)	1ppT (£3)	APC owed £1
12.07 3ppA (£0) 19ppKS (£57)	2ppC (£8)	1ppT (£3)	
19.07 6ppA (£10)21ppKS (£63)	1ppC (£4)	1ppT (£3)	APC owed £15
28.07 6ppA (£10)17ppKS (£51)	2ppC (£8)	APC owed £1	

Noted.

F. To consider the offer of £200 from the Ice Cream Vendor for a pitch on The Rec during the Summer holidays 2019. (Budget figure £300)

The Clerk clarified that the vendor had re-considered and that £300 had been received.

65.19/20 TRAINING:

A. Whole Council Training: To complete the booking form for the session confirmed on 15th June 2020.

RESOLVED: That Cllr Burrell would complete the booking form requesting Powerpoint as before. The date is to be confirmed

B. To receive requests for training on specific topics or places on available courses.

Cllr Burrell requested Councillors to note the available courses and make expressions of interest to the Parish Clerk.

66.19/20 PLANNING:

A. Chairman's Report

Cllr Forde noted that the upcoming CPRE Roadshow was likely to be well worth attending.

RESOLVED: that the Clerk include the item on the next Agenda.

B. To consider Recommendations from the Meeting held at 7.00 p.m. on 1st August 2019:

B.1 Application No. S/2019/1436/FUL

Proposal: Replace second floor windows (like for like)

Location: Lovells, 7 The Square, King's Sutton OX17 3RE

Recommendation B.1: To offer no objection

RESOLVED: To adopt recommendation B.1

B.2 No. S/2019/1362/LDP FOR INFORMATION

Proposal: Lawful Development Certificate for the proposed change of hipped roof to a gable with dormer to rear to create living accommodation in the loft

Location: Redsdale, 9 Banbury Lane, King's Sutton. OX17 3RU

Recommendation B.2: To note the application (for information) and to comment that the Parish Council is not impressed with the quality of the proposal, especially the proposed design of the rear elevation.

RESOLVED: To adopt recommendation B.2

C. Consultations:

C.1 SNC Electronic Planning Consultation: To consider whether to apply via SNC for a New Homes Bonus Local Community Grant for equipment to facilitate the Parish Council's transition towards accepting planning consultation documents electronically.

Recommendation C.1: To request that for as long as 3 hard copies of planning applications are received by SNC, that the Parish Council continues to receive all planning applications as hard copy. To not apply for a grant but to reserve the right to do so if required later to accept documents electronically if this becomes compulsory.

RESOLVED: To make no application for a grant. To insist to SNC that the Parish Council continues to receive the documentation as hard copy.

C.2 SNC Draft Air Quality SPD: To comment.

Recommendation C.2: to note SPD

RESOLVED: to adopt recommendation C.2

C.3 OCC Minerals and Waste Local Plan: Revised Statement of Community Involvement: To comment.

Recommendation C.3: to note document

RESOLVED: to adopt recommendation C.3

67.19/20 SNC DRAFT SPORT AND LEISURE STRATEGY 2018-2024, 'ACTIVE LIVES FOR EVERYBODY': TO CONSIDER THE STRATEGY AND APPENDIX A, ACTION PLAN OCTOBER 2019-OCTOBER 2020.

It was commented that SNC could offer to give greater help to rural areas to help extend permissive paths. It was highlighted that the report referred to older residents of King's Sutton as being at very high risk of becoming lonely as referenced by Age UK. This was felt to be surprising, especially given the output from the Northamptonshire Village Awards.
Action: Cllr Woodford to circulate the Age UK information source.

68.19/20 FINANCE GOVERNANCE & POLICY COMMITTEE:

A. Chairman's Report:

No additional comments.

B. To consider Recommendations from the Meeting held on 16th July 2019:

Recommendation B.1: Bog Spring Refurbishment: To grant financial assistance in the sum of £750.00.

RESOLVED: to adopt recommendation B.1

Recommendation B.2: Directional Signage to The Playing Fields:

B.2.1 To Approve the design of the proposed sign

B.2.2 To endorse the Recommendation that the Parish Council pays for the cost of the sign, estimated at £120.00.

RESOLVED: to approve an amended design to reflect the existing signage and to adopt recommendation B.2.2 providing agreed signage design is adhered to.

Recommendation B.3: Insurance cover for Churchyard Walls: To insure the walls against rebuilding for the sum of £600.

RESOLVED: to adopt recommendation B.3.

Recommendation B.4: Policy Reviews:

B.4.1 General Data Protection Regulations:

B.4.1.1 To Approve No changes to the following documents:

i) Security Compliance checklist

ii) Inventory of Personal Data

iii) Data Protection Policy

iv) Privacy Notice

v) Subject Access Requests Policy

vi) Data Breach Policy and Flowchart

B4.1.2 To Accept the Councillor Resignation checklist.

B.4.1.3 Retention and Disposal Policy: To endorse corrections to paragraphs 4.4, 5.3, and 5.4.

B 4.1.4 Appendix to Retention and Disposal Policy: To Amend the Appendix as per the advice of Northants CALC with regards to the Receipts and Payments Account.

B. 4.2 Code of Practice for Handling Corporate Complaints: To make No Changes to the Policy and Approve.

B 4.3 Safeguarding Policy: To make No Changes to the Policy and Approve.

RESOLVED: to adopt recommendation B.4; the Clerk to add the Appendix to Retention and Disposal Policy to the next Agenda to revisit the policy regarding shredding.

69.19/20 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 that she would be purchasing some bricks to mark out the areas on the far side.

A.3 Communications: Cllr Wood reported.

A.3.1 Map of local Footpaths: There are two leaflets to be done. There would be further information at the next meeting.

A.4 Lighting: Nil Report.

A.5 The Rec: To consider recommended action and estimates for remedial work identified in the Annual Play Inspection Report.

Cllr Burrell reported and clarified the distinction between the Annual Play Inspection Report and the Visual Inspections completed by Cllr Dowling.

RESOLVED: To accept the quote of £459 from Trevor Stuart to complete the remedial work.

A.6 Traffic Calming and Highways

Cllr Forde noted that an objection letter had been lodged regarding a proposed access to Sutton Lodge Farm and felt that the Cllr for Traffic could contact Helen Howard to discuss.

RESOLVED: That the Clerk place the item for discussion on the next Agenda.

B. Wardens:

B.1 Rights of Way: Cllr Forde had reviewed an historic file regarding a potential permissive footpath to the canal and confirmed that there was nothing within it regarding rights over the railway.

B.2 Trees: Noted that an issue in Windsor Close was being dealt with.

B.3 War Memorial: Nil Report.

C. Representatives:

C.1 King's Sutton Playing Fields Association: Nil Report.

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

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

70.19/20 TO COMMENT ON ISSUES RELATED TO STREET AREAS:

None raised.

71.19/20 NORTHANTS CALC: INVITATION TO AGM ON 5TH OCTOBER 2019, MOULTON: TO CONSIDER THE APPOINTMENT OF DELEGATES, ONE VOTING, AND MOTIONS FOR DEBATE.

RESOLVED: To nominate Cllr Burrell as the voting delegate.

72.19/20 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 5th SEPTEMBER 2019):

Cllr Burrell requested that "Freedom of the Parish" be placed on the next Agenda.

The Meeting closed at 9 p.m.