

**KING'S SUTTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD  
AT 7.30 P.M. ON THURSDAY 5<sup>TH</sup> AUGUST 2021  
IN THE ASTOP ROOM, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

**PRESENT:** Cllrs A Barry, D Bostock, R Field, B Humphrey, R Irving, D Loughran, I Malcolm, S Read-Maskell, D Wood (chaired the meeting as Vice Chairman in the absence of the Chairman)

**ABSENT:** Cllrs R Burrell, J Creed

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

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

**64.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

Apologies had been received from Cllrs Burrell and Creed.

**RESOLVED:** To approve the reasons for absence as submitted

**65.21/22 TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

**None.**

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

Councillor	Agenda Item	Reason
R Field	Item 13.2.5 – Outline proposal by Rectory Homes	Owner of nearby property
R Irving	Item 13.2.3 Application: S/2021/0199/FUL: regarding concerns over the continued integrity of a culvert	Owner of adjacent land
D Wood	Item 13.2.5 – Outline proposal by Rectory Homes	Owner of nearby property

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

**None.**

**66.21/22 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:**

Support was declared for item 16.2: The Proposed Access to the Canal

**67.21/22 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 5<sup>TH</sup> AUGUST 2021:** (previously distributed)

**RESOLVED:** To approve the Minutes of the meeting held 5<sup>th</sup> August 2021

**68.21/22 TO NOTE REPORTS FROM:**

**A. the Clerk:**

**MATTERS ARISING**

Minute 47.21/22 – Hedges

A generic letter requesting hedges be trimmed has been formulated now that the main nesting season is over.

Minute 47.21/22 D

Cllr Breese has contacted the Parish Council and a meeting was arranged for 5th August to discuss several issues which involved the unitary authority.

Minute 48.21/22 A – Finance Payments

The Zoom subscription has been cancelled.

Minute 48.21/22 B – Finance Receipts

The amount paid in error by WNC (£189) for the room hire was returned via BACS transfer and is shown in the Finance Schedule for transparency.

Minute 50.21/22 - Website

David Bridson has signed and returned the website contract.

Minute 54.21/22 Biodiversity

The Primary Academy has been approached regarding the wormery and other suggestions for biodiversity projects.

Minute 55.21/22 – Grave Purchase

A meeting has been held with the prospective purchaser regarding the choice of plot.

Minute 59.21/22 A1 – Holiday Activities

Two events taking place on the Rec in August have been advertised.

Minute 59.21/22 A2 – Street Play

An update regarding feedback is expected from the co-ordinator.

Minute 60.21/22 A4

Aylesbury Mains has been asked twice in July for the details of their proposal in Glebe Rise.

## OTHER

Cemetery Tidy Up: Cllr Barry is organising a group to tidy up the cemetery on Saturday 7th August at noon.

Casual Vacancy Information: updated documentation has been received from WNC.

WNC has highlighted the need to ensure street traders have the necessary licence.

Northants CALC has advised that its AGM will take place on Saturday 2<sup>nd</sup> October at 10.00am.

The installation of the new play surface went smoothly and an invoice is presented for payment.

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

**B. the Chairman: nil Report**

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

**D. the unitary Councillors: to include an update from the Meeting with Cllr Breese**

**Noted** that Cllrs Irving, Wood and the Clerk had attended a meeting with Cllr Breese to highlight various areas of concern.

**Noted** that:

- The three unitary Councillors for the ward have not divided the area by geography so no single Councillor has responsibility for King's Sutton. Cllr Breese is Portfolio Holder for Planning, Built Environment and Rural Affairs and therefore would be the natural point of contact for planning issues whilst Cllr Herring has an interest in Health, Well Being and Social Care.
- Cllr Breese had confirmed that she was aware of the Parish Council's dissatisfaction with the state of the roads, but the condition of the surface was not classed as dangerous and therefore works other than pothole repairs would not be undertaken in the foreseeable future. She acknowledged that this was frustrating for both her and for the Parish Council.
- Cllr Breese would approach Stuart Timmus requesting that he asks Cherwell District Council to consider formulating a s106 agreement to provide for traffic lights on Twyford Road (development of 825 homes on Land North East Of Oxford Road)
- Councillor Solesbury-Timms would become a member of the Parish Council's Working Group on Emergency Planning
- Cllr Breese has been given details of the Parish Council's concerns regarding the Flood Prevention Scheme on the Barwood development including the response from the Residents' Management Group to the correspondence from Paul Seckington, Planning Officer regarding the complaint made to WNC.
- Cllr Breese has been given details of the concerns regarding the culvert at 62 Banbury Lane and had noted the response of John Slack.

