

**KING'S SUTTON PARISH COUNCIL****MINUTES OF THE PARISH COUNCIL MEETING HELD  
AT 7.30 P.M. ON THURSDAY 2<sup>ND</sup> FEBRUARY 2017  
IN THE OMAN ROOM,  
CHURCHYARD, KING'S SUTTON PARISH CHURCH**

**PRESENT:** Cllrs R Burrell, M Bailey, D Bridson, R Burne, J Creed, W Dowling, T Forde, R Irving, W Mullis and R Sykes

**ABSENT:** No Absentees.

**IN ATTENDANCE:** Mrs A Le Druillenec (Clerk)  
Cllr Ian Morris, SNC

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

**151.16/17 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

**None.**

**A. To Note the Resignation of Cllr Hill:** The Chairman read out Cllr Hill's letter of resignation dated 16<sup>th</sup> January 2017. (previously read out at the opening of the Meeting of the Finance Governance & Policy Committee held 17<sup>th</sup> January 2017)

**RESOLVED:** It was proposed by Cllr Mullis and seconded by Cllr Burrell to send Mrs Hill a letter of thanks for her service on the Parish Council and to present Mrs Hill with a bouquet of flowers at the Annual Parish Meeting 2017.

**Action:** the Chairman and the Clerk

The following procedure for filling the Casual Vacancy was **Noted**.  
A Notice of Vacancy in the Office of Parish Councillor dated 20<sup>th</sup> January 2017 had been published. Written requests for an election to fill the vacancy were required to be made by 10 electors of the parish by 9<sup>th</sup> February 2017. If no request was received by the District Council the Parish Council would be informed that it could proceed to fill the vacancy through co-option.

**152.16/17 TO RECEIVE REQUESTS FOR DISPENSATIONS:**

**None.**

*Cllr Morris entered the Meeting.*

**153.16/17 TO INVITE DECLARATIONS OF INTEREST:**

Councillor	Agenda Item	Reason
W Mullis	10.3.1 Application No. S/2017/0083/TCA	Applicant and Deacon of the King's Sutton Baptist Church
R Irving	10.6 SNC Local Plan Part 2A Options Consultation	Land in the ownership of Cllr Irving was included in the Village Confines

**Noted.**

**154.16/17 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:**

**None.**

**155.16/17 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 5<sup>TH</sup> JANUARY 2017:** (previously distributed)

**RESOLVED:** It was proposed by Cllr Mullis and seconded by Cllr Irving to Approve the Minutes of the Meeting held 5<sup>th</sup> January 2017.

**156.16/17 TO NOTE REPORTS FROM:**

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

**1. Matters Arising:**

Minute No. 134.16/17A: Clerk's Report:

Removal of BT Phone box, Sandringham Road: Following the second stage of consultations SNC has issued its formal decision to BT re. payphone removal proposals. SNC has informed BT that it does not object to the removal of the payphone from Sandringham Road. BT will remove the payphone and kiosk in due course.

Proposed Double Yellow Lines, Glebe Rise/Astrop Road: Northants Highways has confirmed that 'as the location of the proposal falls within a conservation area, if the proposal proceeds to implementation once it has been advertised, then the double yellow lines will be painted in primrose yellow and at a diameter of 100mm.'

Water collecting at side of carriageway adjacent to swing gate to The Meadows: According to Street Doctor Report URN 849754 the site will be monitored for flooding.

Note: Pooling of water had been observed on 12<sup>th</sup> January 2017 following heavy rainfall, but none since.

Bark Chippings at 4 Dairy Ground: Clearance work started on 13<sup>th</sup> January 2017. Logs available for collection from front garden of property.

Minute No. 134.16/17B: Chairman's Report: Venue for Parish Council Meetings: Commencing in February 2017, Meetings of the Parish Council

and of the Planning Committee will be held in the Oman Room. The hire charge is £8 per hour.

The next Meeting of the FG&P Committee on 21<sup>st</sup> March 2017 will be held in the Astrop Room, KSMMH.

The Annual Parish Meeting 2017 will be held in the main hall of the KSMMH.

Minute No. 135.16/17C: Direct Debit for PAYE payments: Set up on 13<sup>th</sup> January 2017. Payment in the sum of £213.25 to HMRC was paid by Direct Debit on 25<sup>th</sup> January 2017. Cheque No. 104544 was VOIDED.

