

**KING'S SUTTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD  
AT 7.30 P.M. ON THURSDAY 6<sup>TH</sup> JANUARY 2022  
IN THE MAIN HALL, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

**PRESENT:** Cllrs R Burrell, (Chairman), A Barry, D Bostock, J Creed, R Field, R Irving, D Loughran, I Malcolm, S Read-Maskell, D Wood

**ABSENT:** Cllr B Humphrey

**IN ATTENDANCE:** Mrs E Hart (Clerk)

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

**179.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

Apologies had been received from Cllr B Humphrey.

**RESOLVED:** To approve the Reason for Absence as submitted.

**180.21/22 TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

**None.**

**B. Other/Personal/Non-Statutory Interests:**

Councillor	Agenda Item	Reason
A Barry	6.2 Finance Schedule: payments	Expenses claim for Street Trading (Christmas Fayre)
R Burrell	12.2.1.1 Application No WNS/2021/2051/FUL 21 Whittall Street Kings Sutton OX17 3RD	Owner of property in Whittall Street
I Malcolm	12.2.1.1 Application No WNS/2021/2051/FUL 21 Whittall Street Kings Sutton OX17 3RD	Owner of property in Whittall Street

**C. To receive Requests for Dispensations:**

**None.**

**181.21/22 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS LISTED ON THE AGENDA:**

**None.**

**182.21/22 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 2<sup>ND</sup> DECEMBER 2021:** (previously distributed)

**RESOLVED:** To approve the Minutes of the meeting held 2<sup>nd</sup> December 2021, noting a correction (Minute 176.21/22 Cllr Bambridge not Bainbridge)

**183.21/22 TO NOTE REPORTS FROM:**

**A. the Clerk:**

**MATTERS ARISING**

Minute 159.21/22 HSBC Moneymaker Account

Confirmation from HSBC that the account has been closed is awaited.

Minute 160.21/22 – Payment to SparkX – invoice 3581 - £2268.00

This payment was approved at the December meeting but the BACS transaction has not completed as the electrical testing certificate has not yet been received.

Minute 162.21/22 B

The Clerk held a meeting with the Tree Warden and her recommendations are provided.

Minute 164.21/22

The cherry picker was hired at Gems Tool Hire via the credit account of Ontap Helmdon Limited which has raised an invoice to the PC.

Minute 165.21/22 – LED light

An email of support has been received in the interim from one other resident.

Minute 166.21/22 Green Waste Charge

Cllr Bambridge was informed of the Parish Council's view.

The draft minutes of the December meeting Place, Overview, and Scrutiny Committee can be found here:

<https://westnorthants.moderngov.co.uk/ieListDocuments.aspx?CId=338&MIId=498&Ver=4>

Minute 167.21/22 Planning Applications and Consultations

All responses as resolved were submitted.

Minute 168.21/22 – B1: CCTV installation

This has been completed (one camera requires adjustment) and the invoice is presented for payment.

Minute 168.21/22 B2: Ecosurface (Option 3)

The contractor has moved the start date back one week to 17<sup>th</sup> January due to staff illness and therefore the volunteers' session to move the bark needs to move back to Sunday 16<sup>th</sup> January (from 1:30pm)

Minute 168.21/22 B6 Communications Working Group

The group will meet on Monday 10<sup>th</sup> January for the first time. David Bridson has advised that he will not be entering into a contract from 1<sup>st</sup> January 2022 (Minute 168.21/22 B7.2) and instead will charge per hour spent on updating the website. Councillors are asked to send copy to the Clerk so that items can be grouped together.

**RESOLVED:** That all organisations/groups should channel website updates via the Parish Clerk.

**Action:** Clerk

Minute 177.21/22 A6 Traffic Calming

The meeting with Helen Howard has been arranged.

#### **OTHER**

NorthantsCALC has advised that Microsoft is increasing the price of Microsoft 365 in March 2022; the first price increase since they launched it ten years ago. Their IT partner, CloudyIT, is hosting several free, time-limited webinars for parish and town councils to provide accurate advice on what steps can be taken, from delaying the price increase to 2023, to having a cost-effective combination of licenses in place to deliver more value for money. A seminar place has been reserved on 12 January 2022 11:00 - 12:00.

The closing date for the grant applications was 31<sup>st</sup> December; five applications were received and have been forwarded to members of the Finance, Governance and Policy Committee which will make recommendations to the February Parish Council meeting.

The company making the Memorial Bench has advised that the bench cannot have six legs so the order has been amended to the four leg model. The Council previously discussed, but did not specifically resolve, on whether to have an inscription which was suggested in the discussion paper: King's Sutton Community Memorial Bench. Carved inscriptions cost £40.00 plus £1.00 per letter and number so £73 in total. The Parish Council is asked to consider this option.

