

**KING'S SUTTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD  
AT 7.30 P.M. ON THURSDAY 1<sup>ST</sup> DECEMBER 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, G Searle, L Stuart and A Waite

**ABSENT:** No-one.

**IN ATTENDANCE:** Mrs A Le Druillenec (Clerk)

**140.11/12 TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE:**

None.

**141.11/12 TO INVITE DECLARATIONS OF INTEREST:**

None.

**142.11/12 PUBLIC PARTICIPATION: MEMBERS OF THE PUBLIC MAY SPEAK TO ITEMS ON THE AGENDA:**

i) Miss M Hamner: Item 9: Traffic and Parking issues in the vicinity of the School: Safety initiatives had been explored at School (pupils designing posters) and with Cllr Morris, SNC (provision of safety sashes).

**143.11/12 CASUAL VACANCY: TO CONSIDER NOMINATIONS TO FILL THE VACANCY CREATED BY THE RESIGNATION OF CLLR SHEPHERD:**

None.

**144.11/12 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD 3<sup>RD</sup> NOVEMBER 2011:**

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Searle to approve the Minutes of the Meeting held 3<sup>rd</sup> November 2011.

**145.11/12 TO CONSIDER MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 3<sup>RD</sup> NOVEMBER 2011 NOT ON THE AGENDA:**

**A. Clerk's Report:** (previously circulated)

a) i) Minute No. 130.11/12A.i): Parish Enhancement Gangs: Return visit on Wednesday 30<sup>th</sup> November 2011. The gang had not tackled the list in order of priority and had not attended to the siding out of the earth build up in Mill Lane.

Potholes in Orchard Way: Street Doctor URN 616557.

ii) Minute No. 130.11/12A.ii): White lining: Awaiting.

b) Other:

i) Mobile Library: Next visit 2<sup>nd</sup> December 2011. No service in previous 2 months. Review in 6 months' time.

**B. Chairman's Report:**

Cllr Mullis thanked members of Committees and Working Groups for their efforts this year. He encouraged members to look out for older residents. Astrop Grange did not appear on SNH Agendas.

i) Queen's Diamond Jubilee: Funds raised: £1,707.

Programme of fund raising events and the Diamond Jubilee Festival of Music. Charitable donations and surplus funds will go to Cancer Research.

**146.11/12 FINANCE SCHEDULE:**

<b>HSBC Bank Accounts</b>	<b>Bank Statement @ 31.10.11</b>	<b>Cash Book Balance @ 25.11.11</b>
<b>Instant Access Savings Account</b>	£125,080.00	£121,870.39
<b>Community Account</b>	£1.00	£1.00
<b>Money Market Account</b>	£22,330.42	£22,330.42

**A. To Ratify and Approve Payments:**

<b>To Ratify</b>				
<b>Cheque</b>	<b>Payee</b>	<b>Description</b>	<b>Amt (incl VAT)</b>	<b>VAT</b>
103740	D Essex	inv 2047 Post repairs at The Rec	£70.00	
103741	Royal British Legion	inv PAO-EHA24 poppy wreath	£25.00	
<b>To Approve</b>				
<b>Cheque</b>	<b>Payee</b>	<b>Description</b>	<b>Amt (incl VAT)</b>	<b>VAT</b>
DD	BT plc	Internet Services Bill Q01832	£97.16	£16.19
103743	Jeffs Coaches Limited	inv 71878 Thursday Bus	£192.00	
103744	S Ellis	litter services November 11	£80.00	
103745	A H Contracts	inv 5836 dog waste services	£96.00	£16.00
103746	KSM MH	office rent, room hire November 11	£107.07	
103746	KSM MH	office rent, room hire December 11	£50.50	
103747	M Dempsey	Grass cutting inv 904	£395.00	
103748	Aylesbury Mains Ltd	inv 12533 repairs	£142.44	£23.74
103749	Bridson Kneale Associates	inv T0030 Web domain, hosting	£96.00	£16.00
103750	W Mullis	Chairman's Expenses KST	£60.00	
103751	SLCC	Membership 2012	£93.50	
103752	A Le Druillenec	Salary Month 9	£625.32	
103753	HMRC	Tax & NI Month 9	£10.44	
<b>Total</b>			<b>£2,045.43</b>	<b>£71.93</b>

