

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 6th FEBRUARY 2020
IN THE ASTROP ROOM,
KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: Cllrs M Bailey, R Sykes, J Woodford

IN ATTENDANCE: Mrs E Hart (Clerk), 6 members of the public

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

161.19/20 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllrs. M Bailey, R Sykes, J Woodford.

RESOLVED: To approve the reasons for absence as submitted.

162.19/20 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

| Councillor | Agenda Item | Reason |
|------------|---------------|-----------------------------------|
| R. Field | 13.1 Flooding | Owner of property in the vicinity |
| R. Irving | 13.1 Flooding | Owner of land adjoining boundary |
| D. Wood | 13.1 Flooding | Owner of property in the vicinity |

C. To receive Requests for Dispensations:

None.

163.19/20 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

Item raised included a bus service survey (11/01/20 – 02/02/20), the accessibility of any provided bus services, interest in the fields names map,

hedges overhanging footpaths and the authority responsible for addressing the issue, lighting maintenance (dirty glass was felt to be affecting the light in Bulls Lane and Richmond Street and tree growth was also impacting the amount of light available) and a query regarding whether LED lights are being phased in.

Cllr Burrell informed the meeting that a previous request for a map of the conservation area had been acted upon and that the map would be displayed in the Millennium Hall.

164.19/20 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD 9th JANUARY 2020:
(previously distributed)

RESOLVED: To approve the minutes of the Council Meeting held 9th January 2020.

165.19/20 TO NOTE REPORTS FROM:

**A. the Clerk:
Matters Arising:**

Minute 148.19/20 -Training

The clerk had attended the “Preparing for Year End Audit” course on 5th February 2020.

Cllrs Woodford and Wood attended the Flooding Communities Workshop on 31st January (provision made on agenda to report).

Minute 150.19/20 -Skate Park

KSPFA has indicated that they would be prepared to accommodate a skate park and the parishioners who requested the park have been signposted to the Playing Field Association.

Minute 152.19/20 – Bus Services

A meeting took place on Friday 31st January – a separate report had been distributed.

Minute 154.19/20 - Brackley Community Hospital Trust

Caryl Billingham has confirmed attendance (timings to be confirmed as she also has a meeting elsewhere on the same evening)

Note that the date of the Annual Parish Meeting is now confirmed as MONDAY 27th APRIL 2020 at 7:30pm in the small hall.

Minute 156.19/20 – Elections

A timetable has been forwarded to all Councillors.

Minute 157.19/20A.1 – Concrete Table Tennis Table

SNC has provided an Expressions of Interests Form which has been forwarded to KSPFA.

Minute 157.19/20A.2 -Cemetery Bench

The parishioner has been informed of the Council's decision.

Minute 157.19/20A.3.2 Accessibility

A hard copy agenda in large font to be available at the meeting as well in the noticeboards.

Minute 158.19/20A -Little Rushes signs

Barwood Homes has confirmed that they have arranged for the marketing signs to be removed within 28 days of 22nd January 2020.

Minute 158.19/20B - Condition of Richmond Street – Cllr Breese has confirmed she will follow this up.

Other

Clerk's Forum – Wednesday 29th January – the focus was on elections, New Homes Bonus report and the Clerks also took part in a Community Development Strategy workshop led by the Healthy Communities Team.

FGP 83.19/20

Standing Orders Review (item 10.2)

FG&P Recommendation:

To recommend an amendment to 3s by insertion of the following separate clause: "When the issue is demonstrably non-contentious, and no show of hands is called for, the Chairman may choose not to apply requirement "s""

That the Clerk should contact NorthantsCALC regarding the recommended clause and report back to the Parish Council any advice received.

Comment from Northants CALC: Danny Moody has advised not to add in the comment above; a show of hands should be called for and that is what Northants CALC cover in their Cllr training. Danny accepts that "in the real world" this sometimes (often) may not happen but feels that "s" should not be watered down and that "demonstrably non-contentious" is too subjective. The reference to "**Unless standing orders provide otherwise**" relates more to cases where different forms of official voting are necessary, for example a ballot for the co-option of a Councillor.

