

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 4TH FEBRUARY 2016
IN THE ASTROP ROOM,
KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: No Absentees.

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

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

**184.15/16 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR
ABSENCE:**

None.

185.15/16 TO RECEIVE REQUESTS FOR DISPENSATIONS:

None.

186.15/16 TO INVITE DECLARATIONS OF INTEREST:

None.

**187.15/16 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF
THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON
THE AGENDA:**

None.

**188.15/16 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE
PARISH COUNCIL MEETING HELD 7TH JANUARY 2016:
(previously distributed)**

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Sykes to Approve the
Minutes of the Parish Council Meeting held 7th January 2016.

189.15/16 TO NOTE REPORTS FROM:**A. the Clerk:** (previously distributed)

Minute No. 168.15/16:

B.3 i) Timber Bollards: Order placed. 14th January 2016. Cost £722 + vat
Cllr Hill advised that the supplier, Broxap, was only able to supply key padlocks and so barrel lock padlocks will be purchased separately.

B.3.iv) Quarterly Inspections of Play Equipment: Letter of Appointment issued on 22nd January 2016.

B.4: Thursday Bus Service: Article 'Thursday Bus Service under Threat' posted on website 22nd January 2016.

Minute No. 172.15/16B: Barwood Homes FAS: A 4th request for confirmation of which body would take responsibility for the future adoption and maintenance of the FAS, rather than the open space had been sent to Mr Gibbins, MD, Barwood Homes. Mr Gibbins has been advised in the letter that the Parish Council is considering taking advice from its Solicitor. No response had been received.

Minute No. 175.15/16: The Notification of Precept for 2016/2017 was submitted to SNC, the Billing Authority on 15th January 2016.

Minute No. 176.15/16B: Lighting: Replacement Gear Trays: The order was placed on 28th January 2016.

Minute No. 178.15/16B: Portable VAS: The precise locations on Banbury Lane (pole mounted) and Orchard Way (either pole or lamp column mounted) have yet to be confirmed. The sign was ordered on 29th January 2016.

Minute No. 179.15/16G: Lighting Faults:

Lamp No. 3 Arundel Close: Repaired.

Lamp No. 2 Orchard Way: Repaired.

Lamp No 2 Upper Astrop Road: Repaired.

Minute No. 180.15/16:

A. Space, Sport and Recreation Review for West Northamptonshire: Thank you to Cllrs Hill and Mullis for details of activities taking place in the Oman Room and Baptist Church Hall, and to Mrs Lindsay Walker for details of the activities in the KSMMH. The completed survey was returned on 14th January 2016.

B. Traffic Concerns in Red Lion Street:

i) Large delivery vehicles: Reply sent to resident on 28th January 2016. Cllrs Forde and Irving met the Site Manager, Barwood Homes on 12th January 2016 and made him aware of the concerns and the need for delivery vehicles to be re-routed to the site at Hampton Drive via Banbury Lane.

ii) Parking in The Square and lack of access for Emergency vehicles: The landlady of The White Horse has given a helpful response to the request that patrons of the pub are encouraged to park in the Pub car park.

'We will continue to endeavour that our customers use our car park and will address any situation where customers park outside our pub especially where there are spaces available. We are aware this is occasionally a problem especially when conflicting with events in the village as mentioned. . Thank you for the letter and if there are any other concerns please don't hesitate to get in touch with me.'

B. Dog Fouling concerns: The resident was advised of the Parish Council's view on 28th January 2016 and that Notices provided by SNC 'This Neighbourhood says NO to dog fouling' will be placed in the Parish Noticeboards from time to time.

Minute No. 181.15/16: Date of the Annual Parish Meeting 2016: 7.30 p.m. on Wednesday 20th April 2016 in the large hall of the KSMMH.

Other:

1. Lychgate: Jos Whinney inspected the gate and confirmed that it had not been tampered with but that it could do with painting.
2. Creation of footpath at Upper Astrop Road: Mr P H Walton has written to thank the Parish Council for its help in providing the footpath in front of his house. 'A great help.'

3. Lighting: Electrical Testing and cleaning:

The contractor was unable to access 2 lamps:

- i) Lamp No. 1 The Willows: The hedge is obstructing access to the door in the column.

Cllr Dowling advised that the property owner will prune the hedge.

- ii) Lamp No.2 Mill Lane: The door in the column has seized due to rust. Aylesbury Mains to deal with.

Aylesbury Mains is preparing the test certificates and will send out paper copies in due course.