**69.21/22 FINANCE SCHEDULE:**

King's Sutton Parish Council - August 2021		
	31.07.2021	30.06.2021
Unity Trust Bank - current	£72,916.79	£73,486.83
Unity Trust Bank - instant access	£5,004.93	£5,004.93
HSBC: Money Market Account:	£165,237.75	£165,229.56

**A. To Approve the Payments (including those for King's Sutton in Bloom):**

To ratify					
Date	Cheque/DD/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
06.07.2021	BACS WNC	Refund for incorrect payment (as previously advised)	£189.00		
09.07.2021	DD Yü Energy	Invoice 00528648	£97.73	£4.65	236 2276 15
09.07.2021	DD Yü Energy	Invoice 00528649	£290.52	£48.42	236 2276 15
09.07.2021	DD Yü Energy	Invoice 00528650	£31.29	£1.49	236 2276 15
09.08.2021	DD Yü Energy	Invoice 00554724	£98.35	£4.68	236 2276 15
09.08.2021	DD Yü Energy	Invoice 00554725	£294.06	£49.01	236 2276 15
09.08.2021	DD Yü Energy	Invoice 00554726	£32.55	£1.55	236 2276 15
15.08.2021	DD NEST	August pension contributions	£57.75		
To Approve					
Date	Cheque/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
05.08.2021	BACS E Hart	Expenses - 2 wks home working, stationery, blind	£204.02	£19.25	various
05.08.2021	BACS Marcus Young	Invoice 3663	£656.88	£109.48	650673044
05.08.2021	BACS Aylesbury Mains	Invoice 20535	£138.72	£23.12	332 7491 57
05.08.2021	BACS WNC	Invoice 424000241869 Uncontested election	£90.00	£15.00	370 1521 33
05.08.2021	BACS ECO Surface	Invoice 8892	£10,317.00	£1,719.50	991047506
05.08.2021	BACS KSMH	Rent and Meetings for June and July	£386.00		
05.08.2021	BACS WNC	Invoice 424000225623 Commercial Waste Collector	£494.00		
05.08.2021	BACS Bridson Kneale	Invoice BK054	£120.00		
05.08.2021	BACS Bridson Kneale	Invoice BK051	£120.00		
05.08.2021	BACS ICCM	Invoice 13849	£56.00		
05.08.2021	300008 tbc	KS in Bloom 1st Prize	£60.00		
05.08.2021	300009 tbc	KS in Bloom 2nd Prize	£40.00		
05.08.2021	300010 tbc	KS in Bloom 3rd Prize	£30.00		
05.08.2021	BACS SNAST	Annual Subscription	£25.00		
05.08.2021	BACS Dave Essex	Invoice 2662 - Repairs on Rec, church bench, coping	£180.00		
25.08.2021	BACS E Hart	August Wages	£1,150.54		
31.08.2021	BACS HMRC	PAYE and NI Month 5	£245.23		
<b>Total</b>			<b>£15,404.64</b>	<b>£1,996.15</b>	

**RESOLVED:** To approve the payments, noting that the new surface at the play area was a great improvement.

**B. To Note Receipts:**

Receipts	Type Payer	Description	Amt
01.07.2021	BACS HSBC	Interest (six months to 30 June 2021)	£8.19
02.07.2021	BACS Kings Sutton PPC	Wall repair contribution (outstanding amount)	£134.00
05.07.2021	BACS Marks Ices	Ice cream vendor on Rec	£300.00
23.07.2021	BACS WNC	s106 Highways (VAS enhancements)	£2,905.00
29.07.2021	BACS Various Advertisers	Advertisement fees	£384.00
<b>Total</b>			<b>£3,731.19</b>

**70.21/22 TO APPROVE AN AMENDED BANK MANDATE FOR HSBC**

**RESOLVED:** To approve the bank mandate as circulated and amend the signatory listing to include all members of the current Finance, Governance and Policy Committee.

**71.21/22 CONSIDERATION OF QUOTATIONS RECEIVED:**

**A. Lamp Electrical Testing: Aylesbury Mains**

**RESOLVED:** To obtain a second quote for comparison from Sparks for consideration at the September meeting.

**Action:** the Clerk

**B. For works on the Trees on the Rec: AGU Treecraft Limited**

**RESOLVED:** To accept the quote from AGU Treecraft Limited for £2350.00 plus VAT for works on Trees on the Rec and small works in the cemetery on the understanding that there would be no separate charge for the planning application.

