

KING'S SUTTON PARISH COUNCIL**MINUTES OF THE PARISH COUNCIL MEETING VIA ZOOM
HELD AT 7.30 P.M. ON THURSDAY 1ST APRIL 2021**

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

ABSENT: Cllrs, R Filippelli, B Humphrey, J Patterson

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

Chairman's Announcement:**The Openness of Local Government Bodies Regulations 2014:****208.20/21 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

Apologies had been received from Cllrs Filippelli, Humphrey and Patterson.

RESOLVED: To Approve the Reasons for absence as submitted (Cllrs Filippelli, Humphrey)

Cllr Patterson's apologies were **noted**.

209.20/21 TO INVITE DECLARATIONS OF INTEREST:**A. Disclosable Pecuniary Interests:**

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R Field	19.1.4 Lighting	Prospective property owner
R Burrell	19.1.5 Proposed use of part of the Rec for Wedding Reception at the KSMMH	Trustee of KSMMH

C. To receive Requests for Dispensations:

None.

210.20/21 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

None

211.20/21 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 4TH MARCH 2021; (previously distributed)

RESOLVED: To Approve the Minutes of the Meeting held on 4th March 2021.

212.20/21 TO NOTE REPORTS FROM:

A. the Clerk: (previously distributed)

MATTERS ARISING

Minute 195.20/21 A - Finance

The balance of the two HSBC current accounts (£49,178.48) was transferred via cheque to Unity and has cleared. Closure forms for the two HSBC accounts have been submitted.

Minute 195.20/21 D – Finance – VDS

Further information has been obtained.

Minute 196.20/21- Playground Equipment

The relevant quotes have been accepted and the repair kit for the gate is on order.

A representative from Sovereign will meet the Clerk in April to discuss the play surface and further appointments with other suppliers are being arranged. Quotes are being sourced to jet wash the existing surface.

Minute 197.20/21 – Rights of Way

Permissive Footpath – a meeting has been arranged with the landowner (Tuesday 6th April).

Walton Grounds: one stile is due to be replaced with a gate.

Minute 198.20/21 – Elections

An Open Evening was held on Zoom and one parishioner attended. Several Councillors have submitted checked forms to the Clerk for processing. SNC has advised that forms may no longer be checked prior to submission (not previously publicised) but have said that changes may be made by the person submitting the form if permission has been given by the candidate.

Minute 199.20/21 B1.1. – Planning: 62 Banbury Lane

Planning approval has been granted; information regarding the culvert has been obtained and sent to SNC asking for confirmation that the integrity of the structure will be maintained.

Minute 205.20/21 Street Areas

All resolutions have been actioned.

OTHER

Internal Auditor: an appointment has been made with John Marshall to conduct the audit by phone on Wednesday 5th May at 930. This will take the same format as last year.

Sutton Lodge Farm Access Road/AS36: confirmed by the applicant to SNC that kissing gates are to be installed.

A meeting was held with Aylesbury Mains regarding the lamp cleaning to understand the issues.

The Clerk was thanked for her report.

- B. the Chairman: Nil Report**
- C. the Vice Chairman: Nil Report**
- D. District Councillor: Nil Report**
- E. County Councillor: Nil Report**

213.20/21 FINANCE SCHEDULE:

King's Sutton Parish Council - April 2021		
	31.03.2021	28.02.2021
Unity Trust Bank - current	£54,368.61	£9,633.00
Unity Trust Bank - instant access	£5,004.93	£5,004.93
HSBC: Business Money Manager Account	£0.00	£48,331.22
HSBC: Community Account: £1.00	£0.00	£840.26
HSBC: Money Market Account:	£165,229.56	£165,229.56

A. To Ratify and Approve the Payments

To ratify					
Date	Cheque/DD/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
29.03.21	DD BT	Telephone	£98.31	£16.38	GB245 7193 48
09.03.21	DD Yü Energy	Invoice 00440857	£31.75	£1.51	236 2276 15
09.03.21	DD Yü Energy	Invoice 00440856	£374.80	£62.47	236 2276 15
09.03.21	DD Yü Energy	Invoice 00440855	£124.68	£5.94	236 2276 15
18.03.21	DD ICO	Data Controller Certificate	£35.00		
15.04.21	DD NEST	April pension contributions	£57.75		
To Approve					
Date	Cheque/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
01.04.21	BACS E Hart	Home Working - 4 weeks+ Brightpay + stamps	£90.72	£11.12	various
01.04.21	BACS D Righton	Repairs to Stone Wall	£270.00		
01.04.21	BACS SNC	Non Domestic Rates	£260.36		
01.04.21	BACS Aylesbury Mains	Invoice 20156	£1,115.40	£185.40	332 7491 57
01.04.21	BACS Aylesbury Mains	Invoice 20367	£96.72	£16.12	
01.04.21	BACS CDS	Invoice 72873	£1,410.00	£235.00	836 4504 25
01.04.21	BACS CDS	Invoice 72878	£396.00	£66.00	836 4504 25
01.04.21	BACS NCALC	Subs and Internal audit	£1,022.11		
24.04.21	BACS E Hart	April Wages	£1,150.74		
30.04.21	BACS HMRC	PAYE and NI Month 1	£245.03		
Total			£6,274.51	£519.58	

RESOLVED: To Approve the Payments

C. To Note Receipts:

Receipts	Type Payer	Description	Amt
15.03.21	BACS HMRC	Vat reclaim	1814.44
25.03.21	CASH Parishioner	ERB purchase x 2	£268.00
29.03.21	CHEQUE Parishioner	ERB purchase	£134.00
31.03.21	BACS Humphris	Interment fees	£61.00
Total			£2,277.44

Noted.

