

**KING'S SUTTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING VIA ZOOM  
HELD AT 7.30 P.M. ON THURSDAY 7<sup>TH</sup> JANUARY 2021**

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

**ABSENT:** Cllr A Alcock, J Creed, R Filippelli

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

**Chairman's Announcement:**

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

**154.20/21 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

Apologies had been received from Cllrs Alcock, Creed and Filippelli.

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

**155.20/21 TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

None.

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

Councillor	Agenda Item	Reason
R Irving	10.2.1.3 Application No. S/2020/2266/FUL	Owner of neighbouring property

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

None.

**156.20/21 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:**

No items raised.

**157.20/21 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 3<sup>RD</sup> DECEMBER 2020;** (previously distributed)

**RESOLVED:** To Approve the Minutes of the Meeting held on 3<sup>rd</sup> December 2020.

**158.20/21 TO NOTE REPORTS FROM:**

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

**MATTERS ARISING**

Minute 139.20/21 A

Church Wall/Churchyard Liaison Group

The Church has indicated its willingness to pay 50% of the wall repair and a (Zoom) meeting of the Liaison Group is scheduled for Thursday 28<sup>th</sup> January at 2:30pm. Representatives from the Parish Council need to be confirmed.

**RESOLVED:** To appoint Cllrs Forde and Patterson as the Parish Council Representatives on the Churchyard Liaison Group.

Application No. S.2020/1793/FUL and 1794/LBC - Potting Shed Court House 3 The Square Kings Sutton OX17 3RF – note that these applications have now been withdrawn.

Gate on the Rec

Trevor Stewart has been provided with the details of the replacement kit for the gate and asked to quote for the labour. In the meantime, Dave Essex has fitted an over gate loop latch.

**RESOLVED:** To defer purchase of the replacement kit in order to gauge the success of the over gate loop latch.

Minute 140.20/21 D Electricity Supplier

A final bill (to 13/12/20) has been received from EON and Yu Energy has confirmed a contract start date of 14/12/20 indicating that the changeover of supplier has been concluded.

Minute 142.20/21

B.3.1 – Local Council Administration

The Twelfth Edition of the “Yellow Book” has been received and the invoice is presented for payment.

B.4.1 Works to Cemetery Trees – AGU has confirmed a works order has been raised in response to the purchase order raised by the Parish Council.

Minute 143.20/21

B.4.2 Tree on Windsor Close

The neighbouring property owners have been informed of the Parish Council's decision. One owner has expressed disappointment but thanked the Council for considering the issue. Clarity has been sought from AGU as to whether the tree is actually an alder or in fact a poplar.

B.5 All letters of thanks have been sent.

Minute 143.20/21

B.1.1 Application S/2020/1903/TCA - 1 Paradise Kings Sutton OX17 3RP

SNC raised no objections.

B.1.2 Application S/2020/1955/FUL- 11 Astrop Gardens Kings Sutton OX17 3PR

SNC has approved the application.

B.1.3 Application S/2020/1968/TCA- St Rumbolds 12 Upper Astrop Road Kings Sutton OX17 3QL

SNC raised no objections.

B.1.4 Application S/2020/2014/FUL - 23 Richmond Street Kings Sutton OX17 3RS

The application is yet to be determined.

B.1.5 Application S/2020/2023/FUL - 14 Astrop Gardens Kings Sutton OX17 3PR

Application to be determined by Committee.

B.1.6 Application S/2020/2066/TCA- Bell House 5 The Square Kings Sutton OX17 3RQ

SNC raised no objections.

Minute 149.20/21A

The training course on trees on 18<sup>th</sup> January has been booked for Anne Martis and the invoice is presented for payment.

Minute 151.20/21

A4 Lighting – the owner of a hedge which is obscuring parish lighting has been contacted.

A6 Traffic Calming and Highways – notes from the meeting with Helen Howard were circulated. Helen has been provided with the information she

requested regarding the relative positions of the speed limit signs and village entry gates.

B2 Trees: Ash on the Rec

The owner of the adjacent property has been informed of the Parish Council's minute resolution and has responded, asking for permission to test the tree for the presence of fungus.