Oxfordshire County Council Mineral and Waste Site Drafts Plan Consultation – the Parish Council is asked to note the content.

Parishioner's correspondence received regarding overhanging hedges (on agenda) and parking outside the Co-op (requesting the Parish Council considers a bar at the front of the shop to deter parking).

Upcoming events: Planning Roadshow: 2nd April 2020, Annual Good Neighbours Scheme Event: 18th March 2020, Community Festival (Hunsbury Hill Farm): 4th April 2020.

Noted.

The Chairman thanked the clerk for her report.

B. the Chairman:

Cllr Burrell informed the meeting that he had received a letter of thanks for the grant towards the church alarm from Father Matthew Robinson. The point of contact for the defibrillator at the Millennium Hall would actually be a local village contract rather than the Parish Clerk as out of hours cover was needed to check equipment after every use, noting that this had already occurred as the equipment had been used.

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

Noted that Cllr Breese was following up the issue with the road surface on Richmond Street on the Parish Council's behalf.

166.19/20 FINANCE SCHEDULE:

| | |
|---------------------------------------|-----------------|
| | 31.01.20 |
| Unity Trust Bank | £3,047.98 |
| HSBC: Business Money Manager Account: | £60,787.23 |
| HSBC: Community Account: £1.00 | £1,841.93 |
| HSBC: Money Market Account: | £164,938.26 |

Noted that a £5000 transfer from HSBC to Unity trust had been made to cover the payments.

A. To ratify and approve the payments:

| To Ratify | | | | | |
|--------------|--|---|------------------|---------------|-------------|
| Date | Cheque/DD/BACS Payee | Description | Amt (incl VAT) | VAT | VAT Reg No. |
| 25.02.20 | DD NEST | February pension contributions | £46.27 | | |
| 06.02.20 | BACS Kings Sutton Parichial Church Council | Donation towards alarm | £1,000.00 | | |
| To Approve | | | | | |
| Date | Cheque/BACS Payee | Description | Amt (incl VAT) | VAT | VAT Reg No. |
| 06.02.20 | BACS Aylesbury Mains Ltd | Lighting repairs invoice 19686 | £97.56 | £16.26 | 322 7491 57 |
| 06.02.20 | BACS Cheney CoachesLtd | Thursday bus invoice 27656 | £605.00 | | |
| 06.02.20 | BACS Marcus Young Landscapes Ltd | Invoice delayed - will be paid in March | | | 650673044 |
| 06.02.20 | BACS Bridson Kneale Assoc Ltd | Inv.Webhosting Janaury 2019 | £144.00 | £24.00 | 623 7323 55 |
| 06.02.20 | BACS E Hart | Expenses as detailed | £95.04 | £11.25 | 752539027 |
| 25.02.20 | BACS E Hart | February wages | £1,031.87 | | |
| 06.02.20 | BACS KSMMH | January Youth Club | £245.00 | | |
| 06.02.20 | BACS KSMMH | January Room Hire | £155.00 | | |
| 06.03.20 | BACS HMRC | PAYE and NI | £177.13 | | |
| Total | | | £3,596.87 | £51.51 | |

RESOLVED: To ratify and approve all payments above.

Noted that the payment for £1000 to Kings Sutton PCC was assigned under the grants heading of the budget.

B. To Note Receipts:

| | | | |
|----------|---------------------|--------------------------------|----------------|
| 04.01.20 | Chq Humphris | Interment | £89.00 |
| 06.01.20 | Cash S Read-Maskell | Thursday Bus 2nd January 2020 | £50.00 |
| 09.01.20 | Cash S Read-Maskell | Thursday Bus 9th January 2020 | £68.00 |
| 16.01.20 | BACS KST | Advertiser | £55.00 |
| 20.01.20 | Cash S Read-Maskell | Thursday Bus 16th January 2020 | £62.00 |
| 24.01.20 | Cash S Read-Maskell | Thursday Bus 23rd January 2020 | £63.00 |
| 31.01.20 | Cash S Read-Maskell | Thursday Bus 30th January 2020 | £61.00 |
| 31.01.20 | BACS Humphris | Interment | £89.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total | £537.00 |

