

**KING'S SUTTON PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD  
AT 7.30 P.M. ON THURSDAY 5<sup>TH</sup> MAY 2016  
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, W Mullis and R Sykes

**ABSENT:** Cllr W Dowling, R Irving

**IN ATTENDANCE:** Mrs A Le Druillenec (Clerk)  
Mr Dave Hall and Mrs Anne Burrell, Parish Paths Wardens

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

**01.16/17 TO ELECT THE CHAIRMAN OF THE COUNCIL:**

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Bridson to elect Cllr Burrell as Chairman.

**02.16/17 TO RECEIVE THE CHAIRMAN'S DECLARATION OF  
ACCEPTANCE OF OFFICE, OR IF NOT RECEIVED, TO DECIDE  
WHEN IT SHALL BE RECEIVED:**

Cllr Burrell signed the Chairman's Declaration of Office.

**03.16/17 TO ELECT THE VICE CHAIRMAN OF THE COUNCIL:**

**RESOLVED:** It was proposed by Cllr Hill and seconded by Cllr Forde to elect Cllr Irving as Vice Chairman.

**04.16/17 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR  
ABSENCE:**

Apologies had been received from Cllrs Dowling and Irving.

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

**05.16/17 TO RECEIVE REQUESTS FOR DISPENSATIONS:**

**None.**

**06.16/17 TO INVITE DECLARATIONS OF INTEREST:**

**None.**

**07.16/17 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:**

**None.**

**08.16/17 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD 7<sup>TH</sup> APRIL 2016:**  
(previously distributed)

**RESOLVED:** It was proposed by Cllr Burne and seconded by Cllr Mullis to Approve the Minutes of the Parish Council Meeting held 7<sup>th</sup> April 2016.

**09.16/17 TO NOTE REPORTS FROM:****A. the Clerk:** (Verbal Report)

Minute No. 226.15/16A: The Assistant Conservation Officer, SNC was not able to attend the Annual Parish Council Meeting and had advised that the Internal Consultation is taking longer than anticipated.

Minute No. 228.15/16B: AGU Treecraft Ltd removed deadwood from the lime trees at the Rec on 26<sup>th</sup> - 28<sup>th</sup> April 2016. (Invoice listed on Schedule of Payments)

Minute No. 234.15/16:

A. Community Enhancement Gang: The list of requests was submitted on 8<sup>th</sup> April 2016, the deadline.

C. NCC Highway Permit Scheme: The 2015 Permit Scheme has been amended to include all roads within the county as permit roads, and to include changes to costs. The amended 2016 Permit Scheme will come into force by means of an Order on 1<sup>st</sup> June 2016. The amended Scheme can be found on NCC's website.

**2. Other:**

i) Cheque in the sum of £3,085.00 was received on 3<sup>rd</sup> May 2016 in reimbursement of the Parish Council's purchase of the portable VAS. Sum to be deducted from s106 Road Safety funds which NCC administers on behalf of the Parish Council.

ii) VAT claim for refund of £2,538.83 was submitted on 3<sup>rd</sup> May 2016.

iii) Gear Tray changes to Windsor lanterns at The Meadows: Completed by Aylesbury Mains Ltd on 22<sup>nd</sup> April 2016. (Invoice listed on Schedule of Payments) Premier Estates, Managing Agent has been contacted by some residents with concerns that some of the blacked out lantern glass has been removed and has been asked to redirect any of these comments to the Parish Council to assist in the evaluation of the impact of the changes.

Cllr Dowling had advised that he had received feedback from residents and that they were satisfied with the changes.

**Noted.**

**B. the Chairman:**

Minute No. 230.15/16B.6: On line Petition to give Parish Councils the right to appeal planning decisions: The Chairman reported that the Government did not consider that this was needed.

**B.1 Review of Annual Parish Meeting 2016:**

(draft Minutes previously distributed)

Members' observations on Public attendance, the advance publication of Reports on the website, and format of the Meeting were **Noted**.

**Agreed:** To place consideration of the format of the 2017 Annual Parish Meeting on the Agenda of the February 2017 Parish Council Meeting.

B.1.2 Public Transport report: To invite Kath Wyatt to become bus correspondent with responsibility for timetables in both bus shelters:

**Agreed:** To approach Kath Wyatt inviting her to assume this role.

**Action:** Chairman.

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

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

**10.16/17 TO APPOINT THE RESPONSIBLE FINANCIAL OFFICER:**

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Creed to Appoint the Clerk as Responsible Financial Officer.

