

KING'S SUTTON PARISH COUNCIL**MINUTES OF THE PARISH COUNCIL MEETING VIA ZOOM
HELD AT 7.30 P.M. ON THURSDAY 4TH FEBRUARY 2021**

PRESENT: Cllrs R Burrell (Chairman), A Alcock (present until minute 177), J Creed, R Field, R Filippelli, T Forde, R Irving, D Loughran, S Read- Maskell, J Patterson, D Wood

ABSENT: Cllrs B Humphrey, J Woodford

IN ATTENDANCE: Mrs E Hart (Clerk), Dave Hall (Rights of Way Warden), one member of the public

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

170.20/21 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllrs B Humphrey, J Woodford

RESOLVED: To Approve the Reasons for absence as submitted.

171.20/21 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R Field	18.1.4 Lighting <i>(noted that this item was to be deferred)</i>	Prospective property owner

C. To receive Requests for Dispensations:

None.

172.20/21 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

The member of the public present indicated his willingness to be co-opted on to the Parish Council under item 9 on the Agenda and elaborated on his previously submitted details; Cllr Burrell welcomed him to the meeting.

173.20/21 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 7TH JANUARY 2021; (previously distributed)

RESOLVED: To Approve the Minutes of the Meeting held on 7th January 2021.

174.20/21 TO NOTE REPORTS FROM:

A. the Clerk: (previously distributed)

MATTERS ARISING

Minute 160.20/21

The grass cutting contract has been signed and returned to NCC.

Minute 161.20/21

SNC has acknowledged receipt of the precept request of £71,694.

Minute 163.20/21

B.1.1. Application S/2020/2178/TCA - The Baptist Manse, 2 Wales Street Kings Sutton OX17 3RR

The application is yet to be determined.

B.1.2 Application S/2020/2210/PA -Astrop Park Farm Astrop Park Kings Sutton OX17 3QN

The application is yet to be determined.

Noted that the application had, in the meantime, been determined.

B.1.3 Application No. S/2020/2266/FUL - 64 Banbury Lane Kings Sutton OX17 3RX

SNC has approved the application; the Planning Officer's report stated "It is noted that the proposal of the front porch is slightly larger than the existing gable porches within the street-scene. However, it is a similar size to the lean-to porch within the street-scene also, therefore, the proposal is not considered to adversely impact the terraces which already show multiple styles of porch. "

Minute 167.20/21

A.1. The condition of the stocks has been reported.

A.4 The report from Aylesbury Mains regarding lighting provision has been re-requested as has an inspection of the lamp cleaning.

B.2 Tree on the Rec: permission has been given to test the tree; no further correspondence has been received.

OTHER

Definitive Map Modification Order

Northants CALC has advised that in 2016, when Kier/WSP were carrying out a periodic consolidation of the Definitive Map and Statement for Northamptonshire County Council (NCC), a decision was made to include extra schedules in the map Order to remove those public rights of way, in part or whole, where the route was also served by a full highway. This was done under s.53(2)(a) of the Wildlife and Countryside Act 1981, which did not require Kier/WSP to consult with anyone, so there was no consultation with parish and town councils. Affected areas in King's Sutton parish are AS19 Purston Rd, AS31 Dobbins Close
AS8 Marlborough Close.

The modification order was **noted**.

SNC Licensing: WK/202100236 New street trader Caffee Vespa, Layby, Aynho Road, Kings Sutton, Northamptonshire

SNC were unable to extend the consultation deadline from 29th January as this is a statutory requirement and therefore this is for information only.

Northants CALC has highlighted that Her Majesty's Land Registry (HMLR) has a target to ensure that all publicly held land is registered by 2025. In order to understand what that might mean in terms of land held by parish and town councils, HMLR has put together a short survey to gather some basic information and build a picture of the scale of the issue and what support might be required: <https://wh1.snapsurveys.com/s.asp?k=160406652244> and the deadline for responses is 26 February 2021. All parish and town council that own, or think they own, land should complete the survey. This will assist in the registration of the KSMMH.

RESOLVED: To Respond to the Survey

Action: the Clerk

Maintenance of Astrop Gardens

Following a parishioner query, Grand Union Housing has confirmed that they maintain much of this area; they have been asked to address the poor road surface and drainage issues.

Elections

SNC has confirmed that there are to be eleven seats on the Parish Council from May 2021.

Regarding the unitary Councillor elections, the wards are the same as the current NCC electoral wards but will have three Councillors. It is not prescribed as to how the responsibilities of the ward will be shared by the

Councillors. The main parties have already had their selection meetings and so will have a good idea of who is standing and where. The timetable for the nomination process is the same as for parish elections: the earliest a formal nomination can be submitted is 31st March 2021 and the latest is 8th April 2021 (assuming the poll remains on 6th May 2021).