Notes on passenger numbers and fares:

| | | | | | | | |
|--------------------------------|--------|-----------|--------------|-----------|--|--|-------------|
| Thursday Bus 2nd January 2020 | £50.00 | 2ppA (£0) | 14ppKS (£42) | 2ppC (£8) | | | |
| Thursday Bus 9th January 2020 | £68.00 | 2ppA (£0) | 20ppKS (£60) | 2ppC (£8) | | | |
| Thursday Bus 16th January 2020 | £62.00 | 4ppA (£0) | 18ppKS (£54) | 2ppC (£8) | | | |
| Thursday Bus 23rd January 2020 | £63.00 | 4ppA (£5) | 18ppKS (£54) | 1ppC (£4) | | | APC owed £5 |
| Thursday Bus 30th January 2020 | £61.00 | 5ppA (£0) | 19ppKS (£57) | 1ppC (£4) | | | APC owe £4 |

Noted.

167.19/20 TRAINING:

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

Noted that the Clerk would continue to advise on courses available.

168.19/20 PLANNING:

A. Chairman's Report.

No additional report.

B. To consider Recommendations from the Meeting held at 7.00 p.m. on 6th February 2020:

B.1 Application No. S/2020/0066/PA

Proposal: Determination as to whether prior approval is required (under Class O of Part 3 of the above Order) for the change of use of Offices (Use Class B1(a)) to 1 no. dwelling house(s) (Use Class C3) in respect of: the transport and highways impacts of the development; contamination risks on the site; flooding risks on the site, and impacts of noise from commercial premises on the intended occupiers of the development

Location: Sutton Lodge Farm Banbury Lane Kings Sutton OX17 3JR

Recommendation B.1: To make the following comments:

The Parish Council considers that the change of use from office to residential as sought by the applicant is not what Parliament had in mind when the GDPO was amended. Parliament was looking at the facilitation of adapting underused or unoccupied commercial premises in towns and cities, and not at isolated farms in rural areas.

The proposal is in effect for an additional dwelling which lies in the open countryside and outside the recently confirmed Village Confines for Kings Sutton. This proposal runs totally contrary to established SNC planning policies.

The Parish Council considers that if the development envisaged is implemented, then any new or additional dwelling(s) should be subject to a formal Agricultural Occupancy condition. South Northamptonshire Council as Local Planning Authority is asked to give this matter their urgent consideration.

RESOLVED: To adopt recommendation B.1.

B.2 Application No. S/2020/0082/MAF

Proposal: Removal of farm buildings adjoining farmhouse, replace with new community building and farm machinery barn. Construction of new farm buildings comprising 2 no barns to house farm animals, office and detached hay barn. Re-construction of original barn 4. Instillation of micro-hydro generator to mill stream. Retrospective application for 2 no timber religious assembly buildings. Replacement gates, new recycling compound, associated external works, hard standing, access road and parking.

Location: Mill House Farm Mill House Farm Mill Lane Kings Sutton OX17 3Q

Recommendation B.2: To defer commenting on the application given the short timescale between receipt of the application and the meeting and noting that the Planning Officer has granted a deadline extension until after the March meeting. To inform Cllr Gregor Hopkins of the deferment.

RESOLVED: To adopt recommendation B.2.

B.3 Consultation - South Northamptonshire Local Development Order (LDO)

B.3.1 To receive comments from Cllr Forde regarding an information Forum on 29th January 2020

Cllr Forde informed the meeting that SNC had highlighted that the aim of the LDO is to reduce time spent on the smaller household applications.

B3.2 To consider any recommendations

Recommendation B.3.2 - to **note** that Jim Newton (South Northants Council Planning) confirmed at the forum that projections in front of the building line such as porches would still require a full planning application.