**11.16/17 TO RECEIVE NOMINATIONS TO COMMITTEES:**

**A. Planning Committee:**

(Planning Committee Terms of Reference previously distributed)

**RESOLVED:** It was proposed by Cllr Bailey and seconded by Cllr Mullis to Elect Cllrs Bailey, Bridson, Burne, Creed, Forde and Hill to Membership of the Planning Committee.

*Adjournment for first Meeting of the Planning Committee to elect the Chairman*

*Re-opening of Annual Parish Council Meeting following the rising of the first Meeting of the Planning Committee*

**B. Finance Governance & Policy Committee:**

(Finance Governance & Policy Committee Terms of Reference previously distributed)

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Bailey to Elect Cllrs Creed and Sykes to Membership of the Finance Governance & Policy Committee.

Other Members of the Finance Governance & Policy Committee include:

- i) The Chairman of the Parish Council (Cllr Burrell)
- ii) The Vice Chairman of the Parish Council (Cllr Irving) who also serves as Chairman of the Finance Governance & Policy Committee
- iii) The Chairman of the Planning Committee (Cllr Forde).

## 12.16/17 TO APPOINT COUNCILLORS FOR:

### A. Amenities:

(Remit for Cllr for Amenities previously distributed)

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Hill to Appoint Cllr Dowling the Cllr for Amenities.

### B. Cemetery:

(Remit for Cllr for Cemetery previously distributed)

**RESOLVED:** It was proposed by Cllr Bailey and seconded by Cllr Sykes to Appoint Cllrs Creed and Hill the Cllrs for the Cemetery.

### C. Communications:

**RESOLVED:** It was proposed by Cllr Sykes and seconded by Cllr Creed to Appoint Cllr Bridson the Cllr for Communications.

### D. Lighting:

(Remit for Cllr for Lighting previously distributed)

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Sykes to Appoint Cllr Burrell the Cllr for Lighting.

### E. The Recreation Ground:

(Remit for Cllr for the Rec. previously distributed)

**RESOLVED:** It was proposed by Cllr Burne and seconded by Cllr Creed to Appoint Cllrs Hill and Mullis as the Cllrs for the Rec.

### F. Traffic Calming and Highways:

(Remit for Cllr for Traffic Calming and Highways previously distributed)

**RESOLVED:** It was proposed by Cllr Hill and seconded by Cllr Mullis to Appoint Cllrs Sykes and Bailey the Cllrs for Traffic Calming and Highways.

### G. Street Areas:

(Guidelines and List of 11 Street Areas previously distributed)

**Agreed:** To continue with the 2015 Street Area allocations.

Area	Location	Councillor
1	Astrop Road (incl. Bus Shelter), Astrop Gardens, Glebe Rise, St Rumbolds Drive	Burne
2	Upper Astrop Road, Astrop Grange, The Knob	Bridson
3	Richmond Street (from Co-Op), Orchard Way	Sykes
4	Dobbins Close, Dairy Ground, Cherwell Bank	Bailey
5	Lower Richmond Street (below Co-Op), Newlands, The Willows	Hill
6	Mill Lane, The Square, Holland Rise	Forde

Area	Location	Councillor
7	Wales Street (incl. KS Station), Upper, Lower Paradise	Mullis
8	Red Lion Street, Church Avenue, Bulls Lane (incl. seat at PO), Whittall Street	Burrell
9	Banbury Lane (incl. Bus Shelter), Halestrap Way, Leadholm Close	Irving
10	Sandringham Road, Windsor Close, Hampton Drive, Blenheim Rise	Dowling
11	Marlborough Close, Kensington Close, Balmoral Way, Arundel Close, King's Briar	Creed
Any Area	In the event that the designated Councillor is not available	Burrell

### 13.16/17 TO APPOINT WARDENS:

#### A. Tree Warden:

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

- i) Appoint Cllr Bailey as Tree Warden
- ii) Extend an invitation to Dr Anne Martis, a former Parish Councillor, who had previously expressed an interest in taking on the role and who was suitably qualified, to work with Cllr Bailey as joint Tree Warden.

#### B. Parish Paths Warden:

(Remit for Parish Paths Warden previously distributed)

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Hill to Appoint Mr Dave Hall and Mrs Anne Burrell as joint Parish Paths Wardens.

#### C. War Memorial Warden:

(Remit for War Memorial Warden previously distributed)

**RESOLVED:** It was proposed by Cllr Hill and seconded by Cllr Burne to Appoint Mr Andrew Waite as War Memorial Warden.

### 14.16/17 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES:

#### A. King's Sutton Playing Fields Association:

**RESOLVED:** It was proposed by Cllr Sykes and seconded by Cllr Forde to Appoint Cllr Bridson as Parish Council representative on the King's Sutton Playing Fields Association.

