

**KING'S SUTTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD  
AT 7.30 P.M. ON THURSDAY 7<sup>TH</sup> OCTOBER 2021  
IN THE ASTROP ROOM, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

**PRESENT:** Cllrs R Burrell, (Chairman), A Barry, D Bostock, J Creed, R Field, R Irving, I Malcolm (from 8:40pm), S Read-Maskell

**ABSENT:** Cllrs B Humphrey, D Loughran, D Wood

**IN ATTENDANCE:** Mrs E Hart (Clerk), Cllr R Herring (West Northants Unitary Councillor), Dave Hall (Paths Warden), Anne Martis (Tree Warden), one member of the public

**Chairman's Announcement:**

**The Openness of Local Government Bodies Regulations 2014:**

**110.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

Apologies had been received from B Humphrey, D Loughran, D Wood.

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

Cllr R Breese (West Northants Unitary Councillor) had also sent apologies.

**Noted.**

**111.21/22 TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

**None.**

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

Councillor	Agenda Item	Reason
D Bostock	Item 12.2.2.1 Application WNS/2021/1386/FUL	Owner of neighbouring property

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

**None.**

**112.21/22 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:**

Carole Hill advised that that works at the Parish Church to repair a soakaway had unearthed human remains. These have been carbon dated as from the 17<sup>th</sup> and 18<sup>th</sup> centuries; it is planned to re-inter them in the Mill Lane cemetery, boxed in the same groups as they were found. Four grave spaces

are required to inter five groups of boxes. The Parish Church is requesting that the Parish Council considers waiving their fees for the interments.

**113.21/22 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 2<sup>ND</sup> SEPTEMBER 2021:** (previously distributed)

**RESOLVED:** To approve the Minutes of the meeting held 2<sup>nd</sup> September 2021

**114.21/22 TO NOTE REPORTS FROM:**

**A. the Clerk:**

**MATTERS ARISING**

Minute 91.21/22

Cemetery Shrub

This has been removed.

AGU Treecraft Ltd

The planning application for the mains works on the limes is yet to be decided: AGU have, however completed the pruning of the epicormic shoots.

Tommy Soldier

This has arrived and is stored in the office.

Request for mirror on Bulls Lane

Helen Howard's response has been circulated.

Ecosurfacing

A scheduled meeting had to be postponed due to an employee not being available on the day: a new meeting date has been requested.

**Noted** that this had now been arranged for Friday 8<sup>th</sup> October.

Bus Shelter on Banbury Lane

This has now been thoroughly cleaned by the contractor.

Minute 93.21/22 Broadband Service

BT Broadband – BT Business was approached to amend the contact to a new fixed rate of £21 per month (instead of £42.80) and advised that further savings were available if BT Business also took over the telephone calls (currently an average of £29.91 per month). The combined rate quoted was £42.95 thus providing a monthly saving of £29.76. This was accepted and the new service is scheduled to commence on 7<sup>th</sup> October. The service will provide a faster broadband speed than previously available. A new router has been provided and is installed.

**Noted** that the new service had commenced with no issues.

Minute 94.21/22

Electrical Testing has commenced; an update on progress has been requested.

**Noted** that the contractor had since confirmed that the testing was 50% complete.

Minute 99.21/22 - B.1.2 Application No WNS/2021/1278/FUL

The Planning Officer has been asked twice to acknowledge and respond to the Parish Council's concerns. In addition, a photo of the development has been forwarded to the Planning Department.

Minute 101.21/22

The resident was provided with all information as resolved by the Parish Council; he has requested that the Council consider implementing a part night scheme on additional lamps.

Minute 103.21/22

A. Cemetery Extension

The planning application has been submitted, is live on the portal and is out for consultation. It is a delegated decision meaning that the application will be determined at Officer Level.

B. Implementation of Car Charging Points

The Energy Saving Trust has advised that the Parish Council is able to access the ORCS grant provided that the invoices are in its name and that it owns the land concerned.

C. Emergency Planning

The updated plan has been emailed to Cllr Solesbury-Timms for comment.

Minute 106.21/22

A.4 Lighting

A meeting to discuss Glebe Rise with SparkX has been requested.

**Noted** that this would take place the following week.

A.5 Fencing on Rec

Properties have received a letter highlighting the issue.

C.1 Dog Bin at the Playing Fields

Marcus Young has confirmed that this has been added to the collection rota.

Minute 107.21/22 Street Areas

Bulging Wall – the resident has been alerted to the issue.