Minute No. 140.16/17.A.1: SNC was notified of the Parish Council's Precept requirement of £59,720 on 13<sup>th</sup> January 2017.

Minute No. 141.16/17: Community Governance Review 2017: SNC was informed on 13<sup>th</sup> January 2017 that King's Sutton wished to be included in the Review. SNC has acknowledged the request and confirmed that the request will be included in the deliberations of the Working Group when it considers all requests.

Minute No. 143.16/17: Low level lighting bollards adjacent to Nos 6 and 7 Spinney Bank: Cllr Burrell has spoken to the occupiers, both of whom are supportive of the proposal.

Revised Quotation: In the original quotation the cost of the tarmac excavation and reinstatement works had been underestimated by £550.

The Lighting Contractor had re-quoted £1,896 60 + vat based on a trench distance of 32m.

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Irving:

- i) To seek clarification in respect of:
  - i. The accuracy of the measurement of 32m
  - ii. Whether the trenching excavation and reinstatement was a constant for each of the 4 options previously considered, or whether this was peculiar only to the low level lighting option
- ii) That if the trenching excavation and reinstatement were a constant, to Authorise the Clerk to proceed and accept the revised quotation.

**Action:** the Clerk

Minute No. 146.16/17: Funfair dates: Perry Hatwell was informed on 6<sup>th</sup> January 2017.

Minute No. 147.16/17:

A.7.1: Lamp no 2 The Willows: Reported to Lighting Contractor on 6<sup>th</sup> January 2017. Repaired on 11<sup>th</sup> January 2017.

Minute No. 148.16/17: Annual Parish Meeting 2017: The Hall was not available on 19<sup>th</sup> April.

## **2. Other:**

- i) Village Networks: Mr Nick King, Co-Ordinator will be applying for Lottery funding to keep the service running for another 3 years from February 2018 and is exploring the idea of a Model Village concept on which to base his bid. Mr King would like the opportunity to discuss ideas for community cohesiveness, connectivity and development with someone from the Parish Council.

**Agreed:** To invite Mr King to meet with the Chairman at a Friday morning Coffee Shop.

**Action:** the Clerk

ii) Fixed VAS, Banbury Lane: It was not possible to connect up to the VAS in order to download the traffic data, although the Supplier was able to do so. A call out charge of £250 + vat would be made in the event of an Engineer's visit.

**Agreed:** That in the first instance the Parish Council follows the instructions provided by the Supplier to re-boot the device.

**Action:** Cllrs Bailey and Sykes.

**B. the Chairman: No Report.**

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

**Agreed:** To send best wishes to Mrs Sawbridge via Cllr Sawbridge.

**Action:** the Clerk

**D. District Councillor: No Report.** Cllr Morris wished to speak at Item 9.1 Wales Street FAS.

## 157.16/17 FINANCE SCHEDULE:

<b>HSBC Bank Accounts</b>	<b>Bank Statement @ 30.12.16</b>	<b>Cash Book Balance @ 27.01.17</b>
<b>Business Money Manager</b>	£99,971.28	£47,376.51
<b>Community</b>	£1.00	£1.00
<b>Money Market</b>	£143,323.63	£193,434.05

### 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>	
104546	Bridson Kneale Associates Ltd	Inv. T0255 website hosting, domain	£108.00	£18.00	
<b>To Approve</b>					
<b>Cheque</b>	<b>Payee</b>	<b>Description</b>	<b>Amt (incl VAT)</b>	<b>VAT</b>	
104547	Cheney Coaches Ltd	Inv. 23170 Thurs Bus 12 & 26 Jan 2017	£190.00 <sup>1</sup>		
104548	A H Contracts	Inv. 9160 dog waste& litter services	£301.20 <sup>2</sup>	£50.20	
104549	KSM MH	Office Rent, Room Hire Jan17	£154.00		
104550	Aylesbury Mains Ltd	Inv. 16927	£122.52	£20.42	
104551	E.ON	Electricity 01Oct - 31Dec 2016	£1,419.42 <sup>3</sup>	£236.57	
104552	T G Stewart Play Equipment	Inv. TS125 7No. Litter Bins	£2,352.00 <sup>4</sup>	£392.00	
104552	T G Stewart Play Equipment	Inv. TS126 Disp. Bins; Instal Posts	£620.40 <sup>4</sup>	£103.40	
104552	T G Stewart Play Equipment	Inv. TS127 Quarterly Inspections	£1,017.60 <sup>4</sup>	£169.60	
104553	Northants ACRE	Best Village Competition 2017	£25.00		
104554	A Le Druillenec	Salary Month 11	£1,105.12		
DD	HMRC	Tax & NI Month 11	£213.05		
DD	NEST	Pension Month 11	£34.57		
104555	A Le Druillenec	100x2ndclass stamps; dwg pins	£55.99		
<b>Total</b>			<b>£7,610.87</b>	<b>£972.19</b>	