### **OTHER**

Highways: TWM has confirmed that they will be carrying out the works to the Vehicle Activated Signs on 18<sup>th</sup> January 2021.

Cemetery: Groundwater Monitoring commences 18<sup>th</sup> January 2021; the Parish Council has responded to a draft layout plan from CDS.

The Parish Council is asked to note that the new Parish Neighbourhood Watch Co-ordinator is Adrian Barry.

*Noted.*

### **B. the Chairman:**

Cllr Burrell reported that Walter Mullis was unwell.

**RESOLVED:** To send a card wishing Mr Mullis a speedy recovery.

**Action:** the Clerk

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

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

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

### **159.20/21 FINANCE SCHEDULE:**

<b>King's Sutton Parish Council - January 2021</b>		
	<b>31.12.20</b>	<b>30.11.20</b>
Unity Trust Bank - current	£26,714.92	£27,518.15
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	£840.26
HSBC: Money Market Account:	£164,938.26	£164,938.26

### **A. To Ratify and Approve the Payments**

To ratify						
Date	Cheque/DD/BACS	Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
15.01.21	DD	NEST	January pension contributions	£57.75		
29.11.20	DD	BT	Telephone	£98.31	£16.38	GB245719348
To Approve						
Date	Cheque/BACS	Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
07.01.21	BACS	EON	Electricity Bill to 13/12/20	£1,868.82	£311.47	559 087889
07.01.21	BACS	E Hart	Home Working,webmail,virus protection,statione	£143.68	£18.94	various
07.01.21	BACS	Aylesbury Mains	Invoice 20155	£204.72	£34.12	332 7491 57
07.01.21	BACS	Aylesbury Mains	Invoice 20156	£1,115.40	£185.90	332 7491 57
07.01.21	BACS	Lexis Nexis	Local Council Administration	£119.99		
07.01.21	BACS	Bridson Kneale	BK022 Website maintenance + domain renewal	£300.00		
07.01.21	BACS	CDS	Invoice 72799	£4,416.00	£736.00	836 4504 25
07.01.21	BACS	Trevor Stewart Play	Invoice TS178 - 2 x inspections + woodchip	£1,300.80	£216.80	685 5210 24
07.01.21	BACS	M Dempsey	Invoice 1357	£680.00		
07.01.21	BACS	Arboricultural Association	Invoice 49649 - Anne Martis' course	£264.00	£44.00	GB 844 2968 95
07.01.21	BACS	Marcus Young	Invoice 3483	£450.24	£75.04	650673044
07.01.21	BACS	Marcus Young	Invoice 3504	£450.24	£75.04	650673044
07.01.21	BACS	NorthantsCALC	Courses x 3 (one Finance, two Off to a Flying St	£118.00		
24.01.21	BACS	E Hart	January Wages	£1,150.14		
02.02.21	BACS	HMRC	PAYE and NI Month 10	£246.32		
			<b>Total</b>	<b>£12,984.41</b>	<b>£1,713.69</b>	

**RESOLVED:** To Approve the Payments, with the payment to CDS being released once the documents which had been invoiced were signed off by Cllr Forde and Cllr Irving.

**Noted** that the BT Direct Debit had now transferred over to the Unity account and therefore agreed that all funds in the HSBC current accounts could now be transferred over to the Unity account as previously resolved.

**Action:** the Clerk, Councillor signatories

### C. To Note Receipts:

Receipts	Type Payer	Description	Amt
01.12.20	BACS HMRC	VAT refund	£1,992.49
31.12.20	BACS Humphris	Burial Fees	£195.00
		<b>Total</b>	<b>£2,187.49</b>

**Noted.**

**160.20/21 TO CONSIDER ENTERING INTO AN AGREEMENT WITH NCC TO CUT GRASS VERGES (CONSIDERATION OF £710.18 TO BE RECEIVED FROM NCC)**

**Noted** that Northants CALC had indicated that the agreements would probably cease.

**RESOLVED:** To Enter into the Grass Verge Cutting Agreement with NCC.

**161.20/21 FINANCE GOVERNANCE & POLICY COMMITTEE:  
A. Chairman's Report:nil report**

**B. To consider Recommendations from the Meeting held on 15<sup>th</sup> December 2020**

**B.1: Reserves: that designated reserves of £182,679 be allocated as per Minute FGP 67.20/21**

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

**B.2 To enhance the mowing programme to include the verge near the cemetery in Mill Lane (making additional budgetary provision of £200 under 3.5 Cemetery Mowing)**

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

**B.3 To purchase a soldier silhouette for display in the village close to Remembrance Day (making additional budgetary provision of £125.under line 6.4 Additional Street Furniture)**

**RESOLVED:** To purchase a soldier silhouette for display in the village on a permanent basis, the precise location to be finalised by further resolution.

