

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 9TH JUNE 2022
IN THE ASTROP ROOM, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

PRESENT: Cllrs A Barry, J Creed, B Humphrey, R Irving, D Loughran, S Read-Maskell, D Wood

ABSENT: Cllrs D Bostock, R Burrell, R Field, I Malcolm

IN ATTENDANCE: Mrs E Hart (Clerk), two members of the public

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

Cllr Wood (Vice Chairman) chaired the meeting in the absence of Cllr Burrell.

34.22/23 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllrs Bostock, Burrell, Field, Malcolm

RESOLVED: To approve the Reason for Absence as submitted by Cllrs Bostock, Burrell, Field and Malcolm

35.22/23 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

| Councillor | Agenda Item | Reason |
|------------|--------------------------------|--|
| A Barry | 6.1 Finance Schedule: Payments | Expenses claim for Insurance and Temporary Event Licence |

B. Other/Personal/Non-Statutory Interests:

| Councillor | Agenda Item | Reason |
|------------|-------------------------------------|---------------------------|
| D Wood | 17.1.1 Amenities: dog bin provision | Resident of Hampton Drive |

C. To receive Requests for Dispensations:

None.

36.22/23 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

A member of the public spoke to Item 17.1.2 Cemetery in his capacity of Cemetery Warden. Work has been completed to wash down and treat the benches. The five-bar gate needs repainting.

RESOLVED: That any reasonable payments for paint and refurbishment would be approved by the Parish Council and therefore could be purchased by the Cemetery Warden.

The Cemetery Warden was thanked for his efforts in maintaining the cemetery to a high standard.

37.22/23 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE ANNUAL MEETING HELD 5TH MAY 2022: (previously distributed)

RESOLVED: To approve the Minutes of the meeting held 5th May 2022

**38.22/23 TO NOTE REPORTS FROM:
A. the Clerk:
MATTERS ARISING**

Minute 20.22/23 Queen's Jubilee

Payments totalling £493.95 were released to the Jubilee Committee and are listed for ratification in the Finance Schedule. A payment of £100 was released to Kings Sutton Sequence Dancing Club.

Minute 24.22/23 Gigaclear Installation

The permission agreement was sent to Gigaclear. A community event has been booked (agenda item)

Minute 27.22/23 B Rectory Homes Application

The Local Lead Flood Authority has now submitted further consultation responses.

Minute 28.22/23 B Electrical Charging Points

The OZEV grant offer has been accepted.

Minute 28.22/23 D Biodiversity

The new remit of Biodiversity Warden is presented for approval.

Minute 31.22/23 A.5 The Rec

The works by Jet Flo Ltd were completed prior to the Jubilee event to a high standard.

OTHER

The Heathy Communities Team at WNC (South Northants Locality) cancelled the outdoor activity session (noon-2pm) on Monday 30th May at short notice.

A second quote to install a base for the new Community bench has been received. (£372.40)

RESOLVED: To accept the quote.

A suggestion has been received from Cllr Barry to purchase the following plaque to commemorate the Platinum Jubilee (£69.96 plus shipping) to be installed at the KSMMH.

<https://www.themetalfoundry.uk/products/queens-platinum-jubilee-plaque>

RESOLVED: To purchase a plaque to commemorate the Platinum Jubilee (£69.95 plus shipping) to be installed at the KSMMH, providing that the trustees are agreeable.

West Northamptonshire Council (WNC) has announced Kier as its preferred contractor to deliver a new highways service.

Northamptonshire ACRE has partnered with Climate Action-West Northants (CA-WN) to host our Grow Green Together conference on 12th September between 10am and 4pm at the Hunsbury Hill Centre (NN4 9QX) to help local organisations connect and craft a more sustainable future.

The Northants CALC training course on Land Registration on 7th June was more of a sales pitch to engage the services of the Managing Director of Land and Property Registration Ltd to complete an audit and ensure registrations are all in order rather than a training session in how to complete this "in-house". Notwithstanding this, the course highlighted the need to review deeds held and ensure land is correctly registered. Northants CALC has decided not to charge for the course.

