

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 2ND APRIL 2015
IN THE ASTROP ROOM,
KING'S SUTTON MILLENNIUM MEMORIAL HALL**

PRESENT: Cllrs R Burrell (Chairman), D Bridson, J Creed, W Dowling, C Hill, R Irving, W Mullis, M Paterson and R Sykes

ABSENT: Cllrs G Bruce, T Forde

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

265.14/15 CHAIRMAN'S ANNOUNCEMENT: THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014:

Cllr Burrell advised Members of the Public that they were permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the meeting not being disrupted. Oral commentary during the meeting would not be permitted. (Standing Order 3k)

266.14/15 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllrs Bruce and Forde.

RESOLVED: It was proposed by Cllr Paterson and seconded by Cllr Irving to Approve the Reasons for Absence submitted by Cllrs Bruce and Forde.

267.15/15 TO RECEIVE REQUESTS FOR DISPENSATIONS:

None.

268.14/15 TO INVITE DECLARATIONS OF INTEREST:

Councillor	Item	Reason
B Burrell	12.2.2 Application No. S/2015/0499/FUL	Occupier of neighbouring property
	12.2.4 Application No. S/2015/0542/FUL	Occupier of adjacent property
	13.3.13 Community Laptop	Chairman, Committee of Management, KSMMH
J Creed	12.2.5 Application No. S/2015/0562/FUL	Occupier of neighbouring property

Councillor	Item	Reason
W Dowling	12.2.4 Application No. S/2015/0481/MAF	Occupier of neighbouring property to Barwood Homes development
R Irving	12.2.4 Application No. S/2015/0481/MAF	Occupier of neighbouring property to Barwood Homes development
M Paterson	11 Flood Alleviation 13.3.13 Community Laptop	Occupier of property that would benefit from Wales Street FAS Vice-Chairman, Committee of Management, KSMMH

269.14/15 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:

Item 18.1.1: Farm Track opposite the Cemetery: Mr Derek Wolton, Health Walks Leader, spoke in support of the designation of the farm track as a Public Right of Way.

Noted.

270.14/15 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD 5TH MARCH 2015:
(previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Paterson to Approve the Minutes of the Meeting held 5th March 2015.

271.14/15 TO NOTE REPORTS FROM:

A. the Clerk: (previously distributed)

Minute No. 250.14/15A: i) Hedge, Banbury Lane: (See also Minute No. FGP: 100.14/15A) Cllr Irving will discuss the matter on site with Mr Richard Everest, Technical Director, CALA Homes on 22nd April 2015.

ii) Thursday Bus: (See also Minute No. FGP: 107.14/15) Tex Cars has yet to confirm that it has received its Operator's Licence but would expect to be able to resume the service on 16th April 2015.

iii) Local Elections: Guidance on Purdah (attached)

iv) Designated Bus Stops: The Bus and Rail Development Officer, Northants Highways has approved the creation of a setdown stop at the junction of The Knob and Astrop Road. The official stop opposite the Astrop Road bus shelter will remain in service.

Minute No. 251.14/15C: The original Contractor removed the gates at the lychgate on 19th March 2015.

Minute No. 255.14/15C: CALA Homes Gear Tray trial: CALA Homes has given permission for the trial. The Parish Council's Lighting Contractor will

liaise with the Supplier to order and subsequently fit the gear tray on behalf of the Parish Council.

Minute No. 257.14/15:

A.1: Dog Waste Bin: Ordered 24th March 2015.

Agreed: To install at the single barrier at the Kensington Close end of the jitty way.

Further complaint about the dog mess, overgrown vegetation and slipperiness of the surface. Following an inspection on 2nd April 2015 by the Street Cleansing Supervisor, Cherwell and South Northants a crew is to be sent out on 8th April 2015 to scrape off surface moss.

D.1: Cemetery Seats: Smartly refurbished and installed in the Cemetery.

Minute No: 258.14/15: Community Speedwatch: Mr Michael Bailey has been appointed Co-Ordinator. A limited campaign only will be possible due to lack of volunteers but the Police are satisfied for it to proceed.

Minute No. 260.14/15

A: Rights of Way: The farm track opposite the Cemetery is within the parish boundary.

H: Creation of Footpath, Upper Astrop Road: (See also Minute No. FGP: 109.14/15) Helen Howard, Community Liaison Officer, Northants Highways has already submitted a bid for the works and has been advised of the recommended contribution of £2,500.

Minute No. 262.14/15: Community Enhancement Gang Programme 2015: Request submitted on 24th March 2015.