Re. the cleaning: We have not received any recommendations in respect of Windsor lanterns that require painting.

In addition Aylesbury Mains has made the following observations:

- i) Column No. 3 Dairy Ground: Broken network cut out. The Clerk has reported this to Western Power Distribution.

- ii) Column No. 2 Astrop Road: Aylesbury Mains recommends pruning of tree that is obscuring the light.

Cllr Dowling advised that the property owner has agreed to do so.

- iii) The bracket holding Lamp No.4 Spinney Bank to the bungalow is loose. Aylesbury Mains to secure it.

4. Bookings for Use of The Rec:

- i) 23rd July 2016 (Saturday): KS Playing Field Association: Summer Madness Event. (afternoon)

- ii) 15th August 2016 (Monday): SNC SPLAT for 5-13 year olds: 1 p.m. - 4 p.m. Neither Hall in the KSMMH is available in case of bad weather but use of toilet facilities would be appreciated.

- iii) 29th August 2016 (Bank Holiday Monday): Parish Church: Picnic following Sponsored Walk

- iv) 6th - 11th September 2016: FunFair (arrive Tuesday) (depart Sunday) (Open 8th (Thursday)- 10th (Saturday) September 2016)

- v) 25th September 2016: KS Pre-School PlayGroup: Scarecrow Festival (All Day)

5. Tree Works:

Cemetery: The commencement date for bracing of lime tree, and felling of horse chestnut and 15 conifers has been put back one week to 22nd February 2016 and will last one week.

The Rec: Deadwood will be removed from the limes on 28th March 2016. By then buds will have appeared, thus making the deadwood easier to identify.

The Report was **Noted**.

B. the Chairman: The Chairman reminded Councillors that Annual Reports are requested to be drafted by the April 2016 Parish Council meeting and ready for posting on the website one week before the Annual Parish Meeting which will be held on 20th April 2016.

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

6.4 District Councillor: No Report. Cllr Sawbridge had sent his Apologies.

190.15/16 TO CONSIDER THE CO-OPTION OF 4 COUNCILLORS TO FILL THE CASUAL VACANCIES CREATED AS A RESULT OF THE UNCONTESTED LOCAL ELECTION OF 7TH MAY 2015:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Forde to defer consideration of this item to a future Meeting.

191.15/16 FINANCE SCHEDULE: (previously distributed)

HSBC Bank Accounts	Bank Statement @ 31.12.15	Cash Book Balance @ 29.01.16
Business Money Manager	£50,704.60	£48,003.03
Community	£1.00	£1.00
Money Market	£142,959.47	£143,145.19

A. To Ratify and Approve the Payments:

To Ratify				
Cheque	Payee	Description	Amt (incl VAT)	VAT
104401	E.ON	Bill H1263E5497	£1,275.23	£212.54
104367	Bloxham Parish Council	LGRS Training 26Sep15	£54.00	
To Approve				
Cheque	Payee	Description	Amt (incl VAT)	VAT
104402	Cheney Coaches Ltd	Inv. 21944 Thurs Bus January 2016	£380.00	
104403	A H Contracts	Inv. 8467 dog waste& litter services	£292.68	£48.78
104404	KSM MH	Office rent, Room Hire January 2016	£132.50	
104405	Aylesbury Mains Ltd	Inv. 16036 Electrical Test,Cleaning	£2,403.60	£400.60
104406	Aylesbury Mains Ltd	Inv.16066;Credit 1152;Inv.16114	£135.00	£22.50
104407	Northamptonshire ACRE	Membership 2016/2017	£35.00	
104408	A Le Druillenec	Salary Month 11	£1,089.99	
104409	HMRC	Tax & NI Month 11	£214.01	
DD	NEST	Pension Month 11	£34.00	
104410	A Le Druillenec	office supplies; GPOCsubmission	£181.65	£25.28
Total			£4,898.43	£471.88

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

B. To consider the purchase of copies of the Good Councillors Guide 2016 at £2.50 per copy + postage:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Bridson to purchase 10 copies at a total cost of £28.50.

Action: the Clerk

C. To Note Receipts:

Receipts	Type	Payer	Description	Amt
01.01.16	Direct	HSBC	Bank Interest	£185.72
08.01.16	Cash	M Mitchell	Thursday Bus	£88.00
12.01.16	Cheque	J & M Humphris	Burial Fees Plot 291 Re-open	£84.50
14.01.16	Cheque	J & M Humphris	Burial Fees sp31,s13 Re-open, TransferERB	£102.75
22.01.16	Cash	F Mitchell	Thursday Bus	£38.00
29.01.16	BACS	NCC	S136 Mowing Agreement	£710.18
Total				£1,209.15

Noted.