RESOLVED: To undertake such work as is required to ensure all land owned by the Parish Council is registered (agenda item for July Finance, Governance and Policy Committee Meeting)

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

39.22/23

FINANCE SCHEDULE:

| King's Sutton Parish Council - June 2022 | | |
|---|-------------------|-------------------|
| | 31.05.2022 | 30.04.2022 |
| Unity Trust Bank - current | £237,713.64 | £224,925.40 |
| Unity Trust Bank - instant access | £5,007.96 | £5,007.96 |
| | | |

A. To Approve the Payments:

| To ratify | | | | | |
|--------------|-----------------------------|---|-------------------|------------------|---------------|
| Date | Cheque/DD/BACS Payee | Description | Amt (incl VAT) | VAT | VAT Reg No. |
| 16.05.2022 | BACS Adrian Barry | TEN (Jubilee) | £21.00 | | |
| 16.05.2022 | BACS Adrian Barry | Insurance (Jubilee) | £67.94 | | |
| 16.05.2022 | BACS Adam French | Jubilee decorations/products | £405.01 | £67.59 | various |
| 16.05.2022 | BACS Kings Sutton SDC | Jubilee celebration | £100.00 | | |
| 27.05.2022 | DD BT | Quarterly bill (internet and telephone) | £177.37 | £29.56 | GB245 7193 48 |
| 08.06.2022 | DD Yü Energy | Invoice 00825122 | £106.89 | £5.09 | 236 2276 15 |
| 08.06.2022 | DD Yü Energy | Invoice 00825123 | £318.08 | £53.01 | 236 2276 15 |
| 08.06.2022 | DD Yü Energy | Invoice 00825122 | £32.10 | £1.53 | 236 2276 15 |
| 15.06.2022 | DD NEST | May pension contributions | £83.88 | | |
| To Approve | | | | | |
| Date | Cheque/BACS Payee | Description | Amt (incl VAT) | VAT | VAT Reg No. |
| 09.06.2022 | BACS Banbury Litho Ltd | King's Sutton Times | £869.00 | | |
| 09.06.2022 | BACS ICCM | Membership | £95.00 | | |
| 09.06.2022 | BACS Edge Signs Ltd | Invoice 3056 | £60.00 | | |
| 09.06.2022 | BACS KSMMH | Mums and Tots May invoice | £86.00 | | |
| 09.06.2022 | BACS KSMMH | Jubilee Event invoice | £100.00 | | |
| 09.06.2022 | BACS KSMMH | Rent and Meetings for May | £170.00 | | |
| 09.06.2022 | BACS SES Water Services | Water charges - Bill No 12 | £4.02 | | |
| 09.06.2022 | BACS Jet Flo Ltd | Invoice 1102 | £787.00 | | |
| 09.06.2022 | BACS Ford and McHugh Ltd | Invoice 2924 | £197.40 | £32.90 | |
| 09.06.2022 | BACS Marcus Young Landscape | Invoice 3887 | £484.80 | £80.80 | 650673044 |
| 09.06.2022 | BACS AGU Treecraft Limited | Invoice 3005003 | £1,740.00 | £290.00 | 940 3937 20 |
| 09.06.2022 | BACS AGU Treecraft Limited | Invoice 2705002 | £888.00 | £148.00 | 940 3937 20 |
| 09.06.2022 | BACS AGU Treecraft Limited | Invoice 0605001 | £2,898.00 | £483.00 | 940 3937 20 |
| 09.06.2022 | BACS E Hart | Office 365, storage boxes A4 paper | £135.63 | £21.94 | various |
| 09.06.2022 | BACS Dave Essex | Invoice 2705 | £80.00 | | |
| 27.06.2022 | BACS E Hart | July Wages | £1,417.65 | | |
| 30.06.2022 | BACS HMRC | PAYE and NI Month 4 | £397.12 | | |
| Total | | | £11,721.89 | £1,213.42 | |

RESOLVED: To approve the payments.

B. To Note Receipts:

| Receipts | Type Payer | Description | Amt |
|--------------|------------|-----------------------------|------------------|
| 04.05.2022 | BACS WNC | Grass Cutting 2021 season | £710.18 |
| 05.05.2022 | CASH Coop | Donation from two residents | £200.00 |
| 10.05.2022 | BACS WNC | Lofus (Amazon insurance) | £673.10 |
| Total | | | £1,583.28 |

Noted.

40.22/23 WARDEN REPORTS: TO CONSIDER ISSUES RAISED BY

A. Footpaths Warden:

Correspondence from George Massingham regarding AS10 was **noted**. **Noted** that the Clerk would follow up with Rights of Way and ask Dave Hall for any details of landowners she needed.

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

RESOLVED: To defer planting of the trees until the autumn and use bare rooted specimens.

Noted that the Clerk would obtain commemorative plaques from WNC to be placed on the planting sites.

C. War Memorial Warden: nil report

D. Litter Picking: to consider removal as a Warden remit

RESOLVED: To remove Litter Picking as a remit, whilst expressing appreciation for the work carried out by the volunteers and undertaking to provide support if necessary.

