

**KING'S SUTTON PARISH COUNCIL****MINUTES OF THE PARISH COUNCIL MEETING HELD  
AT 7.30 P.M. ON THURSDAY 5<sup>TH</sup> NOVEMBER 2015  
IN THE ASTROP ROOM,  
KING'S SUTTON MILLENNIUM MEMORIAL HALL**

**PRESENT:** Cllrs R Burrell (Chairman), M Bailey, D Bridson, R Burne, J Creed,  
T Forde, C Hill, R Irving, W Mullis, R Sykes

**ABSENT:** Cllr W Dowling

**IN ATTENDANCE:** Mrs A Le Druillenec (Clerk)

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

**127.15/16 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR  
ABSENCE:**

Apologies had been received from Cllr Dowling.

**RESOLVED:** It was proposed by Cllr Creed and seconded by Cllr Bailey to Approve the Reason for Absence submitted by Cllr Dowling.

**128.15/16 TO RECEIVE REQUESTS FOR DISPENSATIONS:**

None.

**129.15/16 TO INVITE DECLARATIONS OF INTEREST:**

| Councillor | Item   | Reason                 |
|------------|--|------------------------|
| R Irving   | 6.1 Clerk's Report (Barwood Homes FAS)<br>10.2 Barwood Homes FAS<br>10.3 Windsor Close FAS | Owner of adjacent land |

**130.15/16 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF  
THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON  
THE AGENDA:**

Item 12: Traffic Calming: Miss M Hanmer reported that the Road Safety song has been completed and the Banbury Guardian was to feature an article.

**131.15/16 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD 1<sup>ST</sup> OCTOBER 2015:**  
(previously distributed)

**RESOLVED:** It was proposed by Cllr Irving and seconded by Cllr Forde to Approve the Minutes of the Parish Council Meeting held 1<sup>st</sup> October 2015.

**132.15/16 TO NOTE REPORTS FROM:**

**A. the Clerk:** (previously distributed)

Minute No. 115.15/16:

Scarecrow Festival: Sunday 11<sup>th</sup> October 2015: The Event raised £1,343 for the Pre School. The Pre School is very grateful to the Parish Council for allowing the use of The Rec and for the continued support of the Pre School. Plans are being made for next year's Festival with the provisional date of last weekend in September 2015.

*Cllr Irving had declared an interest in Barwood Homes FAS.*

Minute No. 119/15/16: Barwood Homes' FAS: Conditions: The Case Officer, SNC advised that documents relating to the discharge of Conditions (excluding Condition 5) and future maintenance of the Scheme had been posted up on the SNC website.

Minute No. 121.15/16:

Dog Waste Bins: 8<sup>th</sup> Oct 2015: The lid parts are on order.

Lighting Maintenance: 2<sup>nd</sup> Oct 2015: Orders placed for cleaning lanterns and lamp heads, and for painting of the heritage lamp columns. The Contractor has commenced work on the cleaning and electrical testing.

Creation of footpath at Upper Astrop Road: Revised target cost for the project was £28,000.

Work commenced 19<sup>th</sup> October 2015 for a period of 3 weeks. Portakabin with welfare facilities for the crew was installed on 16<sup>th</sup> October 2015 at the highway verge at the corner of Orchard Way.

KSPFA: s106 allocation for car park extension: Work commenced 17<sup>th</sup> October 2015.

Stage 1 invoice in the sum of £4,000 received 20<sup>th</sup> October 2015.

Stage 2 invoice in the sum of £4,400 received 29<sup>th</sup> October 2015.

Stage 3 invoice in the sum of £2,300 received 29<sup>th</sup> October 2015.

Remaining work comprises reinstatement of gates and fencing to the front.

Total estimated cost will be below the allocated amount of £12,546.

Minute No. 122.15/16: Mobile VAS: Cllr Sykes is following up with the supplier.

Minute No. 125.15/16:

A: ROW:

iii) Hedges to rear of Nos. 27 and 31 Hampton Drive: The occupier of No. 27 Hampton Drive has cut the tree back to her boundary. After discussion with the Footpaths Warden it was agreed that the tree to the rear of 31 Hampton Drive had already been cut back to the fence.

iv) Barwood Homes' footpath sign: The Site Manager will erect the footpath sign as soon as his fencing contractor is available to do the work.

