

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 1ST JULY 2021
IN THE MAIN HALL, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

PRESENT: Cllrs R Burrell (Chairman), A Barry, D Bostock, J Creed, B Humphrey, R Irving, D Loughran, I Malcolm, S Read-Maskell, D Wood

ABSENT: Cllr R Field

IN ATTENDANCE: Mrs E Hart (Clerk), Dave Hall (Parish Paths Warden)

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

43.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllr R Field.

RESOLVED: To approve the reasons for absence as submitted

44.21/22 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R Irving	Item 10.2.2.1 - Application No. WNS/2021/0601/FUL	Owner of property two doors away
R Burrell	Item 10.2.2.1 - Application No WNS/2021/0668/TCA	Whittall Street Resident
I Malcolm	Item 10.2.2.1 - Application No WNS/2021/0668/TCA	Whittall Street Resident (opposite)

C. To receive Requests for Dispensations:

None.

45.21/22 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

None.

46.21/22 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 3RD JUNE 2021: (previously distributed)

RESOLVED: To approve the Minutes of the meeting held 3rd June 2021

47.21/22 TO NOTE REPORTS FROM:**A. the Clerk:****MATTERS ARISING**

Minute 29.21/22

The Green, Orchard Way

Doug Grace's email response has been circulated; more information regarding specific sites has been requested and is awaited.

Bench on the Rec

The integrity of the bench had been lost due to rotten joints. The arm also came loose and was removed by others. Dave Essex advised it was beyond repair and removal was authorised; the family who owns the bench has been informed.

Minute 30.21/22 – Home Working Allowance

Details clarifying the calculations have been circulated.

Minute 34.21/22 – Planning Applications

All responses were submitted; comments from the Conservation Officer regarding application no. WNS/2021/0459/FUL were circulated to the Planning Committee for information.

David Bridson has been provided with a statement to issue regarding trees in conservation areas.

Minute 35.21/22

B2 Ecosurfacing

The quote has been accepted; works are expected to be completed between Tuesday 13th and Thursday 15th July. David Bridson has been asked to publicise the period of closure.

B11 Coach trip to Hampton Court

Keith Moses has been advised of the decision to subsidise the trip; publicity has been placed in the noticeboard and forwarded to David Bridson.

Minute 37.21/22 – Benches

Both applicants have been advised that their requests have been approved in principle. One has raised concerns regarding vandalism.

Minute 39.21/22 – Rail Services

The response from Chiltern Railways regarding the loss of services has been circulated. A more substantive response has been requested from their director.

Minute 40.21/22 B1 - Trees

The Tree Warden is drafting a proposal for the Plant a Tree for the Jubilee Scheme.

Minute 41.21/22 – Street Areas

Parking reported to Highways.

OTHER

An issue with overgrown hedges on Newlands had been reported.

RESOLVED: To request that householders cut back the hedges once the nesting season was over.

Action: the Clerk

The Clerk was thanked for her report.

B. the Chairman: Nil Report

C. the Vice Chairman: Nil Report.

D. the unitary Councillors: Nil report.

The Parish Council recorded its disappointment that no report had been received or contact made by any of the unitary Councillors.

48.21/22

FINANCE SCHEDULE:

King's Sutton Parish Council - July 2021		
	30.06.2021	31.05.2021
Unity Trust Bank - current	£73,486.83	£75,811.71
Unity Trust Bank - instant access	£5,004.93	£5,004.93
HSBC: Business Money Manager Account	closed	closed
HSBC: Community Account: £1.00	closed	closed
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.
27.06.2021	DD BT	Telephone	£107.67	£17.94	GB 345 7193 48
30.06.2021	DD Unity	Bank Charges	£18.00		
15.07.2021	DD NEST	July pension contributions	£57.75		
To Approve					
Date	Cheque/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
01.07.2021	BACS E Hart	Home Working	£44.39	£2.40	37342903
01.07.2021	BACS Marcus Young	Invoice 3647	£450.24	£75.04	650673044
01.07.2021	BACS Banbury Litho	King's Sutton Times June 2021	£910.00		
01.07.2021	BACS RoSPA Play Safety	Inspection and Checklists	£168.60	£28.10	876328389
24.07.2021	BACS E Hart	July Wages	£1,150.74		
30.07.2021	BACS HMRC	PAYE and NI Month 4	£245.03		
01.07.2021	BACS King's Sutton 50+	Bus trip subsidy	£600.00		
Total			£3,752.42	£123.48	

RESOLVED: To approve the payments

RESOLVED: To cancel the Zoom Monthly Subscription, noting that it could be re-activated if required

Action: the Clerk

B. To Note Receipts:

Receipts	Type Payer	Description	Amt
08.06.21	BACS WNC	Elections (paid by WNC in error)	£189.00
25.06.21	BACS Ed Frost	Interment fee	£92.00
28.06.21	BACS Parishioner	ERB transfer fees	£80.00
28.06.21	BACS Various Advertisers	Advertisement fees	£392.00
30.06.21	BACS Humphris	Interment fee (correction for new fee tariff)	£3.00
30.06.21	BACS Kings Sutton PPC	Wall repair contribution (test credit)	£1.00
		Total	£757.00

The Clerk clarified that WNC appeared to have paid the fee for the room hire for the election to the Parish Council instead of to the Millennium Memorial Hall; she had written to them and was awaiting instruction on how to refund it.