Notes:

<sup>1</sup> Fortnightly service 2017 commenced 12<sup>th</sup> January 2017.

<sup>2</sup> Includes Cleaning of Glass in Bus Shelter @ £10/Quarter

<sup>3</sup> Revised electricity bill to account for removal of Lamp No. 4 Paradise in December 2015

<sup>4</sup> Total Cost: £3,990

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

**A.1 Additional Payments:**

i) King's Sutton PCC: Room Hire 02/02/17 Oman Room: £16.00

ii) C Gregory: S106 Allocation to King's Quilters: £81.32

**RESOLVED:** It was proposed by Cllr Bailey and seconded by Cllr Burne to Approve the Additional Payments.

*(Cheque Nos. 104556 and 104557 were raised.)*

**B. To Note Receipts:**

Receipts	Type	Payer	Description	Amt
10.01.17	Cheque	A M O'Connell	KST Advert Inv. 605	£ 55.00
31.01.17	BACS	NCC	S136 Mowing Agreement 2016	£710.18
<b>Total</b>				<b>£765.18</b>

**Noted.**

**158.16/17 TRAINING: TO CONSIDER REQUESTS AND RECEIVE REPORTS:**

**A. Northants ACRE Neighbourhood Plan Day - 25<sup>th</sup> May 2017:**

(Details previously distributed)

**Noted.**

**159.16/17 FLOOD ALLEVIATION:**

**A. Wales Street FAS: Update:** Cllr Forde spoke to this item.

(Report from Cllr Forde dated 31<sup>st</sup> January 2017;

Residents' Newsletter dated 22<sup>nd</sup> December 2016 circulated to Members at the Meeting)

Cllr Forde summarised his Report's key points:

i) Review Report commissioned by SNC and NCC from WSP Consultants

ii) Site Walkover by WSP/SNC on 11<sup>th</sup> January 2017

iii) Draft Report by WSP submitted to SNC on 26<sup>th</sup> January 2017 - for consideration at the internal Planning Business Meeting, SNC on 22<sup>nd</sup> February 2017

iv) Community Engagement: Cllr Forde to act as Single Point of Contact for SNC

v) The earliest date for Implementation of revised scheme: Spring 2018

vi) Meeting between the Environment Agency, NCC and SNC: w/c 6<sup>th</sup> February 2017.

Cllr Forde had put forward a list of possible next steps including arranging a Meeting of the Flood Alleviation Group on 1<sup>st</sup> March 2017. (Subject to the WSP Report having been placed in the public domain by that date.)

**Noted.**

Cllr Morris, SNC reported that the WSP draft Report was very positive, setting out options that provided a way forward. The Report was currently with SNC and it was intended that the Report would be placed in the public domain. It was hoped that the Environment Agency would cover any anticipated and slight price increases.

Cllr Forde was commended by Cllr Morris for his efforts in helping keep the Flood Alleviation Scheme alive, and for being a strong voice for the village.

**Agreed:** To distribute the Report dated 31<sup>st</sup> January 2017 within the local community, and to email copies to the Parish Council website and the King's Sutton Times.

**A.1 Statement for inclusion in the March 2017 edition of the King's**

**Sutton Times:** (Copies of the Statement circulated to Members at the Meeting)

Members were asked to Approve the Statement for inclusion in the March 2017 edition of the King's Sutton Times.

**Voting: For: 9      Against: 0      Abstention: 1**

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Irving to Approve the text and to submit the Statement to the Managerial Team of the King's Sutton Times.