192.15/16 TRAINING:

A. To consider requests: None.

B. SNC Presentation: Community Infrastructure Levy: 10th February 2016: Cllr Forde to confirm whether he will attend.

C. CPRE Spring Roadshow: Planning Applications: 12th May 2016: Cllrs Forde and Irving to attend.

Action: the Clerk

193.15/16 THE GENERAL POWER OF COMPETENCE:

A. To Note the Report: (previously distributed)

Noted.

B. To Adopt the Recommendation at paragraph 7 of the Report:

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Burne to Adopt the Recommendation at paragraph 7 of the Report and **RESOLVE** that: From 4th February 2016, until the next relevant Annual Meeting of the Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, King's Sutton Parish Council Adopts the General Power of Competence.

C. Electoral Mandate as a criteria for exercising the GPOC:

Cllr Irving drew Members' attention to possible future implications.

Agreed: To start the process of seeking to reduce the number of seats on the Parish Council from 15 to 12.

Action: Finance Governance & Policy Committee.

194.15/16 FLOOD ALLEVIATION GROUP:

A. Wales Street FAS: Update: Cllr Forde reported.

- i) Additional Funding from the Environment Agency: The Director of Finance, EA had signed off the Approval to release the funds.
- ii) The Project should be able to move forward and the necessary agreements and contracts entered into.
- iii) Issues to be resolved: These include Maintenance of the FAS and landowner permissions.

B. Barwood Homes' FAS: Update:

- i) Adoption and Maintenance of the FAS: No response had been received. (Clerk's Report refers)
- ii) Site Activity: (Minute No. 172.15/165C refers) During the meeting with the Site Manager on 12th January 2016 Cllrs Forde and Irving had found water to be running properly. Site excavations for the pumping station were soon to be completed and the barrier removed.

C. Rat Infestation: Barwood Homes had dismissed suggestions that ground disturbance created during the development had resulted in an infestation of rats in a property adjoining the site.

Cllr Dowling reported that 2 neighbouring properties had been infested. A third property which kept chickens had also had a problem with rats.

Noted.

D. Drainage at The Willows: Cllr Bailey reported on the exchange of correspondence between a resident and Thames Water re. the origins of an unpleasant odour to the rear of The Willows.

The map of the foul water sewer in question was tabled. It was thought that the need for the ditch to the rear of The Willows to be dredged was coincidental to the cause of the odour complaint.

Cllr Bailey and Cllr Forde to discuss further.

194.15/16 PLANNING:

A. Chairman's Report: Cllr Forde reported:

A.1 Conservation Area Appraisal: SNC is conducting a Review of the King's Sutton Conservation Area. Katherine Harrison, Assistant Conservation Officer, SNC is visiting King's Sutton on 5th February 2016 to walk round the village, take photographs and review the boundary. Cllr Forde will accompany Ms Harrison on the Walkabout.

B. To consider recommendations arising from the meeting of the Planning Committee held at 7.00 p.m. on 4th February 2016:

B.1 Application No. S/2016/0001/FUL

Proposal: Demolition of existing out building. Single, and two storey extensions to rear, and two storey extension to side including replacement of existing flat roof with hipped roof. Alteration to existing loft space to create additional living space.

Location: 41 Richmond Street, King's Sutton OX17 3RT

Recommendation B.1: To offer NO OBJECTION.

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

B.2 Application No. S/2016/0108/FUL

Proposal: Variation of condition 2 (Plans) of approved application S/2015/1774/FUK (Replacement dwelling) Overall larger footprint of re and side extension, including 3x windows removed from NE elevation, larger colonnade porch on SW elevation and removal of a window from the 1st floor SW elevation

Location: Hill View Cottage, Purston Road, Purston NN13 5PL

Recommendation B.2: To offer NO OBJECTION.

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

B.3 Application No. S/2016/0104/FUL

Proposal: Single storey front extension. First floor side and part two storey, part single storey rear extension.

Location: 4 Blenheim Rise, King's Sutton OX17 3QX

Recommendation B.2: To offer NO OBJECTION.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Sykes to Adopt Recommendation B.3.