2. Other:

i) Freedom of Information: Supplementary to original Request received 25th March 2015: Information provided 26th March 2015.

ii) External Audit: BDO LLP has given notice that the date for submission of the Annual Return for YE 31st March 2015 is 20th July 2015. The Parish Council must approve the Accounts and Accounting Statement for the YE 31st March 2015 by 30th June 2015.

Mr Waite will carry out the Internal Control Checks for Q4 on 14th April 2015. The Internal Audit has been arranged for 21st May 2015.

Changes to the Audit Regime: The Local Audit and Accountability Act 2014 closes the Audit Commission and establishes new arrangements for the accountability and audit of local public bodies in England. The Act will be supported by the Transparency Code for smaller authorities and the Code of Audit Practice.

iii) Traffic Calming, Astrop Road: The Clerk has asked for information on the cost of the dragons teeth and 30 roundel.

iv) Village Entry Works: Mrs Howard is trying to find out why these works had not yet been completed.

v) SPLAT Village Games sessions, SNC: Dates of visits: Monday 3rd August, Monday 17th August 2017:

Agreed: To allow the use of The Rec for these sessions and to book indoor facilities in case of bad weather.

B. the Chairman:

- i) Funeral of Alan Essex: 1 p.m. on Tuesday 7th April 2015 in the Parish Church followed by the Wake in the Oman Room.
- ii) Elections 2015 Drop In session 19th March 2015: 3 electors (including one former Parish Councillor) were interested in being nominated. The Chairman and Vice-Chairman would make arrangements for completed nomination forms to be delivered to SNC, Towcester.
- iii) Astrop Grange: Presentation to Parish Council on development proposals by the Area Development Manager, Grand Union Housing Group. 7.30 p.m. 16th April 2015.
- iv) Barwood Homes development at Hampton Drive: The site manager had failed to take action in respect of the hoarding attached to 16 Windsor Close and the siting of Notices. Cllr Burrell to pursue with Mr John Baldock, Production Manager, Barwood Homes.
- v) King's Sutton Primary School Academy: The Chairman, Vice-Chairman and Cllr Forde had met with the Head Teacher and Members of the Governing Body to discuss the impact on the School of development in the village. The Head Teacher and Governing body had no immediate concerns. There was space for 40 more pupils before the School reached its full capacity.

C. County Councillor: No Report. Cllr Sawbridge had sent his Apologies.

D. District Councillor: No Report. Cllr Morris had sent his Apologies.

272.14/15 FINANCE SCHEDULE:

HSBC Bank Accounts	Bank Statement @ 28.02.15	Cash Book Balance @ 27.03.15
Business Money Manager	£44,147.64	£18,078.63
Community	£1.00	£1.00
Money Market	£162,817.62	£162,817.62

A. To Ratify and Approve the Payments:

To Ratify				
Cheque	Payee	Description	Amt (incl VAT)	VAT
DD	BT plc	Telephone Bill Q034 WG	£234.71	£39.11
To Approve				
Cheque	Payee	Description	Amt (incl VAT)	VAT
104273	S J Key	Inv. 3 litter services March 15	£80.00	
104274	A H Contracts	Inv. 7907 dog waste services	£120.00	£20.00
104275	KSM MH	Office Rent, Room Hire Mar 15		not received
104276	Aylesbury Mains Ltd	Inv. 15450	£58.08	£9.68
104277	SNC	Cemetery Non-domestic rates	£144.00	
104278	Banbury Litho Ltd	Inv. 11486	£720.00	
104279	A Woolner	CSW Training Mileage	£27.00	
104280	A Le Druillenc	Salary Month 1		tbc
104281	HMRC	Tax & NI Month 1		tbc
104282	A Le Druillenc	Reimbursement, Office Supplies	£6.92	
Total			£1,390.71	£68.79

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Sykes to Ratify and Approve the Payments.

A.1 Additional Payments:

D Essex: Inv. 2245. £585 Cemetery Benches

Cheque No. 104283 was raised.

Aylesbury Mains Ltd: Inv. 15469. £58.32 Lighting repair.

Cheque No. 104284 was raised.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Sykes to Ratify and Approve the Additional Payments.

B. To Note Receipts:

Receipts	Type	Payer	Description	Amt
03.03.15	Cheque	KS Tennis Club	Refund Grant financial assistance	£750.00
10.03.15	Cheque	Edd Frost & Daughters	Burial Fees GAR52, ERB321	£207.00
19.03.15	Cheque	J & M Humphris	Burial Fees GAR53, ERB 322	£186.00
26.03.15	Cheque	Banbury Memorials	Memorial GAR53	£58.50
Total				£1,201.50

Noted.

