

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 2ND DECEMBER 2021
IN THE ASTROP ROOM, 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), two members of the public (to Agenda Item 4)

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

155.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllr R Field.

RESOLVED: To Approve the Reason for Absence as submitted.

Anne Martis (Tree Warden) had also given apologies.

Noted.

156.21/22 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R Burrell	Item 14.2.1 – Recommendation to accept a quote for the installation of CCTV	Trustee of KSMMH

C. To receive Requests for Dispensations:

None.

157.21/22 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

A member of the public addressed the meeting regarding planning application no WNS/2021/1966/FUL as the applicant. He clarified why he hoped to site the new building at a distance from the existing farm; this was to avoid detracting from the old rustic buildings and he felt the farming enterprise in

the future would be better suited to the location near to the cottage where he anticipated living once renovated.

Another member of the public spoke on behalf of a group of residents who are concerned at the number of motorists driving at excessive speed in the Astrop/Upper Astrop Road locations. A recent police speed survey demonstrated that 71% of motorists exceeded the 30-mph limit. Some drivers are aggressive when challenged. Various strategies to reduce traffic speed have been previously discussed with Highways and the resident felt that chicanes offered the best solution. Parish Councillors were invited to stand on his drive to witness the extent of the problem.

158.21/22 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 4TH NOVEMBER 2021: (previously distributed)

RESOLVED: To approve the Minutes of the meeting held 4th November 2021

159.21/22 TO NOTE REPORTS FROM:

A. the Clerk:

MATTERS ARISING

Minute 135.21/22 King's Sutton Times

Several items regarding Parish Council activities were submitted for inclusion in the winter edition.

Minute 137.21/22 B

Responses from the various landowners have been circulated. GUHG has now requested the Parish Council provide details of the number and species of trees for the Green on Orchard Way. The Tree Warden has been provided with an update on progress.

Minute 139.21/22 B

The electrical connection for the Christmas Tree and the tree pit have both been installed.

Minute 140.21/22 LED light

One light in Glebe Rise has been converted and comments circulated.

Minute 142.21/22 B – Planning Applications and Consultations

All responses as resolved were submitted.

Minute 144.21/22 – Actions regarding HGVs

The Cooperative has been contacted and a response is awaited.

Highways has provided an update on the double yellow line application; the process has been delayed and no outcome will be known for approximately one year.

Other actions are in hand.

Minute 151.21/22 A.1- Bus Shelter

Comments regarding future use as a library have been circulated.

Minute 151.21/22 A.6 – Traffic Calming

The meeting with the police took place on Wednesday 24th November; traffic data has since been received and circulated. There has been a high volume of correspondence with concerned residents.

OTHER

The footpath to the Playing Fields has recently been cleared by Highways in response to a Street Doctor report.

HSBC Moneymaker Account

This is a one-month notice deposit account used for holding reserves (currently it holds £165,237.75); it was resolved (Minute 35.21/22) to invest £85,000 of this money in a bond at Hampshire Trust Bank. Transferring the money has proved to be impossible as no equivalent current account is held and therefore the Council is asked to consider closing the account with funds to be deposited in the Unity account prior to £85,000 being transferred to a new Hampshire Trust Bank bond account with the remainder to be held in the Unity instant access account.

RESOLVED: To close the HSBC Moneymaker Account and transfer the balance to the Unity Account to facilitate the opening of a Hampshire Trust Bank bond of £85,000.

Youth Engagement

Martin Gillett, South Northants Youth Engagement Team (who organised the Street Play Event in Halestrap) has advised that he would very much like to deliver a 'full size' Play & Activity Day in both Kings Sutton and Deanshanger in 2022. The total cost is estimated to be £4,500 and he is seeking for contribution from the Parish Council to be provided for in the budget. A new line has been added to the budget for consideration.

RESOLVED: To allocate £500 to the Street Play Event when considering the budget.

Community Renewal Fund

Parish and town councils in Northamptonshire will benefit from an investment from the Government's UK Community Renewal Fund (CRF). Northants CALC applied for a grant under CRF and has been awarded £281,625 to carry out research on the devolution of assets and services from unitary councils to parish and town councils. The money will be used to gather evidence to enable better decision-making down the track. Approximately one third of the money will be dispersed to parish and town councils to support data collection. Further information will be circulated by Northants CALC early December.

Councillors Covid Support Fund

Councillors at West Northants Council have been given £2,500 each from Covid funds to support local voluntary organisations as they recover from the financial effects of the pandemic. As the money is coming from Covid Grants from Central Government the money can only be used to support organisations affected by the pandemic. It cannot be used for Parish Council activities (but could be used for an organisation supported by the Parish), nor can it be used by individuals.

Police

There is a Police, Fire & Crime Commissioner Virtual Councillor meeting on Monday 6th December at 6pm Via Microsoft Teams to discuss proposals for a Community Risk Management Plan. All are welcome.

