

**KING'S SUTTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD  
AT 7.30 P.M. ON THURSDAY 3<sup>rd</sup> OCTOBER 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 R Field, D Wood

**IN ATTENDANCE:** Mrs E Hart (Clerk), 2 members of the public

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

**87.19/20 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

Apologies had been received from Cllrs R Field, D Wood.

**RESOLVED:** To approve the reasons for absence as submitted.

**88.19/20 TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

None.

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

Cllr Alcock: an interest in aviation (not skydiving) at a neighbouring airfield to that under discussion in Minute 100.19/20.

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

None.

**89.19/20 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:**

No matters raised.

**90.19/20 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD 5<sup>th</sup> SEPTEMBER 2019:**  
(previously distributed)

**RESOLVED:** To approve the minutes of the Council Meeting held 5<sup>th</sup> September 2019.

**91.19/20 TO NOTE REPORTS FROM:****A. the Clerk:**

Minute No. 68.19.20 – Insurance Cover

To confirm that Zurich has updated the insurance schedule and to cover repairs of up to £600 the churchyard wall for accidental and malicious damage.

PCC is querying why the Parish Council has limited the cover to £600.

Minute No. 69.19/20

A.5 The Rec - *remedial works as identified by the annual RoSPA inspection* - now complete and on the finance schedule for payment.

Minute No. 77.19/20

*Request from a member of the public that the PC consider providing a latch on the gate of the enclosed playground to safeguard children: two*

Councillors visited the site and both felt that due to the relative position and distance of the gate to the road, a latch is not required as it would not prevent an older child allowing a younger child through an open gate but that parental supervision would prevent a child from leaving the playground.

**Agreed:** to communicate to the correspondent that the Parish Council felt that no latch was necessary as the gate faces inwards.

**Action:** Cllr Burrell

Minute No. 78.19/20 – Finance Schedule

Note that cheques 104498 and 104499 earmarked for KSMMH have been re-allocated in the schedule for October in the absence of invoices being received.

Problems have been experienced with one cheque (104950) being returned unpaid by HSBC. In the absence of any reason being provided by the bank, a second cheque (104951) was raised and delivered to the contractor with a complaint raised to HSBC. The second cheque was also returned unpaid; eventually, on questioning, HSBC clarified that the “autosweep” process which pulls funds into the cheque bearing account as necessary from the business account is no longer in place for cheques (as of September 2019) meaning that the balance had remained at £1, resulting in insufficient funds in the account to honour the cheque. This would affect all future cheque transactions. A transfer of £10,000 from account xxxxx900 was made to account xxxxx306 by a cheque signatory to cover a third cheque (104952) and all October payments due.

**Noted;** Cllr Irving further updated the meeting in that cheque 104952 had also subsequently bounced, due to the “autosweep” process working in reverse and returning all funds in excess of £1 to the business account at the close of the day. The autosweep process had now been suspended and a further transfer of £10,000 made into account xxxxx900 to cover the bounced cheque and all October payments.

**RESOLVED:** that a small gift be purchased for the affected contractor due to the inconvenience caused by way of wasted time and delayed payment.

Cllr Burrell thanked the Clerk for her diligence in resolving the banking issue.

Minute No. 81.19/20

A.3.1 *Map of local Footpaths* – draft wording has been sent to Cllr Wood for Global Mapping.

A.5 *The Rec: enquiry from parishioner wishing to consider providing 2 No Picnic benches*

A quote of £490 plus VAT has been received from TG Stewart to cover purchase and installation. Cllr Burrell has confirmed that no planning permission needs to be obtained.

Minute No 85.19/20 -*Freedom of the Parish/Village* - policy reviewed by the FG&P Committee and on the agenda for approval.

**Other:**

1. Thursday bus – issue reported with a driver refusing to honour certain stops – this has been clarified with Cheney Travel and all stops reinstated.
2. South Northamptonshire Parish Clerks Forum – attended by the Clerk on Tuesday 17<sup>th</sup> September – there was a good turnout of Clerks for the following agenda items: explanation of the new team structure at SNC, presentation regarding support for home repairs and an update on the timescale for electronic planning consultations.
3. Resignation of Cllr Dowling – letter of thanks sent, and the official vacancy notice is on the noticeboards. Ten electors have until 14<sup>th</sup> October 2019 to request an election.
4. Notice of Completion of Audit is on display. (Note that no issues were raised by PKF Littlejohn regarding the AGAR so there are no recommendations from the FG&P Committee).

The Chairman thanked the clerk for her report.

**B. the Chairman:**

A card thanking the Parish Council for their kind words and token of appreciation had been received from the former Clerk and was read out to the meeting.