#### B. King's Sutton Millennium Memorial Hall Committee of Management:

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Hill to Appoint Cllr Burne as Parish Council representative on the King's Sutton Millennium Memorial Hall Committee of Management.

### 15.16/17 TO APPROVE THE CALENDAR OF MEETINGS TO MAY 2017:

(previously distributed)

**RESOLVED:** It was proposed by Cllr Mullis and seconded by Cllr Hill to Approve the Calendar of Meetings to May 2017.

**16.16/17 INSURANCE RENEWAL EFFECTIVE FROM 1<sup>ST</sup> JUNE 2016:**

**A. To Approve the Insurance Premium in the sum of £2,012.08 incl. IPT of 9.5%:**

**RESOLVED:** It was proposed by Cllr Mullis and Sykes to Approve the Insurance Premium in the sum of £2,012.08. (*Cheque No. 104450 was raised.*)

**17.16/17 FINANCE SCHEDULE:** (previously distributed)

<b>HSBC Bank Accounts</b>	<b>Bank Statement @ 31.03.16</b>	<b>Cash Book Balance @ 28.04.16</b>
<b>Business Money Manager</b>	£34,926.89	£55,062.19
<b>Community</b>	£1.00	£1.00
<b>Money Market</b>	£143,145.19	£143,145.19

**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>
104437	E.ON	Electricity 01Jan16 - 31Mar16	£1,261.37	£210.23
104438	Bridson Kneale Associates Ltd	Inv. T0225	£22.74	£3.79
<b>To Approve</b>				
<b>Cheque</b>	<b>Payee</b>	<b>Description</b>	<b>Amt (incl VAT)</b>	<b>VAT</b>
104439	Cheney Coaches Ltd	Inv. 22303 Thurs Bus April 2016	£380.00	
104440	A H Contracts	Inv. 8636 dog waste& litter services	£316.68	£52.78
104441	KSM MH	Office rent, Room Hire April 2016	£139.50	
104442	Aylesbury Mains Ltd	Inv. 16303 Gear change,Fault repairs	£1,270.32	£211.72
104443	M Dempsey	Inv. 1163	£1,325.00	
104444	AGU Treecraft Limited	Inv. 2904002 Deadwood Limes	£3,132.00	£522.00
104445	Dave Essex	Inv. 2321 3 Replacement Posts	£80.00	
104446	Edge Signs Ltd	Inv. 5312 Sign for Toddler Play Area	£307.20	£51.20
104447	Northants CALC	Inv. 5623 Subscription 2016/17, IAS	£898.96	
104448	A Le Druillenec	Salary Month 2	£1,096.59	
104449	HMRC	Tax & NI Month 2	£207.41	
DD	NEST	Pension Month 2	£34.00	
<b>Total</b>			<b>£9,048.16</b>	<b>£837.70</b>

**RESOLVED:** It was proposed by Cllr Burne and seconded by Cllr Sykes 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>
08.04.16	Cash	F Mitchell	Thursday Bus	£78.00
12.04.16	Cheque	Banbury Memorials	Plot 2251 ERB 326	£70.00
12.04.16	Cheque	KST	Adverts	£507.00
28.04.16	Cheque	J & M Humphris	ERB 334; GAR66	£372.00
28.04.16	Direct	SNC	1st Half instalment Precept	£28,700.00
<b>Total</b>				<b>£29,727.00</b>

**Noted.**

**C. To revise the Bank Mandate:**

Members of the Finance Governance & Policy Committee, and the Clerk are authorised signatories to the Bank Account.

**Agreed:** That, as Membership of the FG&P Committee 2016/2017 was the same as for the previous year, no revisions were necessary.

**18.16/17 TO APPROVE THE ACCOUNTS FOR THE YE 31<sup>ST</sup> MARCH 2016:**  
(previously distributed)

**RESOLVED:** It was proposed by Cllr Sykes and seconded by Cllr Bailey to Approve the Accounts for the Year ending 31<sup>st</sup> March 2017.

**19.16/17 ANNUAL RETURN 2015/2016:**

The Clerk advised that:

- i) The layout of the Annual Return had been changed since the previous year
- ii) Section 1 was now the Annual Governance Statement
- iii) The Council was required to complete Section 1 before Section 2
- iv) Section 2 was now the Accounting Statements.

