

KING'S SUTTON PARISH COUNCIL**MINUTES OF THE PARISH COUNCIL MEETING VIA ZOOM
HELD AT 7.30 P.M. ON THURSDAY 3RD DECEMBER 2020**

PRESENT: Cllrs R Burrell (Chairman), A Alcock, B Humphrey, J Creed, R Filippelli, T Forde, R Irving, D Loughran, S Read-Maskell, J Patterson, D Wood, J Woodford

ABSENT: Cllr R Field

IN ATTENDANCE: Mrs E Hart (Clerk), Dave Hall (Right of Way Warden)

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

135.20/21 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllr Field.

Anne Martis (Tree Warden) had advised she would be unable to attend.

RESOLVED: To Approve the Reasons for absence as submitted.

136.20/21 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R Burrell	Item 18 – Traffic Issues Item 8.3.1 Budgeted Payments	Resident of Whittall Street Trustee of KSMMH

C. To receive Requests for Dispensations:

None.

137.20/21 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

No items raised.

138.20/21 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 5TH NOVEMBER 2020; (previously distributed)

RESOLVED: To Approve the Minutes of the Meeting held on 5th November 2020.

139.20/21 TO NOTE REPORTS FROM:

A. the Clerk: (previously distributed)

MATTERS ARISING

Minute 120.20/21 A

Church Wall

A further quote for repair to the value of £55 per square metre has been received and a total requested.

Regarding communication with the Church on the matter of wall repair, the Finance Governance and Policy Committee resolved in the interim to contact the Church regarding the wall and other maintenance concerns. Confirmation has been received that the Church would welcome the opportunity to form a Liaison Group with the Parish Council and will be in touch in the near future regarding nominations.

ACRE AGM – Cllr Read-Maskell volunteered to attend this event.

Ash Tree on the Rec – the applicant for a development on land adjoining the land has been provided with the details of the expert services the Parish Council used for the tree survey. He indicated that clearing work was due to start imminently and it does appear that this work is close to the roots of the ash tree. SNC (Ralph Branstan) has clarified that any damage to this tree would be considered a civil matter and not related to planning. He indicated that the Parish Council may wish to consider other ways of redressing a loss of a tree such as planting elsewhere. AGU Treecraft Ltd has been asked to clarify whether the fungus noted by the applicant's expert is present, whether he would agree that the decay will cause the tree to fall and whether he would have recommended its retention.

Noted that this would be considered under Agenda item 17.2.2.2

Minute 122.20/21 AGAR – now received and presented to the December meeting.

Minute 123. 20/21 Planning

B.1.1 Application No. S/2020/1758/FUL -Land South Of 56-60 Richmond Street Kings Sutton OX17 3RT

No objections were submitted; the application has now been approved by SNC.

B.1.2 /B1.3 Application No. S.2020/1793/FUL and 1794/LBC - Potting Shed Court House 3 The Square Kings Sutton OX17 3RF

Objections were raised by the Parish Council as per the minuted resolution. The application is yet to be determined; Highways has now requested parking details to be submitted and the ecology officer has requested an appropriate ecology report.

Minute 126.20/21 Wildflower Meadow on the edge of the Recreation Ground

Highways has forwarded a map showing the extent of the Highways verge. Comments have been requested from Highways and are awaited.

Minute 129.20/21 – Wellbeing Survey

A response was submitted.

Minute 131.20/21 – Cemetery Project

SNC has extended the deadline for the completion of the grant to 31/07/21.

The Clerk was thanked for negotiating an extension to the deadline.

CDS has been supplied with a purchase order under the terms the Parish Council resolved to accept.

Minute 132.20/21

Lighting

Lamp cleaning - Aylesbury Mains has been supplied with a purchase order to clean the heritage lamps and has advised that this will be completed shortly.

Glebe Rise – Aylesbury Mains has indicated that the lighting does appear to be inadequate. Further details have been requested and are awaited.

Noted that this would be considered under Agenda item 17.4.