C. Unmetered Electricity Supplies:

C.1 To Note the 50% increase in cost for Deemed Contract Rates effective as from 1st May 2015:

Current rate: 8.24p per kWh

From 1st May 2015: 12.40p per kWh

Noted.

C.2 To Note Fixed Term Contract Rates:

King's Sutton's estimated annual consumption is 30,000 kWh which is insufficient to command a beneficial fixed term rate. E.ON had calculated the rate of 12.6p per kWh for a fixed term contract based on the current estimated annual consumption. The future addition of 5No. & 11No. LED lights would be insignificant in terms of consumption due to their high energy efficiency.

Noted.

C.3 To Note action being taken by Northants CALC on behalf of its Members:

Northants CALC had urged NALC to press E.ON for a postponement of the increase.

Northants CALC was also exploring the possibility of a co-operative scheme with an alternative supplier of unmetered energy and would advise its Members of the outcome on 17th April 2015.

C.4 To Consider the options and how best to proceed:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Dowling to:

i) Authorise the Clerk to achieve the best deal on the information available from Northants CALC

ii) Seek to delay a decision to the Annual Parish Council Meeting.

273.14/15 TRAINING:**A. To consider requests:**

It was **Noted** that:

- i) Northants CALC is running Off to a Flying Start induction courses on 27th May and 15th June 2015
- ii) CPRE Planning Roadshow: 4th June 2015: 'Making Planning Responses Count'

B. To Approve registration fee in the sum of £30.00 for General Power of Competence module to be taken by the Clerk:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Sykes to Approve the registration fee in the sum of £30.00.

274.14/15 ANNUAL PARISH MEETING: 15TH APRIL 2015:**A. To receive Reports:**

8 Reports had been received.

Reports to be available from 9th April 2015.

275.14/15 FLOOD ALLEVIATION GROUP:**A. Update on Wales Street FAS:** Cllr Irving gave an update.

A site Meeting to resolve planning issues had settled the physical concerns.

B. To consider the funding shortfall:

Not all tenders had been received and the funding gap was not yet fully known.

Cllr Morris' role was considered to be key to bridging the shortfall.

The Finance Governance & Policy Committee had taken the view that no commitment with regard to an augmented funding contribution from the Parish Council could be made until the size of the gap was known.

276.14/15 PLANNING:**A. Chairman's report: None.****B. To consider recommendations arising from the Meeting held at 7.00 p.m. on 2nd April 2015:** Cllr Hill spoke to the Applications.

B.1 Application No: S/2015/0461/FUL

Proposal: Proposed new agricultural building

Location: Purston Manor Farm, Purston Road, Purston

Recommendation 276.14/15.B.1: To offer No Objections.

RESOLVED: It was proposed by Cllr Hill and seconded by Cllr Paterson to Adopt Recommendation 276.14/15.B.1.

B.2 Application No: S/2015/0499/FUL

Proposal: Single storey rear extension. Conversion to part of outbuildings. New pitched roof to shower room. Roof lights to serve bedroom 6.

Location: Stoneleigh, 30 Whittall Street, King's Sutton

Recommendation 276.14/15.B.2:

- i) To offer No Objections
- ii) To comment in the need for great care to be taken with the repointing and/or repairing of the stonewall
- iii) To emphasise that the choice of mortar mix and repointing style is especially important in a Conservation Area.

RESOLVED: It was proposed by Cllr Hill and seconded by Cllr Mullis to Adopt Recommendation 276.14/15.B.2.

B.3 Application No: S/2015/0481/MAF

Proposal: Variation of condition 2 (plans) S/2012/1417/MAF (Residential development of 35 dwellings, incorporating public open space and flood attenuation works) to extend plot 8 to incorporate integral garage plus ancillary accommodation and adjust position of plots 6 and 9 to suit.

Location: Land to the North of Hampton Drive, King's Sutton

Recommendation 276.14/15.B.3: To offer No Objections.

RESOLVED: It was proposed by Cllr Hill and seconded by Cllr Paterson to Adopt Recommendation B.3 with a comment on the Parish Council's concern at the creation of yet another bigger dwelling on the site.

B.4 Application No: S/2015/0542/FUL

Proposal: Variation of condition 2 (plans) of S/2014/2410/FUL (Change of use from vacant public house to offices. Demolition of outdoor buildings/Lean-to) addition of 2 new windows on East elevation, two new windows and a set of double doors on the West elevation.

Location: Three Tuns, 21 Whittall Street, King's Sutton

Recommendation 276.14/15.B.4:

- i) To offer No Objections
- ii) To comment that great care is required in the repointing of the walls with choice of mortar mix and repointing style of great importance in a Conservation Area
- iii) To comment that the false/mock gates should be made to appear as though they could open.

