

KING'S SUTTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD
AT 7.30 P.M. ON THURSDAY 6TH OCTOBER 2011
IN THE ASTROP ROOM,
KING'S SUTTON MILLENNIUM MEMORIAL HALL**

PRESENT: Cllrs W Mullis (Chairman), D Bridson, R Burrell, P Chong, A Essex, T Forde, C Hill, C McGarry, M Paterson, L Stuart and A Waite

ABSENT: Cllrs G Searle and N Shepherd

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)
Cllr I Morris (SNC)

108.11/12 TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE:

Cllr Searle had submitted his Apologies.

RESOLVED: It was proposed by Cllr Essex and seconded by Cllr McGarry to approve the reason for absence submitted by Cllr Searle.

109.11/12 TO INVITE DECLARATIONS OF INTEREST:

None.

110.11/12 PUBLIC PARTICIPATION: MEMBERS OF THE PUBLIC MAY SPEAK TO ITEMS ON THE AGENDA:

None.

111.11/12 TO FILL ANY VACANCIES LEFT UNFILLED AT THE ELECTION BY REASON OF INSUFFICIENT NOMINATIONS:

None.

112.11/12 TO NOTE THE RESIGNATION OF CLLR SHEPHERD:

Noted.

A. To consider filling the internal roles created by the resignation of Cllr Shepherd:

Agreed: To invite Mr Shepherd to continue as a Member of the Flood Alleviation Group, as a representative for Wales Street.

Action: the Clerk

113.11/12 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD 1ST SEPTEMBER 2011:
(previously circulated)

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Essex to approve the Minutes of the Meeting of the Parish Council held 1st September 2011.

114.11/12 TO CONSIDER MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 1ST SEPTEMBER 2011 NOT ON THE AGENDA:

A. Clerk's Report: (previously circulated)

i) Minute No. 97.11/12: Skateboard Ramp: Repairs were carried out and an insurance claim in the sum of £680 had been processed. Excess £100. A cheque in the sum of £580 was received on 15th September 2011.

ii) Minute 103.11/12 D: Distribution of Travel Tokens: 16 lots distributed.

Other:

i) PC representative on the KSPFA: No Committee dates yet received.

ii) Removal to Cemetery of Seat at Wall Tree: MGWSP regrets that due to budget constraints it is no longer able to install the seat, although the seat still needs to be removed from round the tree.

MGWSP has been asked to place the seat beside the lych gate in readiness for the Parish Council to install.

Agreed: To request that MGWSP removes the seat to the open area near the Garden of Remembrance in the Cemetery.

Action: the Clerk

iii) Damaged/cracked footpath at junction of Upper Astrop Road/The Orchard: Resident concern reported to Street Doctor URN 610577. The defect did not meet the intervention criteria of MGWSP. No action deemed necessary. The Resident has been informed.

iv) Parish Enhancement Gang: Work is underway in the district but to date no information on the timing of the visit nor of the work to be done has been confirmed.

v) Repainting of white lines and double yellow lines: Repeat request submitted for reinstatement of double yellow lines to Holland House, Astrop Road, and for white lines at Mill Lane junction at The Square.

B. Chairman's Report:

i) Funfair Visit 19th – 25th September 2011: Visible Police presence.

Cllr Hill entered the Meeting.

ii) Manhole on Parish Council Open Space, Blenheim Rise: A replacement cover will be provided at no cost to the Parish Council.