Minute No. 126.15/16: Community Speed Watch: Northants Police has been advised of King's Sutton's continued interest in participating in the Scheme in 2016.

**2. Other:**

i) Village Networks: Nick King, snvb is hoping to visit King's Sutton Coffee Shop in March. He will be accompanied by Mel Jones of the Community Law Service who would give advice on welfare benefits, debt, pensions etc. Nick has asked for suggestions of any other key matters on which residents might want Village Networks to provide advice during his visit.

**B. the Chairman:** Cllr Burrell referred to 2 outstanding issues and asked for recommendations to be brought to the next Ordinary Meeting of the Parish Council to be held 3<sup>rd</sup> December 2015:

i) Provision of a skateboard ramp:

**Action:** Cllrs for The Rec

ii) Lighting Gear Change Trial, CALA Homes' development:

**Action:** Cllrs Burrell and Dowling

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

**D. District Councillor:** Cllr Morris had sent his Apologies and a Report. The Chairman read out Cllr Morris' report.

i) Wales Street FAS: SNC had provided an additional £50,000 of resources. Mr Alan Isaac had been re-employed on a temporary part time basis to assist with project delivery.

ii) King's Sutton Station: Cllr Morris is lobbying for improvements to the station car park and platforms with potential funding via the Community Infrastructure Levy.

The Reports were **Noted**.

**133.15/16 TO CONSIDER THE CO-OPTION OF 4 COUNCILLORS TO FILL THE CASUAL VACANCIES CREATED AS A RESULT OF THE UNCONTESTED LOCAL ELECTION OF 7<sup>TH</sup> MAY 2015:**

**RESOLVED:** It was proposed by Cllr Irving and seconded by Cllr Bailey to defer this item to the next Ordinary Meeting of the Parish Council to be held 3<sup>rd</sup> December 2015.

**134.15/16 FINANCE SCHEDULE:** (previously distributed)

| <b>HSBC Bank Accounts</b>     | <b>Bank Statement<br/>@ 30.09.15</b> | <b>Cash Book Balance<br/>@ 30.10.15</b> |
|-------------------------------|--------------------------------------|---|
| <b>Business Money Manager</b> | £66,540.08                           | £58,690.64                              |
| <b>Community</b>              | £1.00                                | £1.00                                   |
| <b>Money Market</b>           | £142,959.47                          | £142,959.47                             |

**A. To Ratify and Approve the Payments:**

| <b>To Ratify</b>  |                            |                                      |                       |                |
|-------------------|----------------------------|--------------------------------------|-----------------------|----------------|
| <b>Cheque</b>     | <b>Payee</b>               | <b>Description</b>                   | <b>Amt (incl VAT)</b> | <b>VAT</b>     |
| 104336            | Edge Signs Ltd             | Inv. 4816                            | £120.00               | £20.00         |
| 104371            | John Russell               | Inv. 55 KSPFACarParkX.S106.Phase1    | £4,000.00             |                |
| 104372            | John Russell               | Inv.68;64 KSPFACarParkX.S106.Ph2&3   | £6,700.00             |                |
| <b>To Approve</b> |                            |                                      |                       |                |
| <b>Cheque</b>     | <b>Payee</b>               | <b>Description</b>                   | <b>Amt (incl VAT)</b> | <b>VAT</b>     |
| 104373            | Cheney Coaches Ltd         | Inv. 21603 Thurs Bus October 2015    | £475.00               |                |
| 104374            | A H Contracts              | Inv. 8293 dog waste& litter services | £292.68               | £48.78         |
| 104375            | KSM MH                     | Office Rent, Room Hire October15     | £98.50                |                |
| 104376            | M Dempsey                  | Inv. 1136 Grasscutting               | £1,330.00             |                |
| 104377            | ZurichManagemntServicesLtd | Inv. 407001870 LCAS renewal          | £114.00               | £19.00         |
| 104378            | Aylesbury Mains Ltd        | Inv. 15889 Fault Repairs             | £134.16               | £22.36         |
| 104379            | E.ON                       | Electricity Inv. H1209BD3AD          | £1,275.23             | £212.54        |
| 104380            | A Le Druillenec            | Salary Month 8                       | £1,095.97             |                |
| 104381            | HMRC                       | Tax & NI Month 8                     | £214.01               |                |
| 104382            | A Le Druillenec            | Reimbursement office supplies        | £42.39                | £5.10          |
| <b>Total</b>      |                            |                                      | <b>£5,029.55</b>      | <b>£302.68</b> |

