

**KING'S SUTTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD  
AT 7.30 P.M. ON THURSDAY 3<sup>RD</sup> JUNE 2021  
IN THE MAIN HALL, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

**ABSENT:** Cllrs D Bostock, D Loughran I Malcolm

**IN ATTENDANCE:** Mrs E Hart (Clerk), Dave Hall (Parish Paths Warden) two members of the public

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

**25.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

Apologies had been received from D Bostock, D Loughran and I Malcolm

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

**26.21/22 TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

**None.**

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

Councillor	Agenda Item	Reason
A. Barry	Item 17 – Street Areas: parking on the square	Resident on the Square
B. Humphrey	Item 13 - Benches	Friend of the family

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

A request was received from Cllr Barry regarding Item 17.

**RESOLVED:** To Grant a Dispensation to Cllr Barry.

**27.21/22 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:**

**None.**

**28.21/22 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 20<sup>th</sup> MAY 2021: (previously distributed)**

**RESOLVED:** To Approve the Minutes of the Meeting held 20<sup>th</sup> May 2021, noting a numbering amendment on page 8.

**29.21/22 TO NOTE REPORTS FROM:****A. the Clerk:****MATTERS ARISING**

Minute 09.21/22 – The Green, Orchard Way

Doug Grace is on annual leave until 14<sup>th</sup> June; there is no one else available to respond to the queries.

Minute 20.21/22

All planning responses were submitted to WNC.

**OTHER**

Declaration of Interests forms must be submitted to the Clerk this week so that they can be sent to WNC by the deadline.

*Noted that all forms had now been received.*

Cemetery – two statutory declarations had been necessary to establish succession ownership of graves. Four graves have been assigned to new owners.

The potholes in Astrop Gardens had been infilled.

An issue with a bench on the Rec had been highlighted.

**RESOLVED:** That Cllr Read-Maskell would check the bench and the Clerk would authorise repair if necessary.

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

**B. the Chairman: Nil Report**

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

**D. the unitary Councillors: Nil report.**

**30.21/22 FINANCE SCHEDULE:**

<b>King's Sutton Parish Council - June 2021</b>		
	<b>31.05.2021</b>	<b>30.04.2021</b>
Unity Trust Bank - current	£75,811.71	£45,773.03
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:**

To ratify					
Date	Cheque/DD/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
09.06.2021	DD Yü Energy	Invoice 00508071	£31.93	£1.52	236 2276 15
09.06.2021	DD Yü Energy	Invoice 00508069	£324.22	£54.09	236 2276 15
09.06.2021	DD Yü Energy	Invoice 00508070	£109.50	£5.21	236 2276 15
22.06.2021	DD NEST	May pension contributions	£57.75		
To Approve					
Date	Cheque/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
03.06.2021	BACS E Hart	Home Working	£12.00		
03.06.2021	BACS Bridson Kneale	Invoice BK044	£120.00		
03.06.2021	BACS Bridson Kneale	Invoice BK048	£120.00		
03.06.2021	BACS Marcus Young	Invoice 3631	£450.24	£75.04	650673044
03.06.2021	BACS Aylesbury Mains	Invoice 20458	£151.80	£25.30	332 7491 57
03.06.2021	BACS KSMMH	Rent for Office + Meetings (May)	£183.00		
24.06.2021	BACS E Hart	June Wages	£1,150.54		
30.05.2021	BACS HMRC	PAYE and NI Month 3	£245.23		
<b>Total</b>			<b>£2,956.21</b>	<b>£161.16</b>	

**RESOLVED:** To Approve the Payments.

A query regarding the home working allowance was raised.

**RESOLVED:** To Seek clarification regarding HMRC Home Working tax relief as opposed to the tax-free Home Working Allowance.

**Action:** the Clerk

### B. To Note Receipts:

Receipts	Type Payer	Description	Amt
28.05.21	BACS Humphris	Interment fee	£89.00
<b>Total</b>			<b>£89.00</b>

**Noted.**

### C. To Approve a Standing Order Payment Schedule to KSMMH

Item **deferred** due to room hire changes fluctuating, dependent on the social distancing measures currently in force.

