

**KING'S SUTTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING VIA ZOOM  
HELD AT 7 P.M. ON THURSDAY 11<sup>TH</sup> JUNE 2020**

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

**ABSENT:** Cllrs, M Bailey, R Sykes

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

**Chairman's Announcement:**

**The Openness of Local Government Bodies Regulations 2014:**

**25.20/21 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

Apologies had been received from Cllr R Sykes.

**RESOLVED:** To Approve the Reason for absence as submitted.

Cllr Bailey's absence was **noted**.

**26.20/21 TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

**None.**

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

Councillor	Agenda Item	Reason
R Burrell	7.1.2 Planning	Owner of application property

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

**None.**

**27.20/21 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:**

**No items raised.**

**28.20/21 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 14<sup>TH</sup> MAY 2020:** (previously distributed)

**RESOLVED:** To Approve the Minutes of the Meeting held 14<sup>th</sup> May 2020, noting the revision to the number sequencing at Minute 17.20/21 on page 9.

**29.20/21 TO NOTE REPORTS FROM:**

**A. the Clerk:** (previously distributed)

**MATTERS ARISING**

Minute 206.19/20 Planning

A.1 Application No. S/2020/0418/FUL

Proposal: Single storey side extension, new double rear doors, replace side door with window. Develop dis-used tennis court for outdoor play area/garden.

Location: King's Sutton Pre-school, The Annexe, King's Sutton Primary Academy

The Parish Council had noted this application and it has now been approved by SNC.

A.2 Application No S/2020/0480/LDP

Proposal: Certificate of Lawfulness for Proposed Development/Use comprising of the conversion of the workshop/garden room to a self-contained annexe, ancillary to the main dwelling.

Location: 9 Astrop Road Kings Sutton OX17 3PG

This application was noted by the Parish Council and has now been refused by SNC. The documents can be found here: <http://snc.planning-register.co.uk/plandisp.aspx?recno=106582>

Minute 08.20/21 A Northants CALC has confirmed that the whole Council Training session booked for Monday 15<sup>th</sup> June 2020 has been postponed to June 2021. (Actual date to be confirmed in January 2021)

Minute 08.20/21 B – Noisy Peacock

A letter of thanks was sent to Mill House Farm.

Minute 15.20/21 C

Zoom subscription invoice is presented for payment

Minute 15.20/21 D

The Perspex sheets were ordered from Greenbarnes and have been received; the invoice is presented for payment.

**Other items****SHADOW AUTHORITY**

The shadow West Northamptonshire Council (WNC) met last week (<https://www.youtube.com/watch?v=Wl6rn9nDJ0s>) and established its Executive Committee; note that Cllr R Breese is one of its eight members.

**Noted.**

## COVID 19 ISSUES

The food boxes continue to be delivered each week but as lockdown eases it seemed sensible to highlight to those parishioners who may now decide to manage their purchases themselves, the best ways of doing this, as it is not known for how much longer the service will continue. The Community Spirit Group has produced a document highlighting local services which are now available and a listing of online possibilities to support residents; this was delivered last Thursday with the boxes.

**Noted** that a local business had provided 100 free dinners on one evening and would be providing breakfast the following Saturday, using the KSMMH as a delivery hub.

The Parish Council has been made aware of instances of verbal abuse at the Cooperative store when customers are asked to wait outside due to a restriction of ten customers in the shop at one time. There have also been reports of children being allowed to play on the playground equipment.

**Noted that the above issues would be considered under item 15 Street Areas.**

Northants CALC has signposted risk assessments produced by BHIB which may be useful when the Parish Council is considering re-opening the Parish Office (currently it should only be open to the public if it is providing “urgent public services”).

<https://www.northantscalc.com/uploads/bhib-councils-insurance-covid-19-council-reopening-checklist-5.pdf>

<https://www.northantscalc.com/uploads/bhib-councils-insurance-covid-19-general-workplace-risk-assessment-6.pdf>

Cheney Travel has indicated that it is not expecting to be able to resume services to parishes in the near future. Government guidelines are awaited by the company but under current social distancing measures and with additional hygiene requirements, the cost of services is likely to be prohibitive.

CPRE is having an online Extra Ordinary meeting solely to approve its accounts. Members may attend the meeting on Wednesday 1st July or can nominate a proxy to vote (no later than 24th June 2020.) It is hoped to have a conventional AGM during the final quarter of the year.

**Noted.**

## MOWING

A parishioner query has been received regarding the stance of the Parish Council with respect to leaving parts of the churchyard areas due to be mown uncut for part of the growing season to allow wild plants to flourish. Cllr Forde has volunteered to discuss with the parishioner how the Parish Council might best approach this issue.

## GENERAL REPAIRS

The following are due to be completed shortly:

- Replace some rotten wooden posts on the Rec
- Replace Perspex in all noticeboards.
- Fit new self-closer and post to the Jitty gate.

**Noted** that these repairs had now been completed.

## GRANTS

An application has been received from the Playing Fields Association which will be reviewed at the next FG&P Committee Meeting.