National Flood Forum

Cllr Irving has booked a place to attend the All Party Parliamentary Group on Flood Prevention.

Noted.

The Clerk was thanked for her report.

B. the Chairman:

Noted that Cllr Burrell had attended the Tamil National Remembrance Day on Saturday 27th November 2021 as a representative of the Parish Council.

C. the Vice Chairman: nil report.

D. the unitary Councillors: nil report

160.21/22

FINANCE SCHEDULE:

King's Sutton Parish Council - December 2021		
	30.11.2021	31.10.2021
Unity Trust Bank - current	£76,046.84	£79,278.76
Unity Trust Bank - instant acces	£5,004.93	£5,004.93
HSBC: Money Market Account	£165,237.75*	£165,237.75

* amount to be transferred into Unity account and HSBC account to be closed

A. To Approve the Payments:

To ratify					
Date	Cheque/DD/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
23.11.21	BACS KestrelRidge	Christmas Tree	£275.00		
23.11.21	BACS Richard Taylor	Installation of Chistmas Tree Pit	£150.00		
09.12.2021	DD Yü Energy	Invoice 00632744	£129.16	£6.15	236 2276 15
09.12.2021	DD Yü Energy	Invoice 00632745	£382.20	£63.70	236 2276 15
09.12.2021	DD Yü Energy	Invoice 00632746	£33.35	£1.59	236 2276 15
15.12.2021	DD NEST	December pension contributions	£57.75		
To Approve					
Date	Cheque/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
02.12.2021	BACS E Hart	Expenses - TEN + office expenses	£34.30		
02.12.2021	BACS A Morton	KST delivery	£55.86		650673044
02.12.2021	BACS KSMMH	Rent and Meetings for November	£170.00		
02.12.2021	BACS Northants CALC	Invoice 1710	£38.00		
02.12.2021	BACS SparkX	Invoice 3583 - LED	£393.72	£65.62	984134894
02.12.2021	BACS SparkX	Invoice 3582 - Christmas Tree	£2,141.00	£356.90	984134894
02.12.2021	BACS SparkX	Invoice 3581 - Testing	£2,268.00	£378.00	984134894
02.12.2021	BACS Bridson Kneale	Invoice BK066	£120.00		
27.12.2021	BACS E Hart	December Wages	£1,150.54		
30.12.2021	BACS HMRC	PAYE and NI Month 9	£245.23		
		Total	£7,644.11	£871.96	

RESOLVED: To approve the payments.

B. To Note Receipts:

Receipts	Type Payer	Description	Amt	
16-30.11.21	BACS Various	Individual stall payments for Christmas Fair	£360.00	
18.11.21	BACS Advertiser	King's Sutton Times	£153.00	
		Total	£513.00	£0.00

Noted.

161.21/22 TO NOTE THE PAYMENTS AND RECEIPTS AGAINST BUDGET YEAR TO DATE

Noted that the Finance, Governance and Policy Committee had reviewed the receipts and payments against budget to 15th November 2021 and they were broadly in line with expectations (variances explained).

Noted that the Clerk has reassigned £8597.50 from 1.1 Play Equipment Maintenance to 11.4 Play Area Renewal Fund as requested.

**162.21/22 WARDEN REPORTS: TO CONSIDER ISSUES RAISED BY
A. Footpaths Warden**

Noted that an issue with a ploughed field (AS11) reported by a resident has been addressed by the Footpaths Warden by discussion with the landowner.

B. Tree Warden: to include the Queen's Green Canopy project

Agreed that the Clerk should meet with the Tree Warden to finalise details of numbers, locations and species for review at the January Meeting.

Action: Clerk

C. War Memorial Warden

None.

163.21/22 TO CONSIDER AWARDING A GRASS CUTTING TENDER FOR 2022/23

RESOLVED: To award the tender for grass cutting to M.Dempsey for 2022/23, noting his reliability and good service.

Action: Clerk

164.21/22 CHRISTMAS FAYRE ON SATURDAY 11TH DECEMBER

A. To receive update on general arrangements

Noted that the Risk Assessment was being completed on 3rd December. The tree was booked for delivery on Wednesday 8th December and would be decorated on the Thursday/Friday.

RESOLVED: To hire a cherry picker if none was available locally to borrow.

Noted that Horton Radio had been booked to provide announcements and music.

165.21/22 LIGHTING PROVISION ON GLEBE RISE: TO CONSIDER FEEDBACK ON LED LIGHT

Cllr Bostock stated that he found the new light to be a big improvement.

RESOLVED: To consider feedback at the January meeting as the King's Sutton Times had only recently been published.

Action: Clerk

166.21/22 TO NOTE INTENTION OF WNC TO INTRODUCE A CHARGE FOR THE DISPOSAL OF GREEN WASTE IN THE SOUTH NORTHANTS LOCALITY

Disappointment was expressed at the decision of West Northamptonshire Council.