### 31.20/21 TO CONSIDER ISSUES RELATING TO RIGHTS OF WAY

Dave Hall (Footpaths Warden) confirmed that he was due to meet with Cllr Loughran (new Deputy Footpaths Warden)

### 32.21/22 TO CONSIDER ACTIONS RELATING TO THE GRANT A GREEN SCHEME

**Noted** that the Parish Council owns the Square and the Rec and therefore felt inappropriate to participate in the scheme.

### 33.21/22 TRAINING: COURSES AND WORKSHOPS

#### A. To Receive Requests for places on courses

None received.

#### B. To Receive Feedback from Councillors on attended courses

**Noted** that the ACRE network meeting on 2<sup>nd</sup> June had highlighted the importance of Good Neighbour Schemes.

**Agreed** to forward details to the King's Sutton Community Spirit Group.

**Action:** the Clerk, Cllr Loughran

The Leadership Course attended by Cllr Wood was felt to have been useful, highlighting the need for effective communication.

34.21/22

**PLANNING:**

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

**B. To consider Recommendations from the Meeting held at 7.00 p.m. on 3rd June 2021**

**B.1. Applications:**

**B.1.1 Application No WNS/2021/0399/FUL**

**Proposal:** Single storey rear extension and raise height of boundary wall

**Location:** Fernleigh 11 Whittall Street, Kings Sutton, Northamptonshire, OX17 3RD

Recommendation B.1.1: to make no objections to the application but to comment that it would be preferable for the new roof to consist of the same materials as the existing one.

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

**B.1.2 Application No WNS/2021/0409/FUL**

**Proposal:** Alteration and extension works to add a half-storey of accommodation to the existing single storey house, the addition of a single storey front porch and replacement of existing single storey conservatory with solid construction.

**Location:** 8 Hampton Drive Kings Sutton OX17 3QR

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

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

**B.1.3 Application No WNS/2021/0416/TCA**

**Proposal:** T1 - Aspen - Fell

**Location:** 30 Wales Street Kings Sutton OX17 3RR

Recommendation B.1.3: to note the application and to comment that the Parish Council feels that a flimsy reason has been provided for the felling of an otherwise healthy tree and that the Parish Council would therefore expect a replacement tree of a suitable species and size to be required to be planted.

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

**B.1.4 Application No WNS/2021/0459/FUL**

**Proposal:** Variation of condition 4 (Materials) S/2019/2468/FUL (2 no. Front Dormer windows, Replace roof tiles with new slate roof tiles and existing outbuilding roof structure with new pitched and slate roof to match adjoining Annexe) to change material from Stone to Timber Cladding

**Location:** 4 Wales Street Kings Sutton OX17 3RR

Recommendation B.1.4: to object to the application, commenting that:

- It is felt that the applicant should seek to source as close a match as possible to the existing stone.
- The Parish Council notes that the photos provided of similar cladding relate to properties outside the conservation area, for which planning permission would not have been required.

**RESOLVED:** To adopt recommendation B.1.4

**B.1.5. Application No S/2021/0499/MAF**

**Proposal:** Formation of new access off Banbury Lane, Twyford and provision of access track to serve Twyford Barn Farmhouse, closure of existing agricultural access.

**Location:** Twyford Barn Farm Banbury Lane Kings Sutton OX17 3JR

Recommendation B.1.5: to make no objections to the application

**RESOLVED:** To adopt recommendation B.1.5

**B.1.6. Application No WNS/2021/0500/FUL**

**Proposal:** Side extension with new roof lights and internal alternations.

**Location:** 3 Balmoral Way Kings Sutton OX17 3QU

Recommendation B.1.6: to make no objections to the application

**RESOLVED:** To adopt recommendation B.1.6

**B.2 Planning Policy: Weston-On-The-Green Neighbourhood Development Plan: Regulation 19 Decision Statement**

Recommendation B.2 to note the Decision Statement.

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

**B.3 Consideration of Instances Of Tree felling within the Conservation Area without the Necessary Planning Consent**

Recommendation B.1.3: to publish a summary of the relevant regulations via the website and social media network (the wording to be checked by the Tree Warden prior to publication) highlighting that:

- in conservation areas, notice is required for works to trees that have a trunk diameter of more than 75mm when measured at 1.5m from ground level (or more than 100mm if reducing the number of trees to benefit the growth of other trees).
- giving the local planning authority six weeks' notice prior to carrying out work on trees which are located in a conservation area but are not yet the subject of a tree preservation order, provides the authority an opportunity to consider whether an order should be made to protect the trees.
- failure to give such notice can result in a prosecution.

