

**KING'S SUTTON PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD  
AT 7.30 P.M. ON THURSDAY 20<sup>TH</sup> MAY 2021  
IN THE MAIN HALL, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

**PRESENT:** Cllrs R Burrell (Chairman), D Bostock, J Creed, R Field, B Humphrey, R Irving, D Loughran, S Read-Maskell, D Wood

**ABSENT:** Cllrs A Barry, I Malcolm

**IN ATTENDANCE:** Mrs E Hart (Clerk), Anne Martis (Tree Warden), Dave Hall (Rights of Way), two members of the public

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

**01.21/22 TO ELECT THE CHAIRMAN OF THE COUNCIL:**

**RESOLVED:** To elect Cllr Burrell as Chairman.

Cllr Burrell clarified to members of the public the procedures to be followed at a meeting of the Parish Council.

**02.21/22 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE, OR IF NOT RECEIVED, TO DECIDE WHEN IT SHALL BE RECEIVED:**

Declaration to be signed by appointment with the Clerk.

**03.21/22 TO RECEIVE THE COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE AND REGISTER OF INTERESTS FORMS OR IF NOT RECEIVED, TO DECIDE WHEN THEY SHALL BE RECEIVED**

Declarations to be signed by appointment with the Clerk.

**Noted** that interests forms had to be returned to WNC by Monday 14<sup>th</sup> June.

**04.21/22 TO ELECT THE VICE CHAIRMAN OF THE COUNCIL:**

**RESOLVED:** To elect Cllr Wood as Vice Chairman.

**05.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

Apologies had been received from Cllrs A Barry and I Malcolm

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

**06.21/22 TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

Councillor	Agenda Item	Reason
D. Bostock	Item 20.2 - Application No WNS/2021/0314/FUL	Adjacent property owner

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

None.

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

None.

**07.21/22 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:**

None.

**08.21/22 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 1<sup>ST</sup> APRIL 2021:** (previously distributed)

**RESOLVED:** To Approve the Minutes of the Meeting held 1<sup>st</sup> April 2021.

**09.21/22 TO NOTE REPORTS FROM:**

**A. the Clerk:**

**MATTERS ARISING**

Minute 212.20/21 A Clerk's Report (April)

The two HSBC current accounts are now closed.

The self-closer has been fitted to the gate.

Three quotes for resurfacing part of the toddler area will be reviewed at the May FG&P Committee Meeting.

A summary of the meeting with the landowner to discuss the permissive footpath was circulated.

Minute 213.20/21 E – Purchase of a Tommy figure

A suitable figure was not available to purchase for VE Day so purchase has been deferred until a suitable item becomes available.

Minute 215.20/21 Virtual Meetings

Councillors were kept informed of the outcome of the legal challenge and guidance from NCALC regarding face-to-face meetings circulated.

Due to the outcome of the court case, it was felt preferable to purchase a one-month subscription to Zoom instead of one year (Minute 215.20/21 B)

Minutes 219.20/21/ 222.20/21 – Orchard Way Green and Biodiversity Paper

This will be on the June agenda to allow more time for discussion. Doug Grace has been approached regarding Orchard Way (and the Willows - reference Minute 218.20/21 B.5) and his response is awaited.

Minute 225.20/21

Shrubs/hedges causing obstruction

Correspondence was sent; it should be noted that during the nesting season hedge trimming should be avoided.

Damage to verges on Astrop Road

The correspondent has been informed that the issue is to be highlighted in the next issue of the King's Sutton Times and on social network media.

Minute 226.20/21

A.5 Details regarding the wedding reception have been circulated.

B.1 The ash on the Rec has been felled at the correspondent's own cost.

OTHER

ACRE is holding an online Parish Council Network meeting on Wednesday 2nd June at 5pm to 7pm "How Parish Councillors can support the community sector within your parish". Two Councillors are attending.

The Church Fete is to take place on 10th July.

Potholes and drainage on Astrop Gardens:

The drains have been jetted. Repairs to potholes (Grand Union Housing) are still awaited.

There have been several instances of damaged/broken items on the Rec recently. Trevor Stewart and Dave Essex have attended promptly to effect repair. In addition, the play bark was felt to be at an unacceptably low level with regards to safety and Trevor Stewart was instructed to top it up.

Flood Warden Training has been planned for June by the Community Resilience Pathfinder Project.

Two instances of tree works being undertaken in the conservation area within the necessary planning approval in place have been reported and are to be considered under item 21.2.2.