Noted.

49.21/22 TO CONSIDER ISSUES RAISED BY THE FOOTPATHS WARDEN

No specific issues raised.

Noted that a problem with overgrown crops on AS4 had been resolved.

50.21/22 TO APPROVE THE WEBSITE CONTRACT 1ST JULY 2021 – 1ST JANUARY 2022

Noted that Cllr Bostock would investigate other options for domain names and their cost implications.

RESOLVED: To approve the Website Contract 1st July 2021 – 1st January 2022

RESOLVED: To authorise Cllr Bostock to set up an Instagram Account for the Parish Council.

RESOLVED: To investigate using Keylock to ensure Email Account Passwords were both secure and accessible if required.

Action: Cllrs Bostock and Malcolm

Cllr Malcolm suggested it would be useful to be able to analyse statistical data regarding clicks, hits on various articles, etc. Using Twitter was also suggested.

RESOLVED: To review all current Social Media interfaces and produce a proposal for changes if necessary.

Action: Cllrs Bostock and Malcolm

**51.21/22 TRAINING: COURSES AND WORKSHOPS
A. To Receive Requests for places on courses**

None received.

B. To Receive Feedback from Councillors on attended courses

None.

52.21/22

PLANNING:

A. Chairman's Report: nil report

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

B.1. Applications:

B.1.1 . Application No WNS/2021/0601/FUL

Proposal: Single storey rear extension

Location: 70 Banbury Lane, Kings Sutton, Northamptonshire, OX17 3RX

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

RESOLVED: To adopt recommendation B.1.1.

B.1.2 Application No WNS/2021/0644/FUL

Proposal: Proposed single storey front/side extension.

Location: Little Bank 4 Richmond Street Kings Sutton OX17 3RS

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

RESOLVED: To adopt recommendation B.1.2.

B.1.3 Application No WNS/2021/0668/TCA

Proposal: T1 - Prunus avium (Cherry) Crown reduction by 2m and crown lift to 3m to maintain suitable tree size and increase light levels to the surrounding garden. T2 - Taxus baccata (Yew) Prune to maintain a 1m clearance from nearby neighbouring property and crown reduction of remaining canopy by up to 1.5m to rebalance.

Location: Whittall House 15 Whittall Street Kings Sutton OX17 3RD

Recommendation B.1.3: to note the application and make no objections.

RESOLVED: To adopt recommendation B.1.3

B.2 Planning Policy: "The future of the planning system in England"

Recommendation B.2 to note the paper

RESOLVED: To adopt recommendation B.2

Cllr Irving was thanked for his email summarising the paper.

54.21/22

TO CONSIDER THE BIODIVERSITY PAPER AND CORRESPONDENCE RELATING TO THE GREEN, ORCHARD WAY

Cllr Loughran introduced his paper, emphasising that he had been in touch with other Councillors regarding its content.

- RESOLVED:** To support the general principles in the paper regarding enhancing Biodiversity in the Community, noting that this was in line with the previously adopted Climate and Nature Emergency Policy
- RESOLVED:** To approach King's Sutton Primary Academy to ascertain whether they would like to establish a **wormery** with support from the Parish Council and to invite suggestions regarding how the school could further enhance biodiversity.
Action: the Clerk and Cllr Loughran
- RESOLVED:** To support in principle the purchase of a **display board** to educate parishioners on decomposition rates to be installed on the Rec
Action: Cllr Loughran (to provide further details)
- RESOLVED:** To support in principle the **planting of more trees** in the parish including in fields, noting that this would be discussed within the remit of the proposal regarding the Green Canopy Scheme
- RESOLVED:** To support in principle the **launch of a bulk-buy scheme** for hedgehog highways for fences, a range of pollinator friendly seeds and bird houses for swifts
Action: Cllr Loughran (to provide further details)
- RESOLVED:** To support in principle the production of a **biodiversity information leaflet** for circulation in King's Sutton Times and as a hard copy in pubs, shops, etc.
Action: Cllr Loughran (to draft)
- RESOLVED:** To receive an update from the Clerk regarding **re-wilding the village** (wildflower verges) to be reviewed at the August meeting
Action: the Clerk
- RESOLVED:** To support in principle the **installation of beehives** in the village pending further information being received for consideration.
Action: Cllr Loughran (to provide further details)
- 55.21/22** **TO CONSIDER CORRESPONDENCE REGARDING THE PURCHASE OF AN EXCLUSIVE RIGHT OF BURIAL**
- RESOLVED:** To confirm to the correspondent that, given the circumstances, a plot would be released for purchase.
Action: the Clerk
- RESOLVED:** To review the current policy for grave purchases, particularly regarding wording relating to "adjacent" plot and the number of plots to be released, at the July meeting of the Finance, Governance and Policy Committee.
Action: the Clerk
- 56.21/22** **TO NOTE RECENT INSTANCES OF VANDALISM AND CONSIDER METHODS OF DETERRENTS**
- Noted** that it appeared that some vandalism had taken place. A suggestion was put forward to install outward facing CCTV cameras in the car park of the King's Sutton Millennium Memorial Hall.