**RESOLVED:** To adopt recommendation B.3

**35.21/22 FINANCE GOVERNANCE & POLICY COMMITTEE:**

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

**B. To consider Recommendations from the Meeting held on 25<sup>th</sup> May 2021**

**B.1: To Invest £85,000 in the Hampshire Trust Business Bank 1 Year Business Bond (Issue 45) at a rate of 0.7%**

**RESOLVED:** To adopt recommendation B.1, noting that £85,000 was the compensation limit of the Financial Services Compensation Scheme for a single account.

**B.2: To Accept a Quote from Ecosurface for £8597.50 plus VAT to install 145m2 Gummibond safety surfacing @ 40mm depth on the Toddler Play Area**

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

**B.3: Policy Reviews:**

**B.3.1 To Approve the Jubilee Rose Garden Guidelines**

**RESOLVED:** To adopt recommendation B.3.1

**B.3.2 To Approve the King's Sutton in Bloom Operation Plan**

**RESOLVED:** To adopt recommendation B.3.2

**B.3.3 To Approve the form for Grants of Financial Assistance**

**RESOLVED:** To adopt recommendation B.3.3

**B.3.4 To Approve the Amended Terms of Reference for the Finance, Policy and Governance Committee**

**RESOLVED:** To adopt recommendation B.3.4

**B.4: Emergency Planning Project:**

**B.4.1 To Commence Meetings of the Working Party at a timescale to suit the needs of the Project**

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

**B.4.2 That the Clerk attend project meetings to take notes, accepting that additional working hours would result**

**RESOLVED:** To adopt recommendation B.4.2

**B.4.3 That that Clerk retain the right not to attend the meetings if her workload did not permit it**

**RESOLVED:** To adopt recommendation B.4.3

**B.5: Working Arrangements of the Parish Clerk**

**5.1 That in future, working arrangements be flexible, noting that the pandemic had necessitated changes to working patterns and that the**

**Clerk currently attends Planning Meetings and produces the Minutes which is outside her job description**

**RESOLVED:** To adopt recommendation B.5.1

**5.2 That the Finance, Governance and Policy Committee review the Clerk's job description in light of Recommendations B.4.2, B.5.1 and B.9.2**

**RESOLVED:** To adopt recommendation B.5.2

**B.6: West Northamptonshire Code of Conduct: to Adopt the Code of Conduct and to approve a general dispensation relating to all Councillors' membership of village clubs and organisations and other issues of a non-material nature.**

**RESOLVED:** To adopt recommendation B.6, noting that it was best to declare an interest if in any doubt to its relevance.

**B.7: Cemetery Project**

**B.7.1 To Approve the Planning Statement with amendments as circulated**

**RESOLVED:** To adopt recommendation B.7.1 with the amendments as circulated:

- Page 3 Clause 7 - insert emphasis on the fact that the access will be an improvement on the current situation whereby cars and hearses park on the road
- Page 5 Clause 14 - Replace South Northamptonshire with West Northamptonshire (and check for other references to SNC in the document)

**B.7.2 To Approve Expenditure for a Transport Plan as circulated**

**RESOLVED:** To adopt recommendation B.7.2, approving expenditure of £2909 plus VAT.

**B 7.3 To Note the Projected Expenditure for the Project**

**RESOLVED:** To adopt recommendation B.7.3, noting that total projected expenditure was £54,763.

**B.8: Cemetery Management**

**B.8.1 To restrict future purchases of Exclusive Rights of Burial to scheduled interments and to those wishing to purchase a plot adjacent to an interred close family member**

**RESOLVED:** To adopt recommendation B.8.1

**8.2 To subscribe to membership of the Institute of Cemetery and Crematorium Management at a cost of £95 per annum**

**RESOLVED:** To adopt recommendation B.8.2

**B.9: Provision of Electrical Car Charging Points**

**B.9.1 To Commence Meetings of the Working Party at a timescale to suit the needs of the Project**

**RESOLVED:** To adopt recommendation B.9.1

**B.9.2 That the Clerk attend project meetings to take notes, accepting that additional working hours would result**

**RESOLVED:** To adopt recommendation B.9.2

**B.9.3 That that Clerk retain the right not to attend the meetings if her workload did not permit it**

**RESOLVED:** To adopt recommendation B.9.3

**9.4 To note that a meeting of the KSMMH Trustees on 21<sup>st</sup> June would Appoint a Representative to join the Working Party**