**RESOLVED:** To place an order for the bench to be inscribed "King's Sutton Community Memorial Bench".

**Action:** Clerk

**The Clerk was thanked for her report.**

**B. the Chairman: nil report**

**C. the Vice Chairman: nil report.**

**D. the unitary Councillors: nil report**

**184.21/22 FINANCE SCHEDULE:**

King's Sutton Parish Council - January 2022		
	31.12.2021	30.11.2021
Unity Trust Bank - current	£71,673.58	£76,046.84
Unity Trust Bank - instant access	£5,004.93	£5,004.93
HSBC: Money Market Account	£165,237.75	£165,237.75

### A. To consider Clerk's pay with regard to backdated pay increase from April 2021

**RESOLVED:** To approve a backdated pay increase award for 1<sup>st</sup> April – 31<sup>st</sup> December 2021 of £885.65

### B. To consider subscribing to ACRE membership for 2022-23 at a cost of £35

**RESOLVED:** To subscribe to ACRE for 2022-23 at a cost of £35.

### C. To Approve the Payments:

To ratify					
Date	Cheque/DD/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
31.12.2021	DD Unity	Bank charges	£18.00		
09.01.2022	DD Yü Energy	Invoice 00663373	£143.28	£6.82	236 2276 15
09.01.2022	DD Yü Energy	Invoice 00663374	£424.38	£70.73	236 2276 15
09.01.2022	DD Yü Energy	Invoice 00663375	£34.86	£1.66	236 2276 15
15.01.2022	DD NEST	January pension contributions	£145.88		
To Approve					
Date	Cheque/BACS Payee	Description	Amt (incl VAT)	VAT	VAT Reg No.
06.01.2022	BACS E Hart	Expenses - Office and Electrical Connection	£47.82	£7.98	various
06.01.2022	BACS A Barry	Expenses - Licence for Street Traders	£125.00		
06.01.2022	BACS KSMMH	Rent and Meetings for December (including Ch. Fayre)	£332.00		
06.01.2022	BACS Marcus Young	Invoice 3729	£463.68	£77.28	650673044
06.01.2022	BACS Marcus Young	Invoice 3746	£579.60	£96.60	650673044
06.01.2022	BACS Ontap Helmdon Ltd	Cherry Picker hire	£140.40	£23.40	
06.01.2022	BACS Bridson Kneale	Invoice BK070	£300.00		
06.01.2022	BACS Blinkhorns	Invoice 112766	£3,706.00	£617.67	284682618
06.01.2022	BACS Horton H Radio	PA for Christmas Fayre	£95.00		
06.01.2022	BACS ACRE*	Membership for 2022-23	£35.00		
06.01.2022	BACS Festive Lights	Invoice SO1487560	£271.87	£45.31	864281901
06.01.2022	BACS Cl. Garden Furniture	Deposit on Bench	£300.00		TBA
27.01.2022	BACS E Hart	January Wages	£1,956.46		
30.01.2022	BACS HMRC	PAYE and NI Month 10	£821.64		
<b>Total</b>			<b>£9,922.87</b>	<b>£947.45</b>	

**RESOLVED:** To approve the payments.

**Noted** that the payment to KSMMH includes a charge of £177 for room hire for the Christmas Fayre.

**Noted** that the Clerk's gross base pay from 1<sup>st</sup> January 2022 reflects the increase in her contracted hours to 25 per week.

### D. To Note Receipts:

Receipts	Type	Payer	Description	Amt
03-10.12.21	BACS	Various	Individual stall payments for Christmas Fair	£90.00
08-13.12.21	BACS	Advertisers	King's Sutton Times	£564.00
<b>Total</b>				<b>£654.00</b>

**Noted.**

185.21/22

**TO CONSIDER ENTERING INTO AN AGREEMENT WITH WNC TO CUT GRASS VERGES (CONSIDERATION OF £710.18 TO BE RECEIVED FROM WNC)**

**RESOLVED:** To enter into a grass cutting agreement with WNC.

**Action:** Clerk

**186.21/22 WARDEN REPORTS: TO CONSIDER ISSUES RAISED BY**  
**A. Footpaths Warden: nil**

**B. Tree Warden: Queen's Green Canopy project: to review proposal**

**RESOLVED:** To thank the Tree Warden for her detailed proposal, approving her recommendation of numbers, size and locations of trees (subject to third party approval where necessary) but noting that indigenous trees would be preferable to exotic species.

