

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 2ND JUNE 2016
IN THE ASTROP ROOM,
KING'S SUTTON MILLENNIUM MEMORIAL HALL**

PRESENT: Cllrs R Irving (in the Chair), D Bridson, R Burne, J Creed, W Dowling,
T Forde, C Hill and W Mullis

ABSENT: Cllrs M Bailey, R Burrell and R Sykes

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)
Mrs Helen Woolner, Trustee, King's Sutton Pre-School Playgroup

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

**26.16/17 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR
ABSENCE:**

Apologies had been received from Cllrs Bailey and Burrell.

RESOLVED: It was proposed by Cllr Burne and seconded by Cllr Creed to Approve the
Reasons for Absence submitted by Cllrs Bailey and Burrell.

Note: Cllr Sykes' Apologies were submitted by email shortly before the Meeting but had
not come to the attention of the Clerk before the Meeting opened. The Reason for Cllr Sykes'
absence was due to an unexpected work commitment.

27.16/17 TO RECEIVE REQUESTS FOR DISPENSATIONS:

None.

28.16/17 TO INVITE DECLARATIONS OF INTEREST:

None.

**29.16/17 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF
THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON
THE AGENDA:**

None.

30.16/17 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 5TH MAY 2016: (previously distributed)

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Mullis to Approve the Minutes of the Annual Parish Council Meeting held 5th May 2016.

31.16/17 TO NOTE REPORTS FROM:

A. the Clerk: (Verbal Report)

Minute No. 13.16/17: Tree Warden: Dr Martis has declined the invitation.

Minute No. 25.16/17: Lamp No. 1 Dobbins Close reported for repair on 6th May 2016.

Other:

i) Community Enhancement Gangs: Work due to start in June. 2 weeks' notice will be given.

ii) Astrop Grange: Correspondence. (previously distributed)

iii) Unmetered Electricity Supplies: E.ON has advised of a price increase from 1st July 2016 from the current rate per kWh of 12.40 to 14.40. The

Agreed: That the Parish Council considers whether to change from a Deemed to a Fixed Price Contract.

Action: Cllr for Lighting, Finance Governance & Policy Committee.

vi) Ditch CALA Homes: A resident had expressed concern over the growth in vegetation and impact on water flow. The Managing Agent had been asked to inspect the ditch on her next site visit and consider clearing it of vegetation.

B. the Chairman: No Report. Cllr Burrell had sent his Apologies.

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

D. District Councillor: No Report.

32.16/17 FINANCE SCHEDULE:

HSBC Bank Accounts	Bank Statement @ 30.04.16	Cash Book Balance @ 31.05.16
Business Money Manager	£55,706.65	£50,193.49
Community	£1.00	£1.00
Money Market	£143,145.19	£143,145.19

A. To Approve the Payments:

To Ratify				
Cheque	Payee	Description	Amt (incl VAT)	VAT
DD	BT plc	Broadband Services Q036 5F	£128.16	£21.36
To Approve				
Cheque	Payee	Description	Amt (incl VAT)	VAT
104451	Cheney Coaches Ltd	Inv. 22407 Thurs Bus May 2016	£380.00	
104452	A H Contracts	Inv. 8693 dog waste& litter services	£321.60	£53.60
104453	KSM MH	Office rent, Room Hire May 2016	£104.00	
104454	Aylesbury Mains Ltd	Inv. 16279 Fault repairs	£167.88	£27.98

Cheque	Payee	Description	Amt (incl VAT)	VAT
104454	Aylesbury Mains Ltd	Inv. 16359 Fault repairs	£117.84	£19.64
104455	M Dempsey	Inv. 1167 Grasscutting	£1,015.00	
104456	Northants CALC	Inv. 5776 Finance for Councillors	£34.00	
104457	A Le Druillenec	Salary Month 3	£1,121.99	
104458	HMRC	Tax & NI Month 3	£224.52	
DD	NEST	Pension Month 3	£35.71	
Total			£3,522.54	£101.22

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

A.1 Additional Payment:

John Russell: Inv. 80 Stage 3 Fencing and gates - Car Park Extension.
KSPFA. (s106 developer contributions) £1,270.00.

This marks the completion of the project, for which the sum of £12,546 was allocated under Phase 1 of the Banner Homes s106 developer contributions for Leisure, Recreation and Open Space.

