

**KING'S SUTTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING VIA ZOOM  
HELD AT 7 P.M. ON THURSDAY 6<sup>TH</sup> AUGUST 2020**

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

**ABSENT:** M Bailey

**IN ATTENDANCE:** Mrs E Hart (Clerk).

**Chairman's Announcement:**

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

**59.20/21 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

Apologies had been received from Cllr M Bailey.

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

**60.20/21 TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

None.

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

Councillor	Agenda Item	Reason
R Burrell	7.2 Recommendation 6	Trustee of KSMMH

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

None.

**61.20/21 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:**

No items raised.

**62.20/21 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 2<sup>ND</sup> JULY 2020:** (previously distributed)

**RESOLVED:** To Approve the Minutes of the Meeting held 2<sup>nd</sup> July 2020, noting the Clerk had amended the date on the header of the Minutes presented for approval.

**63.20/21 TO NOTE REPORTS FROM:**

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

**MATTERS ARISING**

Minute 46.20/21

Mill Lane verge – Helen Howard has advised that the only way to request that Highways clear the area is via FixMyStreet – this has been logged: reference 2230442

Minute 50.20/21

T Stewart has been instructed to carry out the works as detailed in the RoSPA report. Regarding the gate to the toddler area, he had indicated that it may not be possible to correct the closer to close more slowly and fully as highlighted in the report. A more recent inspection of the gate indicated that the gate does not self-close at all – a parishioner has made a renewed request for a proper latch to be fitted and is happy to fund it as she currently brings a rope to secure it when minding children.

**RESOLVED:** To instruct Dave Essex to correct the self-closer to comply with RoSPA requirements and to fit a latch to ensure younger children are unable to open the gate.

Minute 51.20/21 – Casual vacancy

All those interested have been contacted and submitted a summary detailing their interests. (Distributed)

Minute 53.20/21 King's Sutton in Bloom

Permission has been received from all prize winners to publish their details in the Banbury Guardian and the prize cheques are presented for approval.

Minute 44.20/21 Churchyard Mowing

The PCC are aware of the request for a plan and will respond after their next meeting.

Minute 55.20/21

Mill Lane bench – item on agenda for approval

Jubilee Rose Garden – still requires attention

Cemetery Railings – Dave Essex is going to remove the sharp spikes.

TWM – the quote for Phase 1 has been accepted and Phase 2 queried; we are awaiting a response due to the contact being on annual leave.

**Other items**

The Clerk's Forum was held online on Friday 12th July (attended by the Clerk) – the minutes have been circulated. Note that details of planning applications are now sent to neighbours once more so there is no need to highlight them on social media.

#### Leaflet delivery

Several emails praising the leaflets have been received and passed to Cllr Wood. Both leaflets are on the website.

**Noted** that Cllrs Burrell and Wood had also received positive comments. Cllr Burrell thanked Cllr Wood for his excellent work in compiling the leaflets.

#### Covid-19

NorthantsCALC and NALC continue to re-iterate that meetings should continue take place via Zoom for the time being.

Aylesbury Mains appear to be back on schedule with lighting repairs with no outstanding calls known.

#### Ability

Ability has reverted back to their original timetable as the new one was causing some confusion and have emailed a new copy of the timetable through which has been sent to David Bridson. Ability has highlighted that another company is advertising a new service, but the Parish Council has received no further details.

*The Clerk confirmed that the issue with opening the timetable holder was being addressed.*

**Noted** that another company which had previously proven unreliable with regards to service delivery had not officially approached the Parish Council despite being invited to do so.

**Noted** that the Parish Council had no control over which companies operated services within its parish boundaries.

Aynho were informed that there are currently no plans to re-start the Cheney service.

#### Amenities Memorial Bench on the Rec

Memorial Bench on the Rec - A slat was broken and the bench removed for repair. It has been suggested that it might be preferable to site it on the other side of the Rec, way from where football is played.

**Noted** that the damage was felt unlikely to have been caused by a football.

**RESOLVED:** To thank Dave Essex for mending the bench at no cost.

**RESOLVED:** To thank the Rec Warden for the suggestion that the bench could be moved but to leave it in its current position for the time being, noting that a new concrete pad would be necessary if it were to be installed elsewhere.

A complaint has been received that some dog owners are not keeping their dogs on the lead on the Rec.

**RESOLVED:** To note the complaint and thank the correspondent for the observations.

AGAR

The auditors have advised they are in the process of completing the external audit.