RESOLVED: To consider methods of deterrents at the July meeting of the Finance, Governance and Policy Committee.

57.21/22 TO RECEIVE SUGGESTIONS FOR THE DRAFT MEMORIAL BENCH POLICY TO BE CONSIDERED BY THE JULY MEETING OF THE FINANCE, GOVERNANCE AND POLICY COMMITTEE.

RESOLVED: To incorporate the suggestions of a Councillor (previously circulated) in a Draft Policy, including the idea of a single memorial bench with individual plaques.

**58.21/22 PROJECT UPDATES: TO RECEIVE REPORTS AND PUT QUESTIONS REGARDING:
A. The Cemetery Extension**

Noted that the Clerk had secured an extension until November 2021 for the Parish Council to claim the New Homes Bonus Grant previously awarded.

Noted that the transport statement was due to be received from CDS later in the month and the planning application could then be submitted to WNC.

B. The Proposed Access to the Canal

Noted that the Clerk and Cllr Irving had met the landowner and his wife for an initial discussion. The landowner had raised some concerns and has requested a written summary outlining the proposal.

The two key issues to be addressed before the project could be properly started are considered to be:

1. Obtaining landowner agreement (either for a new Right of Way or for a permissive path)
2. Clarification of any issues regarding access over the Network Rail bridge, noting that the current landowner had previously encountered problems.

Subsequent issues to be resolved include:

1. Physical creation of the path
2. Litter
3. The structure required to access the towpath from the top of the bridge, with consideration being given to accessibility
4. Public liability insurance

C. Implementation of Car Charging Points

Noted that Cllrs Burrell and Wood were due to attend a meeting of the Millennium Memorial Hall trustees to present the BP Chargemaster Proposal for four charge points in the car park.

Noted that the trustee structure (management and custodian) meant that the issue of who would be the "host" was rather complex.

Noted that BP Chargemaster would meet 25% of the costs with the remaining 75% being able to be obtained via a grant.

D. Emergency Planning

A meeting of the newly formed group was planned to take place in the near future.

59.21/22 CORRESPONDENCE: TO CONSIDER:
A. Healthy Communities (West Northamptonshire):
A.1 Summer Holiday Facilities (request to use the Rec)

RESOLVED: To agree to the request provided no rubbish was left behind after the sessions
Action: the Clerk

A.2 Community PLAYback Project – Mixing Matters – Community Street Play: to consider requesting to participate

RESOLVED: To register an interest, requesting further details
Action: the Clerk

B. Northamptonshire ACRE: request to complete village survey on services and support (deadline Monday 12th July)

The comprehensive survey was **noted**.

60.21/22 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

RESOLVED: To request an update from Aylesbury Mains regarding lighting in Glebe Rise.
Action: the Clerk

A.5 The Rec: including summary of issues raised in the RoSPA Report

Noted.

A.6 Traffic Calming and Highways: Nil report

The Clerk would send Cllr Malcolm a copy of the remit.

A.7 Litter Picking: Nil report

Noted that it appeared littering instances seemed to be fewer now, possibly as a result of people changing their behaviour due to the work of the litter picking group.

B. Wardens:

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

Item **deferred** pending receipt of a detailed proposal.

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.****61.21/22 TO COMMENT ON ISSUES RELATED TO STREET AREAS:**

Two reports of recent incidents when dogs have run out of property and behaved aggressively towards other dogs, causing distress to the owners were received.

RESOLVED: To correspond to the dog owner regarding the incidents and express desire for reassurance that action was being taken to implement measures which will avoid re-occurrences in the future.

Highways Issues Raised by a Parishioner:

Correspondence copied to the Parish Council was **noted**.

RESOLVED: To correspond with Cllr R Breese, highlighting concerns at the outstanding works.

Action: the Clerk

62.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE (13TH JULY 2021)

No further items received.

63.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 5TH AUGUST 2021)

Updating photography on the website.

Photography project of portraits for an exhibition.

The Meeting ended at 9.10 p.m.