**Action:** the Clerk

**RESOLVED:** To consider the issue raised on the quotation regarding a poplar on the northern boundary at the September meeting after requesting comments from the Tree Warden.

**Action:** the Clerk

**C. For the supply and installation of an overhead projector in the Astrop Room: Blinkhorns**

**RESOLVED:** To accept the quote from Blinkhorns for £979 including VAT but to query to item cost of the 2 HDMI cables, £69 being thought rather expensive.

**Action:** the Clerk

**D. For the supply of a tonne bag of boulders for The Square: Burgee Reclamation**

**RESOLVED:** To accept the quote of £200 including VAT and delivery, pending inspection of the boulders by Cllr Barry.

**Action:** the Clerk

**72.21/22 TO CONSIDER ISSUES RAISED BY THE FOOTPATHS WARDEN**

Dave Hall's circulated report was **noted**.

**Noted** that new Environmental Land Management Schemes are due to come into effect in October 2021.

**73.21/22 TO CONSIDER ARRANGEMENTS FOR THE REMEMBRANCE SERVICE**

Cllr Field clarified that in the past the arrangements had been made by the Church and the War Memorial Warden but that it was actually the Parish Council's responsibility.

**RESOLVED:** That Cllr Humphrey (Assistant War Memorial Warden) would liaise with Andrew Waite and the Church and bugler to ensure arrangements were in place.

**Action:** the Clerk

**Noted** that Cllr Field was scheduled to attend a ceremony on 9<sup>th</sup> September 2021, following an invite from the Royal British Legion.

**Noted** that the Clerk would update the Parish Council on the availability of a suitable silhouette (purchase having previously being agreed (2021/22 budget))

**Action:** the Clerk

**74.21/22 TO CONSIDER A PROPOSAL TO HAVE A CHRISTMAS FAIR WHEN SWITCHING ON THE CHRISTMAS TREE LIGHTS**

Cllr Barry summarised his proposal to have a traditional fair with local stalls in the Millennium Hall and on the Rec.

**RESOLVED:** To approve the proposal in principle pending more information at subsequent meetings. (Cllrs Barry and Malcolm to take the lead on the event)

**RESOLVED:** To check availability of the Millennium Hall and book a suitable date

**Action:** the Clerk

**75.21/22 TRAINING: COURSES AND WORKSHOPS**

**A. To Receive Requests for places on courses (including a request from Cllrs Irving and Read-Maskell to attend a NALC online event on Rural Affordable Housing at a cost of £43.09 + VAT per delegate)**

**RESOLVED:** To approve expenditure of 2 places on the NALC online event on Rural Affordable Housing at a cost of £43.09 + VAT per delegate

**Action:** the Clerk

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

Cllr Read-Maskell had attended some interesting online events organised by ACRE.

**76.21/22 PLANNING:**

**A. Chairman's Report:**

An application for a Certificate of Lawfulness for proposed development comprising of a single storey side extension had been submitted for 30 Hampton Drive Kings Sutton Northamptonshire OX17 3QR; the Parish Council is not consulted on such applications.

**Noted.**

Cllr Field was thanked for highlighting the application.

**B. To consider Recommendations from the Meeting held at 7.00 p.m. on 5<sup>th</sup> August 2021**

**B.1. Applications:**

**B.1.1 Application No WNS/2021/0868/FUL: consultation**

**Proposal: Demolition of existing Dutch Barn and erection of replacement agricultural building**

**Location: Scotts Farm Walton Grounds, Kings Sutton OX17 3QW**

Recommendation B.1.1: to make no objections to the application, so long as the development does not impact upon the Right of Way

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

**B.1.2 Application No WNS/2021/0893/FUL: consultation**

**Proposal:** Replace existing single storey rear extension, alterations to existing rear window openings including replacement windows and clad two storey rear extension with timber boarding, block up existing side window with stone, replace windows on front elevation and construct a porch.

**Location:** 19 Richmond Street, Kings Sutton OX17 3RS

Recommendation B.1.2: to make no objections to the application but to request that the applicant is asked to provide details of the style of the front door to ensure that it is acceptable.

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

**B.1.3 Application No WNS/2021/1014/FUL: consultation**

**Proposal:** Proposed front/side extension.

**Location:** 1A Orchard Way, Kings Sutton, Northamptonshire, OX17 3PY

Recommendation B.1.3: to object to the application for the following reasons:

- It is felt that the development would constitute over-development of the site and be overbearing.
- The front extension would significantly alter the existing street scene in a detrimental way.
- The development would exacerbate issues with car parking in an area which is already problematic.