**Action:** the Clerk (Editorial Deadline: 14<sup>th</sup> February 2017)

**B. Barwood Homes FAS: Update: No information.**

**Agreed:** To prompt Mr Damien Smythe-Hudson, Senior Technical Manager, Barwood Homes for a reply.

**Action:** Cllr Forde

**C. 2012 Tripartite Agreement: Update: No Information.**

**Noted.**

## **160.16/17      PLANNING COMMITTEE:**

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

**B. To consider Recommendations from the Meeting held at 7.00 p.m. on 2<sup>nd</sup> February 2017:**

B.1 Application No. S/2017/0116/FUL

Proposal: Hardwood glazed conservatory on back elevation

Location: Newbottle Lodge, Newbottle Road, King's Sutton, OX17 3DB

Recommendation B.1: To offer NO OBJECTIONS.

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

**B.2 FOR INFORMATION ONLY:**

B.2.1 Application No. S/2017/0083/TCA

Proposal: The felling and removal of one Whitebeam tree

Location: King's Sutton Baptist Church, Wales Street, King's Sutton OX17 3RR

*Cllr Mullis had declared an interest in this item.*

Cllr Bailey, Tree Warden spoke to this application.

The Application included neither an Arboricultural report nor details of a replacement tree. The Planning Committee would like to see the Report and to discuss the replacement tree.

Cllr Mullis confirmed that a report had been written. The whitebeam had developed a lean and the intention was to replace it with another tree.

The Planning Committee felt it was important the replacement tree was a suitable one for this corner of the village.

**Agreed:** To convey this concern to SNC.

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Dowling to request that SNC obtains formal confirmation that a replacement tree will be planted.

**C. Conservation Area Appraisal: Update: No further news.**

**Agreed:** To contact Ms Katherine Harrison, Assistant Conservation Officer, SNC about the programme.

**Action:** Cllr Forde

**D. NCC Minerals and Waste Local Plan Update: Proposed**

**Modifications Consultation:** (information previously distributed)

It was **Noted** that historically, there had been no minerals or waste proposals affecting King's Sutton.

**E. SNC Local Plan Part 2A Options Consultation: Update:**

*Cllr Irving had declared an interest in this item.*

The Planning Policy and Regeneration Strategy Committee, SNC had considered the draft proposals of the SNC Local Plan Part 2A: Preferred Options. These included draft proposals maps, including revised Village Confines for King's Sutton. The Preferred Options document is being recommended to the Cabinet Meeting, SNC on 13<sup>th</sup> February 2017 with a view to commencing a 10 week consultation in June 2017.

Cllr Forde advised that the Planning Committee would look at the Plan in more detail.

There were 8 proposed changes to the Village Confines Map of which:

- i) 2 were major changes: to include the 2 new housing developments
- ii) 1 was a moderate change: inclusion of the paddock at Greenfields House, Banbury Lane.

The allotments to the rear of the Baptist Church had been brought within the Village Confines. The Donkey field at Wales Street was not included and the boundary along the edge of Glebe Rise was unchanged

**Noted.**

**161.16/17 FINANCE GOVERNANCE & POLICY COMMITTEE:**

**A. Chairman's Report:** Cllr Irving Reported:

i) Acquisition of land to extend the Cemetery: (Min. No. FGP: 85.16/17B.1 refers) Mr Simon Harris, Surveyor, of Howkins and Harrison had quoted an hourly rate of £150 to act on behalf of the Parish Council.

**Agreed:** To Authorise a brief inception meeting with Mr Harris.

**Action:** Cllr Forde.

**B. To consider recommendations arising from the Meeting held 17<sup>th</sup> January 2017:** (previously distributed)

**Recommendation B.1: Review of the Effectiveness of the System of Internal Audit:** (Information previously distributed)

**B.1.1 To Make No Recommendations for enhancement of control procedures to improve the effectiveness of the System of Internal Audit**

**B.1.2 To Adopt the Financial Risk Assessment for 2016-2017 as amended**

**B.1.3 To Approve the Statement of Internal Control for YE 31st March 2017:**

The Council considered together the 3 parts of Recommendation B.1.

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

The Clerk was thanked for her work to achieve clean Audits.

**Recommendation B.2: Publication Scheme 2017:** (previously distributed)

**B.2.1 To Approve the Scheme as per Minute No. FGP: 84.16/17:**

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

**162.16/17 TO CONFIRM THE DATE OF THE ANNUAL PARISH MEETING 2017:**

**Agreed:** To hold the Annual Parish Meeting on 12<sup>th</sup> April 2017. (Minute No. FGP: 78.16/17.Ciii) refers)

**A. To Note the deadline for Reports to be received:**

**Agreed:** That Councillors, Wardens and Representatives are requested to submit their written Reports to the Clerk by 6<sup>th</sup> April 2017 for publication on the website.