Whittall Street traffic issues

The submission of photos and other evidence for the extension to the double yellow lines is in hand.

Resolutions are in hand regarding communications to residents.

Comments from Helen Howard regarding costings of a chicane are awaited.

Noted that a meeting had now been arranged with Helen Howard to take place on Tuesday 15th December and Councillors were invited to confirm their attendance.

The Police have indicated that the use of ANPR “dummy” signs is not permitted.

OTHER

The gate latch on the Rec is broken again. Dave Essex is going to have another look at it but has indicated that a new replacement mechanism within the gate might be preferable.

RESOLVED: To investigate the cost of replacing the internal self-closing mechanism on the existing gate (materials and labour), recognising that the function of the self-closing gate (with a 5 second closing interval) was both to stop dogs entering the area and to prevent young children leaving the area unsupervised.
Action: the Clerk to obtain the quote for the next Finance, Governance and Committee Meeting.

The report on the Clerk’s appraisal was presented to the FG&P Committee.

Noted that a copy of the Clerk’s appraisal was available to all Councillors on request.

Noted that the report was complimentary and that it was agreed that in future office hours would be Mon, Wed, Fri 11am – 4.15pm (when normal working practices resumed after the pandemic) with Tuesday’s hours being worked from home.

Dave Hall continues to have concerns regarding the footpath AS36 access.

Electricity Supplier Procurement – should the Parish Council wish to accept the quote, it should resolve to authorise the Clerk to sign the contract on its behalf and to arrange for the Direct Debit Mandate to be signed by two signatories.

B. the Chairman: Nil Report.

C. the Vice Chairman: Nil Report.

D. District Councillor: Nil Report.

E. County Councillor: Nil Report.

140.20/21 FINANCE SCHEDULE:

King's Sutton Parish Council - December 2020		
	30.11.20	31.10.20
Unity Trust Bank - current	£27,518.15	£31,681.15
Unity Trust Bank - instant access	£5,004.93	£5,004.93
HSBC: Business Money Manager Account	awaiting statement	£48,330.00
HSBC: Community Account: £1.00	awaiting statement	£987.50
HSBC: Money Market Account:	£164,938.26	£164,938.26

A. To Consider Making A Donation For The Poppy Wreath

RESOLVED: To make a payment of £30 to the Royal British Legion

B. To Ratify and Approve the Payments

To ratify					
Date	Cheque/DD/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
15.12.20	DD NEST	November pension contributions	£57.75		
26.11.20	DD BT	Broadband provider	£147.24	£24.54	GB245719348
To Approve					
Date	Cheque/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
03.12.20	BACS PKF Littlejohn	Invoice SB20202876	£360.00	£60.00	GB4404982 50
03.12.20	BACS E Hart	Expenses- Home Working + stationery	£36.50	£20.08	193050814
03.12.20	BACS Aylesbury Mains	Invoice 20102	£210.24	£35.04	332 7491 57
03.12.20	BACS Marcus Young	Invoice 3459	£562.80	£93.80	332 7491 57
03.12.20	BACS Annmarie Nice	KST Deliveries	£58.86		
03.12.20	BACS Bridson Kneale	Sept and October plus £100 compliance	£340.00		
03.12.20	BACS Northants CALC	Invoice 0821 - Finance for Councillors	£30.00		
24.12.20	BACS E Hart	December Wages	£1,149.94		
02.01.21	BACS HMRC	PAYE and NI Month 9	£246.52		
Total			£3,199.85	£233.46	

RESOLVED: To Approve the Payments

C. To Note Receipts:

Receipts	Type Payer	Description	Amt
09.11.20	Cheque Midcounties Coop	Memorial Stone Fee	£74.00
23.11.20	Cheque Parishioner	ERB purchase	£134.00
30.11.20	BACS Humphris Limited	Memorial Stone Fee	£74.00
Total			£282.00

Noted.