**A. To Approve the Annual Governance Statement 2015/2016:**

(blank copy of Section 1; Table of Assertions in evidence, previously distributed)

**RESOLVED:** It was proposed by Cllr Sykes and seconded by Cllr Creed to record:

- i) Yes against each Question Nos. 1-8
- ii) Not Applicable against Question No. 9.

The Chairman and the Clerk signed and dated Section 1 of the Annual Return.

**B. To Approve the Accounting Statements 2015/2016:**

(copy of Section 2; Bank Reconciliation YE 31st March 2016, previously distributed)

**RESOLVED:** It was proposed by Cllr Creed and seconded by Cllr Sykes to Approve the Accounting Statements 2015/2016.

The Chairman signed and dated Section 2 of the Annual Return.

**B.1 Explanation of Significant Variances:** To be presented to the Finance Governance & Policy Committee at its Meeting to be held 19<sup>th</sup> May 2016.

**20.16/17 TRAINING: TO CONSIDER REQUESTS:**

- i) CPRE Roadshow, 12<sup>th</sup> May 2016: The event had been postponed.
- ii) Planning Nuts and Bolts, 9<sup>th</sup> May 2016: Cllr Burne had withdrawn from the course.
- iii) Finance for Councillors, 16<sup>th</sup> May 2016: Cllr Irving to attend.

**Noted.**

**21.16/17 FLOOD ALLEVIATION:****A. Wales Street FAS: Update:** (SNC Update, 4<sup>th</sup> May 2016 previously distributed)

Mr Alan Isaac, Part Time Assistant Project Manager, SNC had advised that part of the land on which the work will be carried out had no apparent owner. Efforts were being made to resolve this issue.

Efforts were being made to resolve this issue.

The Parish Council considered this to be a matter of urgency in order for contracts to be signed and a start to be made this Summer.

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

The downpour of 9<sup>th</sup> March 2016 had demonstrated that the FAS measures put in place by Barwood Homes were inadequate.

SNC had issued Barwood Homes Ltd with a Temporary Stop Notice (TSN) on 28<sup>th</sup> April 2016. The TSN prohibited further work on site, except such works that are required to be carried out to remedy the breach of planning permission (failure to complete the FAS in accordance with the planning permission).

There were reports that work had been continuing.

Mr Terry Armstrong, Development Monitoring Officer, SNC had since advised that he believed that remedial works to the FAS had been completed. Confirmation would be provided by the Drainage Consultants (NCC) when a site visit is made.

The Parish Council was concerned on behalf of residents who required formal assurance of the full and proper implementation of the Barwood Homes' FAS. As for the previous FAS, now replaced by this alternate FAS, residents would want a letter of comfort for safekeeping with their deeds.

**C. Other:** Mr Richard Harper had cleared out most of the length of his ditch along the south side of the site. However, concerns remained over the adequacy of the arrangements for directing floodwater away from the roadway and dwellings in Windsor Close, and whether satisfactorily engineered connections had been put in place.

**Noted.**

**22.16/17 PLANNING: TO CONSIDER RECOMMENDATIONS FROM THE MEETING HELD AT 7.00 P.M. ON 5<sup>TH</sup> MAY 2016:**

A. Application No: S/2016/0806/FUL

Proposal: Single storey rear extension, home office.

Location: 16 Halestrap Way, King's Sutton. OX17 3SF

Recommendation A: To make NO OBJECTION.

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



B. Application No: S/2016/0898/FUL  
 Proposal: Single and two storey rear extensions  
 Location: Low Farm House, King's Sutton. OX17 3QN

Recommendation B: To make NO OBJECTION.

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

C. Application No: S/2016/0896/TCA      FOR INFORMATION  
 Proposal: T1 Oak - Fell  
 Location: 6 The Manor House, The Square, King's Sutton. OX17 3RQ

**Noted. No major observations.**

**D. SNC Local Plan Part 2A Options Consultation:**

D.1 Report on Parish Briefing session held 19<sup>th</sup> April 2016 and attended by Cllrs Forde and Irving: Cllr Forde reported that the message from the briefing was to focus on the distant future and to provide positive, evidence-based responses.

D.2 To Note the Planning Committee's recommendations in respect of the Parish Council's response to the Consultation:  
 The Committee recommended that answers to the questions were made in light of the village survey.