Broken Fencing – Dave Hall is investigating ownership

Bin at the Cooperative – the Area Manager has advised that she would investigate the possibility of providing an additional recycling bin outside and in the meantime will ask the store colleagues to ensure it is emptied more frequently.

The Clerk updated the meeting on the dates for her annual leave.

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

**B. the Chairman: nil report.**

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

**D. the unitary Councillors:**

Cllr Herring advised that she had no formal report but would be happy to answer questions.

115.21/22

**FINANCE SCHEDULE:**

King's Sutton Parish Council - October 2021		
	30.09.2021	31.08.2021
Unity Trust Bank - current		£62,667.52
Unity Trust Bank - instant acces	£5,004.93	£5,004.93
HSBC: Money Market Account	£165,237.75	£165,237.75

**A. To Approve the Payments:**

To ratify					
Date	Cheque/DD/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
27.09.2021	DD BT	Telephone	£102.69	£17.11	GB245719348
30.09.2021	DD Unity	Bank charges	£18.00		
09.10.2021	DD Yü Energy	Invoice 00589934	£98.86	£4.71	236 2276 15
09.10.2021	DD Yü Energy	Invoice 00589935	£292.43	£48.74	236 2276 15
09.10.2021	DD Yü Energy	Invoice 00589936	£30.83	£1.47	236 2276 15
15.10.2021	DD NEST	October pension contributions	£57.75		
To Approve					
Date	Cheque/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
07.10.2021	BACS E Hart	Expenses - safety shoes, fuel for course	£61.59	£6.67	GB190023639
07.10.2021	BACS Marcus Young	Invoice 3697	£456.96	£76.16	650673044
07.10.2021	BACS Aylesbury Mains	Invoice 20585	£55.20	£9.20	332 7491 57
07.10.2021	BACS CDS	Invoice 73105	£1,090.80	£181.80	836 4504 25
07.10.2021	BACS KSMMH	Rent and Meetings for September	£160.00		
07.10.2021	BACS Banbury Litho	Invoice 34891	£792.00	£0.00	
07.10.2021	BACS Bridson Kneale	Invoice BK057	£120.00		
07.10.2021	BACS Bridson Kneale	Invoice BK061	£120.00		
07.10.2021	BACS PKF Littlejohn	Invoice SB202111615	£360.00	£60.00	GB 440 4982 50
28.10.2021	BACS E Hart	October Wages	£1,150.54		
30.10.2021	BACS HMRC	PAYE and NI Month 7	£245.23		
<b>Total</b>			<b>£5,212.88</b>	<b>£405.86</b>	

**RESOLVED:** To approve the payments, with the exception of the Aylesbury Mains invoice 20585, which was deferred pending a satisfactory response to a query raised by the Clerk.

**B. To Note Receipts:**

Receipts	Type	Payer	Description	Amt
08.09.2021	BACS	Advertisers	Advertisement fees	£55.00
29.09.2021	BACS	WNC	Precept	£35,847.00
30.09.2021	BACS	Humphris	Interments	£184.00
30.09.2021	BACS	Advertisers	Advertisement fees	£55.00
			<b>Total</b>	<b>£36,141.00</b>

**Noted.**

**Noted** that the WNC payment for the second half of the precept had arrived slightly later than usual.

**116.21/22 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2020/21:  
A. To Note the Conclusion of Audit**

The conclusion of audit was **noted**; the Clerk confirmed that the correct timescales had been adhered to for its publication on the Parish Council website.

**B. To Accept the Report of the External Auditor.**

**RESOLVED:** To accept the report of the external auditor, noting that no issues of concern had been highlighted.

The Clerk was thanked for her efforts.

**117.21/22 TO CONSIDER REQUEST FROM THE PCC TO WAIVE INTERMENT FEES OF £368 (SPACE EQUIVALENT OF FOUR PLOTS FOR FIVE GROUPS OF INTERMENTS) FOR RE-INTERMENTS**

**RESOLVED:** To waive all relevant fees for the re-interments from the churchyard.

**118.21/22 TO CONSIDER ISSUES RAISED BY THE FOOTPATHS WARDEN**

Dave Hall informed the meeting that the landowner was now aware of their responsibilities regarding the fencing near AS10.

He advised that he was aware of an issue near Studley Farm Orchard where there was an inconsistency between the Definitive Map and the actual route of the path which could be costly to correct.