B.4 To Note:

B.4.1 Application No. S/2016/0088/TCA

Proposal: Pollarding of a Weeping Willow tree by 5m

Location: 13 Red Lion Street, King's Sutton OX17 3RH

Noted. NO OBJECTIONS.

B.4.2 Application No. S/106/0146/TCA

Proposal: Various works to six trees

Location: The Gate House, 16 Upper Astrop Road, King's Sutton OX17 3 QL

Noted.

B.5 Astrop Grange: Correspondence dated 5th January 2016:
(previously distributed)

Various concerns had been expressed in the letter but the Committee did not consider them relevant to the work of the Planning Committee.

Agreed: To thank the correspondent for his comments which the Parish Council had **Noted**.

Action: the Clerk

B.6 Retention of Planning documents:

Recommendation B.6: To retain drawings for 2 years with the exception of Major Planning Applications and Approvals associated with them for Reserved Matters which are recommended to be retained for 7 years.

It was **Noted** that all drawings are available online.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Sykes to Adopt Recommendation B.6.

B.7 Cherwell District Council: Consultations: (previously distributed)

B.7.1 Partial review of the Cherwell Local Plan (Part 1): Oxford's unmet housing need -Issues Paper

B.7.2 Cherwell Local Plan 2011-2031 (Part 2): Development Management Policies and Sites - Issues Paper

B.7.3 Draft Statement of Community Involvement.

Noted.

B.8 Oxfordshire County Council: Minerals and Waste Local Plan: Part 1 - Core Strategy Proposed Submission Document, August 2015: (previously distributed)

Noted.

195.15/16 FINANCE GOVERNANCE & POLICY COMMITTEE:

A. Chairman's Report: No Report.

B. To consider Recommendations arising from the Meeting held 19th January 2016: (Minutes of the Meeting held 19th January 2016 previously distributed)

Recommendation B.1: To confirm that King's Sutton Parish Council remains opted-in to the Sector Led Body arrangements for the procurement of external audit:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Hill to Adopt Recommendation B.1.

Recommendation B.2: To Approve the Financial Risk Assessment 2015/2016: (previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Mullis to Adopt Recommendation B.2.

Recommendation B.3: To Approve the Statement of Internal Control for YE 31st March 2016: (previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Burne to Adopt Recommendation B.3.

Recommendation B.4: To Vire the Play Area Renewal Budget 2015/2016 of £5,000 to the Category Cemetery Exceptional:

It was **Noted** that this was on the basis that any surplus created from the s106 developer contributions would be used to fund the play equipment.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Burne to Adopt Recommendation B.4.

Recommendation B5: s106 Banner/CALA Homes developer contributions:
Leisure, Recreation and Open Space:

B.5.1 To make up the shortfall of £7,877 arising from the King's Sutton Play Project from the s106 Banner/CALA Homes developer contributions for Leisure Recreation and Open Space:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Mullis to Adopt Recommendation B.5.1.

5.2 To Approve the procedure for allocations, including the general notice inviting expressions of interest with list of criteria: (Draft previously distributed) (Criteria: Fall within the terms of the Banner agreement; Be of a capital nature; Provide a long term benefit; Improve existing or add new recreational facilities; be of widest community benefit possible.)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Hill to Adopt Recommendation B.5.2.

Agreed:

- i) To send letters to local groups inviting them to submit expressions of interest
- ii) To post the notice on the website
- iii) To place the notice in the March 2016 issue of the King's Sutton Times.

5.3 To endorse the procedure in respect of the King's Sutton Playing Field Association and its member Clubs:

(The procedure was that member clubs under the aegis of the KSPFA would be required, prior to submitting any bid, to provide the Parish Council with evidence that the KSPFA were in agreement to any proposal.)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Bridson to Adopt Recommendation B.5.3.

Recommendation B.6: To Approve the Publication Scheme 2016:
(previously distributed)
(Removal of the entry 'Bye-laws' in Class 4, 'How we make Decisions'.)

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

196.15/16 RED LION STREET: TO REVISIT THE ISSUE OF SIGNAGE WARNING THAT RED LION STREET IS UNSUITABLE FOR HGVS:

A. To consider an additional sign at The Square at the junction of Astrop Road and Mill Lane:

Cllr Sykes spoke to this item.

There is clear signage along Mill Lane on entry to the village, but none along Astrop Road. There is one sign at the top of Red Lion Street by the church.

It was **proposed** by Cllr Sykes and **seconded** by Cllr Bridson to affix a sign of similar dimension to that at the top of Red Lion Street to the direction post at the corner of The Square to be visible to approaching vehicles from along Astrop Road.