**The Clerk was thanked for her report.**

**B. the Chairman: Nil Report**

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

**D. the newly elected unitary Councillors for Middleton Cheney Ward: Nil report.**

**10.21/22 TO APPOINT THE RESPONSIBLE FINANCIAL OFFICER:****RESOLVED:** To Appoint the Clerk as the Responsible Financial Officer.**11.21/22 TO ADOPT THE TERMS OF REFERENCE AND RECEIVE NOMINATIONS TO COMMITTEES:****A. Planning Committee:** Membership 6, Quorum 3)**A.1 Membership:****RESOLVED:** To Appoint Cllrs Barry, Bostock, Creed, Field, Irving and Read-Maskell to the Planning Committee 2021-2022.**A.2 Terms of Reference:** (previously distributed)**Agreed:** To make No amendments to the Terms of Reference of the Planning Committee.*Adjournment for first Meeting of the Planning Committee to elect the Chairman***B. Finance Governance & Policy Committee:** (Membership 5 incl. Chairman, Vice Chairman, Planning Committee Chairman Ex Officio, Quorum 3)**B.1 Membership:**

Ex-Officio Members:

Chairman of the Parish Council: Cllr Burrell

Vice Chairman of the Parish Council: Cllr Wood

Chairman of the Planning Committee: Cllr Irving

**RESOLVED:** To Appoint Cllrs Creed, Humphrey and Loughran as Members of the Finance, Governance & Policy Committee.**B.2 Terms of Reference:** (previously distributed)**RESOLVED:** To review the current Terms of Reference, noting that it currently allowed for only two elected members rather than three as Appointed at Minute 11.21/22  
B.1**Action:** the Clerk**12.21/22 TO ADOPT REMITS AND APPOINT COUNCILLORS FOR:**  
(Remits previously distributed)**A. Amenities:****RESOLVED:** To:

i) Appoint Cllr Read-Maskell the Cllr for Amenities

ii) Adopt the Cllr for Amenities Remit.

**B. Cemetery:****RESOLVED:** To:

i) Appoint Cllr Creed the Cllr for the Cemetery and to appoint Mr A Alcock the Cemetery Warden

ii) Adopt the Cllr for the Cemetery Remit.

**C. Communications:**

**RESOLVED:** To:

i) Appoint Cllr Bostock the Cllr for Communications

ii) Adopt the Cllr for the Communications Remit.

**D. Lighting:**

**RESOLVED:** To:

i) Appoint Cllr Field the Cllr for Lighting

ii) Adopt the Cllr for Lighting Remit.

**E. The Recreation Ground:**

**RESOLVED:** To:

i) Appoint Cllr Loughran the Cllr for The Rec

ii) Adopt the Cllr for The Rec Remit.

**F. Traffic Calming and Highways:**

**RESOLVED:** To:

i) Appoint Cllr Malcolm the Cllr for Traffic Calming and Highways (not Community Speed Watch) (*pending acceptance*)

ii) Adopt the Cllr for Traffic Calming and Highways Remit

**G. Litter Picking**

**RESOLVED:** To: Appoint Cllr Barry the Cllr for Litter Picking.

**Noted** that there was no remit for the new position.

**13.21/22 TO APPOINT COUNCIL REPRESENTATIVES FOR:**

**A. Churchyard Liaison Working Party**

**RESOLVED:** To Appoint Cllrs Creed and Irving

**B. Provision of Electrical Car Charging Points Working Party**

**RESOLVED:** To Appoint Cllrs Bostock and Wood (noting further membership could be added subsequently)

**C. Emergency Planning Working Party**

**RESOLVED:** To Appoint Cllrs Burrell, Humphrey and Wood

**RESOLVED:** To Appoint Anne Martis at the invitation of the Chairman.

**14.21/22 TO ADOPT REMITS AND APPOINT WARDENS:**

**A. Tree Warden:** (Remit previously distributed)

**RESOLVED:** To:

- i) Appoint Anne Martis as Tree Warden.
- ii) Adopt the Remit for the Tree Warden

**B. Parish Paths Wardens:** (Remit previously distributed)

**RESOLVED:** To:

- i) Appoint Mr Dave Hall as Footpath Warden and Cllr Loughran as Assistant Footpath Warden.

- ii) Adopt the Remit for the Footpaths Warden.

**C. War Memorial Warden:** (Remit previously distributed)

**RESOLVED:** To:

- i) Appoint Mr Andrew Waite as War Memorial Warden.
- ii) Appoint Cllr Field and Cllr Humphrey as Assistants to the War Memorial Warden.
- iii) Adopt the Remit for the War Memorial Warden.

**15.21/22 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES:**

**A. King's Sutton Playing Fields Association:**

**RESOLVED:** To Appoint Cllr Read-Maskell Parish Council Representative on the King's Sutton Playing Fields Association.