D. To consider swapping to an alternative electricity supplier

RESOLVED: To authorise the Clerk to sign the contract with YU Energy as arranged by Clear Utility Solutions and to authorise the Direct Debit Mandate to be signed by two signatories.

141.20/21 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2019/20:

A. To Note the Conclusion of Audit

The conclusion of audit was noted; the Clerk confirmed that the correct timescales had been adhered to for its publication on the Parish Council website.

B. To Accept the Report of the External Auditor

RESOLVED: To accept the report of the external auditor, noting that no issues of concern had been highlighted.

The Clerk was thanked for her efforts.

142.20/21 FINANCE GOVERNANCE & POLICY COMMITTEE:

A. Chairman's Report:nil report

B. To consider Recommendations from the Meeting held on 17th November 2020:

B.1: Policy/Documentation Reviews

B.1.1 To adopt the Disciplinary Policy (as distributed)

RESOLVED: To adopt Recommendation B.1.1

B.1.2 To adopt the Grievance Policy (as distributed)

RESOLVED: To adopt Recommendation B.1.2

B.1.3 To adopt the Equal Opportunities Policy

RESOLVED: To adopt Recommendation B.1.3

B.1.4 To approve the Clerk's Job Description

RESOLVED: To adopt Recommendation B.1.4, noting that the section relating to Planning Committee Meetings may require review after the pandemic is over.

B.2 Cemetery Fees from 1st April 2020 – to Approve

RESOLVED: To adopt Recommendation B.2

B.3 The purchase of "Local Council Administration":

B.3.1 To purchase the 12th edition at a discount of 20% off the full price of £149.99

RESOLVED: To adopt Recommendation B.3.1

B.3.2 To purchase subsequent updated editions as required

RESOLVED: To adopt Recommendation B.3.2

B.4 Tree Works

Noted that the Parish Council's insurance covers damage caused by trees.

B.4.1 To carry out the works to the cemetery trees as detailed in the quote

RESOLVED: To adopt Recommendation B.4.1 regarding works to the trees in the cemetery to the sum of £1350 plus VAT.

B.4.2 To commission no works to the alder tree on Windsor Close, noting that the tree is deemed to be a fine specimen and further noting that neighbouring property owners are at liberty to remove branches which overhang their property if this is not to the detriment of the health of the tree.

RESOLVED: To adopt Recommendation B.4.2, noting that any works carried out by neighbouring property owners should be done under the supervision/guidance of a tree specialist (AGU Treecraft Ltd being the Parish Council's preferred specialist).

B.4.3 To review comments of the Tree Warden regarding the other trees on Windsor Close and determine further action

Comments by the Tree Warden were reviewed.

RESOLVED: To commission no works to other trees on Windsor Close

B.5 Christmas Tree – that the Parish Council be in favour of the principle of having the tree installed on its land with The Square the preferred location

RESOLVED: To adopt Recommendation B.5, noting the arrangements for its installation.

RESOLVED: To send a letter of thanks to Hadsham Farm Horley, the parishioner who had organised the tree, Jewson Ltd for a donation of hardcore and to a parishioner who had donated money for the provision of lights and provided the loan of his trailer.

RESOLVED: To consider at the January meeting whether to retain the container used for the Christmas tree on the Square for summer floral displays.

C. Budget 2021/22

C.1 To Note the draft Budget 2021/2022 for Payments and Receipts

Cllr Iving summarised the key aspects of the draft budgets for payments and receipts which had been reviewed at the November meeting of the Finance, Governance and Policy OCmmittee.

RESOLVED: To Approve the Draft Budget for Payments at £85,869

RESOLVED: To Approve the Draft Budget for Receipts (excluding precept) at £9,050

C.1.2.To receive Budget proposals for the Meeting of the Finance Governance & Policy Committee (Tuesday 15th December 2020):

Noted that the meeting would review the general reserves, designated reserves and tax base with a view to making a final recommendation on budgeted payments, receipts and the the precept request to the January Parish Council Meeting.