**RESOLVED:** It was proposed by Cllr Searle and seconded by Cllr Burrell to Approve the Payments.

Additional Payments:

i) D Essex: inv 2052 £40.00 Repairs to posts at The Rec

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Paterson to Approve the Payment. (Cheque no. 102754 was raised.)

ii) Banbury Litho Limited: inv 80003 £500.00 King's Sutton Times

Banbury Litho Ltd had advised of the increase from £478 to £500 per quarter with immediate effect. **Noted.**

**Agreed:** To seek other quotations.

**Action:** the Clerk (inform the Editor, KST; acquire quotations)

**RESOLVED:** It was proposed by Cllr Hill and seconded by Cllr Burrell to Approve the Payment. (Cheque no. 102755 was raised.)

### B. To Note Receipts:

Date	Type	Payer	Description	Amt
28.10.11	BACS	HMRC	vat refund	£876.18
01.11.11	Cheque	J Thompson	Burial Search fees	£18.00
01.11.11	Cash	KSPO	Thursday Bus	£22.50
03.11.11	Cheque	Mid Counties Co-Op	Burial fees reopen s4sp19	£75.00
10.11.11	Cash	KSPO	Thursday Bus	£19.50
11.11.11	Cheque	Mid Counties Co-Op	Burial fees reopen GAR35	£50.00
15.11.11	Cash	KSPO	Thursday Bus	£28.50
17.11.11	Cheque	J & M Humphris	Burial fees reopen s3sp45	£150.00
22.11.11	Cheque	J & M Humphris	Burial fees HeadstonePlot 17	£60.00
22.11.11	Cash	KSPO	Thursday Bus	£22.50
24.11.11	Cash	L Stuart Run for the Rec	Play Project	£854.08
25.11.11	Cheque	C HillArts&CraftsFestival	Play Project	£250.00
01.12.11	Invoice 0023	KSMMH	Internet share	£40.48
			<b>Total</b>	<b>£2,465.70</b>

Additional Receipts: 29.11.11

i) KS Times: £120.00 Adverts

ii) KSPO: £21.00 Thursday Bus fares

**Noted.**

### C. To enter into a Hiring Agreement for 2012 with KSMMH:

*Cllrs Burrell and Forde each declared a personal interest.*

*Reason: Trustees of KSMMH*

The Hall Manager had advised of a 2% increase in hire rates for 2012 and that the Management Committee would be revising rates in July 2012 to take effect on 1<sup>st</sup> January 2013 to allow for user organisations to budget more effectively for the forthcoming year.

**RESOLVED:** It was proposed by Cllr Hill and seconded by Cllr Paterson to accept the 2% increase in hire rates and to enter into a Hiring Agreement for 2012 as a regular user of the King's Sutton Millennium Memorial Hall.

**Action:** the Clerk (complete Hiring Agreement)

**147.11/12 TRAINING:**

**A. To consider training needs:** (NCALC Update Nov-Dec11 previously circulated)

**Agreed:**

Name	Northants CALC Course	Date & Venue	Cost pp
Cllr Bridson Cllr Searle	Developing Effective Websites	19 <sup>th</sup> January 2012 Litchborough	£29
Clerk	Insurance Workshop	25 <sup>th</sup> January 2012 Litchborough	£29
Name	SNC	Date & Venue	Cost pp
Cllr Forde	Neighbourhood Planning	9 <sup>th</sup> January 2012 Towcester	nil

**Action:** the Clerk (bookings)

**B. To receive a report on Windfarm Meeting held 10<sup>th</sup> November 2011:** Cllr Bridson reported on the update from Andrea Leadsom MP. Government enthusiasm had waned. Subsidies were being reduced. South Northamptonshire was not considered a viable location in terms of windiness.