Members made the following observations:

- i) The required elevation at which the sign should be erected in order for it to be in the direct line of sight for drivers in high cabs is higher than what is being proposed
- ii) The proportion of vehicles that enter the Village from Mill Lane is significantly greater than the number entering from Astrop Road
- iii) The use of the word 'unsuitable' on the sign at the top of Red Lion Street tempts drivers to take a chance and proceed.

Cllr Sykes **WITHDREW** his proposal.

197.15/16 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:

A. Rights of Way:

(Report from Mr Dave Hall, Footpaths Warden previously distributed)

Mr Hall had carried out the following tasks to the ROW network:

AS 8: Cleared drainage channel

AS36, AS11, AS4, AS7: Trimming of brambles and branches at stiles and gaps.

AS38: Checked safety of electric wire. The farmer will remove the wire when the horses vacate the field.

Noted.

B. Trees: No Report.

C. War Memorial: Mr Andrew Waite, War Memorial Warden had reported:

C.1 Missing Names: Arising from research currently being carried out by a parishioner some names have been discovered that might properly be considered to warrant being added to the Memorial.

Mr Waite will provide a report to the next Ordinary Meeting of the Parish Council to be held 3rd March 2016.

D. Amenities: Cllr Burrell reported:

D.1 Litter in Bus Shelters and Well Head: The Litter Services Contractor had been approached about including the sweeping out of these structures in his schedule.

E. Communications: Cllr Bridson reported:

E.1 Thursday Bus Posters:

Agreed: To Authorise maximum expenditure of £10 for A3 posters.

E.2 Website:

i) Facebook Page: Councillors were invited to sign up and help build up the profile of the page.

ii) Councillor Profiles: Councillors were asked to provide these with photographs.

iii) Quick Contacts page: Councillors were asked to test this section by sending an email to themselves.

Noted.

F. Cemetery: Cllr Creed reported:

F.1 Lychgate: Painting of small section of gate is being arranged.

G. Lighting: Cllr Dowling had previously reported:

G.1 Faults: Lamp No.5 Astrop Road, Lamp No. 1 Wales Street.

Action: the Clerk

H. The Rec: Cllr Hill reported:

H.1 Goal Mouth: No hardstanding was required. Cllr Hill had requested a picture of the goal mouth from Mr Stewart, Play Equipment Contractor.

I. Traffic Calming and Highways: Cllr Bailey reported:

I.1 Community Speed Watch: More volunteers were required if the 2016 campaign were to take place. 2 people had come forward in response to the article posted on the website.

J. Street Areas:

J.1 Grass Verges: Several verges had deep ruts.

J.2 Pot Holes: Also numerous.

198.15/16 CORRESPONDENCE:

A. KierWSP: Parish Satisfaction Questionnaire: To return a corporate response: (previously distributed)

The following observations were made:

Street Doctor:

Good response. Poor quality workmanship. A lack of supervision.

The online reporting system was good. Reports were followed up with inspections and action as required. But, the repairs did not last.

Examples:

- i) Orchard Way: Workmen had tamped down the fresh tarmac with a shovel.
- ii) Banbury Lane: Same areas repaired several times.

Top Three Priorities:

- 1. Improve the Quality of Repair
- 2. Improve the Quality of the Surface of Pavements/Footways: At present it is worse than the carriageway surfaces.

Examples: Astrop Road, Glebe Rise - The surfaces were loose, irregular, tilted and cambered. Repairs had been done but humps remained.

- 3. Pothole Repairs.

Agreed: To submit the observations and list of priorities.

Action: the Clerk

B. King's Sutton Horticultural Society: King's Sutton in Bloom 2016: To respond to the concerns expressed in the letter regarding the implementation of the rules: (previously distributed)

The Comments were **Noted**.

Agreed:

- i) To reply expressing regret that the Horticultural Society had only read the Rules on the Noticeboard

- ii) To confirm that no changes were proposed for 2016.

Action: the Clerk

C. Northants ACRE: Northamptonshire Best Village Competition 2016:

To consider entering the competition: Entry fee £35.00:

(Information previously distributed)

Cllr Hill reported on the 2007 Competition. This had been good for morale.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Dowling to **Note** the correspondence.

**199.15/16 TO RECEIVE ITEMS FOR THE NEXT PARISH COUNCIL MEETING
(THURSDAY 3RD MARCH 2016):**

None.

The Meeting ended at 8.40 p.m.