143.20/21 PLANNING:

A. Chairman's Report: nil report

B. To consider Recommendations from the Meeting held at 7.00 p.m. on 3rd December

B.1 Applications**B.1.1 Application S/2020/1903/TCA – for information****Proposal: 1. Cherry - fell. 2. Plum - fell.****Location: 1 Paradise Kings Sutton OX17 3RP**

Recommendation B.1.1: To note the application.

RESOLVED: To adopt Recommendation B.1.1**B.1.2 Application S/2020/1955/FUL- consultation****Proposal: Outbuilding garden room/home office - consultation****Location: 11 Astrop Gardens Kings Sutton OX17 3PR**

Recommendation B.1.2: To make no comments and offer no objections to the application.

RESOLVED: To adopt Recommendation B.1.2**B.1.3 Application No. S/2020/1968/TCA- for information****Proposal: T1- T8 x 8 Willow trees and T9 -T11 x 3 Ash trees.****Reduce/pollard by 50% - Approximately 10 metres****Location: St Rumbolds 12 Upper Astrop Road Kings Sutton OX17 3QL**

Recommendation B.1.3: To note the application.

RESOLVED: To adopt Recommendation B.1.3**B.1.4 Application No. S/2020/2014/FUL - consultation****Proposal: Replace wooden single glazed windows x3 and front door with imitation wood upvc****Location: 23 Richmond Street Kings Sutton OX17 3RS**

Recommendation B.1.4: To make no comments and offer no objections to the application.

RESOLVED: To adopt Recommendation B.1.4**B1.5 Application No. S/2020/2023/FUL - consultation****Proposal: Single storey side and rear extension****Location: 14 Astrop Gardens Kings Sutton OX17 3PR**

Recommendation B.1.5: To make no comments and offer no objections to the application.

RESOLVED: To adopt Recommendation B.1.5**B.1.6 F. Application No. S/2020/2066/TCA- for information****Proposal: To fell a large yew tree and remove base and roots****Location: Bell House 5 The Square Kings Sutton OX17 3RQ**

Recommendation B.1.6: To note the application.

RESOLVED: To adopt Recommendation B.1.6

B.2. SNC Consultation on Proposed Routes for the Farthinghoe Bypass

Recommendation B.2: That the Parish Council recognises the need for the bypass but does not respond to the consultation regarding the proposed routes.

Noted that there was no specific impact on King's Sutton and that further consultations would follow at which point the construction statements would require scrutiny with regard to the specific routes construction traffic would use.

RESOLVED: To adopt Recommendation B.2

144.20/21 CASUAL VACANCIES: TO CONSIDER EXPRESSIONS OF INTEREST REGARDING CO-OPTION

The Clerk advised that a new expression of interest had been received but that the applicant was currently ineligible as the requirement to live in the parish for one year had not yet been met.

145.20/21 IMPROVING THE BIODIVERSITY OF YOUR COMMUNITY – TO REVIEW FEEDBACK FROM THE EVENT AND RESOLVE ANY ACTIONS

Cllr Loughran summarised what he felt were the specific opportunities which the Parish Council should consider:

- Promoting the bee population by the introduction of hives
- Roadside planting (noting the impact of winter gritting)
- Community energy projects
- Wildflower verges
- Wormeries
- Community Garden
- Collaborating with farmers regarding wild fields and wetland environments

Cllr Loughran would produce a paper to be considered at either the January or February meeting.

146.20/21 CONSULTATIONS AND SURVEYS A. NCC Consultation on Admission Arrangements for Northamptonshire Schools for 2022 Intake – to consider response

The consultation was **noted**, individuals being able to respond if they wished to do so.

B. Consultation on the proposals for the new Local Council Tax Reduction Scheme (West Northamptonshire) – ends 13th December 2020 - to consider response

Noted that each District Council currently provided different levels of support and the proposal would adversely impact South Northants District.

RESOLVED: To respond to the consultation noting the adverse impact on the SNC district, expressing disappointment.