**119.21/22 TO REVIEW ARRANGEMENTS FOR THE REMEMBRANCE SERVICE**

Cllr Field informed the meeting that the bugler is available to perform on both Thursday 11<sup>th</sup> November (lower key ceremony) and Sunday 14<sup>th</sup> November. The Boys Brigade are not currently meeting.

Cllr Field planned to meet with representatives from the Church and Chapel to discuss the ceremony and with the owners of the Manor to organise the seating arrangements.

**Noted** that it is the Parish Council's responsibility to make the arrangements.

**RESOLVED:** To erect the Tommy soldier in the vicinity of the War Memorial for one week prior to the ceremony with its removal date to be determined at a later date, once the public's response could be gauged.

**Action:** Cllr Field, the Clerk

**120.21/22 TO RECEIVE UPDATE REGARDING THE CHRISTMAS FAYRE ON SATURDAY 11<sup>TH</sup> DECEMBER**

Cllr Barry informed the meeting that many stalls had been booked and it was hoped to have food trading vans on site too.

Planned timings:

Set up: 2pm

Stalls open:3pm

Christmas Tree Lights Switch On: 6:30pm

Close: 8pm

Dee Thobourne is organising mince pies in the Millennium Memorial Hall and there will also be face painting.

**Noted** that Cllr Barry had received a quote for an eighteen foot tree for £275 which he hoped to reduce further by negotiation and that there was provision in the budget for its purchase.

**Noted** that Cllr Read-Maskell would provide Cllr Barry with the details of someone who could possibly assist with the installation of a tree pit and cover.

**RESOLVED:** To obtain quotes from relevant suppliers for provision of a lighting connection from the nearby streetlamp to enable electric festive lights to be installed.

**Action:** Clerk, Cllr Barry

**121.21/22 PLANNING:**

**A. Chairman's Report:**

Rectory Homes Planning Application:

Rectory Homes have apparently been spending a great deal of time on the flooding issue and have been looking at ditches, run offs, etc on the surrounding fields with Charlie Harper. Steve Kerry is busy putting together his "flooding strategy" which has delayed the application. They are hoping to submit their application at the end of October; Steve has said he will answer the Parish Council's questions just before the application is submitted. The application will probably be out for consultation in time for the December meeting.

Steve has asked if the Parish Council can share the results of their own survey (he had seen in on the website) with Rectory.

**RESOLVED:** To supply Rectory Homes with the results of the survey upon receipt of their own survey results.

Update on WNS/2021/1278/FUL: Squirrel Corner 33A Astrop Road Kings Sutton OX17 3PG:

Nicola Butcher has responded to the Parish Council's submitted comments in detail.

- RESOLVED:** To have no objection to the application with regard to the roof pitch but to respond back to Nicola with reference to:
- The inconsistency of the submitted plans compared with the actual details of the garage frontage
  - Clarification regarding the permitted use of the existing garage
  - Clarification regarding whether the new single garage is permitted development and, if not, whether this will be reported to Enforcement

**B. To consider Recommendations from the Meeting held at 7.00 p.m. on 7<sup>th</sup> October 2021**

**B.1. Applications:**

**B.1.1 Application No. WNS/2021/1386/FUL**

**Proposal: Additional storey and infill extension between garage and dwelling**

**Location: 3 St Rumbolds Drive, Kings Sutton, Northamptonshire, OX17 3PJ**

Recommendation B.1.1: that the Parish Council has no objection to the application but comments that it has noted that an air source heat pump is included in the development and would therefore expect that the appropriate noise calculations based on the specified position and model specifications including size are provided by the applicant.

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

**B.1.2 Application No. WNS/2021/1521/FUL**

**Proposal: Change of use of land from agricultural field to a cemetery extension to the existing adjacent cemetery.**

**Location: Cemetery Mill Lane Kings Sutton**

Recommendation B.1.2: to note the application

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

**B.2 Cherwell Local Plan Review – Community Involvement Paper 2: Developing our options: consultation**

Recommendation B.2: that the Parish Council respond

- expressing concerns regarding the amount of additional traffic which will be generated;
- noting that it is felt important to avoid coalescence of Banbury with its surrounding villages to allow the villages to retain their own individual identities; and
- urging the Council to ensure that the necessary infrastructure is in place to cope with the amount of new housing.

- RESOLVED:** To adopt recommendation B.2  
**Action:** the Clerk

**B.3 Oxford-Cambridge Arc public consultation**

Recommendation B.3: that the Parish Council respond advising that it endorses the model responses published by the CPRE.