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

**D. County Councillor: No Report.**

**92.19/20**

**FINANCE SCHEDULE:**

	<b>31.08.19</b>
HSBC: Business Money Manager Account:	£57,819.20
HSBC: Community Account: £1.00	£1.00
HSBC: Money Market Account:	£164,598.06

### A. To ratify and approve the payments:

To Ratify						
Date	Cheque	Payee	Description	Amt (incl VAT)	VAT	VAT Reg No. Note
27.09.2019	DD	BT	Phone bill	£119.52	£19.92	GB245719348
16.10.2019	DD	NEST	October pension contributions	£46.27		
05.11.2019	DD	HMRC	PAYE and NI	£351.93		
To Approve						
Date	Cheque	Payee	Description	Amt (incl VAT)	VAT	VAT Reg No. Note
01.09.2019	104948	KSM MH	Office Rent, Room Hire August 2019	£167.50	£0.00	increased by £37.50 to offset receipt below
01.10.2019	104949	Cheney Coaches Ltd	Thursday bus	£484.00	£0.00	
01.10.2019	104954	Elizabeth Hart	Wages	£857.27	£0.00	
01.10.2019	104955	Bridson Kneale Assoc Ltd	Inv. Webhosting September 2019	£144.00	£24.00	623 7323 55
01.10.2019	104956	Marcus Young Landscapes Ltd	Inv 3190	£544.32	£90.72	650673044
01.10.2019	104957	M Dempsey	Grass cutting September	£840.00	£0.00	
01.10.2019	104958	Northants CALC	Planning Course	£36.00	£0.00	
01.10.2019	104959	Trevor Stuart	Repairs as per quote 31.07	£550.80	£91.80	685 5210 24
01.10.2019	104960	Banbury Litho Ltd	KST September 2019	£720.00	£0.00	
						Cheques 104951, 104952, 104953 issued to cover 104950 - explained in Clerk's report

**RESOLVED:** To ratify and approve all payments above.

### B. To Note Receipts:

Receipts	Type	Payer	Description	Amt
13.08.2019	BACS	SNC	Room Hire - received in error	£37.50
05.09.19	Cash	S Read-Maskell	Thursday Bus 5th September 2019	£80.00
12.09.19	Cash	S Read-Maskell	Thursday Bus 12th September 2019	£92.00
19.09.19	Cash	S Read-Maskell	Thursday Bus 19th September 2019	£89.00
26.09.19	Cash	S Read-Maskell	Thursday Bus 26th September 2019	£75.00
<b>Total</b>				<b>£373.50</b>

Note that £116.50 was received 01/07/2019- 31/08/2019 as BACS payments - advertising revenue KST

Notes on passenger numbers and fares:

7ppA (£15)	18ppKS (£54)	2ppC (£8)	1ppT (£3)	APC owed £1
6ppA (£30)	17ppKS (£51)	2ppC (£8)	1ppT (£3)	APC owed £21
5ppA (£0)	26ppKS (£78)	2ppC (£8)	1ppT (£3)	APC owe £4
5ppA (£5)	21ppKS (£63)	1ppC (£4)	1ppT (£3)	APC owed £1

**Noted.**

### 93.19/20 TRAINING:

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

Cllrs Alcock, Bailey and Woodford expressed an interest in attending the Planning “Nuts and Bolts” Course. The Clerk had expressed an interest in attending a cemetery management course.

**Agreed:** to book places for the above Councillors and the Clerk on the courses above on mutually convenient dates.

**Action:** the Clerk

**94.19/20 PLANNING:**

**A. Chairman's Report.** Nil report.

**B. To consider Recommendations from the Meeting held at 7.00 p.m. on 3<sup>rd</sup> October 2019:**

B.1 Application No. S/2019/1717/TCA - FOR INFORMATION ONLY  
 Proposal: T1 - Chamaecyparis lawsoniana (Lawson Cypress) - Fell  
 Location: 5 Richmond Street Kings Sutton OX17 3RS

Recommendation B.1: To note application, noting that there would have been no objection, had a consultation been received. Cllr Bailey had checked there were no trees with TPOs in the vicinity.

**RESOLVED:** To adopt recommendation B.1.

B.2 Application No. S/2019/1764/FUL  
 Proposal: Retention of additional car parking area, smoking shelter, garden bar and 2x Aunt Sally posts within pub garden  
 Location: Butchers Arms 10 Whittall Street Kings Sutton OX17 3RD

Recommendation B.2: To have no objections to the application.