RESOLVED: To discuss a policy regarding advance purchasing of graves at the May meeting of the Finance, Governance and Policy Committee.

Action: the Clerk

D. To consider request for a donation from the Volunteer Driver Service (VDS), noting additional information regarding passenger numbers/trips

RESOLVED: To award a donation of £200 to the Volunteer Drive Service

Action: the Clerk

E. To consider the purchase of an outdoor Tommy Figure for VE Day (noting that provision has been made in the budget for 2021/22)

RESOLVED: To purchase a figure, noting that the circulated example had a large white inscribed base, whereas a figure with no base which could be pushed into the ground was preferable. The figure was to be placed adjacent to the War Memorial.

Action: the Clerk (with reference to Cllrs Barry, Forde, Irving, Read-Maskell, and Andrew Waite.)

214.20/21 INSURANCE RENEWAL EFFECTIVE FROM 1ST JUNE 2021:

A. To ensure the policy schedule meets the requirements of the Council including the level of fidelity

RESOLVED: To adopt the opinion that the policy schedule meets the requirements of the Council, including the level of fidelity.

B. To approve the renewal premium in the sum of £2100.32 (second of three-year long-term agreement) (note budgeted payment of £2100)

RESOLVED: To approve the renewal premium in the sum detailed above.

215.20/21 VIRTUAL MEETINGS:

A. To note the legal position regarding remote meetings after 6th May 2021

Noted, and further noted that restrictions were likely to be remaining in place at the time of the June meeting.

RESOLVED: To hold meetings in May and June via Zoom.

B. To note that the current Zoom subscription expires on 19th May 2021 and to consider renewing the subscription either at the annual rate £119.90 plus VAT, monthly (£11.99 plus VAT) or to use the free limited meeting time (40 minutes) service

RESOLVED: To renew the Zoom subscription for one year from 19th May 2021.

Action: the Clerk

216.20/21 CONSIDERATION OF ISSUES RELATING TO RIGHTS OF WAY

Noted that kissing gates are to be installed on the new Sutton Lodge Farm access track; Cllr Burrell thanked Dave Hall for his persistence in highlighting the issue.

The creation of a permissive path off the road to Overthorpe was discussed. Dave Hall felt that the creation of a right of way would be preferable. He highlighted the high cost of installing fencing at the location.

Noted.

217.20/21 PLANNING:

A. Chairman's Report: nil report

B. To consider Recommendations from the Meeting held at 7.00 p.m. on 1st April 2021

B.1 Applications

B.1.1 Application S/2021/0465/TCA

Proposal: T1 Sycamore - Fell. T2 Lime - Re-coppice. T3 Maple - Fell. T4 Sycamore - Fell.

**Location: Wooded strip north of the Gate House 16 Upper Astrop road
Kings Sutton OX17 3QL**

Recommendation B.1.1: To note the application, having regard to the comments submitted by Anne Martis, Tree Warden.

RESOLVED: To adopt Recommendation B.1.1

218.2021 FINANCE GOVERNANCE & POLICY COMMITTEE:

A. Chairman's Report:

B. To consider Recommendations from the Meeting held on 16th March 2021

B.1 The Parish Council should tie up £100, 000 of reserves for up to one year, in order to obtain a more favourable interest rate than 0.01% with recommendations for the details of investments to be discussed at the May Finance, Governance and Policy meeting (25th May 2021)

RESOLVED: To adopt Recommendation B.1 in principle

B.2 That no Annual Meeting be held as a Zoom meeting would not attract parishioner attendance (noting that an in-person meeting was currently illegal due to the pandemic) but instead to publish a Chairman's summary report giving the opportunity for any queries to be emailed to the Chairman.

RESOLVED: To adopt Recommendation B.2

B.3 To adopt the Policy/Document Review Schedule (as distributed)

RESOLVED: To adopt Recommendation B.3

B.4 Emergency Planning Paper: to adopt the Draft as an initial document to be used by a Working Party to be created by the incoming Parish Council.

RESOLVED: To adopt Recommendation B.4, noting that the composition of the Working Party should include representative from West Northamptonshire Council bearing in mind the role of WNC in Emergency Planning.

B.5 Provision of Electrical Car Charging Points: to note the paper and approach the KSMMH to form a Joint Working Party consisting of trustees of the KSMMH and Parish Councillors to take the project forward and to investigate the possibility of utilising the Grand Union Housing garaging site on the Willows to provide electrical charging points.

Cllr Wood was thanked for his excellent paper.