Noted that the decision had now been called in to be reviewed by the Place Overview and Scrutiny Committee.

RESOLVED: To contact Cllr Bainbridge, Chair of the Place Overview and Scrutiny Committee, noting that the decision regarding households being required to pay for their green bins to be emptied has been called in and recording support for its re-consideration.

To highlight that, due to rural nature of the locality, it is considered inequitable to make a comparison with other more built-up areas of the county when assessing the needs of the residents of the parish.

167.21/22 PLANNING:

A. Chairman's Report: nil report

B. To consider Recommendations from the Meeting held at 7.00 p.m. on 2nd December 2021

B.1. Applications:

B.1.1 Application No WNS/2021/1966/FUL

Proposal: Grain store

Location: Sutton Lodge Farm Banbury Lane, Kings Sutton, OX17 3JR

Recommendation B.1.1: that the Parish Council objects to the application on the grounds that the structure is planned to be built in the open countryside, while there appear to be other pieces of land available near or adjacent to the existing buildings on the farm.

RESOLVED: To adopt recommendation B.1.1.

B.1.2 Application No WNS/2021/1939/MAF

Proposal: A solar park with associated infrastructure including two substations, raised plinths and reinforced grass track.

Location: Land adjoining Cherwell Valley Business Park. OX17 3AA

Recommendation B.1.2: that the Parish Council has no objection to the application, noting that measures will be taken to account for the fact that the

development is on a flood plain and that the development will be able to be glimpsed at points from the canal and the Jurassic footpath (also in the vicinity of the M40 motorway).

RESOLVED: To adopt recommendation B.1.2.

Noted that arrangements for connection to the electricity grid were included in the application.

B.2 Rectory Homes: to note update

Noted that Rectory Homes has informed the Parish Council that the application has not yet been submitted due to a heavy workload and late receipt of data and information from third parties to be including in various technical reports. They now envisage that the application will be submitted during w/c 20th December.

Noted that responses to questions posed by the Parish Council to Rectory Homes will be submitted at about the same time, possibly the week before.

B.3 West Northamptonshire Strategic Plan – Spatial Options consultation: to note the time extension for submission of comments

Recommendation B3: to note the time extension

RESOLVED: To adopt recommendation B.3

168.21/22 FINANCE GOVERNANCE & POLICY COMMITTEE:

A. Chairman's Report: nil report

B. To consider Recommendations from the Meeting held on 16th November 2021:

B.1: To Accept the Quote from Blinkhorns for the sum of £3093 plus VAT to install the system as detailed in the quote (subject to the agreement of the King's Sutton Millennium Memorial Hall Committee).

RESOLVED: To adopt recommendation B.1, noting the agreement of the King's Sutton Millennium Memorial Hall Committee was now in place.

B.2: To place an order with Ecosurface for works listed under Option 3 (tunnel mound, the zipline and the double swing) noting that the original quote of £10,650 has been reduced to £10,300 (as long as the bark is cleared ready for works by the end of January 2022)

RESOLVED: To adopt recommendation B.2

B.3: To Approve the Scale of Fees and Jubilee Rose Garden Guidelines as circulated. (An increase of 3 per cent on the previous year, rounded to the nearest pound.)

RESOLVED: To adopt recommendation B.3

B.4: To approve the Risk Assessment for Burial Grounds (as amended)

RESOLVED: To adopt recommendation B.4

B.5: To re-approve the Standing Orders with no amendments

RESOLVED: To adopt recommendation B.5

B.6: To re-approve the Financial Regulations with no amendments

RESOLVED: To adopt recommendation B.6

B.7 Communications: Email Policy, Website, And Social Media

B.7.1 To create a Working Group to review all aspects of social media and communications with the aim of producing:

- **A fresh-looking, modern, and up-to date website**
- **An integrated, robust and responsive system of communication**

RESOLVED: To adopt recommendation B.7.1

RESOLVED: To appoint the following as members of the Working Group: Cllrs Bostock (Chairman), Barry and Malcolm, noting that non-Councillors with relevant skills might also join the group.

Noted that a Terms of Reference would be drafted by the Working Party to be approved by the Parish Council.

B.7.2 To recommend extending the current contract for a period of six months and to inform the contractor of the aims of the Working Group.

RESOLVED: To adopt recommendation B.7.2

C. BUDGET 2022/23

C.1. To review/comment upon draft receipts budget as circulated (£6164 without the precept)

Noted.

C.2 To review/comment upon draft payments budget as circulated

RESOLVED: To amend line 7.1 Christmas Fayre to £500 from £1000.

C.3 To note the current reserves levels and note the comments of the Finance, Governance and Policy Committee thereon

Noted that designated reserves stood at £172,708.