The Clerk was thanked for her report.

B. the Chairman: Nil Report

C. the Vice Chairman: Nil Report.

D. District Councillor: Nil Report.

Noted that Cllr Hopkins was due to move away from the area.

RESOLVED: To send a letter of thanks to Cllr Hopkins for his endeavours in assisting the Parish Council in the past.

E. County Councillor: Nil Report.

175.20/21 FINANCE SCHEDULE:

King's Sutton Parish Council - February 2021		
	31.01.2021	31.12.20
Unity Trust Bank - current	£20,157.77	£26,714.92
Unity Trust Bank - instant access	£5,004.93	£5,004.93
HSBC: Business Money Manager Account	awaiting statement	48331.22
HSBC: Community Account: £1.00	awaiting statement	840.26
HSBC: Money Market Account:	£164,938.26	£164,938.26

A. To Consider subscribing to ACRE from 1st April 2021 – 31st March 2022

RESOLVED: To continue to subscribe to ACRE membership for 2021-22 at a cost of £35.

B. To Ratify and Approve the Payments

To ratify					
Date	Cheque/DD/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
02.02.21	DD Yu Energy	Electricity Bill 00415481 - part of Dec usage	252.79	£42.13	236 2276 15
15.02.21	DD NEST	February pension contributions	£57.75		
10.02.21	DD Yu Energy	Electricity Bill 00426520 - January usage	£440.65	£73.44	236 2276 15
To Approve					
Date	Cheque/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
04.02.21	BACS E Hart	Home Working - 4 weeks	£24.00		
04.02.21	BACS Aylesbury Mains	Invoice 20253	£66.12	£11.02	332 7491 57
04.02.21	BACS Bridson Kneale	BK029 Website maintenance	£120.00		
04.02.21	BACS CDS	Invoice 72808	£3,300.00	£550.00	836 4504 25
04.02.21	BACS Kings Sutton MMH	Office rent Dec + January	£250.00		
04.02.21	BACS Marcus Young	Invoice 3566	£562.80	£93.80	650673044
04.02.21	BACS NorthantsCALC	1 Course - Off to a Flying Start - Cllr Filippelli	£44.00		
24.02.21	BACS E Hart	January Wages	£1,149.94		
02.03.21	BACS HMRC	PAYE and NI Month 11	£246.52		
04.02.21	BACS ACRE	Subscription	£35.00		
		Total	£6,549.57	£770.39	

RESOLVED: To Approve the Payments

Noted that it appeared that the transfer to Yü Energy for electricity would result in a substantial saving to the Parish Council.

C. To Note Receipts:

Receipts	Type Payer	Description	Amt
31.12.20	BACS HSBC	Interest (HSBCM Money Manager Account)	£1.22
01.01.2021	BACS HSBC	Interest (HSBC Money Market One Month Notice)	8.33
29.01.21	BACS HMRC	Humphris Cemetery Fees	£740.00
		Total	£749.55

Noted.

Additionally **noted** that lower interest rates have resulted in much lower interest receipts than previously.

D. BT Broadband – to note increase in charges

RESOLVED: To investigate the feasibility of using an alternative supplier for Broadband services, reporting findings to the March meeting of the Finance, Governance and Policy Committee Meeting.

Action: the Clerk

176.20/21 ELECTIONS 2021

A. To receive information regarding the Parish Council elections

Noted that currently it was to be assumed that the planned elections would take place.

Cllr Burrell explained that the number of seats on the Parish Council at the elections would be eleven rather than the current fifteen. The closing date for the receipt of nomination papers at SNC was 4pm on 8th April 2021.

The majority of Councillors indicated that it was their intention to stand for election in May 2021. One Councillor would not be standing whilst two were undecided.

Noted that the term of office would be four years.

It was believed that the last time an election for the parish council was contested was in 1984.

RESOLVED: To hold an Information Meeting on Zoom for members of the public interested in becoming a Parish Councillor, date and attending Councillors to be confirmed.

Action: the Clerk

B. To receive information regarding the elections/wards for the new Unitary Authority Councillors

The information circulated by the Clerk was **noted**. Each new ward would have three Unitary Councillors; it was not yet transparent as to how the various responsibilities of the Councillors within the ward would be assigned.

177.20/21 FINANCE GOVERNANCE & POLICY COMMITTEE:**A. Chairman's Report:**

Cllr Irving informed the meeting that alternative bank arrangements would be reviewed in order to ascertain if better interest rates could be achieved. This might mean tying up some of the general reserves for up to a year in order to obtain better rates.