Action: the Clerk

41.22/23 ANNUAL PARISH MEETING 2022: REVIEW

Noted that the 2022 meeting had been poorly attended.

RESOLVED: To consider the following when organising future Annual Parish Meetings:

- Inviting a speaker on a topical subject
- Involving local clubs/organisations
- More concise presentations/using Powerpoint
- Better advertising/publicity using the new website/newsletter
- Reducing unnecessary printing of reports
- Avoiding clashing with meetings of other organisations
- Providing wine/refreshments

42.22/23 TRAINING: COURSES AND WORKSHOPS

A. To Receive Requests for places on courses

None received.

The Clerk would confirm which Councillors were booked on to the Code of Conduct course taking place later in June 2022.

B. To Receive Feedback from Councillors/the Clerk on attended courses

The Clerk's disappointment in the content of the Land Registration course was **noted**.

43.22/23 GIGACLEAR INSTALLATION: TO NOTE DATE OF PUBLIC INFORMATION EVENT: 21ST JULY 4:30PM – 7:30PM IN THE KSMMH

Noted.

44.22/23 PLANNING:

A. Chairman's Report:

Rectory Homes Application:

Noted that the Local Lead Flood Authority has responded to the re-consultation saying that it cannot support the application until adequate surface water drainage information has been submitted.

Specifically, the following concerns were raised:

- The "Topographical Survey Plan" in Appendix B has no title and is not presented to the required expectations.
- For an outline planning application, the Authority would expect to see confirmation that the applicant has obtained landowner's permission for discharging the surface water into the water courses.
- The applicant's approach to alleviate the historic flooding issues from the adjacent lands.

Concerns can be overcome by submitting surface water drainage information which covers the deficiencies highlighted above. The authority has asked to be re-consulted on this requested surface water drainage information.

Noted that Highways also have changed their consultation responses due to access and the fact that there is a legal problem on ownership of the land over which access to the site is being proposed. With reference to a letter from a third party it has commented: "The Local Highways Authority must therefore revert to the original position of objection to this development proposal due to the fact that the applicant has not proved that an access suitable for adoption can be installed for the proposed level of development."

Noted that the planning portal states the application will be decided by Committee on 7th July 2022.

Proposal: Demolition of existing kitchen/utility/pantry extension. New single storey rear/side extension

Location: 26 Brookfield House Wales Street, Kings Sutton, Northamptonshire, OX17 3RR

RESOLVED: To object to the application as it feels that the large plate glass windows and roof materials of the proposed development are not sympathetic to the existing building.

B. To consider Recommendations from the Meeting held at 7 p.m. on 9th June 2022

B.1. Applications:

B.1.1 Application WNS/2022/0858/FUL

Proposal: Replacement windows and front door

Location: 11-12 Red Lion Street Kings Sutton OX17 3RH

Recommendation B.1.1: that the Parish Council supports the application noting that, following the withdrawal of a previous application, the application provides for timber windows and a door on the front aspect with UPVC at the rear.

RESOLVED: To adopt recommendation B.1.1

B.1.2 Application No WNS/2022/0868/LDE

Proposal: Certificate of Lawfulness for existing use comprising of the continued use of land for the stationing of a mobile home at Field Barn for residential occupation.

Location: Mobile Home Field Barn Banbury Lane Kings Sutton OX17 3RX

Recommendation B.1.2: that the Parish Council objects to the issue of a Certificate of Lawfulness because, although there is evidence that there was a caravan on site in 2010/11 there appears to be no corroborative evidence that a valid residential tenancy existed prior to 2013; AND that, regarding the development itself, the Parish Council comments that

- An application for a residential dwelling on the site was refused in 2009,
- The Parish Council objected to a proposal for a dwelling in 2014
- The Parish Council was not aware that there was a residential mobile home present on the site

- The site is within the South Northamptonshire Special Landscape Area and
- It is located within the open countryside

and that it therefore presumes that, should the LPA decide not to issue a certificate of Lawfulness for the development, appropriate enforcement measures will be undertaken in a timely manner, given the length of time the development now appears to have been in situ.