**148.11/12 TRAFFIC AND PARKING ISSUES IN THE VICINITY OF THE SCHOOL:** (information previously circulated)

No discussion.

**149.11/12 COMMITTEE MATTERS:**

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

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

**A.2 Cemetery:**

**A.2.1 To consider the proposed bench for installation in the Cemetery next to plot 249:** (Minute No. 134.11/12 A.2 refers)

(Drawing of bench circulated at the Meeting)

The applicant did not consider a concrete plinth necessary. The applicant had been advised of the risk of not adequately securing the bench.

**RESOLVED:** It was proposed by Cllr Hill and seconded by Cllr Essex to approve the installation as per the information provided.

**Action:** the Clerk (advise applicant)

**A.2.2 To consider an application for a single headstone to span two adjacent family graves:**

**Agreed:** To request more information on design and proposed siting.

**Action:** the Clerk (advise applicant)

**A.3 Play Project Report:**

**A.3.1 Report on Run for The Rec event held 5<sup>th</sup> November 2011:**

Cllr Stuart reported on a successful event and thanked members of the Parish Council for their support and for making it a team effort.

i) 35 children had taken part.

ii) £854.08 had been raised.

iii) Press coverage (Banbury Guardian, Brackley & Towcester Advertiser) and publicity (KSTimes) had been good.

iv) A DVD (excellent photography) had been compiled in support of the bid for funding from South Northants Homes.

**Action:** Cllr Morris

Mr Derek Silby, Chairman of the Working Party had written to thank those Members of Parish Council who had helped out at the event, and in particular to Cllr Stuart and Mrs Lynn Reason.

Cllr Mullis thanked all Members of the Working Party.

**A.3.2 Report on Meeting with Play Equipment designer held 18<sup>th</sup>**

**November 2011:** (Notes circulated at the Meeting)

Cllr Hill reported on the site meeting. Comments from a resident whose property borders The Rec had been received.

Outline cost for suggested equipment with bark surfacing as required: £64,000.

The preferred Play Equipment designer would submit an outline design for consideration at the next Ordinary Meeting of the Parish Council to be held 5<sup>th</sup> January 2012.

**A.3.3 Update on grant applications:**

i) Community Action Grant Application (NCC Big Society Funding: Programme 2011-2012): Maximum grant £20,000. Minimum grant £10,000.

**RESOLVED:** It was proposed by Cllr Essex and seconded by Cllr Chong to submit an application for funding in the sum of £17,000.

**Action:** Mr D Silby (Deadline: 8<sup>th</sup> December 2011)

**Agreed:** If shortlisted, to include Mr Dan Green, youth representative to take part in the Dragon's Den style presentation

ii) S106 contribution (Banner Homes development): No further information.

**Action:** Cllr Hill (discuss with Cllr Morris)

**A.4 Rights of Way Report:**

Mr Dave Hall, Footpaths Warden, had contacted Astrop Farms in respect of replacing 2 stiles on AS1.

**A.5 Tree Warden's Report:**

Woodland Trust: Tree planting to mark HM the Queen's Diamond Jubilee:

**B. LIGHTING:****B.1 Chairman's Report: (For Information):** Cllr Burrell reported:

- i) Terms of Reference: Changes agreed by the F&GP Committee.
- ii) Part/Night Lighting Schedule: No more adverse comments received. Article in the KS Times.
- iii) Fault Reports:  
Lamp No 2 Wales Street and Lamp No 5 Newlands: Intermittent faults. Need to keep a watching brief as ignitor will attempt to operate and correct.

**B.2. To ratify order for replacement door to Lamp No. 5. Astrop Road at a cost of £157.00 + vat + £22.00 site visit:**

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Paterson to ratify the order.