- iii) Rose Garden: 2 enquiries had been received.
- iv) Robbery at the Co-Op, Richmond Street: The Banbury Guardian had reported that 3 people had been apprehended. It was not known what measures were being taken to secure the premises.
- Action:** the Clerk (contact Mid-Counties Co-Op)

115.11/12 FINANCE SCHEDULE:

HSBC Bank Accounts	Bank Statement @ 31.08.11	Cash Book Balance @ 30.09.11
Instant Access Savings Account	£103,856.00	£120,548.90
Community Account	£1.00	£1.00
Money Market Account	£22,330.42	£22,330.42

A. To ratify and approve the Payments:

To Ratify				
Cheque	Payee	Description	Amt (incl VAT)	VAT
103710	D Essex	inv 2023 Skateboard	£160.00	
103711	D Essex	inv 2037 Skateboard	£520.00	
To Approve				
Cheque	Payee	Description	Amt (incl VAT)	VAT
103712	Jeffs Coaches Limited	inv 70188 Thursday Bus	£240.00	
103713	S Ellis	litter services September11	£80.00	
103714	A H Contracts	inv 5717 dog waste services	£100.00	£20.00
103715	KSM MH	office rent, room hire September11	£86.50	
103716	M Dempsey	Grasscutting inv 887 inv 12110, 12187 12384, 12404	£790.00	
103718	Aylesbury Mains Ltd	repairs	£261.60	£43.60
103717	Aylesbury Mains Ltd	inv 12262 Photo cells P/N Schedule inv 12407 emergency repair 5Astrop Rd	£2,613.60	£435.60
103718	Aylesbury Mains Ltd		£176.40	£29.40
103719	Banbury Litho Limited	inv 79219 KST	£478.00	
103720	Northants CALC	inv 3098 Training L Stuart 14.09.11	£29.00	
103721	L Stuart	Training mileage KS-Litchborough	£22.02	
103722	E Al-Anazi	Membrane Rose Garden at Cemetery	£43.09	
103723	W Mullis	Bark Rose Garden at Cemetery	£48.42	
103724	A Le Druillenec	Salary Month 7	£648.05	
103725	HMRC	Tax & NI Month 7	£25.90	
103726	A Le Druillenec	inv 1416225 office supplies	£116.86	£19.08
DD	BT plc	telephone bill Q020 B9	£123.04	£20.50
Total			£5,882.48	£528.60

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Waite to Ratify and Approve the Payments.

B. To approve s137 expenditure in the sum of £25.00 for a Poppy Wreath:

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr McGarry to approve s137 expenditure in the sum of £25.00 for a Poppy Wreath.

C. To agree to pay the Clerk for servicing the Lighting Committee Meeting held 28th September 2011:

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr McGarry to approve payment to the Clerk for servicing the Lighting Committee Meeting held 28th September 2011.

D. To Note Receipts:

Date	Type Payer	Description	Amt
01.09.11	Cheque J & M Humphris	Plot 248, ERB 291	£200.00
01.09.11	Cheque J & M Humphris	ERB 292	£115.00
08.09.11	Cash KSPO	Thursday Bus	£31.50
13.09.11	Cash KSPO	Thursday Bus	£19.50
15.09.11	Cheque Zurich Insurance plc	Claim Skateboard repairs	£580.00
15.09.11	Cheque J Taylor	Plot 207s15sp13 ERB 293	£115.00
22.09.11	Cheque P Hatwell	Funfair visit 19-25 Sep2011	£350.00
22.09.11	Cash KSPO	Thursday Bus	£6.00
27.09.11	Cash KSPO	Thursday Bus	£45.00
27.09.11	Cheque KST	Adverts	£155.00
		Total	£1,617.00

Noted.

116.11/12 TRAINING:

A. To consider training needs: It was **Noted** that Northants CALC was running a session on 3rd December 2011 entitled 'Making Successful Grant Applications' and that it might be of use to Members of the Play Project Working Group.

B. To receive a report on the Off to a Flying Start training held 14th September 2011: Cllr Stuart reported on an informative and useful induction to the functions of Parish Councils and the roles of Councillor and Clerk.

C. To note the date of SNC Budget Setting session: 7 p.m. on 11th October 2011: Places reserved for Cllr Searle and the Clerk.

Agreed: To reserve a place for Cllr Burrell.