**Noted.**

**Action:** Cllrs Forde and Irving (meet to draft the consultation response)

**23.16/17      COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:**

**A. Councillors For...**

**A.1 Amenities: No Report.**

**A.2 Cemetery: No Report.**

**A.3 Communications: No Report.**

**A.4 Lighting: No Report.**

**A.5 The Rec: No Report.**

**A.6 Traffic Calming and Highways:**

**A.6.1 To endorse the suggested VAS locations, poles and extra clips:**  
 (Information previously distributed)

The Council had previously agreed the following locations:

- i) Traffic Sign opposite Spring Cottage, Astrop Road
- ii) Lamp No 10. Astrop Road
- iii) Pole at Junction of Mill Lane/Holland Rise.

The Council considered additional locations.

Location	Observations
Astrop Road: i) Lamp No. 3 ii) The Rec. opp. October Cottage	No Objections Not in favour
Orchard Way: i) Lamp No. 2	Undecided. Risk of confusion with speed limit due to proximity of 20 mph School VAS
Banbury Lane: i) opp. Entrance to Barton Close ii) opp. No. 42 Banbury Lane	There was no suitable structure to use. The Council was undecided about the need for both locations.

**RESOLVED:** It was proposed by Cllr Sykes and seconded by Cllr Bailey to:

- i) Approve the location of Lamp No. 3 Astrop Road
- ii) Reject the location at the edge of The Rec opposite October Cottage, Astrop Road
- iii) Reconsider a suitable location on Orchard Way
- iv) Approve one, only, of the suggested locations along Banbury Lane.

**A.7 Street Areas: No Reports.**

**B. Wardens:**

**B.1 Rights of Way:**

**B.1.2 To consider the purchase and positioning of a Dog Bag Dispenser at a cost of £68.99 + vat, plus 800 bags at a cost of £37.75 + vat:** (Update previously distributed)

The Chairman invited Mrs Burrell to speak.

Mrs Burrell explained that there had been a change to the proposal and that neither she nor Mr Hall were convinced of the benefits of a Dog Bag dispenser and favoured an educative approach to the problem. The location of dog waste bins will be marked on the new footpaths map.

**RESOLVED:** It was proposed by Cllr Bailey and seconded by Cllr Forde to Accept the recommendation of the Footpaths Wardens and make no purchase of a Dog Bag Dispenser.

The Chairman thanked the Footpaths Wardens for their input.

**B.2 Trees: No Report.**

**B.3 War Memorial:**

**B.3.1 To Note the Report of the Working Group:** (previously distributed)

**Noted.**

The Chairman thanked Councillors and non-Councillors for compiling the Report.

**B.3.2 To consider the recommendation to add 6 names to the War Memorial at a cost per letter of £12.00:**

Cllr Burne spoke to the background to the Report and research undertaken.

It was **Noted** that no women's names were included, the reason being that few women had served in World War One.

The criteria for adding names would be as consistent as possible (Christian name plus initial plus surname).

It was not believed that consent would be required to proceed unlike for the Church monument where the Parochial Church Council would need to apply for a faculty.

Cost: Cllr Burne estimated that the six names yielded a total of 80 characters. Total estimated cost: £960 - £1,000.

The Parish Council held designated reserves of £265.

There was no budget provision for the War Memorial.

**RESOLVED:** It was proposed by Cllr Burne and seconded by Cllr Hill to Approve in Principle the addition to the War Memorial of the 6 names recommended by the Working Party.

**Agreed:**

- i) That the Finance Governance & Policy Committee determines the finance for this project and to place it on the Agenda of the next FG&P Committee Meeting to be held 19<sup>th</sup> May 2016
- ii) To consider the FG&P Committee's recommendations at the next Ordinary Meeting of the Parish Council to be held 2<sup>nd</sup> June 2016
- iii) Subject to Approval to complete the project by Remembrance Day and before Father Roger's retirement.

**C. Representatives:**

**C.1 King's Sutton Playing Fields Association: No Report.**

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

Cllr Burne reported that at the AGM held 25<sup>th</sup> April 2016 the Chairman was re-elected.

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

The Clerk to the Trustees informed the Meeting that the AGM would be held on 22<sup>nd</sup> June 2016.

**24.16/17      CORRESPONDENCE:**

**A. Flower Festival in Parish Church of SS Peter & Paul, 28<sup>th</sup> -30<sup>th</sup> May 2016: To consider an invitation to provide a flower arrangement to reflect an aspect of the life of HM the Queen:**

**Noted.**

**25.16/17      TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 2<sup>ND</sup> JUNE 2016):**

**None.**

Cllr Mullis reported that a light was out in Dobbins Close.

Cllr Burrell to investigate and report back to the Clerk.

The Annual Parish Council Meeting ended at 8.55 p.m.