The comments of the Finance, Governance and Policy Committee (Minute FGP 61.21/22 B) were **noted**.

169.21/22 TRAINING: COURSES AND WORKSHOPS

A. To Receive Requests for places on courses

Noted that Cllr Irving has booked a place to attend the All Party Parliamentary Group on Flood Prevention.

B. To Receive Feedback from Councillors on attended courses

Cllrs Irving and Read-Maskell commented that they felt the course on low-cost housing was of limited use.

170.21/22 TO RECEIVE UPDATES REGARDING THE BIODIVERSITY PROJECTS

Item deferred.

171.21/22 PROJECT UPDATES: TO RECEIVE REPORTS AND PUT QUESTIONS REGARDING:**A. The Cemetery Extension:**

RESOLVED: To instruct Bower Bailey solicitors to proceed with the purchase of the land once planning approval was given.

Action: Clerk

B. Implementation of Car Charging Points

Noted that the meeting of the Trustees of the Millennium Memorial Hall had resolved to proceed with four charge points to be located at the rear of the car park, of which three would be dual use and one designated for charging only.

Cllr Wood and Ann Morton had visited some sites with BP installations and had been impressed with their neatness.

Further details on costings were awaited from BP.

Noted that the contract between the Hall and BP would be for a three-year term.

RESOLVED: To apply for the ORCS grant when all necessary information had been obtained.

Action: Clerk, Cllr Wood

172.21/22 TO RECEIVE UPDATE ON THE PHOTOGRAPHY COMPETITION ON THE WEBSITE

RESOLVED: To approve the proposal (as distributed) with an additional clause stating that serving Parish Councillors are not permitted to enter the competition.

Noted that Cllr Bostock would notify the Parish Council of the identity of the judges.

Noted that Cllr Bostock would ensure that the Parish Council received the copyright of submitted photos.

173.21/22 MOTION TO EXCLUDE MEMBERS OF THE PUBLIC AND THE PRESS FROM THE NEXT ITEM ON THE AGENDA:

No members of the public present: item not applicable

174.21/22 STAFFING:**A. Clerk's Annual Appraisal: To Receive Summary Report from the Chairman**

Cllr Burrell stated that he was very happy with the Clerk's performance in the last year.

The Annual Appraisal Summary was **noted**.

B. To consider making amendments to the Clerk's Contract and Job Description

RESOLVED: To adopt all recommendations regarding amendments to the Clerk's Contract as detailed in the Annual Appraisal Summary, including increasing contracted hours to 25 per week.

RESOLVED: To adopt all recommendations regarding amendments to the Clerk's Job Description as detailed in the Annual Appraisal Summary.

175.21/22 MOTION TO RE-OPEN THE MEETING TO MEMBERS OF THE PUBLIC AND THE PRESS

No members of the public present: item not applicable

176.21/22 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:

A. Councillors For..:

A.1 Amenities: to include consideration of feedback regarding the bus shelter library

Deferred to allow for further feedback following the recent publication of the King's Sutton Times.

A.2 Cemetery: to note a tidy up afternoon date of 4th December

Noted (from 1:30pm)

A.3 Communications: nil report

A.4 Lighting:

A request from a resident to provide additional lighting was **deferred** as Cllr Field was not present.

A.5 The Rec: nil report

A.6 Traffic Calming and Highways: to include receiving feedback from the meeting with the police on Wednesday 24th November

Noted that the Parish Council is not responsible for ensuring speed limits are adhered to and is not an expert in the field but that it represents the community and their concerns and should consider asking Highways experts which methods they consider would provide most benefit.

RESOLVED: To request a meeting with Helen Howard to discuss chicanes and to explore the benefits of other deterrents including improving signage, lighting, and the aesthetics of the village entrance.

Action: the Clerk

Noted that the Clerk would also ask Helen Howard for an update regarding measures on Banbury Lane which had not been implemented,

It was emphasised that it should not be assumed that speeding is a deliberate intention on the part of a motorist.

Noted that there were designated reserves in the “traffic calming” category of £45,000 which could be utilised for the project.

A.7 Litter Picking: nil report

Representatives:

B.1 King's Sutton Playing Fields Association: nil report

B.2 King's Sutton Millennium Memorial Hall: to consider any further actions necessary regarding CCTV provision

RESOLVED: To draft a Memorandum of Understanding to set out responsibilities of the Parish Council and the Millennium Memorial Hall.

Action: Clerk, Cllr Burrell

B.3 Poor's Allotment Trust: nil report

B.4 Police Liaison: nil report

177.21/22 TO COMMENT ON ISSUES RELATED TO STREET AREAS:

Agreed to direct a resident’s request regarding parking issues on Richmond Street to Highways.

178.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 6TH JANUARY 2022)

None.

The Meeting ended at 9.17 p.m.