**RESOLVED:** To adopt recommendation B.3  
**Action:** the Clerk

**121.21/22 FINANCE GOVERNANCE & POLICY COMMITTEE:**  
**A. Chairman's Report: nil report**  
**B. To consider Recommendations from the Meeting held on 9<sup>th</sup> September 2021:**  
**B.1: To Adopt a Memorial Bench Policy**

**RESOLVED:** To adopt recommendation B.1, noting that the details of a specific bench for plaques (under Option 1) to include the specification and location would be agreed at the November Meeting.  
**Action:** the Clerk/ Cllr Barry

**B.2: To Approve the Action Plan (within the Statement of Key Objectives)**

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

**B.3 To Invite Tenders for the Grass Cutting Contract (season 2022-23) with a closing date prior to the November Meeting of the Finance, Governance and Policy Committee Meeting**

**RESOLVED:** To adopt recommendation B.3, amending the tender document to give clarity regarding the stocks area.  
**Action:** the Clerk

**B.4 To Adopt a policy regarding management of memorials and graves**

**RESOLVED:** To adopt recommendation B.4, noting that the Clerk and Cllr Creed would carry out an inspection once proper notice had been given.  
**Action:** the Clerk

**B.5 To Adopt the Emergency Planning Paper**

**RESOLVED:** To adopt recommendation B.5

**Noted** that the Clerk would ensure Anne Martis received an updated copy.

**B.6 To Invite grant applications from community groups with a closing date of 31<sup>st</sup> December**

**RESOLVED:** To adopt recommendation B.6

**123.21/22 TRAINING: COURSES AND WORKSHOPS**  
**A. To Receive Requests for places on courses**

None.

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

None.



**124.21/22 TO RECEIVE UPDATES REGARDING THE BIODIVERSITY PROJECTS**

**Item deferred.**

**Noted** that the school had showed an interest in having a wormery.

**125.21/22 BUS SERVICES CONSULTATION: TO CONSIDER SUBMITTING A RESPONSE**

**Noted** that Cllr Malcolm was happy to complete an individual response, drawing on her personal experience.

**126.21/22 PROJECT UPDATES: TO RECEIVE REPORTS AND PUT QUESTIONS REGARDING:****A. The Cemetery Extension:**

**Noted** that the planning application had been submitted.

**B. Implementation of Car Charging Points**

**Noted** that it would fall to the Trustees of the Millennium Memorial Hall to decide whether to implement the car charging points scheme.

**Noted** that the Energy Saving Trust had confirmed that the Parish Council would still be eligible for a grant as it owns the land but that the supplier would need to invoice the Parish Council rather than the Millennium Hall.

**C. Emergency Planning**

No further update.

**127.21/22 TO RECEIVE UPDATE ON THE PHOTOGRAPHY COMPETITION ON THE WEBSITE**

Cllr Bostock reported that the draft terms and conditions for the competition were almost complete.

**RESOLVED:** To review the proposed framework once complete and to award a prize of £50 to the winner.

**128.21/22 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:** to include an update on lighting provision review at Glebe Rise, a request to consider other lamps for the part-night scheme and to receive information regarding LED replacements for the DW Windsor lanterns

**Item deferred** pending a meeting with the contractor.

**A.5 The Rec: nil report**

**A.6 Traffic Calming and Highways:** to include correspondence from a resident regarding speeding on the approach from Charlton and Upper Astrop

**Noted** that the Police had been moving their locations for speed detectors within the village.

**Noted** that Cllr Malcolm would sort out moving the VAS to the Mill Lane location.

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

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

**B.1 Trees:** to consider the Tree Warden recommendations regarding Planting for the Jubilee

Anne Martis was thanked for her comprehensive statement of recommendations.

**RESOLVED:** To contact all landowners of the specified areas, and to re-consider once responses were received.

**Action:** the Clerk

**B.2 War Memorial: nil report**

**C. Representatives:**

**C.1 King's Sutton Playing Fields Association:**

The date of the Fireworks display (and road closure) of 31<sup>st</sup> October was **noted**.

**C.2 King's Sutton Millennium Memorial Hall: nil report**

**C.3 Poor's Allotment Trust: nil report**

**C.4 Police Liaison: nil report**

**129.21/22 TO COMMENT ON ISSUES RELATED TO STREET AREAS:**

**Noted** that Highways had announced the forthcoming closure of Overthorpe Road (amended dates had since been received)

**130.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 4<sup>th</sup> NOVEMBER 2021)**

Proposals to address damage to cars from HGVs. (Cllr Malcolm)

The Meeting ended at 9.13 p.m.