The project has been completed at a total cost of £11,970.00.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Hill to Approve the Additional Payment.

(Cheque No. 104459 was raised)

B. To Note Receipts:

Receipts	Type	Payer	Description	Amt
03.05.16	Cheque	NCC	s106 Portable VAS	£3,085.00
06.05.16	Cash	F Mitchell	Thursday Bus (3weeks)	£63.00
13.05.16	Cheque	J & M Humphris	Burial Fees Plot283 Re-open	£84.50
Total				£3,232.50

C. 2016-2018 National Salary Award (NALC and SLCC):

C.1 To Note 1% increase on current Salary Scales for 2016-2017 and also for 2017-2018:

Noted.

C.2 To Approve implementation backdated to 1st April 2016:

RESOLVED: It was proposed by Cllr Creed and seconded by Cllr Mullis to Approve Implementation of the Pay Award for 2016/2017 and 2017/2018 backdated to 1st April 2016.

33.16/17 ANNUAL RETURN 2015/2016:

A. To Note the Explanation of Variances:

(Table showing explanation of Variances; Papers giving detailed analysis of Significant Variances in Receipts and Payments previously distributed)

Significant variances in the order of >£100 and >10% over the previous year were shown for 4 categories of the Accounting Statements. These were:

Box 3: Total Other Receipts

Box 4: Staff Costs
 Box 6: Total Other Payments
 Box 9: Total Fixed Assets and Long Term Assets.

RESOLVED: It was proposed by Cllr Mullis and seconded by Cllr Dowling to Approve the Explanation of Variances.

A copy of the Explanation of Variances together with the Bank Reconciliation for YE 31st March 2016 will be submitted with the Annual Return to the External Auditor.

B. To Note the Reserves to YE 31st March 2016:

(Table of Reserves previously distributed)

At the 31st March 2016 the Parish Council held General Reserves of £62,493 which represents 108.87% of the Precept for 2016/2017.

The Table listed categories of designated reserves held by the Parish Council amounting to £115,577.

Noted.

A copy of the Table of Reserves will be submitted with the Annual Return to the External Auditor.

C. Annual Return 2015/2016:

i) Sections 1 and 2 (unaudited) are required to be posted on the Parish Council website www.kingssutton.org

ii) Section 4: The date of the Internal Audit is 16th June 2016

iii) Period for the Exercise of Public Rights of Inspection: Commencement date: 16th June 2016. A Notice is required to be posted on the Parish Council website www.kingssutton.org

Noted.

34.16/17 TRAINING: TO CONSIDER REQUESTS:

There were no requests

A. Think Big Event, 4th July 2016: (Details previously distributed)

B. Finance for Councillors: Cllr Irving reported on the course he had attended on 16th May 2016. Although the content was basic the session was very helpful in understanding the 'hoops that the RFO must jump through'.

Noted.

35.16/17 FLOOD ALLEVIATION:

A. Wales Street FAS: Update:

(SNC Report dated 1st June 2016 previously distributed)

Cllr Forde spoke to the Report.

It was hoped that the landowners' responses to arrangements for handling the stream bed at the back of Wales Street were being resolved. One landowner had submitted a claim of adverse possession in respect of an area of unidentified ownership.

The Report did not refer to the possibility of insurance indemnity in the event of the land registration not being resolved in good time.

The project was moving forward.

The matter of the boundary between the property of No. 54 Wales Street and the property of Network Rail was discussed. This had implications in respect of access via the garden of No. 54 Wales Street.

Noted.

B. Barwood Homes FAS: Update:

Cllr Forde reported that correspondence was being exchanged between SNC, the Parish Council, a resident of Windsor Close and the developer, Barwood Homes in an effort to clarify the work needed to remediate the works that Barwood Homes had carried out.

Barwood Homes' response had been to increase the capacity of the ponds by deepening some of them and raising the sides. No drawings were available to confirm that this was adequate.

Cllr Dowling reported that he had noticed that work had been done to clean out the ponds and No. 3 had been lengthened and deepened.

Cllr Forde explained that 3 issues were yet to be resolved including:

- i) Formal Discharge of Condition 5
- ii) Confirmation of measures being taken by Barwood Homes to secure the efficient operation of the alternative FAS to the pre-existing one
- iii) Provision of an engineered link between the flood channel and the field ditch along the north side of the Timms Estate.