RESOLVED: To adopt recommendation B.3.2.

169.19/20 TO RECEIVE UPDATE ON MAKING PROVISION FOR A SKATE PARK AND CONSIDER ANY FURTHER ACTIONS

The update in the Clerk's report was **noted**.

Agreed that Cllr Field would inform the Clerk if the item needed to be on specific meeting agendas in future.

Action: Cllr Field

170.19/20 FINANCE GOVERNANCE & POLICY COMMITTEE:

A. Chairman's Report:

No report.

B. To consider Recommendations from the Meeting held on 14th January 2020:

Recommendation B.1: System of Internal Controls:

B.1.1 To Approve the Financial Risk Assessment 2019/20

RESOLVED: To approve the Financial Risk Assessment 2019/20.

B.1.2 To Approve the Statement of Internal Control for the YE 31st March 2020

RESOLVED: To approve the Statement of Internal Control for the YE 31st March 2020.

B.1.3 To Endorse the Effectiveness of the System of Internal Control for King's Sutton Parish Council.

RESOLVED: To endorse the effectiveness of the System of Internal Control for King's Sutton Parish Council.

Recommendation B.2: to adopt the Draft Policy on Climate and Sustainability (previously distributed)

RESOLVED: To adopt the Draft Policy previously distributed with the insertion of the word "unnecessary" preceding "mowed surfaces" in paragraph 2vi.

Recommendation 3: Review of Standing Orders: to amend 3s by insertion of the following separate clause: "When the issue is demonstrably non-contentious, and no show of hands is called for, the Chairman may choose not to apply requirement "s"', noting the comments made by NorthantsCALC on the Recommendation.

RESOLVED: To re-adopt Standing Orders, making no changes.

171.19/20 BUS SERVICES To receive update on providing a new Tuesday bus service via Ability Northants

Cllr Burrell highlighted that Ability Northants was a non-profit making community enterprise with the aim of reducing isolation and loneliness. **Noted** that Stagecoach had declined to divert the 500 bus through King's Sutton.

A. To consider approving the commencement of a Tuesday bus service run by Ability from Tuesday 3rd March at a cost of £500 (split over two payments in March and April)

Noted that this was a one-off payment to seed fund the commencement of the service.

Noted that Ability Northants can accept concessionary bus passes but for those without one, the standard fare would be in excess of the current Thursday bus (and more than the train fare).

Noted that there were approximately six Thursday passengers without a pass.

Noted that Ability intend to replicate the current Thursday bus stops and that **Noted** that a parishioner's survey appeared to indicate a need for an additional service.

RESOLVED: To approve the commencement of the Tuesday service provided by Ability Northants at a cost of £500 (split over two payments in March and April 2020)

Action: the Clerk

B. To consider approaching Aynho and Charlton Parish Councils to inform them that they may wish to contact Ability Northants if they wish to take part in the service

RESOLVED: To inform Aynho and Charlton Parish Councils of the new service as a matter of courtesy, emphasising that they must act on their own behalf if they wished to use the service.

Action: the Clerk

Noted that a service under Ability would prove more expensive for a passenger with no concessionary pass.

Agreed that Cllr Read-Maskell would ascertain how many passengers this increase in fares would affect.

C. To consider extending the Thursday Cheney travel arrangement to at least the end of May 2020

RESOLVED: To inform Cheney Travel that the Thursday bus arrangement would be required until at least the end of May 2020.

Action: the Clerk

D. To consider evaluating the success of the Tuesday service at the May Parish Council meeting, with a view to transferring the current

Thursday service to Ability Northants in June 2020, noting that no further costs would be incurred

RESOLVED: To consider evaluating the success of the Tuesday service at the May Parish Council meeting, with **the possibility** of transferring the current Thursday service to Ability Northants in June 2020

172.19/20 VEHICLE ACTIVATED SIGNS: TO CONSIDER THE NEW QUOTE FROM TMS AND DETERMINE FURTHER ACTIONS

Item **deferred** as the updated quote had not been received by the Parish Council.