RESOLVED: To adopt Recommendation B.5

**219.20/21 CONSIDERATION OF CORRESPONDENCE REGARDING
PROTECTING THE GREEN AT ORCHARD WAY, KING'S SUTTON**

RESOLVED: To defer consideration until the May meeting, to be considered in conjunction with the Biodiversity Paper.

RESOLVED: To approach Doug Grace, Director of Property Services at Grand Union Housing to clarify the stance of GUHG regarding maintenance of the Green and details of any proposals it may wish the Parish Council to consider.
Action: the Clerk

220.20/21 ELECTIONS 2021: TO RECEIVE AN UPDATE FROM THE CLERK

The Clerk reminded Councillors of the timetable for submitting nomination forms. Cllr Burrell confirmed that he would be happy to be named as a seconder if required.

221.20/21 CONSIDERATION OF ENVIRONMENTAL POLLUTION ISSUES

Item **deferred** as Cllr Humphrey was not present at the meeting.

222.20/21 TO CONSIDER THE PAPER ON BIODIVERSITY

Cllr Loughran was commended on his paper.

RESOLVED: To refer the paper to the May meeting for consideration by the incoming Council.

Action: the Clerk

**223.20/21 TRAINING COURSES AND WORKSHOPS: TO NOTE COURSES
AVAILABLE POST THE MAY ELECTION**

Noted and observed that the incoming Council may wish to book a whole council training session with Northants CALC.

**224.20/21 TO RECEIVE UPDATE REGARDING THE CEMETERY
EXTENSION PROJECT**

The Clerk would present an update of actual costs versus budget to the May meeting of the Finance, Policy and Governance Committee.

Cllr Forde requested a copy of the recent communication from the Environment Agency to CDS.

Noted that Cllr Forde was happy to continue to offer guidance with the project after the end of his term as Councillor.

**225.20/21 TO CONSIDER ISSUES RELATED TO STREET AREAS INCLUDING
OVERGROWN HEDGES AND DOG WASTE ON FOOTPATHS**

Dog Waste

Noted that Dave Hall considered increased signage might improve the situation.

Overgrown Hedges/Trees

Several instances were **noted**.

RESOLVED: To correspond with the occupiers requesting the vegetation be cut back and if not completed to inform the competent authority (West Northamptonshire Council) who have the right to require owner/occupiers to trim vegetation to remove the cause of the danger.

Action: the Clerk

Damage to Verges on Astrop Road

Further correspondence was **noted**.

RESOLVED: To highlight the issue in the Kings Sutton Times and on social media and express the Parish Council's sympathy to the householder.

226.20/21 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: including a review of provision on Glebe Rise

A plan regarding Glebe Rise was still awaited.

Cllr Field explained that the site meeting to review the light cleaning had highlighted that the perspex covers were discoloured due in part to the bulbs becoming very hot. He felt that the incoming Council should consider switching to LED bulbs.

A.5 The Rec: noted that the play area surface was now much drier and less muddy.

Correspondence relating to proposed use of part of the Rec for a wedding reception was considered.

RESOLVED: To agree to the proposal in principle, subject to details regarding the actual number of tables, a bar, position of music, etc being provided for further consideration.

Action: the Clerk

A.6 Traffic Calming and Highways: nil report

B. Wardens:

B.1 Trees: including consideration of report on tree on the Rec

The contents of the report and the comments regarding it received from AGU Treecraft Ltd and Anne Martis, Tree Warden were **noted**.

RESOLVED: to respond to the householder advising of the following:

- the Parish Council's policy is to retain as many trees as possible within the parish
- The Parish Council's preferred option is therefore to crown the tree rather than to fell it in order that the number of trees within its ownership is not adversely impacted.
- the Parish Council would be prepared to allow the tree to be felled at the householder's own cost, as long as an agreement can be reached in advance between both parties, regarding offsetting the loss of a substantial tree by providing some replacement specimen trees to be planted elsewhere in the parish

Action: the Clerk

Noted that the Clerk would use her judgment in finalising the details of the acceptable terms of the agreement, with reference to the Chairman and Vice Chairman.

B.2 War Memorial: nil report**C. Representatives:****C.1 King's Sutton Playing Fields Association: nil report**

C.2 King's Sutton Millennium Memorial Hall: noted that the hall would not be opening to the public until 21st June 2021 at the earliest.

C.3 Poor's Allotment Trust: nil report**C.4 Police Liaison: nil report****227.20/21 TO APPROVE THE CYCLE OF MEETINGS SCHEDULE FOR 2021/22**

RESOLVED: To approve the schedule as distributed.

228.20/21 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 20TH MAY):

Committee and (new) Working Parties membership

Cllr Burrell closed the meeting, noting that he felt all Councillors had performed very well during the challenges presented by the pandemic. The Clerk was also thanked for her efforts during the year. Those Councillors not standing at the forthcoming elections were thanked for their work with particular mention to Cllr Forde for his exceptionally long term of service and hard work, especially with planning-related matters. Cllr Alcock was thanked for volunteering to assist with cemetery maintenance after the end of his term of office.

The Meeting ended at 9:21 p.m