Agreed: To keep the situation under review and to continue to press for a formal sign off to discharge Condition 5.

C. To re-affirm Membership of Cllrs Forde, Irving and Dowling on the Flood Alleviation Group:

RESOLVED: It was proposed by Cllr Mullis and seconded by Cllr Burne that Cllrs Forde, Irving and Dowling continue to serve on the FAG.

36.16/17 PLANNING:

A. Chairman's Report: No Report.

B. To consider Recommendations from the Meeting held at 7.00 p.m. on 2nd June 2016:

B.1 Application No: S/2016/1020/FUL

Proposal: Single storey side and rear extension.

Location: 49 Astrop Road, King's Sutton. OX17 3PP

Recommendation B.1: To make NO OBJECTION.

The Planning Committee was aware of the concern expressed to SNC, and posted on the Planning Authority's website, by the adjacent owner concerning day lighting.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Mullis to adopt Recommendation B.1.

B.2 Application No: S/2016/1029/TPO

Proposal: Works to TPO tree (03/2008) Crown reduction by 25-30% (Approx. 1 metre) to Yew tree

Location: Gladstone, 6 Upper Astrop Road, King's Sutton. OX17 3QL

Cllr Bailey, Tree Warden had provided comments to the Planning Committee and recommended NO OBJECTIONS.

Recommendation B.2: To make NO OBJECTIONS.

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

C. SNC Local Plan Part 2A Options Consultation: To Approve the Planning Committee's recommendations in respect of the Parish Council's response to the Consultation:

(Response drafted by Cllr Forde aided by Cllr Irving previously circulated to Planning Committee)

The Planning Committee had recommended acceptance of the draft response.

Cllr Burne had suggested some additional wording to specific responses (Nos. 33, 34, 38, 40 and 42).

Cllr Forde highlighted the following issues in the consultation document:

- i) Hierarchy of Settlement: King's Sutton, having no secondary school, is in the second echelon down.
- ii) Additional Housing: This had been delivered under the Interim Rural Housing Planning Policy. Option 3 of the Potential Growth options was considered the most workable for King's Sutton as it was based on possible windfall/infill sites. These, rather than isolated sites, should be used for smaller size housing. The document did not address housing need.
- iii) Q35 addressed local green space designation: The draft response was that the Parish Council is considering possible sites - i.e. those which are visually important. Cllr Forde is meeting the owners of The Gate House, Upper Astrop Road to discuss the Orchard with its ridge and furrow archaeological pattern of ridges.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Dowling to Approve the draft response, incorporating the wording provided by Cllr Burne.

Agreed:

- i) To circulate the draft response to Members of the Council
- ii) To send comments to Cllr Forde prior to 16th June 2016
- iii) To submit the final response to SNC by the revised deadline of noon on 17th June 2016.

Action: Cllr Forde

The Chairman thanked Cllr Forde for his considerable work on the consultation.

D. NCC Minerals & Waste Local Plan Update - Final Draft Plan**Consultation: To Note:**

There were no facilities or activities affecting King's Sutton.

Noted.

37.16/17 KING'S SUTTON IN BLOOM:**A. To Approve prize money totalling £130:**

The Chairman of the Garden Club (formerly the Horticultural Society) had advised with regret that the Annual contribution would be £25, half that of the previous year. The Club will continue to meet the expenses of the judges. Prizes will be awarded at the Annual Show on Saturday 13th August 2016.

RESOLVED: It was proposed by Cllr Creed and seconded by Cllr Mullis to Approve prize money totalling £130.

B. To nominate a representative to accompany the judges:

Agreed: Cllr Dowling, Cllr for Amenities was appointed to accompany the judges.

The Chairman of the Garden Club had advised that the date was yet to be confirmed but that it was likely to be during the first week of August.

38.16/17 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:**A. Councillors For..:****A.1 Amenities: No Report.****A.2 Cemetery: Cllr Hill reported:**

- i) Jubilee Rose Garden: Maintenance work was needed.
- ii) Christmas Tree: This looked out of place and would be better removed. This view was not universally accepted.

A.3 Communications: Cllr Bridson reported:

- i) Polling Software e.g. Survey Monkey: This was rarely used. Recommendation A.3: To discontinue with the subscription. (£144 p.a.)