**RESOLVED:** To adopt recommendation B.9.4, noting that the meeting had been re-scheduled to 23<sup>rd</sup> June.

**B.10: To agree in principle to subsidise the recommencement of Friday Coffee Mornings, pending discussions with the organisers, noting their importance to the wellbeing of the community**

**RESOLVED:** To adopt recommendation B.10, noting that Cllr Burrell had spoken to the organisers who are confident the Coffee Mornings will restart in September, having found a new volunteer.

**Noted** that no financial assistance is currently required.

**B.11: To allocate £600 from the budget (Bus Trips) to subsidise a coach trip to Hampton Court on 11<sup>th</sup> August (open to all parishioners)**

**RESOLVED:** To adopt recommendation B.11

**B.12: To re-commence the project to create a permissive path to the canal, noting that Dave Hall, (Footpaths Warden), and Cllrs Irving and Loughran had volunteered their involvement.**

**RESOLVED:** To adopt recommendation B.12

**36.21/22 TO CONSIDER THE BIODIVERSITY PAPER AND CORRESPONDENCE RELATING TO THE GREEN, ORCHARD WAY**

Item **deferred** at the request of Cllr Loughran to enable new ideas from the ACRE Network session to be incorporated into the paper.

**37.21/22 TO CONSIDER TWO SEPARATE REQUESTS TO INSTALL MEMORIAL BENCHES ON THE REC**

The Clerk was thanked for providing some historical information regarding the provision of benches.

**RESOLVED:** To approve both requests in principle subject to:

- the design of the bench being acceptable (similar to existing benches in the area)
- the bench being professionally installed on a proper foundation; and



- the exact location being approved

**RESOLVED:** To implement a policy regarding memorials, a draft to be presented to the July meeting of the Finance, Governance and Policy Committee  
**Action:** the Clerk

### 38.21/22      **CONSIDERATION OF ENVIRONMENTAL POLLUTION ISSUES**

Item **deferred** (Cllr Humphrey would communicate to the Clerk if further discussion were required.)

### 39.21/22      **RAIL SERVICES: TO NOTE A DECREASE IN THE NUMBER OF SERVICES STOPPING AT KING'S SUTTON**

**The correspondence was noted.**

**RESOLVED:** To contact Chiltern Railways to ask express dissatisfaction and to ask why the service has been reduced and whether this was a short-term measure or likely to represent future trends.

### 40.21/22      **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: noted** that Cllr Bostock had been in touch with David Bridson regarding social network media

**A.4 Lighting: Nil Report.**

**A.5 The Rec: Nil Report**

**A.6 Traffic Calming and Highways: noted** that Cllr Malcolm had accepted this responsibility

**A.7 Litter Picking**

**RESOLVED:** To authorise Cllr Barry to submit a budget proposal to the FG&P Committee for litter picking equipment.

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

**B.1 Trees:** to include consideration of the Plant a Tree for the Jubilee Scheme

**RESOLVED:** To agree in principle to taking part in the scheme and to request that the Tree Warden submit a detailed proposal.

**Action:** the Clerk

**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: Nil Report.**

**C.3 Poor's Allotment Trust: Nil Report.**

### 41.21/22      **TO COMMENT ON ISSUES RELATED TO STREET AREAS:**

Parking on the Square

**Noted** that vehicles parking on the grass were an ongoing problem

**RESOLVED:** To install a deterrent such as stone boulders, ensuring that this did not inconvenience the grass-cutting contractor.

**Action:** the Clerk, Cllr Barry

Parking on the junction of Red Lion Street/Bulls Lane

**RESOLVED:** To inform the Highways Authority of the issue.

Speeding on Richmond Street

**RESOLVED:** To refer the correspondent to the Highways Authority.

**42.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 1<sup>ST</sup> JULY 2021)**

None.

The Meeting ended at 9.05 p.m.