Action: the Clerk

117.11/12 ASTROP GRANGE: UPDATE:

Cllr Morris spoke to this item.

Astrop Grange had not been referred to at the 2011 AGM of South Northants Homes. The SNH Board was considering all options. Cllr Morris would do his utmost to gain a resolution that would work for the village.

118.11/12 ROYAL BRITISH LEGION:

A. To consider arrangements for a Remembrance Day Service at the War Memorial:

Cllr Mullis advised on the arrangements: Service at 10.45 a.m. reading out of names, presentation of poppy wreath, Last Post.

Cllr Hill's offer to organise refreshments in the Oman Room was **accepted** with thanks.

B. To consider a request for a volunteer to co-ordinate Poppy collections, and for more volunteer doorstep poppy sellers:

Cllr Waite offered to take over from Mr Peter Holden who had been the Co-ordinator for the previous decade.

Action: Cllr Mullis (notify Mr Holden)

119.11/12 COMMITTEE MATTERS:

A: AMENITIES, CEMETERY & RIGHTS OF WAY (ACROW):

A.1 Chairman's Report: (For Information) None.

A.2 Cemetery:

i) Rose Garden Update:

The 2 beds had been prepared, giving a total of 48 plots.

A written procedure, policy and tariff were required prior to opening the Rose Garden.

Agreed: That the ACROW Committee drafts a Policy.

ii) To consider action in respect of urns at the lych gate:

The urns had been installed without permission from the Parish Council.

Agreed: That the ACROW Committee considers this matter.

A.3 Play Project Report:

i) Meeting held 19th September 2011: (Notes previously circulated, Update of 6th October 2011 reported to the Meeting.) **Noted.**

ii) Sponsored Event 5th November 2011: (Press Release, Fundraising Crib Sheet, Recommendations, Sponsor Form and Poster previously distributed)

Recommendation A.1: That the Parish Council gives permission for the 'Run for The Rec' to go ahead on The Rec at 1 p.m. on 5th November 2011.

Recommendation A.2: That the Parish Council pays for the hire of the KSMMH at a cost of £43.05.

Recommendation A.3: That the Parish Council arranges for Public Liability insurance cover for the event.

Recommendation A.4: That the Parish Council approves all event marketing materials, comprising the press release, the combined flyer and sponsorship form, and the poster.

Recommendation A.5: That the Parish Council approves in principle that local media can be invited to the event to provide post-event coverage.

Recommendation A.6: That the Parish Council gives permission for The Rec to be decorated for the event with bunting, balloons etc.

Recommendation A.6: That the Parish Council supports the event by being there on the day.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Burrell to adopt Recommendations A1 – A6.

The Parish Council complimented Members of the Play Project Working Group on their excellent and comprehensive publicity and information.

Notes:

i) Public Liability insurance for the event: (Recommendation A.3): The Clerk reported that the Parish Council's insurance provider had confirmed that the event would be covered by the Council's Public Liability insurance.

ii) The Risk Assessment documentation is required to be logged within the Parish Council's insurance documents for future reference.

Action: Play Project Working Party (Risk Assessment)

A.5 Rights of Way Report: **None.**

A.6 Tree Warden's Report: **None.**

B. LIGHTING:

B.1 Chairman's Report: (For Information)

i) **Meeting held 14th September 2011:** (Minutes previously distributed)

ii) **Meeting held 28th September 2011:** (Minutes previously distributed)

Cllr Burrell referred Members to the Minutes of the Meetings for information.

Fault Reports:

Lamp No. 3 Red Lion Street

Lamp No. 2 Astrop Grange

Lamp No. 6 Banbury Lane

Lamp No. 5 Astrop Road: emergency call out

Agreed: That, for information, Cllr Burrell circulates fault report via email to all Members of the Parish Council.

C. PLANNING:

C.1 Chairman's Report: (For Information) None.