**RESOLVED:** To adopt recommendation B.2.

B.3 Application No. S/2019/1815/FUL  
 Proposal: Carport to the front  
 Location: 2 Balmoral Way Kings Sutton OX17 3QU

Recommendation B.3: To objection to the application, considering that the removal of the screen wall to Balmoral Way and its replacement with a carport projecting in front of the existing building (and its extension) will constitute overdevelopment by virtue of the removal of the residential amenity space for 2 Balmoral Way which forms part of the original layout of the Kings Court Estate. The proposal also includes the change of use of the existing garage to a "hobby room" (see Dwg P/19/162/003). This in itself will put further pressure on vehicle parking in this part of the estate.

**RESOLVED:** To adopt recommendation B.3.

B.4 Application No. S/2019/1272/MAF  
 Proposal: New access road to Serve Sutton Lodge Farm including Sutton Lodge Offices, The Flat, Sutton Lodge Cottage and Twyford Barn House (amended plans 10<sup>th</sup> September 2019)  
 Location: Sutton Lodge Farm Banbury Lane Kings Sutton OX17 3JR

Recommendation B.4: To have no objections to the application.

**RESOLVED:** To adopt recommendation B.4

**Noted:** that a neighbour was concerned about speeding and the accident record on the stretch of road in the vicinity of the proposed access.

**Agreed:** To contact Helen Howard to confirm concerns and ask for the records.

**Action:** Cllr Forde

**Agreed:** To forward any information available online to the Councillors.

**Action:** the Clerk

### **C. Consultations:**

#### **West Northamptonshire Strategic Plan – Issues Consultation**

C.1 To receive report from Cllr Forde on the presentation circulated from the Briefing Session on Tuesday 2nd September

Cllr Forde summarised the Plan, highlighting the necessity for a five-yearly review, the housing needs assessment and the infrastructure review.

**Noted.**

## **95.19/20 FINANCE GOVERNANCE & POLICY COMMITTEE**

**A. Chairman’s Report.** Nil report

### **B. To consider Recommendations from the Meeting held on 17<sup>th</sup> September 2019**

Recommendation B1: Banking arrangements: to agree in principle to the opening of a new bank account with “Unity” to enable dual control BACS payments – subject to detailed terms being acceptable

**RESOLVED:** To adopt recommendation B.1, and to transfer £10,000 from the HSBC Business account into the new Unity account to cover the November payments.

Recommendation B2 Policy Reviews - To adopt revised Retention and Disposal Policy – Appendix (previously distributed)

**RESOLVED:** To adopt recommendation B.2.

Recommendation B3 Policy Reviews – To adopt new policy of Freedom of the Parish (previously distributed)

**RESOLVED:** To adopt recommendation B.3, noting the criteria and that a nomination would be made at the November meeting.

Recommendation 4 Financial Regulations – To adopt revised Financial Regulations (previously distributed) (revisions as per Minute FGP 44.19/20)

**RESOLVED:** To adopt recommendation B.4, noting that any spending between meetings under the new section 4.1 would be safeguarded by the frequency of the meetings.

Recommendation 5 : Pathfinder II: to consider purchasing expert advice relating to flood risk (surface water and fluvial) – To action Cllr Forde to contact Tony Brummell to request a costing for a review of the report comprising a) an examination of its contents; b) a summary of the pertinent points and c) recommendations for actioning if any.

**RESOLVED:** To adopt recommendation B.5, noting that this action would ensure due diligence would be demonstrated.

**96.19/20 BUS SERVICES: TO REVIEW CURRENT SERVICE AND IDENTIFY ANY FURTHER REQUIREMENTS FOLLOWING RECEIPT OF A REQUEST FROM A PARISHIONER.** (Councillors to ask questions of the parishioner to identify specifics)

Cllr Irving commented that the current Thursday bus carried over 25 passengers per week. The Parish Council was informed that a Wednesday bus to Banbury would be welcomed (Brackley not being seen as a destination point). Cllr Irving informed the meeting that approaches had been made to the Parish Council by two separate organisations wishing to discuss providing additional bus provision. He expressed concern that an additional bus might result in a decrease in the number of Thursday bus users and asked the parishioner to research how many people would actually use a bus, rather than express support at the idea of having one. Cllr Burrell emphasised that any additional provision would be on a trial basis. The parishioner confirmed that she had raised £240 towards providing a further service.

Cllr Irving had also received correspondence from Aynho Parish Council who were considering providing a bus to Banbury on a Tuesday for the eight weeks prior to Christmas.

**RESOLVED:** To co-operate with Aynho Parish Council to aim to provide a pre-Christmas Tuesday service, this being considered a good way of estimating future usage of a second bus service.  
That the Clerk arrange a meeting with Cllr Irving, the Clerk and Ability Community Transport to determine future bus service possibilities.