173.19/20 FLOODING:

A. To note the report from Cllr Forde and determine any action required

Cllr Forde emphasised that the key issues would appear to be

1. The need for an initiative from the shareholders of Little Rushes to form a community group to resolve issues.
2. The need to ensure that previous efforts to protect Windsor Close are not negated by factors attributable to the Barwood development.

RESOLVED: To initiate the formation of a community group consisting, in the first instance, of those Councillors living in the vicinity of the Little Rushes development (to be discussed further at the March Finance Governance and Policy Committee meeting).

B. To consider any actions from the Flooding Communities workshop

RESOLVED: To formulate a Community Emergency Flood Plan (draft for review at March Finance, Governance and Policy Committee meeting)

Action: Cllr Wood and Woodford

174.19/20 TO CONSIDER A REQUEST TO PROVIDE A FIELD NAMES MAP

RESOLVED: To invite expressions of interests from parishioners via the King's Sutton Times to enable a Working Party to be formed.

Noted that any costs of reproduction would need to be considered in the future by the Finance Governance and Policy Committee.

175.19/20 ELECTIONS 2020:

A. To note the timetable of key dates

Noted.

B. To set date for Open Evening for Prospective Candidates

RESOLVED: To approve publication of an advert for the Open Evening on Thursday 19th March at 7:30pm.

176.19/20 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:

A. Councillors For..:

A.1 Amenities: – no issues raised.

A.2 Cemetery: no issues raised.

A.3 Communications: no issues raised.

A.3.1 Map of local Footpaths:

RESOLVED: To approve the draft of the first map with Cllrs Burrell and Irving to perform a final proofread.

Noted that the footpaths map would be completed once the weather improved as the paths need to be walked.

A.4 Lighting:

Noted that if a lamp fails it is replaced with an LED one.

RESOLVED: To inspect the lights to determine any impacted by shrub growth and to contact the property owners to ask for the foliage to be cut back.

Action: Cllr Field (to determine locations) **and the Clerk** (to contact residents)

RESOLVED: To check the schedule for cleaning and report back to the Parish Council

Action: the Clerk

A.5 The Rec: no issues raised.

A.6 Traffic Calming and Highways: no issues raised

B. Wardens:

B.1 Rights of Way: no issues raised.

B.2 Trees: no issues raised

B.3 War Memorial: no issues raised

C. Representatives:

C.1 King's Sutton Playing Fields Association: **noted** that an application was being made to SNC for a concrete table tennis table.

C.2 King's Sutton Millennium Memorial Hall: **noted** that a meeting of the trustees was due to take place in the near future.

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

177.19/20 TO COMMENT ON ISSUES RELATED TO STREET AREAS

A. Parishioner request for the Parish Council to determine a list of overhanging hedges and to address the situation

Noted that there was no power or duty for Parish Councils to enforce the clearing of overgrown vegetation; the owner or occupier of a property has a legal responsibility (Highway Act 1980 s154) to ensure that the 'public highway' adjacent to a property is not obstructed by vegetation from their

property and the Highways Authority may, by notice either to the owner of the hedge, tree or shrub or to the occupier of the land on which it is situated, require him within 14 days from the date of service of the notice to cut or fell it so as to remove the likelihood of danger. If a person on whom a notice is served fails to comply with it within the period, the authority may carry out the work required by the notice and recover the expenses reasonably incurred by them in so doing.

RESOLVED: To collate an inventory to determine locations and to contact owners/occupiers where necessary to alert them as to their obligations.
Action: Cllr Burrell and the Clerk.

B. The proposal from KierWSP to apply a white H bar road marking along a specified section of Red Lion Street

RESOLVED: To support the proposal to apply the road marking as detailed by KierWSP.

C. Other issues

The following items were deferred to the March meeting:

- Proposed extension to the footpath in Banbury Lane
- Communication regarding parking at the Cooperative Supermarket.

Action: the Clerk

178.19/20 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 5TH MARCH 2020

No additional items.

The Meeting closed at 9:07 p.m.