RESOLVED: It was proposed by Cllr Bridson and seconded by Cllr Forde to Adopt Recommendation A.3.

- ii) Terms of Reference: It was **Noted** that the Remit for the Cllr for Communications was yet to be drafted.

Action: Cllr Bridson.

A.4 Lighting:**A.4.1 To Note the situation re. gear change replacements at Halestrap****Way:** (Minute No. 09.16/17 refers)

As advised by the Managing Agent, residents had redirected their concerns to the Parish Council. Cllr Burrell had followed these up with both residents and the Lighting Contractor. The Lighting Contractor confirmed that the wrong gear trays had been fitted (4,000 kelvins rather than 3,000 kelvins per each 12 LED unit). This accounted for the difference in colouration between the trial lantern and the new ones. The Lighting Contractor had apologised for the mistake and is endeavouring to rectify this.

Cllr Burrell had informed the residents.

Noted.**A.5 The Rec: Cllr Hill reported:**

i) Branches on The Rec: In response to a report of large branches found on The Rec. on the side near the hedge, and following an inspection by Cllr Hill and the Clerk, arrangements were made to clear away the fallen and sawn off branches.

The occupier of an adjoining property had written to the Chairman to report that branches had been tossed into her garden and requested that the Council remove them. Cllr Hill had not been able to contact the resident concerned but would follow this up.

ii) Bollards, Litter Bins, Bark replenishment: It had not been possible to contact Trevor Stewart to progress these matters.

A.6 Traffic Calming and Highways: No Report.**A.7 Street Areas:**

i) Cllr Bridson: Lamp Column No.1 Astrop Grange: Excavation work at base of column.

Agreed: To assess any safety issues and request that SNH fill in the hole.

Action: the Clerk

ii) Cllr Burne: Play Equipment: No reports of any parking issues on Astrop Road associated with the play park had been received.

Action: Cllr Burne (Continue to monitor the situation)

B. Wardens:**B.1 Rights of Way:****B.1.1 To Note temporary Closure of AS10 (part):** (previously distributed)

It was **Noted** that the temporary closure of AS10 would cause AS12 to be blocked.

i) AS11: A dog had died as a result of being trampled by a horse.

ii) Walks Leaflet: Amendments had been completed and would be at the Printer's in mid-June.

iii) Kissing Gates, AS10 (The Meadows): A resident had made a request for weights to be attached to kissing gates at Banbury Lane and at the end by the allotments in order that the gates self-close.

The Managing Agent has agreed to look into this on her next site visit and to obtain quotes for consideration.

B.2 Trees: No Report.

B.3 War Memorial: No Report.**C. Representatives:****C.1 King's Sutton Playing Fields Association: Cllr Bridson reported:**

i) Damage to Playing Fields and fencing: It was thought that dirt bikes were responsible and that similar incidents had occurred at the Water Meadows.

Agreed: To write to the Police to see if anything can be done to prevent further occurrences.

Action: the Clerk

(The fencing had since been repaired and a steel barrier installed in front in protection.)

C.2 King's Sutton Millennium Memorial Hall: No Report.**C.3 Poor's Allotment Trust: No Report.****C.4 King's Sutton Pre-School Playgroup: Premises Campaign:**

(Report with site plan previously distributed)

Cllr Hill reported with input from Mrs Woolner:

i) Clear progress had been made on a more financially viable project for a new building in the far east corner of the School field. The Premises

Committee had investigated the purchase of firstly, land opposite the Co-Op and then the Methodist Chapel but these were discounted as being too costly.

ii) The Architect will be approached to draft proposals for the new site. The new building will be larger than the current one which is important in order to meet government childcare targets from September 2017.

iii) In return for the new site the Pre-School Playgroup is committed to returning the site where the existing building stands, and the adjacent disused tennis court, to usable playing field.

iv) Cost: £350,000 to be met through fundraising and grants.

The Chairman thanked Mrs Woolner for her report.

ii) Request for Mrs Woolner to become a representative of the Parish Council alongside Cllr Hill in order to report on progress:

Agreed: That Mrs Woolner would be welcome to present any progress reports alongside Cllr Hill.

39.16/17 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 7TH JULY 2016):

i) Stiles on Public Footpaths.

The Meeting ended at 8.35 p.m.