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

**B.1.4 Application No WNS/2021/1031/FUL: consultation**

**Proposal:** Proposed grain store

**Location:** Scotts Farm Walton Grounds, Kings Sutton, OX17 3QW

Recommendation B.1.4: to make no objections to the application, so long as the development does not impact upon the Right of Way

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

**B.1.5 Application No 19/01047/OUT: to note the decision and consider the effect on the King's Sutton exit from Twyford Road on to Oxford Road.**

**Proposal:** Outline planning application for a residential development of up to 825 dwellings; green infrastructure including formal (playing fields with changing rooms, allotments) and informal open space; landscaping and associated infrastructure including a balancing pond; on land off the A4260, with access off the existing Longford Park access off the A4260 (Oxford Road), and a new access off the A4260 (Banbury Road). All matters of detail reserved, save for access.

**Location:** Land North East Of Oxford Road West Of Oxford Canal And East

Recommendation B.1.5: that the Parish Council notes that:

- Cllr Breese has written to Stuart Timmus requesting that he approaches Cherwell District Council to request consideration be given to formulating a s106 agreement to provide for traffic lights.
- the traffic survey included with the application dated from 2016.

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

**B.2 Application: S/2021/0199/Ful - 62 Banbury Lane, Kings Sutton, Northamptonshire, OX17 3RX: demolition of existing conservatory. Single and two storey rear and side extension: to receive update regarding concerns raised over the continued integrity of a culvert due to the development**

Recommendation B.2: that the Parish Council notes that:

- John Slack, Property Investment & Contracts Manager, Assets and Environment Team at WNC has noted the Parish Council's concerns and has asked the Legal Team to comment, as whilst the adjacent homeowners have obtained planning consent for the works, they do also require the Council's consent in its capacity as landowner of the culvert. He noted that if consent were to be granted, it must be ensured that no issues are caused to the culvert and all liabilities are with the homeowners. WNC would also request that the works are completed subject to building regulations approval and signed off appropriately.

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

**B.3 Planning Policy: Adoption Of Housing Supplementary Planning Document By West Northamptonshire Council On 29th June 2021: To Note**

Recommendation B.3: that the Parish Council notes the paper, observing that it is interesting that WNC appears keen to help rural areas get the appropriate housing mix.

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

**B.4 Outline Proposal by Rectory Homes for King's Sutton: to receive update**

Recommendation B.4.1: that the Parish Council notes the objections raised by members of the public and that a public exhibition is planned for the end of August. (25<sup>th</sup> August if the Hall is available)

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

Recommendation B.4.2: that the Parish Council notes that Cllr Breese has advised that SNC is currently a legal entity as far as determining planning applications is concerned and has 6 years' worth of land supply.

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



Recommendation B.4.3: that the Parish Council notes that Rectory Homes has an option to purchase the land.

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

Recommendation B.4.4: that the Parish Council notes that members of the public wishing to comment on the proposal must wait for the application to be submitted to the Local Planning Authority in the same way that the Parish Council would submit comments when consulted.

**RESOLVED:** To adopt recommendation B.4.4

**79.21/22 FINANCE GOVERNANCE & POLICY COMMITTEE:**

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

**B. To consider Recommendations from the Meeting held on 13<sup>th</sup> July 2021:**

**B.1: That the Parish Council explore the possibility of the provision of CCTV cameras to cover the Rec and the Hall car park**

**RESOLVED:** To adopt recommendation B.1, noting that Northants CALC has issued guidance on notices required.

**Action:** the Clerk

**RESOLVED:** To investigate the current provision of security lights

**Action:** the Clerk

**B.2: To Approve the Strategic Plan (Statement of Objectives) to be reviewed quarterly**

**RESOLVED:** To adopt recommendation B.2, noting that Cllr Wood intended to produce an Action Plan.

**B.3: Clerk's Job Description:**

**B.3.1: To Approve the amended job description (as circulated)**

**RESOLVED:** To adopt recommendation B.3.1 with an amendment under Employment Status: replace "works" with "worked"

**B.3.2 That once the Clerk's pay award is published, the Clerk's rates be reviewed, with the intention that the Clerk's total salary should reflect the current calculated amount plus 7.5% and that the premium percentage rate is adjusted accordingly.**

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

**B.4 Grants of Exclusive Rights of Burial: to approve an amended policy: to restrict future purchases of Exclusive Rights of Burial to scheduled interments and to individual grave spaces for those wishing to purchase a plot near to an interred close family member.**

**RESOLVED:** To adopt recommendation B.4

**80.21/22 TO RECEIVE UPDATES REGARDING THE BIODIVERSITY PROJECTS**

Item deferred.