**B. King's Sutton Millennium Memorial Hall Committee of Management:**  
(Meetings held 4 times per year + the AGM)

**RESOLVED:** To Appoint Cllr Field Parish Council Representative on the King's Sutton Millennium Memorial Hall Committee of Management.

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

(Mrs Vicky O'Connor: Term of Office ends 2021;  
Mrs Maureen Paterson: Term of Office ends 2023: Term of Office: 4 years)

The current representatives and terms of notice were **noted**.

**D. Police Liaison:**

**RESOLVED:** To Appoint Cllr Barry as Police Liaison Representative.

**16.21/22 FINANCE SCHEDULE:**

	17.05.2021	31.03.2021
Unity Trust Bank - current	£81,075.63	£54,368.61
Unity Trust Bank - instant access	£5,004.93	£5,004.93
HSBC: Business Money Manager Account	closed	£0.79
HSBC: Community Account: £1.00	closed	£0.00
HSBC: Money Market Account:	£165,229.56	£165,229.56

### A. To Approve the Payments:

Date	To ratify Cheque/DD/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
31.03.2021	DD Unity	Bank Charges	£18.00		
09.04.2021	DD Yü Energy	Invoice	£34.12	£1.62	236 2276 15
09.04.2021	DD Yü Energy	Invoice	£392.47	£65.41	236 2276 15
09.04.2021	DD Yü Energy	Invoice	£129.38	£6.16	236 2276 15
09.05.2021	DD Yü Energy	Invoice 2000070658	£32.38	£1.54	236 2276 15
09.05.2021	DD Yü Energy	Invoice 2000070657	£340.01	£56.67	236 2276 15
09.05.2021	DD Yü Energy	Invoice 2000070656	£114.26	£5.44	236 2276 15
22.05.2021	DD NEST	May pension contributions	£57.75		
26.05.2021	DD BT	Broadband	£156.36	£26.06	GB245 7193 48
Date	To Approve Cheque/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
20.05.2021	BACS E Hart	Home Working, fuel (elections),Microsoft, ink, Zoo	£170.67	£17.40	various
20.05.2021	BACS Dave Essex	Invoice 2646 (4 new posts on the Rec)	£150.00		
20.05.2021	BACS Marcus Young	Invoice 3601	£450.24	£75.04	650673044
20.05.2021	BACS Marcus Young	Invoice 3616	£562.80	£93.80	650673044
20.05.2021	BACS Online Playgrounds	SIN039959	£307.20	£51.20	711 2062 93
20.05.2021	P AGU Treecraft	Invoice 1904002 (Tree Work in Cemetery)	£1,620.00	£270.00	940 3937 20
20.05.2021	BACS Antony Alcock	Zoom calls for the Parish Council (bill supplied)	£76.88		
20.05.2021	BACS* new account notified Bridson Kneale	Invoice BK037	£120.00		
20.05.2021	BACS NCalc	Invoice 1248 - Leadership Course	£44.00		
20.05.2021	BACS KSMMH	Rent for Office Feb/March/April	£375.00		
24.05.2021	BACS E Hart	May Wages	£1,150.74		
30.05.2021	BACS HMRC	PAYE and NI Month 2	£245.03		
		<b>Total</b>	<b>£6,547.29</b>	<b>£670.34</b>	

**RESOLVED:** To Approve the Payments.

### B. To Note Receipts:

Receipts	Type Payer	Description	Amt
14.04.2021	BACS Edd Frost	Interment fees	£241.00
30.04.2021	BACS Humphris	Memorial fee	£76.00
04.05.2021	BACS WNC	Precept (1 of 2)	£35,847.00
		<b>Total</b>	<b>£36,164.00</b>

**Noted.**

**17.21/22 TO APPROVE THE ACCOUNTS FOR THE YE 31<sup>ST</sup> MARCH 2021:**  
(previously distributed)

**RESOLVED:** To Approve the Accounts for the year ended 31<sup>st</sup> March 2021.

**18.20/21 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)  
2020/21 PART 3:**

**A. To consider the Internal Audit Service Report dated 5<sup>th</sup> May 2021:**  
(previously distributed)

**RESOLVED:** To note the Internal Audit Report

The Clerk was congratulated on the fact that there were no issues raised on the report requiring consideration.

**B To Note the completion of the Internal Audit Report 2020/21 (p3 AGAR):** (previously distributed)

The Internal Auditor had completed and signed off the Annual Internal Audit Report 2019/20 on 5<sup>th</sup> May 2021.