**B. To discuss the format for the Meeting:**



**Agreed:** To follow the format as for the previous year.

**163.16/17 NORTHAMPTONSHIRE HIGHWAYS:**

**A. KierWSP Community Enhancement Gang: To agree a list of requests:** (Information previously distributed)

Suggestions included: Jittyways, The Rec, and Repair of potholes by the Playing Fields.

**Agreed:**

i) To report the potholes to Street Doctor

ii) To compile and submit a List of requests. (Deadline: 24<sup>th</sup> February 2017)

**Action:** the Chairman and the Clerk

**B. Proposed 20 mph Speed Limit: Richmond Street/the Knob: To comment on the proposal:** (Proposal previously distributed)

Cllr Sykes spoke to this item.

The Proposal was in line with the Parish Council's request and was to be welcomed.

**B.1 Appeal against the decision not to implement a 20 mph speed limit along a section of Astrop Road:**

Cllr Sykes had drafted an Appeal which would be submitted once village support had been canvassed.

**Agreed:** To alert the Speed Review Panel through Mrs Helen Howard, Community Liaison Officer, Northants Highways that the Parish Council was intending to Appeal the decision.

**C. Proposed Double Yellow Lines: Junction of Glebe Rise/Astrop Road: Update:**

Northants Highways had advertised the Proposal in the Brackley Advertiser, and on 26<sup>th</sup> January 2017 had affixed a Notice to lamp column No 10 Astrop Road (junction of Glebe Rise).

**Noted.**

**164.16/17 NORTHAMPTONSHIRE BEST VILLAGE COMPETITION 2017: TO DISCUSS FURTHER:**

Cllr Creed reported.

Once the Application form had been completed and definitive answers to some questions had been sought, Cllr Creed would circulate it to Members for consideration at the next Meeting of the Parish Council to be held on 2<sup>nd</sup> March 2017.

The deadline for entries was 16<sup>th</sup> March 2017.

**165.16/17 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:**

**A. Councillors For..:**

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

**A.2 Cemetery:** Cllr Creed reported:

**A.2.1 Cemetery Paths:** More information had been received.

**Agreed:** To arrange a visit to view an example of work carried out by one of the Contractors quoting for the work.

**Action:** Cllrs Creed and Forde

**A.2.2 Water Supply:** The paperwork had been sent to Anglian Water.

**A.3 Communications:** Cllr Bridson reported.

**A.3.1 Village News:** Information was requested for the website.

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

**A.5 The Rec:**

**A.5.1 To consider the Inspection Report received 24<sup>th</sup> January 2017 from Trevor Stewart Play Equipment:** (previously distributed)

The Report was **Noted**.

**Agreed:** To put a note on the website and in the King's Sutton Times about holes in the surfacing, identified (and repaired) by Mr Stewart.

**A.5.2: Inspection Regime:**

Mr Stewart would continue to carry out Quarterly Inspections.

**Agreed:** That for the interim period to the Annual Parish Council Meeting in May 2017, Cllr Dowling inspects The Rec and the play area on a weekly basis and brings observations to the attention of the Parish Council.

Cllr Dowling was thanked for stepping into this role which had arisen from the resignation of Cllr Hill.

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

**A.6.1 Community Speed Watch Update:** Cllr Bailey reported.

Arrangements for King's Sutton to take part were in hand.

**A.7 Street Areas:**

**A.7.1 To Appoint a Cllr for Street Area 5: Lower Richmond Street, Newlands, The Willows:**

**Agreed:** To Appoint Cllr Dowling.

**B Wardens:**

**B.1 Rights of Way: No Report.** Mr Hall had sent his Apologies.

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

**B.3 War Memorial: No Report.**

**C Representatives:**

**C.1 King's Sutton Playing Fields Association:** Cllr Bridson reported.

**C.3.1 Section 106 funds:** The Committee was concerned that it would not have sufficient funds to complete the proposed refurbishments.

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

Date of AGM: 20<sup>th</sup> February 2017.

**C.3 Poor's Allotment Trust: No Report.**

**166.16/17 TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE PARISH COUNCIL (THURSDAY 2<sup>ND</sup> MARCH 2017):**

**None.**

The Meeting ended at 8.50 p.m.