King's Sutton Preschool Committee has approached the Parish Council to ask for a letter of support for when they are making grant applications and to request information on grants and funding.

**RESOLVED** : to write an open letter, supporting in principle the project being undertaken by King's Sutton Preschool in order to repair and extend their setting.

**Action: the Clerk**

## STREET AREAS

Mr Dave Hall has reported an overgrown hedge on Wales Street.

**Noted that the above issue would be considered under item 15 Street Areas.**

A broken sign on Richmond Street has been reported to SNC.

**B. the Chairman: Nil Report.**

**C. the Vice Chairman: Nil Report.**

**D. District Councillor: Nil Report.**

**E. County Councillor: Nil Report.**

## 30.20/21 FINANCE SCHEDULE:

<b>Account</b>	<b>31.05.20</b>
Unity Trust Bank - current	£35,341.99
Unity Trust Bank - instant access	£0.00
HSBC: Business Money Manager Account:	£48,313.60
HSBC: Community Account: £1.00	£1,344.98
HSBC: Money Market Account:	£164,938.26

**A. To Approve the Payments:**

To Ratify					
Date	Cheque/DD/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
27.06.20	DD BT	June quarterly payment - telephone	Not yet advised		
15.06.20	DD NEST	June pension contributions	£45.71		
To Approve					
Date	Cheque/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
11.06.20	BACS Greenbarnes Ltd	Noticeboard Polycarbonate Glazing	£211.75	£35.29	GB623 7575 28
11.06.20	BACS M Dempsey	Grass cutting March - 13th May - Invoice 1344	£2,835.00		
11.06.20	BACS Marcus Young Landscapes Ltd	Invoice 3391(May)	£562.80	£93.80	650673044
11.06.20	BACS CommuniCorp	Freedom Scroll	£88.56	£14.76	689444771
11.06.20	BACS Cllr Wood	Mileage for a training course	£41.40		
11.06.20	BACS E Hart	Expenses Zoom subscription	£143.88	£23.98	
11.06.20	BACS E Hart	Expenses Home Working +Fuel	£132.90		
25.06.20	BACS E Hart	June wages	£1,040.15		
11.06.20	BACS Dave Essex	Invoice 2590	£465.00		
02.07.20	BACS HMRC	PAYE and NI Month 3	£167.58		
		<b>Total</b>	<b>£5,734.73</b>	<b>£167.83</b>	
Pending Internal Transfer					
	From To				
	Unity T1	Unity instant access	£25,000.00		
Receipts	Type Payer	Description	Amt		
		<b>Total</b>	<b>£0.00</b>		

**RESOLVED:** To Approve the Payments.

**B. To Note Receipts:**

None.

**Noted** that payments from Aynho Parish Council for the Thursday bus January – March 2020 were awaited.

**31.20/21 PLANNING:**

**A. Applications**

**A.1 To consider Application No S/2020/0820/TPO– to consider response to consultation**

**Proposal: Work to TPO tree (05/1983), T1 - Oak, reduce crown height by 2.5m (back to previous) and shape 5% crown thin.**

**Location: Hollands Barn 5 Mill Lane Kings Sutton OX17 3RG**

**RESOLVED:** To have no objections to the application.

**A.2 To consider Application No S/2020/0879/TCA– to note**

**Proposal: T1 - Variegated Maple (Acer) - Crown reduction by 3m back to old pruning points and 10% crown thin.**

**Location: Beggars Roost 28 Whittall Street Kings Sutton OX17 3RD**

**RESOLVED:** To note the application.

**32.20/21 TO CONSIDER RECOMMENDATIONS FROM THE FINANCE, GOVERNANCE AND POLICY MEETING HELD ON 19TH MAY 2020**

**A. Recommendation – to award a grant of £1500 to the Cricket Club once the following conditions were met**

- **Confirmation of the details of the make, model and cost of the mower.**
- **Details of the provision for insurance of the mower**
- **Confirmation of where and how the mower would be stored**

**RESOLVED** : to approve the award of the grant of £1500 to the Cricket Club with the above conditions and to delegate to the Chairman of the Parish Council and the Chairman of the Finance, Governance and Policy Committee the decision as to whether the conditions had been met.

**33.20/21 WEBSITE AGREEMENT RENEWAL**

**A. To consider renewal of the website agreement from 1st July 2020 – 30th June 2021 having regard to the response to queries raised following initial review by the Finance, Governance and Policy meeting on 19th May 2020**

**RESOLVED** : to amend the Draft Agreement, deleting “The Parish Council Notes that Bridson Kneale Associates Ltd is willing to train others in order to ensure business continuity is achieved” and inserting “ The Parish Council Notes that Bridson Kneale Associates Ltd will undertake to train others if requested, in order to ensure business continuity is achieved.”

**RESOLVED** : to approve the Draft Agreement as amended, to sign on behalf of the Parish Council and to forward to the website contractor for his signature.