RESOLVED: It was proposed by Cllr Hill and seconded by Cllr Irving to Adopt Recommendation 276.14/15.B.4.

B.5 Application No: S/2015/0562/FUL

Proposal: Single storey side extension and rear conservatory

Location: 25 Newlands, King's Sutton

Recommendation 276.14/15.B.5: To offer No Objections.

RESOLVED: It was proposed by Cllr Hill and seconded by Cllr Dowling to Adopt Recommendation 276.14/15.B.5.

C. The Way Ahead: Update: For Information: Cllr Bridson reported.

- i) Completion of surveys and statistics
- ii) Volunteer Teams to meet. Raw data to be checked.
- iii) Summary Report to be presented at the Annual Parish Meeting.
- iv) The March 2015 issue of the King's Sutton Times had carried a 2 page report representing one third of the total results.

277.14/15 FINANCE GOVERNANCE & POLICY COMMITTEE:

A. Chairman's Report: None.

B. To consider Recommendations arising from the Meeting held 17th March 2015: (Minutes previously distributed)

B.1: Electronic Service of Summons: Consent forms to be issued to Members from May 2015 onwards:

Noted.

B.2: A separate Summons and Agenda to be issued as from May 2015:

Noted.

B.3: Pensions Act 2008: To Approve NEST as the Pension scheme provider:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Hill to Adopt Recommendation 277.14/15.B.3.

B.4: Reserves: To Approve the Table of designated Reserves:
(Table of Reserves previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Mullis to Adopt Recommendation 277.14/15/B.4.

B.5: Commemoration of Past Member: To Approve the dedication of a Rose Plaque in the Jubilee Rose Garden to Cllr Alan Essex:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Hill to Adopt Recommendation 277.14/15.B.5

B.6: To amend point 1 of the Policy to Commemorate past Members to one minute's silence: (Policy previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Mullis to Adopt Recommendation 277.14/15.B.6.

B.7: Policy on Grants of Financial Assistance: To make no changes:
(Policy previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Bridson to Adopt Recommendation 277.14/15.B.7.

B.8: Rippin Rocket: To Approve a quotation in the sum of £570 for repairs and refurbishment of the Rippin Rocket:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Mullis to Adopt Recommendation 277.14/15.B.8.

Action: Cllr Mullis to inform the Rippin family

B.9: To Approve the Asset Register to YE 31st March 2015:
(previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Mullis to Adopt Recommendation 277.14/15.B.9.

B.10: Erosion of verges at The Square: To take no further action:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Hill to Adopt Recommendation 277.14/15.B.10.

B.11: Thursday Bus: To Approve the continuation of the service with the previous bus Operator at a cost of £85 per week as soon as possible, with a review in 6 months' time:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Bridson to Adopt Recommendation 277.14/15.B.11.

B.12: Creation of Footway along Upper Astrop Road: To Approve a contribution in the sum of £2,500:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Dowling to Adopt Recommendation 277.14/15.B.12.

B.13: Community Laptop: To Donate the laptop to the KSMMH for use by the Hall Manager:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Hill to Adopt Recommendation 277.14/15.B.13.

B.14: Action Plan 2015/16: To Approve Objectives:

(Action Plan 14/15 Outcomes Summary; Action Plan 15/16 Objectives previously distributed)

Agreed:

- i) To remove Objective 27: Broadband from the Action Plan 2015/2016
- ii) To publicise on the website that residents can now sign up for Broadband.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Mullis to Adopt the Action Plan 2015/2016, Objectives 1-26.

278.14/15 KING'S SUTTON PLAY PROJECT: UPDATE:

A. To Approve release of final instalment in the sum of £24, 312.80 + vat:

RESOLVED: It was proposed by Cllr Hill and seconded by Cllr Dowling to Approve the release of the final instalment in the sum of £24,312.80 + vat upon satisfactory fulfilment of the obligations of the contract.

A.1: Signage: Cllr Burrell advised that arrangements had been made re. installation of the signage.

B. To discuss arrangements for the Grand Opening:

Advice from the Democratic and Elections Manager, Cherwell and South Northants Councils was to avoid holding the Grand Opening during the pre-election period of Purdah.

Noted.

Cllr Mullis reported on the proposed arrangements for a family event to be held one Sunday afternoon. Date to be brought to the Annual Parish Council Meeting. Funds for catering to be considered.

A Risk Assessment would be required.

Noted.