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

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

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

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

**64.20/21 FINANCE SCHEDULE:**

	<b>31.07.20</b>
Unity Trust Bank - current	£2,832.29
Unity Trust Bank - instant access	£25,004.93
HSBC: Business Money Manager Account:	awaiting statement
HSBC: Community Account: £1.00	awaiting statement
HSBC: Money Market Account:	£164,938.26

**A. To Approve the Payments: (Clerk's salary PAYE and pension to be considered under item 7.2)**

**RESOLVED:** To Approve the Payments as below subject to those pending resolution under items 6.3 and 7.2 being agreed.

Date	Cheque/DD/BACS Payee	Description	Amt (incl VAT)
15.08.20	DD NEST	August pension contributions (pending resolution under item 7.2)	£55.21
<b>To Approve</b>			
Date	Cheque/BACS Payee	Description	Amt (incl VAT)
06.08.20	BACS EON	Electricity Account Statement	2298.14
06.08.20	BACS Aylesbury Mains Ltd	Invoice 19914	£110.28
06.08.20	BACS Marcus Young Landscapes Ltd	Invoice 3423	£680.40
06.08.20	BACS Global Mapping	Invoice 6187 - Artwork plus printing (both leaflets)	£2,462.00
06.08.20	BACS ACRE	Annual Subs (pending resolution under item 6.3.1)	£35.00
06.08.20	BACS CPRE	Annual Subs (pending resolution under item 6.3.1)	£36.00
06.08.20	BACS E Hart	Expenses Home Working	£30.00
06.08.20	BACS M Dempsey	Invoice 1347	£2,930.00
06.08.20	BACS Chase Ecology Ltd	CE 1501-01 Preliminary Ecology Appraisal (pending resolution under item 7.2)	£1,018.00
06.08.20	BACS Bridon Kneale	BK001 - April - June inclusive - communications	£360.00
25.08.20	BACS E Hart	August wages (pending resolution under item 7.2)	£1,126.84
02.09.20	BACS HMRC	PAYE and NI Month 5	£229.76
06.08.20	300005 tbc	KS in Bloom 1st Prize	£60.00
06.08.20	300006 tbc	KS in Bloom 2nd Prize	£40.00
06.08.20	300007 tbc	KS in Bloom 3rd Prize	£30.00
		<b>Total</b>	<b>£11,501.63</b>

**B. Annual Subscriptions: To consider renewals to:**

**B.1 ACRE Membership to 31<sup>st</sup> March 2021 at a cost of £35.00**

**RESOLVED:** To approve the renewal of the ACRE Membership (£35.00)

**B.2 CPRE Membership to 10<sup>th</sup> September 2021 at a cost of £36.00**

**RESOLVED:** To approve the renewal of the CPRE Membership (£36.00)

**C. To note change to billing plan for telephone in the Clerk's office**

**Noted** that the Clerk would amend the billing plan to 700 minutes prior to 31<sup>st</sup> August 2020.

#### **D. To Note Receipts:**

<b>Receipts</b>	<b>Type Payer</b>	<b>Description</b>	<b>Amt</b>
30.06.20	BACS Unity	Interest	£4.93
10.07.20	BACS Humphris	Memorial Fee	£74.00
		<b>Total</b>	<b>£78.93</b>

**Noted.**

#### **65.20/21 FINANCE GOVERNANCE & POLICY COMMITTEE:**

**A. Chairman's Report: nil report.**

**B. To consider Recommendations from the Meeting held on 14<sup>th</sup> July 2020:**

**B.1 Website: To transfer of the kingsutton.net and kingsutton.org domains into the name of the Parish Council.**

**RESOLVED:** To defer a decision on the recommendation until technical issues with the proposed transfer could be assessed.

**B.2 Annual Review of Clerk's Salary**

**B 2.1 To adjust the pay scale on the Clerk's employment contract to LC2 (18-23) SCP23 plus 2.5% effective 1<sup>st</sup> August 2020 (and approve pay elements accordingly)**

**RESOLVED:** To adopt Recommendation B.2.1  
**Action:** the Clerk

**B.2.2 To resolve that once the pay scales for 2020-21 are published, the Clerk should receive the recommended backdated increase on SCP19 1st April – 31st July 2020 and on SCP23 from 1st August 2020.**

**RESOLVED:** To adopt Recommendation B.2.2  
**Action:** the Clerk

**B.3 To engage Chase Ecology Ltd to carry out the Preliminary Environmental Appraisal for the cemetery planning application at a cost of £1018 (to include 2km biological data) (and approve the payment)**

**RESOLVED:** To adopt Recommendation B.3  
**Action:** the Clerk

**B.4: Grants of Financial Assistance**

**B.4.1 To award a grant of £1884 to the Playing Fields Association for roof repairs noting the exceptional circumstances and to request that the Playing Fields Association report back to the Parish Council, detailing**

**how future repairs will be funded, especially with regard to the relationships the Association has with the Sports Clubs who use the facilities**

**RESOLVED:** To adopt Recommendation B.4.1, and award a grant of £1884, noting the report submitted regarding predicted payments and receipts.