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

**B To Note Receipts:**

| <b>Receipts</b> | <b>Type</b> | <b>Payer</b>       | <b>Description</b>               | <b>Amt</b>       |
|-----------------|-------------|--------------------|----------------------------------|------------------|
| 02.10.15        | Cheque      | NCC                | EmpowermntFundFtpthUpAstropRd    | £2,500.00        |
| 02.10.15        | Cash        | F Mitchell         | Thursday Bus 01Oct15             | £26.00           |
| 06.10.15        | Cheque      | N Oxon Bridge Club | Advert KST Inv. 580              | £20.00           |
| 14.10.15        | BACS        | HMRC               | VAT Refund                       | £5,763.31        |
| 15.10.15        | Cheque      | J & M Humphris Ltd | Bruial Fees S12Sp57Re-open       | £84.50           |
| 16.10.15        | Cash        | F Mitchell         | Thursday Bus 08 &15 Oct15        | £48.00           |
| 23.10.15        | Cheque      | M A French         | Advert KST Inv. 566              | £45.00           |
| 23.10.15        | Cash        | F Mitchell         | Thursday Bus 22 Oct 15           | £20.00           |
| 23.10.15        | Cheque      | J & M Humphris Ltd | Headstone Plot230; ERB 311       | £70.00           |
| 29.10.15        | Cheque      | J & M Humphris Ltd | Burial Fees PloctGAR56; EERB 329 | £244.50          |
| <b>Total</b>    |             |                    |                                  | <b>£8,821.31</b> |

**Noted.**

**135.15/16 TRAINING:****A. To consider requests:**

- i) RoSPA Playsafety Playground Inspection Training Courses: Information passed to Cllr Hill.
- ii) NCALC Code of Conduct: 30<sup>th</sup> November 2015: **None.**
- iii) CPRE: Communication and Transportation: 12<sup>th</sup> November 2015: Places had been reserved for Cllrs Forde and Irving.

**136.15/16 FLOOD ALLEVIATION GROUP:**

*Cllr Irving had declared an interest in B and C.*

**A. Wales Street FAS: Update:**

Cllr Forde spoke to the report from Mr Isaac, Part Time Assistant Project Manager, SNC.

£50,000 additional funding from SNC. SNC is applying for the earmarked funding from the Environment Agency.

The preferred Contractor has been selected and notified.

An order will be placed with the contractor once funding has been confirmed by the Environment Agency.

Next Steps:

- i) Prepare legal agreements for the various landowners consideration
- ii) Liaise with utilities and other parties such as Network Rail and the Highway Department to obtain all necessary permissions
- iii) Appoint consultants to act in respect of the Construction Design and Management (CDM) function
- iv) Agree programme for the works with the contractor and liaise with landowners.

**Noted.**

**RESOLVED:** It was proposed by Cllr Irving and seconded by Cllr Mullis to write to Cllr Morris thanking him for the work he has done.

**Action:** the Clerk

**B. Barwood Homes' FAS: Update: Cllr Forde spoke to this item:**

The Local Planning Authority had not confirmed to the Parish Council that Condition 5 had been complied with. Responsibility was not clear. Residents who had formerly been protected from the risk of flooding by the Windsor Close FAS required a letter of assurance that the replacement FAS implemented by Barwood Homes was fit for purpose and that it satisfied the requirements of the Environment Agency.

**Agreed:** That the FAS should be validated by a competent external body.

The FAS runs through land that is now in the ownership of Barwood Homes but will be passed on to another body such as a Residents' Management Company in due course.

Future maintenance of the Scheme is set out in Appendix C of the Peter Brett Technical Note dated 4<sup>th</sup> June 2014. The Note suggests adoption by the appropriate body and lists four possible ones: NCC, SNC, Thames Water or Private Management Company.

**Agreed:** There was a need to know.

**RESOLVED:** It was proposed by Cllr Irving and seconded by Cllr Forde to write to Barwood Homes asking for confirmation of which of the 4 bodies would be responsible for future maintenance of the FAS.