**RESOLVED:** To discuss replacing exotic species with native ones with the Tree Warden with a view to bringing a quote to the February PC Meeting.

**Action:** Clerk

**C. War Memorial Warden**

**RESOLVED:** To discuss position/storage of the Tommy Soldier at the February Parish Council Meeting.

**Action:** Clerk

**187.21/22 CHRISTMAS FAYRE ON SATURDAY 11<sup>TH</sup> DECEMBER 2021: TO RECEIVE REPORT ON RECOMMENDATIONS FOR 2022**

Cllr Barry was thanked for his efforts which had made the Fayre such a success.

**RESOLVED:** To approve all recommendations for the 2022 Christmas Fayre as detailed in the circulated report, noting that twenty-two stalls had already been reserved.

**Noted** that the Fayre would be an item on the Agenda for October- December and that the Clerk would seek to source a more robust and fit-for purpose external cover for the electrical connection pit.

**Action:** Clerk

**188.21/22 CONSULTATION: TO CONSIDER RESPONDING TO:**  
**A. West Northamptonshire Council's budget consultation for 2022-23 closing on 1 February 2022**

**RESOLVED:** To respond to the consultation, objecting to the proposed increases as it is not equitable for differential increases for any resident group area to be greater than the 2.99% maximum stipulated by law, noting that ex-SNC area is +3.34% and ex-Daventry area + 4.14%

**Action:** Clerk (with input from Cllr Irving)

**B. Police, Fire and Crime Commissioner's consultation on police and fire budget closing on 16<sup>th</sup> January 2022:**

**RESOLVED:** To request visits to King's Sutton by the new community beat bus.

**Action:** Clerk (with input from Cllr Barry)

**189.21/22 LIGHTING PROVISION ON GLEBE RISE:**

**A. To consider feedback on LED light**

**RESOLVED:** To consider a proposal from Cllr Field to upgrade more lights to LED at the February Meeting.

**Noted** that Cllr Bostock agreed to test the output from the new LED with a light meter following comments regarding brightness.

**B. Consideration of request by resident to provide an additional light**

**RESOLVED:** To respond that it was outside the remit of the Parish Council to provide security lighting.

**Action:** Clerk

**190.21/22 PLANNING:****A. Chairman's Report: nil report****B. To consider Recommendations from the Meeting held at 7.00 p.m. on 6<sup>th</sup> January 2022****B.1. Applications:****B.1.1 Application No WNS/2021/2051/FUL**

**Proposal:** Remove remainder of existing low wall around the edge of the car park to the property and replace.

**Location:** 21 Whittall Street Kings Sutton OX17 3RD

Recommendation B.1.1: that the Parish Council objects to the application on the grounds that the applicants should either replace the wall using suitable stone in keeping with the surrounding buildings and in line with the requirements of the King's Sutton Conservation Area Management Plan and the Village Design Statement (send attachment) or, failing that, reinstate the existing wall. Should WNC ignore the objection and be minded to accept a brick wall, it should be of brick, matching the nearby building, of equivalent bonding, and capped with blue Victorian coping material as used on the wall opposite the site.

**RESOLVED:** To adopt recommendation B.1.1.

**B.1.2 Application No WNS/2021/2157/FUL**

**Proposal:** Single garage with 30 degree pitch roof (retrospective)

**Location:** Squirrel Corner 33A Astrop Road Kings Sutton OX17 3PG

Recommendation B.1.2: that the Parish Council objects to the application on the grounds that the development is apparently only 38 centimetres from the boundary fence. Should WNC be minded to approve the application, it should be noted that the development is situated near to the King's Sutton Conservation Area and needs to be properly finished on all sides, (not as at present) and in materials which are in keeping with the surrounding buildings.

**RESOLVED:** To adopt recommendation B.1.2.

**B.2 Rectory Homes: to note update**

**Noted that** Rectory Homes has informed the Parish Council that the the final versions of the documents for the application have been received from its consultants and that that the application will be submitted shortly.

Responses to questions posed by the Parish Council to Rectory Homes were also expected shortly.

**191.21/22 FINANCE GOVERNANCE & POLICY COMMITTEE:**

**A. Chairman's Report: nil report**

**B. To consider Recommendations from the Meeting held on 14<sup>th</sup> December 2021:**

**B.1: King's Sutton: its life and times: to form Working Party to complete the project as described with a further recommendation to extend the proposal to consider updating the 1993 King's Sutton Appraisal by integrating the archived data with the new pre- and post-1993 material.**

**RESOLVED:** To adopt recommendation B.1, noting that the project would require a small amount of expenditure.

**B.2: Reserves: that designated reserves are noted at £156,970 for 31<sup>st</sup> March 2022 (£160,058 as per Minute FGP 76.21/22 minus £3088 for C CTV expenditure as per Minute FGP 78.21/22 B)**

**RESOLVED:** To adopt recommendation B.2, noting that the Finance, Governance and Policy Committee would assign the £3088 to the most appropriate category in the designated reserves.