**Noted.**

**B. To Approve Section 1 - Annual Governance Statement 2020/21 (p4 AGAR):** (previously distributed)

The Council considered the measures taken in support and concluded that:

1. It had put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. It had maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. It had taken all reasonable steps to assure itself that there were no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the Council to conduct its business or manage its finances.
4. It provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. It had carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. It had maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. It had taken appropriate action on all matters raised in report from internal and external audit.
8. It had considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, had a financial impact on the Council and, where appropriate, had included them in the accounting statements.

**RESOLVED:** To:

- i) Answer Yes to Statements 1-8 and to record that Statement 9 relating to Trust funds was Not Applicable
- ii) Approve Section 1 – Annual Governance Statement 2020/21.

**D. To Approve Section 2 - Accounting Statements 2020/21 (p5 AGAR):**



(previously distributed)

**D.1 To Note the Bank Reconciliation to 31<sup>st</sup> March 2021:**

(previously distributed)

**Noted.**

**D.2 To Note the Explanation of Variances:** (previously distributed)

The Council **noted** the explanation of variances between the 2019/20 and 2020/21 Accounting Statements provided for Box 3 (Total other Receipts) and for Box 6 (All other Payments) of the Accounting Statements.

**RESOLVED:** To Approve Section 2 - Accounting Statements 2020/21.

**C.3 To Note the Level of Reserves to 31<sup>st</sup> March 2021:** (Table of Reserves previously distributed)

Designated Reserves totalled £176,249 with general reserves £48,355.

**Noted.**

**E. Period for the Exercise of Public Rights: To Note:**

The period must be for 30 consecutive working days and include the first ten working days in July.

**E.1 The commencement date**

**Noted** that the commencement date would be 14<sup>th</sup> June.

**E.2 The website publication date for the unaudited and signed Statements.**

**Noted** that the latest publication date is one day before the commencement date.

**19.21/22 TRAINING: TO CONSIDER REQUESTS FOR PLACES ON COURSES:**

The opportunities for training were noted, with the "Off to a Flying Start Course", being highlighted as particularly useful.

**20.21/22 PLANNING:**

**A. To consider No WNS/2021/0236/FUL**

**Proposal:** Loft conversion and internal alternations.

**Location:** 41 Halestrap Way Kings Sutton Banbury Northamptonshire OX17 3SF

**RESOLVED:** To raise no objection to the application but to comment that the proposal would result in a change to a carefully designed street scene with no roof lights

**B. To consider No WNS/2021/0314/FUL**

**Proposal: Proposed 2 storey side extension and single storey porch and rear extension**

**Location: 11 Astrop Gardens Kings Sutton OX17 3PR**

**RESOLVED:** To raise no objection to the application.

**C. To consider Application No WNS/2021/0261/FUL**

**Proposal: Rear extension and 2 No. bay windows.**

**Location: 15 Hampton Drive Kings Sutton OX17 3QR**

**RESOLVED:** To raise no objection to the application

**21/21.22 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: Nil Report.**

**A.5 The Rec:**

**RESOLVED:** To order specific checklists from RoSPA at a cost of £30 plus VAT

**A.6 Traffic Calming and Highways: Nil Report**

**B. Wardens:**

**B.1 Rights of Way: Nil Report.**

**B.2 Trees:** including felling of trees in a conservation area

**RESOLVED:** To discuss the issue at the June Planning Committee Meeting

**Action:** the Clerk

**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.**

**22.21/22 TO COMMENT ON ISSUES RELATED TO STREET AREAS:**

None raised.

**23.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE (25<sup>TH</sup> MAY 2021), NOTING THE FOLLOWING ITEMS DUE TO BE DISCUSSED:**

- CEMETERY PROJECT
- EMERGENCY PLANNING
- PROVISION OF ELECTRICAL CAR CHARGING POINTS PROJECT
- TO CONSIDER WHETHER TO ADOPT A STRATEGIC PLAN
- TO RECEIVE QUOTES FOR A NEW PLAY SURFACE ON PART OF THE TODDLER PLAY AREA
- TO CONSIDER DETAILS OF INVESTMENT OPPORTUNITIES

- **POLICY REVIEWS**

Terms of Reference of the Finance, Governance and Policy Committee  
Provision for viewing planning applications electronically  
Using allocated budget for a coach trip

**24.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 3<sup>RD</sup> JUNE 2021), NOTING THE FOLLOWING ITEMS DUE TO BE DISCUSSED:**

- **RECOMMENDATIONS FROM THE MAY MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE**
- **BIODIVERSITY PAPER**
- **GREEN SPACES**

None.

The Meeting ended at 9.11 p.m.

DRAFT