**Action:** the Clerk

**C. Windsor Close FAS: Tripartite Agreement dated 24<sup>th</sup> April 2012: To Note Paragraph 10 - the cessation of rights (of access for the purpose of carrying out necessary maintenance works arising from the Scheme) granted by the Agreement upon the implementation of an Alternative Scheme: Cllr Forde spoke to this item:**

With the implementation of the Barwood Homes' FAS the three signatories to the formal Agreement (SNC, Harper Family/Barwood Homes) Parish Council) should seek to wind it up.

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Irving to:

- i) Notify SNC of the Parish Council's desire to wind up the Agreement
- ii) Ask SNC, whose Officers had taken the legal initiative, to take up the matter with Barwood Homes
- iii) Authorise the Chairman of the Parish Council to sign the appropriate letter in respect of the termination of the Tripartite Agreement of 24<sup>th</sup> April 2012.

**Action:** the Clerk

**137.15/16 PLANNING:**

**A. Chairman's Report: No Report.**

**B. To consider recommendations arising from the meeting of the Planning Committee held at 7.00 p.m. on 5<sup>th</sup> November 2015:**

B.1 Application No: S/2015/2250/FUL

Proposal: Conversion of garage to study and dining room

Location: 29 Halestrap Way, King's Sutton

The Committee was dismayed at the creeping intensification of this site.

Recommendation B.1: To offer NO OBJECTION.

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Sykes to Adopt Recommendation B.1.

B.2 Application No. S/2015/2519/FUL

Proposal: Change of use from retail shop to café (A3) (retrospective)

Location: 49 Richmond Street, King's Sutton

Recommendation B.2: To offer NO OBJECTION.

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Sykes to Adopt Recommendation B.2.

**C. Astrop Grange:**

C.1 Decision of the Development Control Committee, SNC Meeting held 22<sup>nd</sup> October 2015:

Application No. S/2015/1704/MAF PERMISSION GRANTED

Proposal: Demolish the existing building and construct 10 no. new flats & on-site parking

Location: Astrop Grange, King's Sutton

**Noted.**

C.2 Correspondence re. Parish Council response of No Objection to the consultation on Astrop Grange: (previously distributed)  
(Paper dated 5<sup>th</sup> November 2015, Author: Cllr Irving, entitled 'Decision to lodge No Objection to the now approved Astrop Grange Planning Application: Background and Reasons' presented to the Planning Committee and Parish Council Meetings)  
A tenant of one of the Astrop Grange Bungalows had attended the Planning Committee Meeting and had made representations.

**Agreed that:**

- i) Planning issues needed to be considered
- ii) Having considered the issues, the Parish Council had found no reason to object to the proposal.

**RESOLVED:** It was proposed by Cllr Bridson and seconded by Cllr Burrell to send a copy of the Paper explaining the Parish Council's response to the residents who had written in to question it.

**Action:** the Clerk

**D: Community Infrastructure Levy: Adoption by SNC with effect from 1<sup>st</sup> April 2016:** (Information previously distributed)

**Noted.**

**138.15/16 TRAFFIC CALMING: MOBILE VAS DEVICE:**

**A. To consider practical arrangements for deployment of a mobile VAS: Update:**

Cllr Sykes advised that he needed to examine the device first and had contacted the supplier to arrange for the equipment to be brought to King's Sutton. Cllr Sykes had also contacted Mr Steve Barber, NCC about other potential locations.

**B. To Affirm Approval of Minute No. 122.15/16 B (the purchase of one mini 300 SDU SID with remote data collection facility at a cost of approx. £2,315 + vat):**

**Agreed:** To defer this to another meeting pending the outcome of A.

**139.15/16 TREE WORKS:**

**A. To consider a request for permission for the occupier of No. 1 Windsor Close to cut back branches that are encroaching on his property boundary:**

Cllr Bailey, Tree Warden reported that the resident was minded to cut back the branches that overhang his property.

**Agreed:** That the resident was entitled to do so but to advise him that he should be aware of the impact on the tree should he carry out any such work and to recommend that he seeks professional advice before proceeding.

**Action:** Cllr Bailey

**B. To consider a request for tree works to be carried out to a tree to the rear of No. 16B Banbury Lane:**

The Contractor had identified the same tree as that affecting No. 1 Windsor Close and had provided a quotation in the sum of £625 + vat to fell the poplar.  
**Agreed:** That there was no arboricultural reason to fell the tree and to advise the occupier of 16b Banbury Lane as per the advice to the occupier of No. 1 Windsor Close.