**B.3: To set the Budget for 2022/23:**

**B.3.1 To set a Payments Budget of £91,241 as detailed in Minute FGP 77.21/22A**

**RESOLVED:** To adopt recommendation B.3.1

**B.3.2 To set a Receipts Budget (excluding Precept) of £6,164 as detailed in Minute FGP 77.21/22 B)**

**RESOLVED:** To adopt recommendation B.3.2

**B.4: To set the Precept for 2021/23 at £73,800, (equating to a Band D payment of £86.04, a 3% increase on 2021/22) noting this would reduce estimated general reserves by an additional £751 compared with general reserves on 1st April 2021 of £48,346)**

**RESOLVED:** To adopt recommendation B.4

**192.21/22 TRAINING: COURSES AND WORKSHOPS**

**A. To Receive Requests for places on courses**

**Noted** that Cllr Bostock hoped to attend a course on Search Engine Optimisation which would assist the Communications Working Group's aims.

**B. To Receive Feedback from Councillors on attended courses**

None.

**193.21/22 TO RECEIVE UPDATES REGARDING THE BIODIVERSITY PROJECTS**

**RESOLVED:** To remove the item as a Standing Agenda point until further reports were ready for consideration.

**Action:** Clerk

**194.21/22 PROJECT UPDATES: TO RECEIVE REPORTS AND PUT QUESTIONS REGARDING:**

**A. The Cemetery Extension:**

**Noted** that planning permission approval was still awaited.

**B. Implementation of Car Charging Points**

**Noted** that a response from BP Chargemaster regarding a new proposed route for cabling to the Charging Points was awaited.

**C. Communications Working Group**

**Noted** that the Group was due to have its first meeting on Monday 10<sup>th</sup> January at which the Terms of Reference would be scoped out.

**195.21/22 TO RECEIVE UPDATE ON THE PHOTOGRAPHY COMPETITION ON THE WEBSITE**

**Noted** that the competition had been launched with a closing date of 28<sup>th</sup> February.

**196.21/22 TO NOTE NORTHANTS CALC'S ASSET MAPPING PROJECT (AMP) AND TO CREATE AN AMP WORKING GROUP COMPRISING ONE OFFICER AND TWO COUNCILLORS**

**RESOLVED:** To submit the appropriate information regarding assets and services to Northants CALC rather than formalise a Working Group.

**Action:** Clerk

**197.21/22 COUNCILLOR AND WARDEN REPORTS: TO RECEIVE REPORTS AND PUT QUESTIONS TO:**

**A. Councillors For..:**

**A.1 Amenities:** to include consideration of feedback regarding the bus shelter library

**Noted** that there had been an overwhelmingly positive response to the survey regarding the bus shelter library.

**RESOLVED:** To retain the library, giving consideration to any further hygiene-enhancing measures which should be taken, noting that there was provision in the budget for bus shelter improvements.

**A.2 Cemetery: nil report**

**A.3 Communications: nil report**

**A.4 Lighting: nil report**

**A.5 The Rec:** the Clerk advised the remaining tree work on the limes would be completed once they were back in leaf.

**Noted** that Ecosurface were due to start on 17<sup>th</sup> January and that a volunteer group of Councillors would remove the bark the day before.



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

**Noted** that a meeting with Helen Howard was scheduled to take place on 11<sup>th</sup> January to discuss traffic calming issues.

**A.7 Litter Picking: nil report****Representatives:**

**B.1 King's Sutton Playing Fields Association: nil report**

**B.2 King's Sutton Millennium Memorial Hall:**

**Noted** that a meeting to discuss a Memorandum of Understanding regarding CCTV between the Parish Council and the Millennium Memorial Hall was scheduled for Wednesday 12<sup>th</sup> January.

**Noted** that the Hall accounts showed a working profit of approximately £17,000.

**B.3 Poor's Allotment Trust: nil report**

**B.4 Police Liaison: nil report**

**198.21/22 TO COMMENT ON ISSUES RELATED TO STREET AREAS:**

**None.**

**199.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE (TUESDAY 18<sup>TH</sup> JANUARY 2022)**

Review of grant applications.

**200.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING (THURSDAY 3<sup>RD</sup> FEBRUARY 2022)**

**None.**

The Meeting ended at 9.15 p.m.