C.2 To consider recommendations from the Planning Committee Meeting held at 7 p.m. on 6th October 2011:

C.2.1 Ref: S/2011/1141/FUL and S/2011/1142/LBC

Proposal: Conversion and change of use of the west wing of Garden

Cottage (The Bothy) to a single storey, two bed dwelling

Location: The Bothy, Astrop Park, King's Sutton

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Stuart to make No Objections.

C.2.2 Ref: S/2011/1095/FUL

Proposal: Two storey side and single storey rear extensions

Location: 15 Arundel Close, King's Sutton

Cllr Forde advised that this was a re-submission as a result of a previous application having been Refused.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Chong to recommend to the Planning Authority that SNC Refuses the application on the following grounds:

- i) The proposal is close to the neighbouring property
- ii) It is located on an awkward site at the head of a cul de sac where off road parking is a problem
- iii) The proposal represented over development of the site which would contribute to a lack of parking access.

Point of Information from Cllr Burrell: Garages at The Willows are available for rent.

C.2.3 Northants CALC: A New Landscape for Planning and Development Control: Changes to the Planning System at National, District/Borough and Community levels:

The document set out obligations and opportunities and was commended by the Planning Committee. **Noted.**

C.2.4 Consultation on draft Oxfordshire Minerals and Waste Plan: www.oxfordshire.gov.uk/mineralsandwaste **No Further Action.**

C.3. Banner Homes development, Banbury Lane: S106 Agreement:

Cllr Morris spoke to this item.

The s106 Agreement allows for a contribution in the sum of £50,200 to Leisure, Recreation and Open Space in King's Sutton (geographical area to be clarified), half the sum to be paid within 3 months of commencement of the development (anticipated to be towards the end of 2012) and the rest once 50% of the dwellings are occupied.

Noted.

C.4. Village Design Statement and Conservation Area Character Statement:

Cllr Forde reported that there had been no response to the article in the King's Sutton Times September 2011 issue inviting residents to join a Working Group to review the documents.

Agreed: That the Planning Committee reviews the current out of date Statements.

120.11/12 FLOOD ALLEVIATION GROUP REPORT:

A. To consider the Report from SNC dated September 2011 on Land Drainage Schemes at Wales Street and Windsor Close: (previously distributed)

Noted.

B. Maintenance Regime Agreement in respect of the Flood Alleviation Scheme at Windsor Close:

B.1. To consider the terms of the Agreement and Area for maintenance:

(Copies of Maintenance Agreement and Preliminary Plan No. BMW/412/HD106 P3 previously circulated; Copy of Alternative Plan highlighting extended Area of Maintenance to the rear of 58 and 60 Banbury Lane presented to the Meeting)

B.1.1. The Parish Council considered the Area of Maintenance shown on the Preliminary Plan.

Agreed: To make no objections to carrying out a twice yearly strim of the area of wetland shown within the blue border on the Preliminary Plan.

B.1.2. The Council also considered the potential inclusion of the area (approx. 10m x 15m) to the rear of 58 – 60 Banbury Lane within the green border as shown on the Alternative Plan.

Agreed: To make no objections to the inclusion of this area in the Agreement.

B.1.3. The Parish Council considered the inspection of the two trash screens, one at the head of the culvert at the Hampton Drive entrance and the other at the entrance to the new culvert.

Agreed:

i) To carry out inspections once per fortnight, remove debris from the screens to the land for SNC to take away.

ii) That the Footpaths Warden be invited to carry out the inspections and for this to come under the remit of the ACROW Committee.

B.2 To consider placing a time limit of 50 years on the Agreement:

Agreed: The Council had no objections to a time limited Agreement.