RESOLVED: To adopt recommendation B.1.2

B.1.3 Application No WNS/2022/0614/TCA: for information only
Proposal: G1 - Hazels (Corylus avellana), Crown reduction away from neighbouring property to increase light levels to their flowerbeds. G2 - Hazels (Corylus avellana), Selective coppicing of group to clear back from neighbouring property.
Location: Lovells 7 The Square Kings Sutton OX17 3RE

Previously considered by the Parish Council

B.1.4 Application WNS/2022/0910/TCA
Proposal: G1 - Sprues-Crown lift by 1.5m to increase light levels to the surrounding property. G2 - Maple & Cedar-Crown reduction by 1.5m to maintain suitable tree size for location & increase light levels to neighbouring property
Location: Post Office 1 Spinney Bank House Bulls Lane, Kings Sutton, Northamptonshire, OX17 3RA

Recommendation B.1.4: that the Parish Council notes the application

RESOLVED: To adopt recommendation B.1.4

B.1.5 Application WNS/2022/0954/FUL
Proposal: Front timber canopy, single storey rear extension including rear canopy, garden wall and pedestrian gate to the side/rear
Location: 19 Richmond Street Kings Sutton OX17 3RS

Recommendation B.1.5: that the Parish Council has no objection to the application, noting that the proposed porch is slightly smaller than the previously proposed one

RESOLVED: To adopt recommendation B.1.5

B.1.6 Application WNS/2022/1001/TCA: for information only
Proposal: Goat Willow (T1) - Removal.
Location: Studleigh Farm 22 Wales Street Kings Sutton OX17 3RR

Recommendation B.1.6: that the Parish Council notes the application but expresses concern that no reason has been submitted for the proposed tree removal.

RESOLVED: To adopt recommendation B.1.6

45.22/23 FINANCE GOVERNANCE & POLICY COMMITTEE:

A. Chairman's Report: nil report**B. To consider Recommendations from the Meeting held on 17th May 2022:**

B.1: That the Parish Council be minded to release the remaining £900 in the budget for the Jubilee Event on the Rec if requested, supported by evidence of expenditure.

RESOLVED: To adopt recommendation B.1
Action: the Clerk

B.2 That the following re-allocations of designated reserves be made:

B.2.1 To increase Lighting Renewals by £20,000 to £33,000 by viring £20,000 across from LGR Northamptonshire, leaving 5,000 under LGR Northamptonshire.

B.2.2 To combine Play Area Renewal with Play Area new equipment.

B.2.3 To delete Bus Shelters – repairs

B.2.4 To add a new category: Elections, allocating £450

RESOLVED: To adopt recommendations B.2.1 – B.2.4 (all clauses)
Action: the Clerk

B.3 To note the comments of the Internal Auditor and to keep under review the option to open a multipay charge account but not to apply at the present time.

RESOLVED: To adopt recommendation B.3

B.4 Financial Regulations Review: to approve the 2019 documentation as circulated noting the following amendments:

Para 6.20 – final sentence deleted

Para 11.4 – reference to grants removed (as the Parish Council has a separate policy)

RESOLVED: To adopt recommendation B.4

B.5 Statement of Key Objectives

B.5.1 To approve the following deletions (noting their inclusion in a separate reference section):

Updating Photography on Village Website

Producing a Flood and Emergency Plan

Installing safety surfacing in the Toddler Play Area and other play areas on the Recreational Ground

Installing CCTV at Millennium Hall

Supporting village clubs and activities post Pandemic

Annual Christmas Fayre

Involvement in Plant a Tree for the Jubilee Scheme

Reviewing frequency of trains stopping at Kings Sutton

RESOLVED: To adopt recommendation B.5.1

B.5.2 To approve the following amendments:

Continued monitoring of all safety surfacing for suitability.

Footpath AS10 diversion

RESOLVED: To adopt recommendation B.5.2

B.6: Football Club Grant Application: to arrange a meeting chaired by Cllr Burrell and attended by the Clerk, Cllr Read-Maskell (KSPA Representative) and key representatives of the KSPFA and Football Club with the aim of reaching agreement regarding future mowing equipment provision.

RESOLVED: To adopt recommendation B.6

B.7 To adopt the Remit of Biodiversity Warden as circulated and to advertise the role in the King's Sutton Times and on Social Media.

RESOLVED: To adopt recommendation B.7

B.8 King's Sutton its Life and Times:

B.8.1 To appoint Cllr Wood as Parish Council Representative on the Working Group noting that the Group will produce their own TOR

RESOLVED: To adopt recommendation B.8.1

B. 8.2 To resolve that the Parish Council would consider favourably any request for financial support

RESOLVED: That the Parish Council would consider favourably a reasonable request for financial support

B.9: Safeguarding Documentation

B.9.1 To purchase a Fireproof two-drawer filing cabinet (currently available at £685.00 plus VAT) and to inform the donors of the Parish Council's purchase, whilst asking them if they had any other documentation they wished to deposit for safekeeping

RESOLVED: To purchase a fireproof two-drawer filing cabinet (currently available at £685.00 plus VAT) and to inform the donors of the Parish Council's purchase, and to ask residents if they had any other hard copy documentation they wished to deposit for safekeeping