**Action:** the Clerk (submit insurance claim upon receipt of invoice)

**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 1<sup>st</sup> December 2011:**

C.2.2 Ref: S/2011/1343/OUT

Proposal: Two storey detached dwelling with double garage & workshop

Location: 24 Whittall Street, King's Sutton

*Cllr Burrell declared a personal interest.*

*Reasons: family connections; close neighbour.*

Members of the public had attended the Planning Committee meeting to express concerns.

Cllr Forde explained that the site was the last remaining burgage plot stretching between Whittall Street and The Rec.

Planning history: In 1982 permission for 1 dwelling was granted.

In 2000 an application for 2 dwellings was refused on the grounds of access.

Recommendation: OBJECT on ground of access, overlooking and to request that, if SNC were minded to approve the application, the workshop is incidental to the residential dwelling.

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Searle to adopt the Recommendation.

Note: The Planning Committee was unable to consider the following applications in the time allocated for its Meeting.

C.2.1 Ref: S/2011/1440/LDE

Proposal: Certificate of lawfulness for the storage of stillages

Location: Cherwell Valley Silos, Twyford Road, King's Sutton

Members were in favour of retaining the status quo in respect of the height of stored stillages.

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Essex to make NO OBJECTIONS.

C.2.3 Ref: S/2011/1473/FUL

Proposal: Conservatory to the rear

Location: 24 Glebe Rise, King's Sutton

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Searle to make NO OBJECTIONS.

## **D. FINANCE & GENERAL PURPOSES:**

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

**D.2. To consider recommendations arising from the Meeting held 15<sup>th</sup> November 2011:**

Recommendation D.1: Applications for Financial Assistance:

D.1.1: To approve a grant in the sum of £250 to Banbury CAB:

**RESOLVED:** It was proposed by Cllr Searle and seconded by Cllr McGarry to adopt Recommendation D.1.1.

D.1.2: To approve in principle a grant in the sum of £500 to the KSPFA subject to conditions:

**RESOLVED IN PRINCIPLE:** It was proposed by Cllr Burrell and seconded by Cllr Stuart to adopt Recommendation D.1.2.

Recommendation D.2: Review of Financial Regulations:

To delete Financial Regulations 2.5<sup>1</sup> and 20<sup>2</sup> and to renumber accordingly:

<sup>1</sup>Financial Regulation 2.5 The F&GP Committee shall prepare and have regard to a three year forecast of Revenue and capital Receipts and Payments, which shall be prepared and presented to the Council at the same time as the annual Budget or Estimates.

<sup>2</sup>Financial Regulation 20 RESPONSIBILITIES AND DUTIES OF THE F&GP COMMITTEE

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Forde to adopt Recommendation D.2.

Recommendation D.3: Risk Assessment:

To amend as per Minute No. FGP: 36.11/12<sup>3</sup>:

<sup>3</sup>Payments/Grants/Conditions agreed/L/Delete: Reasonable judgement: Insert: Grant made in accordance with Parish Council's Policy on Grants of Financial Assistance.

Payments	Risk identified	Risk level	Management of Risk	Action	Internal controls
Grants	Power to pay	M	Refer to list of powers	F&GP/Council	A6, E19

Agreement of Council to pay Conditions agreed	L L	Minute <del>Reasonable judgement</del> Grant made in accordance with Parish Council's Policy on Grants of Financial Assistance Signatory and initials	A5 A7  B8
Cheque	M		

**RESOLVED:** It was proposed by Cllr Searle and seconded by Cllr Burrell to adopt Recommendation D.3.

Recommendation D.4: Committee Terms of Reference:

D.4.1: ACROW Committee: To approve inclusion of responsibility for upholding the terms of the Windsor Close FAS Maintenance Agreement:

**Agreed:** To appoint a volunteer to inspect the trash screens on a fortnightly basis and to bring recommendations to the Parish Council. The purchase of a rake or pitchfork may be required. Cllr Forde had approached the Footpaths Warden who was not unsympathetic to assuming this role.