B.3 To consider a single tripartite Maintenance Agreement:

Agreed: The Council had no objections to entering into a Tripartite Agreement.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Hill that Without Prejudice

1. The terms proposed by South Northamptonshire Council for maintenance by the King's Sutton Parish Council at the Windsor Close Flood Alleviation Scheme viz:

- Inspection of the 2 trash screens once every two weeks;
- and
- the maintenance of the 'wetland' area and, if required, the land to the rear between the wetland and the boundary with the houses in Banbury Lane at the fence line between Nos. 56 and 58, in a tidy condition (with access to the land by walking along the field edge agreed by the Landowner);

are considered acceptable In Principle.

2. The King's Sutton Parish Council is willing to enter into a tripartite Agreement (for a period of fifty years or such other period as may be agreed by South Northamptonshire Council and the Landowner) with South Northamptonshire Council and the Landowner to cover the bullet points in 1. above;

and

3. Subject to sight of the tripartite Agreement agreed by the other parties the Clerk shall convene, on Proper Notice, and without delay, a Special Meeting of the King's Sutton Parish Council to consider a motion to authorise the Clerk to sign such an Agreement on behalf of the King's Sutton Parish Council.

Action: the Clerk (email Mr T Brummell, Drainage Engineer, SNC)

C. Wales Street: Update:

Cllr Forde reported that the Consultant's Study was to go before the Project Appraisal Board (PAB) in October or November. Funding would be dependent upon PAB approval. The funding gap of £65,000 would be brought to the attention of Andrea Leadsom, MP during her visit to King's Sutton on 4th November 2011.

121.11/12 VILLAGE WEBSITE: UPDATE:

Cllr Bridson was congratulated on the excellence of the website. Terms of Use, a Disclaimer and privacy page required review. No meeting of the Web Group had taken place. The role of the Web Group had not been clarified and Members were in favour of allowing it to lapse. Members were in favour of Cllr Bridson continuing to manage the website, whilst acknowledging the need for an Editorial Group.

For future consideration: Inclusion of the Webmaster as ex officio member of the F&GP Committee.

122.11/12 CORRESPONDENCE:

A. Items to consider:

1. Request to place banner on the village green at The Square advertising Fireworks Event to be held 6th November 2011:

It was **Noted** that the Banner had been erected without permission.

Agreed:

- i) To convey in writing the Parish Council's dissatisfaction
- ii) To advise that no precedent had been set by permission for the banner having been granted in 2010 and that no assumption should have been made
- iii) That the situation of the banner at the corner of the village green compromised road safety by obscuring sight lines for motorists
- iv) Not to make a repeat request for the removal of the banner

Action: the Clerk

1.1. Post Office 'A' Board on triangle at Bulls Lane:

Agreed: To ask the Post Office to remove the board to the shop frontage.

Action: Cllr Mullis

B. Items to Note:

1. Report on new Bus and Train Timetables: (previously circulated) The report from Mrs Sheila Barrow, Public Transport Liaison Correspondent was **Noted**.
2. The Localism Bill: (previously circulated) Presentation script by Cllr D Mackintosh, NCC to Meeting at Middleton Cheney held 5th September 2011 and attended by Cllrs Bridson and Searle was **Noted**.
3. SNC Review of Street Cleaning Service: (previously circulated) **Noted**.
Agreed: To submit Feedback forms reporting problem areas via the Parish Office.
4. NCC Library Service Review: (previously circulated) **Noted**.
5. The 2013 Review of Parliamentary Constituencies in England:
www.independent.gov.uk/boundarycommissionforengland
The Consultation closes on 5th December 2011. **Noted**.
- 5.1 Cllr Melling has advised on the Review of County Council divisions and intended 20% reduction in County Council Members. Changes to be implemented by May 2013 in time for NCC elections. **Noted**.
6. King's Sutton Community First Responders Report September 2011: (in circulation) Mrs Elaine Cross, author of the Report, would welcome feedback.

123.11/12 COUNCILLORS' REPORTS:

A. Cllr Forde: Rail fares: Off peak fares, King's Sutton to London, had increased by 23%.

124.11/12 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 3RD NOVEMBER 2011):

None.

The Meeting ended at 9.20 p.m.