B. To consider Recommendations from the Meeting held on 19th January 2021**B.1: Risk Assessment and Internal Control:****B.1.1 To Approve the Financial Risk Assessment for 2020/2021**

RESOLVED: To adopt Recommendation B.1.1, noting that the Clerk had indicated that she would collate a working document to be used to carry out essential clerking duties in the event that she became incapacitated for a period of time.
Action: the Clerk

B.1.2 To Approve the Statement of Internal Control for the year ending 31st March 2021

RESOLVED: To adopt Recommendation B.1.2

B.2 To accept the review of the System of Internal Control, and note the effectiveness of the System of Internal Control

RESOLVED: To adopt Recommendation B.2

B.3 To adopt the Publication Scheme 2021 (as distributed)

RESOLVED: To adopt Recommendation B.3

B.4 To adopt the Training Statement of Intent (as distributed)

RESOLVED: To adopt Recommendation B.4

B.5 Cycle of Meetings**B.5.1 To re-schedule the Annual Parish Council meeting to Thursday 20th May 2021**

RESOLVED: To adopt Recommendation B.5.1

B.5.2 To hold the May Finance, Governance and Policy Committee Meeting on Tuesday 25th May 2021.

RESOLVED: To adopt Recommendation B.5.2

B.5.3 To retain the original date for the Annual Parish Meeting (Wednesday 21st April 2021) as moving it forward would mean that the incoming Councillors would need to report on the previous year.

RESOLVED: To adopt Recommendation B.5.3, noting that the meeting might need to be held on Zoom.

178.20/21 CASUAL VACANCY: TO CONSIDER EXPRESSION OF INTEREST FOR CO-OPTION

RESOLVED: To co-opt Adrian Barry on to the Parish Council.

179.20/21 PLANNING:

A. Chairman's Report:

Cllr Forde highlighted details of a recent application to replace wooden windows with UPVC whereby objections had been raised by the Conservation Officer at South Northants Council. It was important that the Committee noted the application since historically the Planning Committee had not taken a strong stance against such applications.

B. To consider Recommendations from the Meeting held at 7.00 p.m. on 4th February 2021

B.1 Applications

B.1.1 Application S/2021/0049/FUL- consultation

Proposal: Single Storey Rear Extension with bifold doors and two rooflights.

Location: 29 Richmond Street, Kings Sutton, Northamptonshire, OX17 3RS

Recommendation B.1.1: To make no objections to the application.

RESOLVED: To adopt Recommendation B.1.1

B.1.2 Application S/2021/0074/FUL- consultation

Proposal: Proposed extension, loft conversion and associated works.

Location: 13 The Willows Kings Sutton OX17 3QJ

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

RESOLVED: To adopt Recommendation B.1.2

B.1.3 Application No. S/2021/0079/FUL- consultation

Proposal: Single Storey Front Extension with Associated Internal and External Works.

Location: 60 Richmond Street Kings Sutton OX17 3RT

Recommendation B.1.3: To make no objections to the application.

RESOLVED: To adopt Recommendation B.1.3

B.2 CONSULTATIONS – TO COMMENT

B.2.1 The Housing Supplementary Planning Document (prepared to add supporting detail to the existing housing policies contained in the South Northamptonshire Part 2 Local Plan (adopted 22 July 2020))

Recommendation B.2.1 to note the consultation

RESOLVED: To adopt Recommendation B.2.1.

Cllr Forde summarised the key areas of the documentation, including the framework for the provision of affordable housing. He noted that King's Sutton was categorised as a Primary Service Village (second category) in the Settlement Hierarchy of South Northamptonshire and felt this was probably due to the fact that the village is served by a railway line as all other villages within that category (Road, Bugbrooke, Middleton Cheney and Deanshanger) had secondary school provision.

Noted.

180.20/21 CONSULTATIONS AND SURVEYS
A. NCC: Health and Wellbeing Board consultation on the draft pharmaceutical needs assessments: to note

RESOLVED: To respond to the survey
Action: the Clerk, with input from Cllr Wood

181.20/21 CENSUS 2021: TO NOTE TIMESCALES AND INFORMATION RECEIVED

Noted.

182.20/21 TO RECEIVE REPORT FROM THE PC/PCC CHURCHYARD LIAISON GROUP

The report was **noted**.

Cllr Forde advised that he had come to an agreement regarding leaving a certain amount of ivy on the low church wall to ensure the continued provision of a refuge and nectar source for fauna.

RESOLVED: To advise the interested parishioner of the outcome of the Liaison Group meeting and the plan regarding the ivy on the low wall.

Action: the Clerk

The quotes received to affect repairs to the stone wall were reviewed. It was noted that one quote was significantly more economically favourable than the others.

RESOLVED: To accept the quote of Mr David Wrighton in the sum of £270, with the proviso that any debris is removed from the site.
Action: the Clerk

183.20/21 TO RECEIVE UPDATE REGARDING THE EMERGENCY PLANNING PROJECT

Cllr Wood informed the meeting that he was preparing a draft report which would be circulated to Councillors for their input prior to the next meeting so that it could be presented for sign-off at the March meeting.