**Action:** Cllr Bailey

**140.15/16 THE REC:**

**A. To Approve the Appointment of Mr Trevor Stewart to carry out quarterly inspections of the play equipment and to provide written reports at a cost of £xxxxx:**

Cllr Hill reported that Mr Stewart had not provided any cost for inspections but would make an assessment of the time required when he next checks over the equipment.

**Agreed:** To defer the appointment until costs were known.

**A.1: Litter Bins:** 4 bins had been installed.

Removal of the coloured bins to be arranged, at an additional cost.

**B. Access to The Rec: To consider a recommendation re. vehicular access and design of drop down posts:**

Cllr Hill reported that she had contacted Helen Howard at NCC for advice. Broxap supply made to measure timber collapsible bollards at a cost of £159 + vat. Padlocks £13. Delivery: £70. Installation not known.

**Agreed:** To place this on the Agenda of the Finance Governance & Policy Committee Meeting to be held 17<sup>th</sup> November 2015.

**Action:** Cllr Hill

**141.15/16 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:**

**A. Rights of Way:** Report from Mr Dave Hall, Footpaths Warden.

Cllr Burrell read out the report.

i) AS12: The stile on the West of the railway line has been repaired.

ii) AS10: No remedial action re. the dangerous drop on the streamside of the path at Banner Homes estate.

(Note: Followed up with the Estates Manager, Premier Estates by the Clerk)

iii) AS10: The hedge protruding into the jitty from No 27 Hampton Drive has been trimmed back.

iv) Welcome to Mrs. Anne Burrell, who is assisting Mr Hall.

**B. Trees: No further Report.**

**C. War Memorial: To confirm arrangements for Remembrance Day:**

Cllr Mullis reported on the arrangements for Remembrance Sunday (8<sup>th</sup> November 2015) and for Remembrance Day (11<sup>th</sup> November 2015).

i) Remembrance Sunday: 10.50 a.m. at the War Memorial.

Minister: Rev Roger Bellamy

Parish Council wreath: Chairman



Names: Mr Garry O'Connor  
 Youth: Boys Brigade, Girl Guides  
 Last Post, Reveille

ii) Remembrance Day: 10.50 a.m. at the War Memorial.  
 Short Order of Service.

Minister: Rev Steve Rodda  
 Parish Council wreath: Vice Chairman  
 Names: Ven. John Duncan  
 Bugler  
 Chairs out. Refreshments in Oman Room.

**D. Amenities: No Report.**

**E. Communications: No Report.**

**F. Cemetery:**

F.1 Tree Works:

**Agreed:** To ask the Contractor for a commencement date.

**Action:** the Clerk

**G. Lighting: No Report.**

**H. The Rec: No further Report.**

**I. Traffic Calming and Highways: No further Report.**

**J. Street Areas:**

J.1 Street Area 7: Wales Street: Light OUT

**Action:** the Clerk

J.2 Street Area 8: Whittall Street: Leaves and conkers on the pavement outside the Butchers Arms causing difficulties for pedestrians.

**Action:** Cllr Burrell

J.3 Street Area 6: The Square:

**Agreed:** To contact the KS Playing Field Association re. the setting up and taking down of the Fireworks Banner.

**Action:** the Clerk

**Fireworks Display:** Cllr Bridson reported on a successful event held 1st November 2015. Gate money £1,800 with additional money taken at the Bar and Barbecue. The Boys Brigade had taken £200.

**142.15/16 CORRESPONDENCE:**

**A. To consider a request from the Youth Club for permission to affix, from time to time, a promotional notice to the legs of the Parish Council Noticeboard at the access road to the KSMMH:**

**Agreed:** To grant the request.

**Action:** the Clerk

**143.15/16 TO RECEIVE BUDGET PROPOSALS AND OTHER ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE MEETING TO BE HELD 17<sup>TH</sup> NOVEMBER 2015:**

**A. Communications Budget:** To continue on the same basis.

Deadline for Budget Requests: Noon on 10<sup>th</sup> November 2015.

**144.15/16 TO RECEIVE ITEMS FOR THE NEXT PARISH COUNCIL MEETING (THURSDAY 3<sup>RD</sup> DECEMBER 2015):**

**None.**

The Meeting ended at 8.35 p.m.

DRAFT