

# **KING'S SUTTON PARISH COUNCIL**

King's Sutton Millennium Memorial Hall, Astrop Road, King's Sutton  
Banbury, Oxon OX17 3PG

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The **PARISH COUNCIL MEETING** of the  
**KING'S SUTTON PARISH COUNCIL**  
will be held on  
**THURSDAY 2<sup>ND</sup> OCTOBER 2025 in the ASTROP ROOM,**  
**KING'S SUTTON MILLENNIUM MEMORIAL HALL**  
at **7.30 P.M.**

**Members of the Public and the Press are invited to attend**

## **AGENDA**

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

1. To Receive Apologies and Approve the Reasons for Absence
2. To invite Declarations of Interest:
  - 2.1 Disclosable Pecuniary Interests
  - 2.2 Other/Personal/Non-registerable Interests
  - 2.3 To receive Requests for Dispensations.
3. Public Participation: An opportunity for members of the public to address the Council on items listed on the Agenda
4. To confirm the accuracy of the Minutes of the Meeting held 4<sup>th</sup> September 2025
5. To Note Reports from:
  - 5.1 the Clerk
  - 5.2 the Chairman:
  - 5.3 the Vice Chairman
6. Warden Reports: to consider issues raised by:
  - 6.1 Footpaths Wardens
  - 6.2 Tree Warden:
  - 6.3 War Memorial Warden
  - 6.4 Cemetery Warden
  - 6.5 Community Library Warden
  - 6.6 Community Beekeeping Warden
  - 6.7 Biodiversity Warden
7. Finance Schedule:

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7.1 To Approve the Payments

7.2 To Note Receipts

8. Definitive Map Modification Orders: to receive update
9. Training: courses and workshops
  - 9.1 To receive requests for places on courses,
  - 9.2 To receive feedback from Councillors on attended courses
10. To receive correspondence from Helen Howard: proposed installation of handrail
11. King's Sutton Cemetery
  - 11.1 Memorial regulations: taking into consideration recommendations from a meeting held on Wednesday 1<sup>st</sup> October:
    - 11.1.1 To review policy with regards to the placing of silk and plastic flowers
    - 11.1.2 To consider correspondences relating to the placing of kerbing/gravel in the New Extension Section and determine any further action required
12. Highways Issues:
  - 12.1 To receive update on issues on Astrop Road (response from Highways Rep)
  - 12.2 To receive update on Mill Lane issues
  - 12.3 To note that the Section 50 has been updated by WNC and to consider quotation for new VAS
13. Finance Governance & Policy Committee:
  - 13.1 Chairman's Report:
  - 13.2 To consider Recommendations from the Meeting held on 16<sup>th</sup> September 2025

Recommendation 1: Biodiversity Proposal: To approve the proposal which allocates £1016 of the £1490 budget

Recommendation 2: Volunteer Driver Scheme : to make a donation of £250

Recommendation 3: Code of Practice for Handling Corporate Complaints: to approve

Recommendation 4: to approve the General Data Protection Regulations Documentation (three-year review) below:

  - 4.1. Security Compliance checklist
  - 4.2. Councillor Resignation checklist
  - 4.3. Inventory of Personal Data
  - 4.4. Retention and Disposal Policy
  - 4.5. Appendix to Retention and Disposal Policy: with amendments recommended by the Finance, Governance and Policy Committee
  - 4.6. Data Protection Policy
  - 4.7. Privacy Notice
  - 4.8. Subject Access Requests Policy
  - 4.9. Data Breach Policy
  - 4.10. Flowchart

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Recommendation 5: Quarterly Review Of Statement Of Key Objectives :to approve

14. Village Events
  - 14.1 Gardening Club Village Show – to consider request to use the Parish Council website for submitting entries
  - 14.2 King's Sutton in Bloom: to consider suggestions for amendments to the operating plan for 2026
15. Flooding Matters: to receive update
16. Annual Governance & Accountability Return 2024/25:
  - 16.1 To Note the Conclusion of Audit
  - 16.2 To Accept the Report of the External Auditor.
17. Correspondence from Northants CALC relating to displays on lampposts; to consider with regard to next steps and the remit for the Cllr for Lighting
18. Consultation: draft Local Validation List for planning applications (closes 26<sup>th</sup> October 2025): to consider response [Have Your Say on Planning Application Requirements - West Northamptonshire Council - Citizen Space](#)
19. Remembrance and Poppy Appeal: to review arrangements
20. Project Updates: To receive Reports and put questions regarding:
  - 20.1 The Cemetery Extension:
  - 20.2 Climate Change Working Group: A Call to Action and Biodiversity: to include Rewilding areas
  - 20.3 Inclusive Play Equipment
21. Councillor and Representative Reports: To receive Reports and put Questions to:
  - 21.1 Councillors For..:
    - 21.1.1 Amenities:
    - 21.1.2 Cemetery:
    - 21.1.3 Communications:
    - 21.1.4 Lighting:
    - 21.1.5 The Rec:
    - 21.1.6 Traffic Calming and Highways:
  - 21.2 Representatives:
    - 21.2.1 King's Sutton Playing Fields Association:
    - 21.2.2 King's Sutton Millennium Memorial Hall
    - 21.2.3 Poor's Allotment Trust
    - 21.2.4 Police Liaison
22. To consider issues relating to street areas to include correspondence relating to Hampton Drive and advertising on the green in the Square.
23. To review all resolutions in the light of the Climate Change Policy

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24. To Receive items for the next Meeting (Thursday 6<sup>th</sup> October 2025)



Signed:

Clerk

Date: 26<sup>th</sup> September 2025