**B.4 To set the Budget for 2021/22:**

**B.4.1 To set a Payments Budget of £85,509 as detailed in Minute FGP 68.20/21A noting Line 11.3 is renamed Emergency Planning**

**RESOLVED:** To adopt Recommendation B.4.1

**B.4.2 To set a Receipts Budget (excluding Precept) of £9,050 as per Minute FGP 68.20/21 B)**

**RESOLVED:** To adopt Recommendation B.4.2, noting that the £710 for grass cutting was not within the budgeted receipts as it was not certain to materialise. **Noted** that if the £710 were received, it would simply mean that £710 less would need to be taken from reserves to cover budgeted payments.

**B.5 To set the Precept for 2021/22 at £71,694, noting that this would reduce general reserves by £4,765 to an estimated £49,711 at March 2022**

**RESOLVED:** To adopt Recommendation B.5, noting that without reducing general reserves a precept increase of 9.8% would be necessary which would not be tolerable.

**Agreed** that retaining estimated general reserves of £49,711 (less than 60% of the Council's annual expenditure or approximately only seven months of running costs) was a prudent policy, given the current economic uncertainties and the forthcoming changes to local government organisation.

**162.20/21 CHRISTMAS TREE CONTAINER ON THE SQUARE: TO CONSIDER WHETHER TO RETAIN IT FOR REUSE OR TO ADOPT OTHER OPTIONS FOR THE FUTURE**

Cllr Burrell commented that, given the positive response to the Christmas Tree in 2020, he anticipated demand for a tree in subsequent years. The container kindly provided for the tree by Brackley Town Council had been removed for safe keeping to the churchyard. He felt that retention of the container in the Square would cause maintenance issues and that a more workable solution would be to sink a pit into the ground protected by an inspection cover.

**RESOLVED:** To approve a spending of up to £250 on the provision of a tree, contractor costs and Christmas Tree pit.

**163.20/21 PLANNING:**

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

**B. To consider Recommendations from the Meeting held at 7.00 p.m. on 7<sup>th</sup> January 2021**

**B.1 Applications**

**B.1.1 Application S/2020/2178/TCA– for information**

**Proposal: T1 - Cherry - Fell - Potential damage to retaining wall.**

**Location: The Baptist Manse, 2 Wales Street Kings Sutton OX17 3RR**

Recommendation B.1.1: To note the application with regret, and request that a replacement tree is planted in a suitable location to compensate for the loss of the cherry.

**RESOLVED:** To adopt Recommendation B.1.1

**B.1.2 Application S/2020/2210/PA - consultation**

**Proposal: Determination as to whether prior approval is required (under Class R of Part 3 of the above Order) for the change of use of (an) agricultural building(s) to a flexible use falling within Class A1 (shops), Class A2 (financial and professional services), Class A3 (restaurants and cafes), Class B1 (business), Class B8 (storage or distribution), Class C1 (hotels) or Class D2 (assembly and leisure) in respect of: the transport and highways impacts of the development; noise impacts of the development, contamination risks on the site and flooding risks on the site.**

**Location: Astrop Park Farm Astrop Park Kings Sutton OX17 3QN**

Recommendation B.1.2: To object to the application, noting that the change of use would result in noise of a non-agricultural type i.e light industrial, close to a designated conservation area. In addition, to comment that the Parish Council shares the concerns of Highways regarding parking provision for a mix of agricultural and non-agricultural vehicles.

**RESOLVED:** To adopt Recommendation B.1.2

**B.1.3 Application No. S/2020/2266/FUL - consultation**

**Proposal: Demolition of existing single storey lean at rear.**

**Proposed single storey extension at rear. Proposed single storey porch extension at front.**

**Location: 64 Banbury Lane Kings Sutton OX17 3RX**

Recommendation B.1.3: To have no objection to the application but to suggest that the porch design be more similar in character to that of neighbouring properties in the interest of protecting the street scene.