RESOLVED: To place an order with Global Mapping to resize the village map from the leaflet to A4 and A5 size for display in the KS Millennium Hall and for use during an emergency. (Councillors to inform Cllr Wood of any amendments required)
Action: Cllr Wood

184.20/21 TO CONSIDER THE PAPER ON BIODIVERSITY

Item deferred.

185.20/21 TRAINING COURSES AND WORKSHOPS

A. To Receive Requests for Training Courses
 None

B. To Receive Reports on training courses/workshops from Councillors including the LGR seminar
 Anne Martis' positive comments regarding her course on Tree Management were **noted**.

Cllr Patterson informed the meeting that the Local Government Review Seminar had been well attended and she felt it was very interesting.

186.20/21 TO RECEIVE UPDATE REGARDING THE CEMETERY EXTENSION PROJECT

A. Archaeology

Noted that Liz Mordue (NCC) had updated her brief and this had been sent to various companies requesting a quote for the works. Quotes would be reviewed at the March meeting of the Finance, Governance and Policy Committee.

B. Ecology

The updated layout plan was awaited from CDS; this would then be sent to Chase Ecology with the aim of modifying comments regarding additional works.

C. CDS Documents

Comments sent to CDS and their responses were **noted**.

187.20/21 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:

A. Councillors For...

A.1 Amenities:

Noted that a parishioner has volunteered to tend the planters in Mill Lane and Upper Astrop Road.

RESOLVED: To accept the kind offer and indicate that the Parish Council would reimburse monies for bedding plants.

Action: the Clerk

Noted that a wooden post which holds a yellow bin in the jitty off Richmond Street was rotten and the Clerk had instructed a contractor to attend to it.

A.2 Cemetery: nil report

A.3 Communications: nil report

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

Deferred as the report from Aylesbury Mains was still awaited.

Confirmation of an inspection of the cleaned lanterns was also awaited.

A.5 The Rec:

Noted that the grassed surface of the toddler play area was exceptionally muddy and slippery.

RESOLVED: To investigate the cost of proving an all-weather surface to eliminate the slip hazards.

Action: the Clerk

Noted that the newly installed latch on the gate to the toddler area does not self-close as per the RoSPA guidelines.

RESOLVED: To ascertain the costs (labour and materials) of fitting a replacement self-closer mechanism to the gate.

Action: the Clerk

A.6 Traffic Calming and Highways: including to note Essential Safety Resurfacing Works A43 Padbury / Baynards Green and Cherwell Roundabouts

The completion of works on the Vehicle Activated Signs was **noted**; a procedure for moving the VAS regularly between the three prepared locations would need to be discussed in the future.

The poor road condition in Orchard Way, Astrop Road and Mill Lane was highlighted.

RESOLVED: to request a further update on the requested works from Cllr Breese (the issue having been first highlighted in April 2019)

Action: the Clerk

Noted that NCC had recently repainted white lines on the road surfaces in the village.

B. Wardens:

B.1 Rights of Way: Dave Hall reported that he has requested that a kissing gate be installed in place of the “top stile” at Walton Grounds as well as at another location.

RESOLVED: To contact the landowner to formally request that kissing gates are installed.

Action: the Clerk (Dave Hall to provide details)

A concern regarding damage caused by the weight of lorries on AS35 at Purston was highlighted.

RESOLVED: To inform the landowner of the concerns,

Action: the Clerk (Dave Hall to provide details)

Dave Hall had been informed that the installation of kissing gates on AS36 was “almost guaranteed”.

Noted that a government consultation proposing that the tort of trespass was criminalised had been opened.

Noted that it would be preferable to address issues regarding Rights of Way at an earlier point in the monthly Parish Council Meetings.

RESOLVED: To place the item regarding Rights of Way higher up the agenda in future.

Action: the Clerk

Field Names Map Project:

RESOLVED: To contact local landowners to request that field names be provided to launch the project.

Action: the Clerk (Dave Hall to provide details)

B.2 Trees: nil report

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

C.4 Police Liaison: To appoint a Police Liaison Representative to act as a single point of contact with Northamptonshire Police

RESOLVED: To appoint Adrian Barry as Police Liaison Representative and to inform Northants CALC of his appointment.

Action: the Clerk

188.20/21 TO CONSIDER ISSUES RELATED TO STREET AREAS

None.

189.20/21 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 4TH MARCH):

None.

The Meeting ended at 9:12 p.m. In closing the meeting, Cllr Burrell commented that it was pleasing to note that the majority of Councillors intended to stand at the May elections. It was to be hoped that in-person meetings would soon be permitted,