**97.19/20 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:**

**A. Councillors For...**

**A.1 Amenities:**

**RESOLVED:** To appoint Cllr Read-Maskell as Cllr with responsibility for the Amenities. (to be provided with a listing for reference)

**A.2 Cemetery:** Cllr Alcock volunteered to paint the gate to the cemetery.

**A.3 Communications:****A.3.1 Map of local Footpaths:** Comments under Clerk's report noted.**A.4 Lighting:** All reported issues were in hand.**A.5 The Rec**

Cllr Burrell clarified the hierarchy of the various inspections of the Rec, being the annual RoSPA inspection, quarterly inspection by T Stewart and weekly inspections by those appointed as responsible Councillors or Wardens.

**A.5.1.** Update on enquiry from parishioner wishing to consider providing 2 No Picnic bench requesting approval and details of costing**Noted:** no planning approval would be required; a quote had been received for £490 plus VAT**Agreed:** to write to the parishioner detailing costs involved as received from the supplier and asking if the costs were acceptable.**Action:** the Clerk**Agreed:** to ensure any new picnic benches were appropriately placed.**Action:** Cllr Read-Maskell**A.5.2** To consider creating the post of Rec Warden and making an appointment following the resignation of the Councillor for the Rec**RESOLVED:** To appoint Cllr Read-Maskell as Cllr with responsibility for the Rec. To accept in writing Mr Dowling's kind offer to be appointed as Warden for the Rec.**A.6 Traffic Calming and Highways:** Cllr Sykes requested an update from the Clerk on the new post for the speed radar which she would forward.**B. Wardens:****B.1 Rights of Way:** Nil report.**B.2 Trees:** including consideration of the "Woodland Trust – 1 million pledge**RESOLVED:** to support in principle the planting of a number of trees in the parish to support the Woodland Trust pledge, Cllr Bailey to make a detailed proposal of types of trees, costs and locations to the November meeting. The Clerk would contact South Northants Homes to determine whether they owned any suitable land.**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.**98.19/20****TO CONSIDER RESPONSE TO INVITATION TO ANNUAL REMEMBRANCE PARADE AND SERVICE IN BRACKLEY ON SUNDAY 10TH NOVEMBER 2019 REGARDING NUMBER**



**ATTENDING, PARTICIPATION IN THE PARADE AND THE LAYING (AND ORDERING) OF A WREATH**

**RESOLVED:** that the Clerk write to Brackley Council thanking them for the kind invitation but declining due to Councillors' responsibilities at King's Sutton on that day.

**Noted:** that the Parish Council intended to be represented at the service in King's Sutton on 10<sup>th</sup> November.

**99.19/20 TO CONSIDER ACKNOWLEDGING THE LOCAL IMPLICATIONS OF THE GLOBAL CLIMATE EMERGENCY BY DEVELOPING AND ADOPTING A POLICY A) TO CONSIDER THE CLIMATE AND SUSTAINABILITY IMPACT OF ANY ACTIONS IT TAKES IN ITS AREAS OF RESPONSIBILITY; B) TO DO THE SAME FOR ANY AREAS ON WHICH IT IS INVITED TO COMMENT (E.G. PLANNING, TRANSPORT INFRASTRUCTURE); AND C) TO CONSIDER, AS AND WHEN APPROPRIATE, ANY ACTIONS IT CAN TAKE IN ITS AREAS OF RESPONSIBILITY TO ENHANCE SUSTAINABILITY BY WAY OF CHANGES WITHIN THE PARISH.**

**RESOLVED:** to support in principle the adoption of the above policy, Cllr Sykes to provide a draft policy for consideration at the November meeting. Cllr Burrell would forward any pertinent information from the Northants CALC AGM where the matter was also on the agenda.

**100.19/20 TO CONSIDER ACTION TO TAKE ON A PARISHIONER'S COMPLAINT REGARDING A PARACHUTE PLANE**

**RESOLVED:** that the Clerk send correspondence to the airfield concerned, detailing the complaint.

**101.19/20 TO COMMENT ON ISSUES RELATED TO STREET AREAS**

Regarding the "Jitty" gate:

**RESOLVED:** that the Clerk instruct Dave Essex to fit a more robust catch.

Regarding reported flooding in Windsor Close:

**Agreed:** to respond to the correspondent detailing which authorities were responsible.

**Action:** the Clerk

**102.19/20 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 7<sup>th</sup> NOVEMBER 2019):**

**None.**

The Meeting closed at 9:05 p.m.