Cost of maintenance of the land in a tidy state by means of strimming twice per annum was estimated at £200.

**RESOLVED:** It was proposed by Cllr Searle and seconded by Cllrs Forde to adopt Recommendation D.4.1.

D.4.2: Lighting Committee:

i) To approve the proposed amendments in respect of Nos. 1, 2, 4e, 6.2, 6.4, 6.5, 6.9, and 6.10<sup>4</sup>:

<sup>4</sup>**TOR1. Membership:** A minimum of 3 Members. The Chairman and Vice Chairman of the Council may attend and speak at any meeting of the Committee 'ex officio,' but do not have a vote.

**TOR2. Quorum:** 50% of the Membership

**TOR4e.** To act, in conjunction with the Parish Clerk, as contact/point of reference in the first instance, for all matters relating to the function of the Parish Council as local lighting authority.

**TOR6.2, 6.4, 6.5, 6.9 and 6.10.**

6.2 The Committee, through the Parish Clerk, shall maintain plans and lighting records.

6.4 The Committee, normally via the Parish Clerk, shall raise orders for faults, repairs and cleaning with the lighting supplier.

6.5 The Committee, through the Parish Clerk, shall maintain and keep updated a roll out lighting schedule, a lighting specification and lighting inventory.

6.9 The Committee will ensure that a risk assessment of footway lighting will take place annually and that the results are recorded, via the Parish Clerk, for insurance purposes.

6.10. The Committee shall be responsible for ensuring the electrical testing of all footway lighting every 6 years and shall keep available, via the Parish Clerk, valid Electrical Testing Certificates (last tested 2009).

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Paterson to adopt Recommendation D.4.2.i).

Cllr Hill expressed concern over the effect of these changes on the Precept.

ii) Subject to D.4.2i) To review Membership of the Lighting Committee:

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Paterson that as a consequential change in membership from 5 to 3, Cllr Forde steps down from the Lighting Committee.

D.4.3: F&GP Committee: To adopt proposed re-wording of the opening paragraph entitled 'Membership'<sup>5</sup>:

<sup>5</sup>Membership: The Finance & General Purposes Committee will comprise the Chairman and Vice Chairman of the Parish Council, and the Chairman of each Committee or substitute (Standing Order 15: see 15v) for voting procedure). The Vice Chairman of the Parish Council shall serve as Chairman of the Finance & General Purposes Committee.

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Hill to adopt Recommendation D.4.3.

**150.11/12 MOTION TO EXCLUDE MEMBERS OF THE PUBLIC AND THE PRESS FROM THE NEXT ITEM ON THE AGENDA:**

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Searle to exclude Members of the Public and the Press from the next item on the Agenda.

*The Member of the Public and the Clerk withdrew from the Meeting.*

**151.11/12 STAFFING MATTERS:**

**12.1 To approve the Recommendations recorded at Minute No. FGP: 41.11/12 A and B<sup>6</sup> of the F&GP Committee Meeting held 15<sup>th</sup> November 2011:**

- <sup>6</sup>A.i) Evaluation of the Job Profile to Profile 2 below substantive range.
- ii) Determination of the Clerk's Salary as Spinal Column Point 28.
- iii) The award of one additional Spinal Column Point for CiLCA in accordance with Clause 7 of the Clerk's Contract of Employment.
- iv) An increase in the minimum number of hours per week to 15 hours.
- v) To amend the Job Description to incorporate changes arising from the review of the Lighting Committee Terms of Reference.
- vi) To allow 2 additional hours per week<sup>1</sup> to reflect additional work in connection with the Lighting Committee as agreed under the recommended Lighting Committee Terms of Reference. (<sup>1</sup>in addition to the 15 hrs per week at iv))
- vii) To implement the revised Salary and working hours as from 1<sup>st</sup> January 2012.
- viii) To amend Contract of Employment as appropriate.