279.14/15 LIGHTING SCHEME, LAND NORTH OF HAMPTON DRIVE, BARWOOD HOMES DEVELOPMENT:

A. Section 38 Agreement: To provide written confirmation to Northamptonshire Highways that the Parish Council, as Lighting Authority, agrees to pay all running and maintenance costs in perpetuity associated with the approved lighting scheme:

Peter Brett Associates had advised that the date for assuming responsibility for running costs and maintenance could start as early as June or July 2015, depending on the progress of onsite construction works.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Paterson to advise Peter Brett Associates that it would be unreasonable for the Parish Council to adopt the lighting scheme before it could recoup the costs through the Council Tax connection.

Action: the Clerk (to seek advice on this matter from the Highway Authority)

280.14/15 KING'S SUTTON RAILWAY STATION CAR PARK EXTENSION:

A. To receive a Report on the Site Meeting held 18th March 2015: Cllr Irving reported that a second site meeting had been held on 25th March 2015. There were grounds for cautious optimism.

Cllr Morris was engaged in efforts to overcome the funding issues. SNC had £70K and Local Enterprise Partnerships were being approached. A lower level design specification based on a reduced number of parking spaces and a possible land purchase deal were being explored.

Noted.

281.14/15 CORRESPONDENCE:**A. 499 Bus Service: Brackley to Banbury via King's Sutton: To comment on the current service and to propose any changes to the timetable:**

Via the Website comments had been received from 4 users, all of whom were in favour of the continuation of the service and were in favour of the timetable being changed to include greater frequency of service.

Agreed: To endorse the comments made and submit to Mr John Ellerby, Principal Bus and Rail Development Officer, Northants Highways by the deadline of 17th April 2015.

282.14/15 COUNCILLOR AND WARDEN REPORTS: IN RESPECT OF ITEMS NOT LISTED ON THE AGENDA TO RECEIVE REPORTS AND PUT QUESTIONS RELATING TO:**18.1 Rights of Way:** Mr Dave Hall reported on:

AS10 CALA: Width of footpath and drop to the side of the surfaced section - no progress.

AS4: Barbed wire fence erected by bridge over stream near the sewage works. Sufficient gap had been left for walkers to use in order to join the field.

18.1.1 Petition to Designate the Farm track opposite Cemetery Mill Lane as a Public Right of Way:

i) Mr Hall, in an individual capacity, had already submitted the claim and wished to know whether the Parish Council would lend its support.

Mr Hall had kept the Landowner informed of his actions.

ii) Statement in support of the Footpath Warden's Submission from Mr Andrew Waite, Health Walks Leader: The Chairman read out the Statement.

18.1.1.1 To Note formal objections from the Landowner:

(previously distributed)

i) The track is the access route to the end field and is used by vehicles, farm machinery and livestock.

ii) The track is an access route to the dressage arena and is a route used by horseriders.

iii) Bee hives are kept on either side of the track.

Noted.

18.1.1.2 To consider whether to support the petition:

Agreed: To defer consideration pending further information on the legal implications for the landowner of the farm track being designated a Public Right of Way.

Action: Mr Hall to establish the facts.

B. War Memorial: No Report.**C. Communications: To receive items for posting on the website:**

i) Prospective Parish Councillors to be asked to provide Pen Portraits

C.1 Website News: A complaint (unfounded) had been received re. posting up of Labour Party visit. The matter was resolved.

C.2: Use of Facebook version of the name King's Sutton Times: Cllr Bridson had no objections to changing the name.

D. Cemetery:

D.1. Update on enquiry re. additional Land: Cllr Irving reported Site Meeting held 18th March 2015: Cllrs Forde, Hill and Irving had met with Mr George Chichester, Land Agent for Astrop Park Estates.

Agreed:

To send an informal letter outlining the preferred options for negotiation in respect of the location of the land, the area required and the price:

- i) The preferred location of the land was the land alongside the lychgate on Mill Lane rather than land to the rear of the Cemetery
- ii) The area required was currently estimated at half an acre but an option to take a further 0.5 acres at a fixed price at a later date would be desirable
- iii) An indication of price would be requested.

Action: Cllr Irving

D.2. Refurbishment of 2 Benches: Completed.

D.3. Refurbishment of the Gates at the Lychgate: Work in progress.

D.4. Moles: To be monitored.

E. Lighting: No further Report.

F. The Rec: No further Report.

G. Traffic Calming and Highways: No Report.

H. Street Areas:

Area 11: Commercial van in Blenheim Rise: Cllr Hill to follow up.

283.14/15 TO RECEIVE ITEMS FOR THE ANNUAL PARISH COUNCIL MEETING (THURSDAY 14TH MAY 2015):

None.

The Meeting ended at 9.20 p.m.