Action: the Clerk

147.20/21 TO CONSIDER GROWING A WILDFLOWER MEADOW ON THE EDGE OF THE RECREATION GROUND

Item **deferred** noting that the Parish Council needed to consider issues regarding the ownership of verge itself, and stipulations from the Highways Regulations Department and that the project would be considered under Cllr Loughran's paper (Minute 145.20/21)

Action: the Clerk to ensure the item was on the February agenda and that all information required was available.

148.20/21 TO NOTE NALC CAMPAIGN TO PROMOTE LOCAL ELECTIONS

Noted.

149.20/21 TRAINING COURSES AND WORKSHOPS

A. To Receive Requests for Training Courses

A request had been received from Anne Martis regarding a course on tree management.

RESOLVED: To approve expenditure for the course from the training budget.

B. To Receive Reports on training courses from Councillors

None.

150.20/21 TO RECEIVE UPDATE REGARDING THE CEMETERY EXTENSION PROJECT

Cllr Forde's draft suggestions regarding access and parking were **noted**.

RESOLVED: To contact the funeral directors, requesting their input and once received, to forward all comments to CDS.

Action: the Clerk

151.20/21 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: nil report****A.4 Lighting:**

The issue regarding a hedge obscuring lighting was discussed.

RESOLVED: To contact the property owner enclosing the photo to draw their attention to the issue.

A.5 The Rec: nil report**A.6 Traffic Calming and Highways**

Noted that a meeting was scheduled with Helen Howard on 15th December.

B. Wardens:**B.1 Rights of Way:** Dave Hall was congratulated on ensuring that a kissing gate would be installed on the new access road dissecting AS36.

Noted that Dave Hall feels that a path giving access to the canal would bring more benefits than a permissive footpath at Upper Astrop.

Dave Hall reported he had been approached by Aynho PC to discuss a proposed footpath diversion near Walton Grounds.

B.2 Trees: including correspondence relating to the ash on the Rec

The situation regarding the ash on the Recreation Ground was discussed.

RESOLVED: To contact the adjoining property owner, noting that there is a clear difference between the opinion of the tree expert in his submitted report and that of AGU Treecraft Ltd who also inspected the tree. To further note that the Tree Warden inspected the tree and whilst she did note the presence of a small fungal fruiting body bud in a narrow fissure, she would not have described it as a “large cavity at base with fungal brackets”.

Noted that fundamentally, the Parish Council is against the felling of any trees at all unless there is good reason to do so and has adopted an Environmental Policy which avoids activities, policies, and developments which decrease, or fail to take opportunities to increase, the capacity of the natural environment (e.g. tree-felling/tree-planting), and of environmentally-sustainable artificial means (e.g. conversion of carbon emissions into new products), to provide long-term ‘carbon capture’.

Noted that the retention of the ash tree places constraints upon the development, it being impossible to avoid damage to the tree in the construction of the garage.

Agreed that the Parish Council would like to be as helpful as possible, whilst remaining mindful of its own policies regarding the environment and trees and noting that the specimen is not a particularly fine one, competing for nutrients with the neighbouring limes.

Noted that a suggestion by the SNC Tree Officer was to consider how the loss of such a tree could be redressed by additional planting elsewhere.

Agreed that if the property owner were to respond asking for permission to fell the tree (at his expense), the request might be more positively received if accompanied by an offer to provide several specimen trees in another part of the parish to redress the balance.

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

152.20/21 TO CONSIDER ISSUES RELATED TO STREET AREAS, INCLUDING THOSE ON WHITTALL STREET

Noted that a meeting was scheduled with Helen Howard on 15th December. Other items **deferred** to January meeting.

153.20/21 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 7TH JANUARY):

Adequacy of lighting in Glebe Rise

Traffic Calming (Chicane)

Christmas Tree Container (the Square)

Mill Lane Verge mowing proposal

The Meeting ended at 9:17 p.m.