**RESOLVED:** To adopt Recommendation B.1.3

**164.20/21 CONSULTATIONS AND SURVEYS**

**A. Police, Fire & Crime -Budget consultation for next year's council tax precept– to consider response**

**Noted.** (Individuals can respond if so inclined)

**B. Draft budget for West Northamptonshire Council (WNC) – to consider response**

**Noted.**

**165.20/21 TRAINING COURSES AND WORKSHOPS**

**A. To Receive Requests for Training Courses**

None

**B. To Receive Reports on training courses/workshops from Councillors**

Cllr Humphrey commented that he felt the courses he had attended were both interesting and beneficial.

**166.20/21 TO RECEIVE UPDATE REGARDING THE CEMETERY EXTENSION PROJECT**

The progress of the project to date was **noted**.

The details of the implementation strategy and the regulations for the new extension were due to be considered at the March meeting.

**167.20/21 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:**

**A. Councillors For..:**

**A.1 Amenities:**

**Noted** that the bus shelter was continuing to be used as a library.

The Christmas Tree location would be classified as under the responsibility of the Councillor for Amenities.

The stocks require attention.

**RESOLVED:** To request the relevant department at NCC to attend to the stocks.

**Action:** the Clerk

**A.2 Cemetery: nil report**

**A.3 Communications: nil report**

**A.4 Lighting: including a review of provision on Glebe Rise**

Details of suggested enhancements were awaited from Aylesbury Mains.

**Noted** that Cllr Field would assess the lighting provision when dark.

**Noted** that there were industry standards which applied to lighting provision.

**RESOLVED:** To consider the awaited report from Aylesbury Mains at the February meeting, and to inform the residents of the outcome and the Parish Council's proposed way forward with the aim of receiving feedback prior to a final decision being made.

The standard of the cleaning of the heritage lights was discussed; Cllr Field indicated he would appreciate the opportunity to meet a representative from Aylesbury Mains to show him his findings from a previous assessment.

**RESOLVED:** To request a site visit with Aylesbury Main, deferring payment of the relevant invoice (20156) until a satisfactory outcome was agreed.

#### **A.5 The Rec: nil report**

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

The report following the meeting with Helen Howard on 15<sup>th</sup> December was **noted**.

The scheduled works on the Vehicle Activated Signs was **noted**.

**Noted** that NCC has confirmed receipt of an application to extend the double yellow lines on the Square.

#### **B. Wardens:**

**B.1 Rights of Way:** Dave Hall reported that no kissing gate had yet been installed on the new access road dissecting AS36. He had also requested the installation of two kissing gates on the Astrop Estate and was awaiting a response.

**Noted** that the OS Explorer map 191 shows two hedges which were in fact cut down many years ago and that Newbottle Estate had been informed.

**Noted** that there had been no response to a request for volunteers to produce a Field Names Map in 2019.

**RESOLVED:** To make a further request on Social Network Media and in the King's Sutton Times.

**Action:** the Clerk

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

The adjacent landowner had requested permission to have a sample of the tree tested.

**RESOLVED:** To respond, giving permission to test the tree but advising that it was not disputed that fungus was present.

#### **B.3 War Memorial:** nil report

#### **C. Representatives:**

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

##### **C.2 King's Sutton Millennium Memorial Hall: item deferred**

**C.3 Poor's Allotment Trust: item deferred****168.20/21 TO CONSIDER ISSUES RELATED TO STREET AREAS**

Incidences of cars parking on grassed areas and pavements near the Post Office were considered.

**RESOLVED:** To correspond with the vehicle owner, emphasising the importance of parking considerately.

**Action:** the Clerk

Access problems relating to an overgrown hedge on Banbury Lane were considered.

**RESOLVED:** To request the property owner to cut back the hedge.

**Action:** the Clerk

**169.20/21 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 4<sup>TH</sup> FEBRUARY):**

**Biodiversity Paper (Cllr Loughran)**

**Elections 2021**

The Meeting ended at 9:06 p.m.