**Action: the Clerk**

**RESOLVED** : to explore further the issue regarding website accessibility and submit a proposal for review at the July Finance, Governance and Policy meeting.

**Action: the Clerk**

**34.20/21 AGAR 2019/20**

**A. Period for the Exercise of Public Rights: To Note:**

**A.1 The commencement date**

**Noted.**

**A.2 The website publication date for the unaudited and signed Statements**

**Noted.**

**35/20.21 DEMOCRATIC SERVICES**

**A. To note request to Councillors to check that Registers of Interest are up to date**

**Noted.**

**RESOLVED** : to submit missing Registers of Interest as identified and advise SNC of a misspelt name.

**B. To note information received regarding the current procedure for vacancies and elections**

**Noted.**

**36/20.21 CASUAL VACANCY - TO CONSIDER EXPRESSIONS OF INTEREST**

**Noted** that there were two potential candidates who would shortly meet the eligibility criteria.

**37.20.21 TO CONSIDER ISSUES RELATING TO THE CREATION OF A COMMUNITY GARDEN**

The Clerk was thanked for ascertaining that the proposed garden plot was registered in the name of the Parish Council.  
The position of a Public Footpath in the vicinity was **noted**.

**RESOLVED:** to proceed in principle with the project to create a community garden, subject to residents' agreement, an appropriate design being agreed, the creation of an organising committee and an ongoing rota to tend the garden.  
**Action:** Cllr Creed to speak to local residents regarding the proposal.  
**Action:** the Clerk to forward to Cllr Creed the details of interested parties.

**38/20.21 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:**

**A. Councillors For..:**

**A.1 Amenities: Nil Report.**

**A.2 Cemetery: Nil Report.**

**A.3 Communications:**

Cllr Wood proposed that a wildlife leaflet be produced.

**RESOLVED:** to draft a wildlife leaflet  
**Action:** Cllr Wood

**A.3.1 Map of local Footpaths: to receive an update**

Cllr Wood reported that the leaflet for the walks was ready to be proofread.

**RESOLVED :** to forward the Draft to all Councillors, and a copy to Dave Hall, requesting comments by 18<sup>th</sup> June 2020.  
**Action:** Cllr Wood/the Clerk

**RESOLVED :** to include a letter from the Parish Council with the leaflet when delivered.  
**Action:** Cllr Wood/Cllr Burrell

Cllr Wood was thanked for his efforts.

**A.4 Lighting: Nil Report.**

**A.5 The Rec: Nil Report.**

**A.6 Traffic Calming and Highways:**

**Noted** that the Police had responded to the request of the Parish Council and had monitored the speed of traffic on Banbury Lane.

**RESOLVED:** To send a letter of thanks to the Police and request further support.  
**Action:** the Clerk

**Noted** that the Clerk was chasing up the progress of the speed radar units due to be changed/re-positioned.

**B. Wardens:**

**B.1 Rights of Way: Nil Report.**

**B.2 Trees: Nil report.**

**B.3 War Memorial: Nil Report**

**C. Representatives:**

**C.1 King's Sutton Playing Fields Association:**

**Noted** that a grant application was due to be considered at the July Finance Governance and Policy Committee meeting.

**C.2 King's Sutton Millennium Memorial Hall**

**Noted** that no meetings of the Committee had taken place. Cllr Burrell informed the meeting that guidance regarding re-opening procedures was awaited. He had offered both King's Sutton Primary Academy and King's Sutton Preschool the use of the Hall at no cost to assist them with meeting social distancing requirements.

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

**39.20/21 TO CONSIDER ISSUES RELATED TO STREET AREAS:**

A. Regarding social distancing at the Cooperative Shop

**RESOLVED :** To issue the following statement via Social Media “At the June meeting of King's Sutton Parish Council, Councillors were disappointed to learn that some customers in the Cooperative shop had objected to the social distancing rules in place to keep people safe. The Parish Council hopes that, in future, all customers will support the staff in difficult circumstances.”

B. Regarding the closure of the playground

**Noted** that general compliance to the closure had been excellent and that parishioners were to be thanked for their co-operation.

C. Regarding the Overhanging Hedge at a property in Wales Street.

**Noted** that previously Dave Hall had approached the property owner personally which had had a successful outcome.

**RESOLVED:** To request Dave Hall to make a personal approach to the property owner and follow up with formal correspondence if required.

**Action:** the Clerk

**40.20/21 TO CONSIDER REINSTATING A SEPARATE PLANNING COMMITTEE MEETING AT 7PM PRIOR TO THE MONTHLY**



**PARISH COUNCIL MEETINGS WHICH WOULD THEN  
COMMENCE AT 7:30PM (ZOOM MEETINGS)**

**RESOLVED:** to defer a decision until the volume of planning applications resumed to its normal level.

**Noted** that the Minutes of the Planning Committee which were Draft pending Approval would be presented for approval at the next Parish Council meeting.

**41.20/21 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 2<sup>ND</sup>  
JULY):**

**None.**

The Meeting ended at 8:10 p.m.