**81.21/22 PROJECT UPDATES: TO RECEIVE REPORTS AND PUT QUESTIONS REGARDING:  
A. The Cemetery Extension: to include consideration of Transport Document from CDS and next steps**

**Noted** that the Transport Document suggested that the required vehicle splay was achievable which was pleasing news.

**RESOLVED:** To accept the Transport Document and to request an amendment to the red line diagram to accommodate land required to achieve the pedestrian splay as per the document.

**Action:** the Clerk

**Noted** that the Clerk had informed the landowners of the progress of the project to date.

**B. The Proposed Access to the Canal**

**Noted** that the landowner had declined agreement for either a Right of Way or Permissive Path, citing concerns of vandalism and difficulties over the access to the bridge.

**RESOLVED:** To discontinue the project but to contact the landowner suggesting he puts up notices to walkers, highlighting that no Right of Way exists.

**Action:** the Clerk

**C. Implementation of Car Charging Points**

**Noted** that a meeting with BP Chargemaster and Representatives of the Millennium Hall and the Parish Council was scheduled to take place on 9<sup>th</sup> August, the trustees to the Hall having agreed in principle to the installation of four charging points (over 8 car parking spaces) There would be no cost to the Parish for the installation; the costs to consumers would be ascertained at the meeting.

**D. Emergency Planning**

**Noted** that the Plan was being amended following the July meeting of the Finance, Governance and Policy Committee.

The appointment of Cllr Solesbury-Timms to the Working Group was **noted**.

**82.21/22 COMMUNITY PLAYBACK PROJECT – MIXING MATTERS – COMMUNITY STREET PLAY: TO NOTE THE NATURE OF THE PROJECT AND CORRESPONDENCE RECEIVED**

**RESOLVED:** To give approval for a session in Halestrap Way in September

**83.21/22 TO CONSIDER A PROPOSAL TO UPDATE THE PHOTOGRAPHY ON THE WEBSITE**

**RESOLVED:** To approve, in principle, using updated images of a seasonal nature on the website, noting that the Village Show was holding a photography competition.

**84.21/22 TO CONSIDER A PROPOSAL TO HOST A PHOTOGRAPHY PORTRAIT PROJECT FOR AN EXHIBITION**

Cllr Bostock's proposal was discussed; it was felt that the proposal would be a positive event for the village.

**RESOLVED:** To approve, in principle, noting that a small administration fee would be the only expenditure to be incurred by the Parish Council

**85.21/22 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:**

**A. Councillors For..:**

**A.1 Amenities: nil Report.**

**A.2 Cemetery:** to note intention to hold a tidying up session: **noted**

**A.3 Communications:** **noted** that an Instagram account had been created

**A.4 Lighting: nil Report**

**A.5 The Rec:** including consideration of issues circulated by Cllr Loughran

**RESOLVED:** To arrange for all non-wood equipment to be jet washed.

**RESOLVED:** To check the treatment schedule for wooden equipment with Trevor Stewart.

**RESOLVED:** To purchase chalk board paint.

**Action:** the Clerk

**Noted** that some of the householder fencing on the Rec was insecure and could lead to instances of children entering on to private property or sustaining injuries.

**RESOLVED:** To contact houseowners to make them aware of the risk.

**Action:** the Clerk

**A.6 Traffic Calming and Highways: nil report**

**A.7 Litter Picking: nil report**

**B. Wardens: (excluding Footpaths)**

**B.1 Trees: nil Report**

**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.**

**C.4 Police Liaison: noted** that a meeting date was awaited at which information on new mobile policing stations was due to be received.

**86.21/22 TO COMMENT ON ISSUES RELATED TO STREET AREAS:**

**RESOLVED:** To correspond with Helen Howard, requesting permission to install a mirror on Bulls Lane to stop cars being forced to reverse.

**Action:** the Clerk

**RESOLVED:** To correspond with Cheney Travel to ascertain the route taken and the number of school buses currently in use.

**Action:** the Clerk

**87.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 2<sup>ND</sup> SEPTEMBER 2021)**

Footpaths: signs and information (Cllr Malcolm)

The Meeting ended at 9.15 p.m.