B.9.2 To consider exploring how hard copies can be digitalised

RESOLVED: To adopt recommendation B.9.2

Action: Clerk (for consideration at the July Meeting of the Finance, Policy and Governance Committee)

B.10: Purchase of a Camera To Prevent Fly Tipping: to defer a decision until the following information is available for consideration:

The current scale of the issue of fly tipping

The responsibility for its collection

The mechanism for proper storage of data

How GDPR/Privacy issues are to be addressed (Policy Documentation and Procedures)

RESOLVED: To adopt recommendation B.10

B.11: To purchase a wormery for KSPA for £138.99 plus VAT

RESOLVED: To adopt recommendation B.11, noting the Primary Academy had identified a suitable wormery

B.12: Policies/Plans

B.12.1 To note the policy review schedule

RESOLVED: To adopt recommendation B.12.1

B.12.2 To approve:

B.12.2.1 Grants of Financial Assistance Policy (with an amendment: exceptional grants of up to £3000.00 amended to £5000.00)

B.12.2.2 King's Sutton in Bloom Operating Plan

B.12.2.3 Charges for the Use of Land owned by the Parish Council

B.12.2.4 Commemoration of Past Members (with the additional of the option to purchase a memorial plaque)

B.12.2.5 Memorial Bench Policy (amended to include details of the approved plaques and with the cost of a dedicated bench increased to £1500 to reflect the increase in suppliers' costs)

B.12.2.6 Safeguarding protocol

RESOLVED: To adopt recommendation B.12 (all clauses)

B.13: Clerk's Pay and Conditions

B.13.1 Clerk's Contract of Employment: to approve amending paragraph 6.4 to read "An additional premium of 8.1% will be added to the relevant NJC rate as determined by calculation under 6.1 and 6.3 above"

RESOLVED: To adopt recommendation B.13.1

B.13.2 To approve the Clerk claiming Working From Home allowance, backdating the claim to the point at which she had stopped claiming previously.

RESOLVED: To adopt recommendation B.13.2

46.22/23 KING'S SUTTON IN BLOOM: TO NOTE ANY ADDITIONAL INFORMATION TO THAT IN B.12.2.2

Noted that the Horticultural Show at which prizes would be distributed would take place on 20th August.

47.22/23 PROJECT UPDATES: TO RECEIVE REPORTS AND PUT QUESTIONS REGARDING:

A. The Cemetery Extension:

Communication from the conveyancing solicitor was **noted**.

B. Implementation of Car Charging Points

Noted that the KSMMH trustees were awaiting the revised agreement with BP Chargemaster.

C. Communications Working Group

Noted that a meeting of the Group was planned to take place from which an update would follow.

D. Biodiversity Projects

The Clerk had contacted Dave Essex regarding the information board.
Noted that Cllr Loughran would speak to him to confirm requirements.

48.22/23 TO RECEIVE UPDATE ON THE PHOTOGRAPHY COMPETITION ON THE WEBSITE

None.

49.22/23 TO COMMENT ON ISSUES RELATED TO STREET AREAS

Provision of a new Dog Bin

RESOLVED: To obtain a quote and consider a detailed proposal at the July meeting, noting that the preferred location was the most northerly one of those suggested.

Parking on the Green on Orchard Way

RESOLVED: To raise the issue again with Grand Union Housing

Accidents on Upper Astrop Road

RESOLVED: To contact the concerned resident confirming that she was right to contact the Unitary Councillor and copying in Helen Howard on the response.

50.21/22 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: a quote for remedial works were deferred to the July meeting of the Finance, Governance and Policy Committee

RESOLVED: To obtain additional quotes for consideration.

Action: the Clerk

A.5 The Rec: mowing schedule

RESOLVED: To check with the resident whether she is now satisfied following her complaint.

Action: the Clerk

Noted that it would be preferable to have one ley to fit all padlocked post.

RESOLVED: To purchase new padlocks with the same key.

Action: the Clerk

A.6 Traffic Calming and Highways: nil report

Representatives:

B.1 King's Sutton Playing Fields Association: noted that there is Race Night planned for July. Further noted that the CCTV equipment is almost operational; agreed that the Clerk would send Cllr Barry a copy of the CCTV policy as a template for the KSPFA when determining their own policy.

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

B.3 Poor's Allotment Trust: nil report

B.4 Police Liaison: noted that Cllr Barry has requested that the beat bus visit at weekends

51.22/23 TO RECEIVE ITEMS FOR THE NEXT MEETING (Thursday 7th July 2022)

Negotiation of a preferential rate when hiring the Memorial Hall for whole village events.

The Meeting ended at 8.55 p.m.