**Action:** the Clerk (payment via BACS)

**RESOLVED:** To write to the KSPFA to strongly advocate that a policy to build up reserves is adopted.

**Action:** the Clerk

**B.4.2 To award a grant of £3000 to King's Sutton Pre-School for repairs, noting the exceptional circumstances**

**RESOLVED:** To adopt Recommendation B.4.2, and award a grant of £3000

**Action:** the Clerk (payment via BACS)

### **B.5 Amenities**

**B.5.1 To replace the slats on the bench in Mill Lane and accept Cllr Alcock's offer to paint the ironwork**

**RESOLVED:** To adopt Recommendation 5.1

**Action:** the Clerk

**B.5.2 To purchase a suitable sign for the playground entrance**

**RESOLVED:** To adopt Recommendation 5.2, ensuring that insurance guidance regarding COVID-19 signage are implemented.

**Action:** the Clerk.

**B.5.3 To make no additional provision for dog waste bins, being wary of a precedent being set.**

**RESOLVED:** To adopt Recommendation 5.3 (no additional provision)

**B.6 To register the King's Sutton Millennium Memorial Hall with the Land Registry**

**RESOLVED:** To adopt Recommendation 6

**Action:** the Clerk

### **B.7: AGU Treecraft Ltd**

**B.7.1 To instruct AGU Treecraft to carry out a survey at a cost of £30 to include the ash on the Recreation Ground which a third party wished to fell**

**RESOLVED:** To adopt Recommendation 7.1

**Action:** the Clerk

**B.7.2 To determine a policy to have future tree safety surveys undertaken on a regular basis**

**RESOLVED:** To adopt Recommendation 7.2, with future tree surveys being undertaken every three years.

**Action:** the Clerk

**66.20/21 PLANNING:**

**A. Chairman's Report: nil report**

**B. Applications**

**B.1 Application** No S/2020/1059/FUL– to consider

**Proposal:** Erection of a detached 3 bed dwelling with associated vehicle access off Upper Astrop Road. Relocation of drop kerb and driveway to serve 10 Orchard Way.

**Location:** 10 Orchard Way Kings Sutton OX17 3PY

**RESOLVED:** To have no objections to the application and to submit the following comments:

"The application includes the installation of an air source heat pump; it may be prudent to include a condition to address any noise pollution by the installation of acoustic housing.

The previous (lapsed) planning permission (S/2013/1438/FUL) provided for protection to a sycamore tree which was to be retained in the interests of the visual amenity of the area. This tree has been felled in the meantime; the Planning Authority are requested to provide for a replacement tree to be planted."

**B.2 Application** No S/2020/1170/TCA – to note

**Proposal:** Twisted willow.... Pollard the tree

**Location:** Q Cottage 6 Wales Street Kings Sutton OX17 3RR

**RESOLVED:** To note that application and to comment that as willows can grow very vigorously when pollarded, the Planning Authority should ascertain whether this is an appropriate pruning method to use in this instance.

**B.3 Application** No S/2020/1256/FUL

**Proposal:** Single storey extension to rear

**Location:** 2 Marlborough Close Kings Sutton OX17 3XA

**RESOLVED:** To make no objections to the application

**C. To note the adoption of the Local Plan (Part 2) by South Northamptonshire Council**

**Noted** and agreed that the Parish Council needed to study the documentation carefully prior to reviewing future applications.

**Noted** that central Government had recently issued a White Paper regarding Planning which could impact the Local Plan (Part 2)

**D. To consider a response to “Cherwell Local Plan Review: 2040 Planning for Cherwell to 2040: A Community Involvement Paper”**

**RESOLVED:** To defer making a response until the September meeting as the consultation closing date allowed for this.

**Action:** the Clerk

**67.20/21 LICENSING: TO CONSIDER APPLICATION FOR A NEW STREET TRADER: CONOR'S COFFEE, LAYBY, AYNHO ROAD, KINGS SUTTON, NORTHAMPTONSHIRE**

**RESOLVED:** To respond to South Northants Council as follows: “whilst the Parish Council would approve the application per se, it notes that it is unclear from the plans as to whether the trader would be operating in King’s Sutton or Aynho Parish (the boundary is within the layby) and therefore would request that this be checked and the application forwarded to Aynho PC if required.”

**Action:** the Clerk

**68.20/21 CASUAL VACANCIES**

**A. To consider expressions of interest regarding co-option**

Cllr Burrell welcomed those present who had submitted expressions of interest regarding being co-opted.

**Noted** that whilst currently there are 15 seats on the Parish Council, this will reduce to 11 at the elections in May 2021; there are currently 5 vacancies.

**RESOLVED:** To co-opt Joan Patterson, Rosina Filippelli and David Loughran on to the Parish Council.

**B. To note the resignation of Cllr Sykes and actions required**

**Noted** that Cllr Sykes’ resignation represented a significant loss of expertise to the Parish Council.

**Agreed** to write to Dr Sykes, thanking him for his endeavours during his time on the Parish Council.

Noted that there were now remits with vacancies.