**Note:** Annual Leave entitlement is 27 days.

B. Staff Gratuity:

- i) That the sum of £1,500 be placed in designated funds representing the Staff Gratuity for the previous 5 years' continuous service
- ii) Continuation of the Staff Gratuity at a rate of 3.75% of Clerk's Salary.

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Paterson i) that the Clerk is salaried at pay scale SCP 29, representing a progression through training and service to SCP 28 plus 1 Point for professional development (CiLCA)

ii) to budget for 15 hours per week, in recognition of additional hours worked previously, plus one hour for additional workload arising from Lighting Committee tasks, totalling 16 hours per week.

**152.11/12 MOTION TO RE-OPEN THE MEETING TO MEMBERS OF THE PUBLIC AND THE PRESS:**

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Searle to re-open the Meeting to Members of the Public and the Press.

*The Member of the Public and the Clerk re-entered the Meeting.*

**153.11/12 TO SET A BUDGET FOR 2012/2013:**

**A. To adopt the Recommendation of the F&GP Committee to set a Budget in the sum of £60, 390.00:** (Paper previously distributed)

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Bridson to accept the figures as read and to set a Budget for the year 2012/2013 in the sum of £60, 390.00.

**154.11/12 TO SET THE PRECEPT FOR 2012/2013:**

**A. To adopt the Recommendation of the F&GP Committee to set a Precept in the sum of £53,225.00:**

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Forde to set a Precept for the year 2012/2013 in the sum of £53,225.00.

Cllr Searle was thanked for his work on the Budget.

**155.11/12 FLOOD ALLEVIATION GROUP REPORT:**

**A. To consider the Report from SNC dated November 2011 on Land Drainage Schemes at Wales Street and Windsor Close:**

(Report distributed at the Meeting)

FAS Windsor Close Target start date: 5<sup>th</sup> March 2012 subject to archaeological excavations.

**Action:** Cllr Forde (notify Mr Tony Brummell, Drainage Engineer)

Wales Street: Options to meet financial shortfall for the scheme are being considered – Local Levy, Community Engagement, NCC Flood and Water Management Budget.

**B. To approve the terms of the Maintenance Agreement in respect of the Flood Alleviation Scheme at Windsor Close:**

The Agreement has not yet been accepted by the third party.

**C. Visit of Andrea Leadsom, MP: 4<sup>th</sup> November 2011: For Information: Noted.**

**D.** Cllr Paterson requested that Flood Alleviation is placed higher up the Agenda of future Meetings. **Noted.**

**156.11/12      CORRESPONDENCE:**

**A. Items to consider:**

A.1 Local Government Boundary Commission: Review of Electoral Arrangements for Northamptonshire. [www.lgbce.org.uk](http://www.lgbce.org.uk)  
(Paper previously distributed)

The Parish Council considered the proposed reduction in membership of NCC by approximately 16 Councillors, including reduction of 2 Members in South Northamptonshire, the standardisation and increased size of the electorate. It was **Noted** that NCC was in favour of the proposal, although concerns had been expressed by Cllr Melling.

**RESOLVED:** It was proposed by Cllr Chong and seconded by Cllr Waite to support the proposed reduction in the size of Northamptonshire County Council from 73 Councillors to between 56 and 59.

**Action:** the Clerk (respond by deadline of 5<sup>th</sup> December 2011)

**B. Items to Note:**

B.1 KSMMH: Emergency Procedures and Evacuation Drill:  
(Written Procedure distributed to each Member at the Meeting)

**Noted.**

**157.11/12      COUNCILLORS' REPORTS:**

**A.** Cllr Searle: Grass Bank at Paradise: Cut and cleared by the Parish Enhancement Gang on 30<sup>th</sup> November 2011. Cllr Morris has advised that the bank is not in the ownership of South Northants Homes.

**158.11/12      TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 5<sup>TH</sup> JANUARY 2012):**

**None.**

The Meeting ended at 10.10 p.m.