**RESOLVED:** To fill the vacant remits (Vice Chair of the Planning Committee, member of the FG&P Committee, Cllr for Traffic Calming and Highways) at the September meeting.

**Action:** the Clerk

**Noted** that Cllr Woodford was currently Assistant to the Cllr for Traffic Calming and Highways and may be interested in taking on the Cllr remit.



- 69.20/21 TRAINING**  
**A. To receive requests for training on specific topics or places on available courses. (Next Off to a Flying Start course is Wednesday 16<sup>th</sup> September at 10am Venue TBC and other courses are listed here: <https://www.northantscalc.com/training-and-events.html> )**
- Agreed** that the Clerk would forward details to new Councillors of all courses and check whether Cllr Woodford was booked on to the October Planning course.  
**Action:** the Clerk
- 70.20/21 TO CONSIDER ISSUES RELATING TO THE CREATION OF A COMMUNITY GARDEN**
- Noted** that Cllr Creed is organising a leaflet to be distributed to local residents to gauge support for the project.
- 71.20/21 CONSULTATIONS/SURVEYS: TO NOTE AND CONSIDER ANY RESPONSES REQUIRED TO:**
- A. Northants Police ANPR Consultation**
- RESOLVED:** To respond positively to the proposed ANPR network expansion, welcoming in principle the prospect of more cameras and noting that further details were awaited.
- B. NCC Patient Survey**
- Noted** that this was intended for individuals' responses.
- C. SNC Stronger Community Strategy Consultation**
- Noted.**
- D. Northants CALC Covid-19 Survey**
- RESOLVED:** That the Clerk should respond if time permitted.
- 72.20/21 TO RECEIVE UPDATE REGARDING KING'S SUTTON IN BLOOM COMPETITION**
- Noted** that the cheques and prize-winners' letters would be delivered the following weekend and Banbury Guardian advised of the results.
- 73.20/21 GRASS CUTTING – TO CONSIDER AMENDING THE CONTRACT WITH REGARD TO CUTTING OF THE CHURCHYARD**

**Noted** that feedback from the next PCC meeting was awaited and that any change to cultivation would not be effected before the next growing season.

**Noted** that the turf in the areas affected by the recent drainage works was crude and rough.

**RESOLVED:** to ask the PCC what steps it was going to take to avoid the PC incurring any financial loss due to the state of the turf.

**Action:** the Clerk.

**Noted** that a wall between the churchyard and the vicarage had partially collapsed. The nature of the ownership appeared unclear.

**RESOLVED:** to discuss the issue with the Church with a view to sharing any costs if ownership cannot be determined.

**Action:** the Clerk.

## 74.20/21 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:

### A. Councillors For..:

#### A.1 Amenities:

Astrop Road Bus Shelter

**RESOLVED:** To accept with thanks an offer to install bookcases at the bus shelter.

**Action:** the Clerk

#### A.2 Cemetery:

**RESOLVED:** To accept an offer from Cllr Alcock to repair and paint the gates at the cemetery entrance at no cost to the Parish Council.

Cllr Alcock was thanked for his kind offer.

#### A.2.1 Complaint alleging vandalism to graves

**Noted** that the damage was felt to have been caused by badgers; no further action required.

#### A.3 Communications:

##### A.3.1 To receive an update regarding distribution

**Noted** that the spare leaflets were at the Post Office and public houses and would be placed in the church when it re-opened.

#### A.4 Lighting : nil report

#### A.5 The Rec: nil Report.

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

##### A.6.1 Update regarding Vehicle Activated Speed Signs

**Noted** that a response was awaited from TWM (Clerk's report)

### B. Wardens:

**B.1 Rights of Way:** the circulated report was **noted**.

**B.2 Trees:**

An issue with a tree on the green in Windsor Close was reported.

**Noted** that this would be addressed in the tree survey.

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

**C. Representatives:**

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

**Noted** that Cllr Read-Maskell would convey the Parish Council's expectations regarding a reserves policy at their next meeting.

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

**Noted** that the Officers would be meeting to agree an opening date which would not be before September.

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

**Noted** that the coal deliveries would be to twenty-seven residents (twenty-five in King's Sutton and two in Charlton).

**75.20/21 TO CONSIDER ISSUES RELATED TO STREET AREAS:**

Noted that an overhanging hedge on Bulls Lane had been reported on Street Doctor as it was felt that the hedge still presented a hazard, despite it having been trimmed.

**Agreed** that in the first instance, the Parish Clerk contacts the property owner/occupier to request an overgrown hedge be trimmed back and would do so regarding a hedge on Dairy Ground.

**76.20/21 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 3<sup>RD</sup> SEPTEMBER):**

None.

The Meeting ended at 8:38 p.m.