

**KING'S SUTTON PARISH COUNCIL
FINANCE GOVERNANCE & POLICY COMMITTEE**

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON THURSDAY 20TH MARCH 2018
IN THE KING'S SUTTON MILLENNIUM MEMORIAL HALL**

PRESENT: Councillors R Irving (Chairman), R Burrell, T Forde, R Sykes

ABSENT: Cllr J Creed

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

**CHAIRMAN'S ANNOUNCEMENT:
The Openness of Local Government Public Bodies Regulations 2014:**

**FGP: 100.17/18 TO RECEIVE APOLOGIES AND APPROVE THE REASONS
FOR ABSENCE:**

Apologies had been received from Cllr Creed.

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Forde to Approve the Reason for Absence submitted by Cllr Creed.

FGP: 101.17/18 TO CHANGE THE ORDER OF BUSINESS ON THE AGENDA:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Burrell to bring forward Item 17: 'King's Sutton Churchyard' to follow Item 4: 'To confirm the accuracy of the Minutes of the Meeting held 16th January 2018'.

FGP: 102.17/18 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

None.

C. To receive Requests for Dispensations:

None.

FGP: 103.17/18**PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COMMITTEE ON ITEMS LISTED ON THE AGENDA:**

Item 17: King's Sutton Churchyard: Mrs Margaret Burne, Secretary, King's Sutton PCC was invited to speak to this item. Mrs Burne and the Churchwarden had met with Cllrs Burrell and Irving at the churchyard on 19th March 2018. The PCC was acquiring quotations for tree works and for remedial work to the boundary wall to the north to Church Avenue and the wall to the east to Red Lion Street. The PCC wished to hand over the churchyard in good condition. The boundary wall to the west is believed to belong to the Manor House and enquiries have been made in respect of documentation to confirm ownership.

FGP: 104.17/18**TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 16TH JANUARY 2018:** (previously distributed)**RESOLVED:**

It was proposed by Cllr Burrell and seconded by Cllr Sykes to Approve the Minutes of the Meeting held 16th January 2018.

FGP: 105.17/18**KING'S SUTTON CHURCHYARD:**

A. To receive an Update on Progress: Cllr Irving reported on the discussion that had taken place at the site meeting on 19th March 2018 at which he and Cllr Burrell had been present.

i) Walls and Shed: Confirmation of the ownership of the wall to the back of the Churchyard was required. The shed was excluded from any transfer arrangements.

ii) Grasscutting and Planting: A map of the areas for cutting and the schedule for these had been requested. The PCC wished to continue to direct perennial planting e.g. pelargoniums.

iii) Headstones: No topple test had been carried out (from recent memory) but the memorials appeared to be sound.

iv) Overall Condition: The PCC intended to transfer over the churchyard in good order.

Noted.**B. To consider the Request to Transfer the Maintenance and Care of the Churchyard to the Parish Council and to make a Recommendation:**

The options for the Parish Council were:

i) To accept the transfer of the maintenance and care of the Churchyard

ii) To reject the transfer of the maintenance and care of the Churchyard and for the maintenance and care of the Churchyard to be transferred to SNC.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Forde to Recommend that the Parish Council Accepts the transfer of the maintenance and care of the Churchyard dependent upon:

- i) Completion of tree works
- ii) Completion of wall repairs
- iii) Receipt of documentation confirming wall ownership.

FGP: 106.17.18 RFO REPORT: (previously distributed)

Minute No. FGP: 89.17/18B: R&P Account to 9th January 2018:
Category 8.1: Power: Total payments made are for 4 quarters.

FGP: 93.17/18B: Water Supply at the Cemetery: The water retailer selected is Anglian Water Business Ltd.

FGP: 94.17/18A: King's Sutton Churchyard: Cllrs Burrell and Irving meet with the Secretary, King's Sutton PCC and Churchwarden on 19th March 2018.

FGP: 98.17/18: GDPR: The Clerk participated in webinar Training on 21st February 2018 (SLCC) and on 13th March 2018 (Brightpay). SLCC plans to issue a 'comprehensive suite of advice, guidance and model documents' w/c 26th March 2018. Northants CALC will be assessing the implications of taking on the role of Data Protection Officer for its members and will make an announcement on 19th March 2018.

2. Other:

1. 'HSBC Bank plc': Change of name to 'HSBC UK Bank plc' from 1st July 2018, subject to the approval of the High Court.
2. Internal Audit 2017/18: This has been arranged for 19th April 2018.

Noted.

A. To Note announcement from E.ON re. 13.65% increase in price of electricity for deemed contract UMS effective from 9th April 2018:

Current Prices: 15.75p per kWh

New prices from 9th April 2018: 17.90p per kWh

Noted.

A.1. Hall Hire for King's Sutton Youth Club: From 1st April 2018 the price per session will increase by £3.00, from £44.00 to £47.00.

Noted.

B. To Agree the fee payable in respect of Cemetery Plot 47:
(Report previously distributed)

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Forde to Apply the local 2017/2018 fee of £127.50 for the purchase of the Exclusive Right of Burial to Plot 47.

C. General Data Protection Regulations: Planning for compliance:

C.1 Appointment of Data Protection Officer: Northants CALC will offer a DPO service to all member Councils. This service will be free of charge for the first year.

C.2 Inventory of Personal Data processed by the Parish Council:

The Parish Council must compile a list (spreadsheet) of all personal data it holds and must record against each type of data the legal reason why it is holding (processing) this data. This is to be done before 25th May 2018. The Information Commissioner regards GDPR compliance as an evolutionary process but one to which Councils must commit.

Agreed: That should the Clerk's hours be insufficient to deal with the workload in respect of GDPR compliance the Clerk submits a request for remuneration.

FGP: 107.17/18

TO REVIEW THE RECEIPTS AND PAYMENTS ACCOUNT TO 13TH MARCH 2018: (previously distributed)

A. Adverse Variances in excess of £250:

i) Receipts:

Category 6: Adverts KS Times:

Budget: £1,750.00 Receipts: £733.00

Bad Debts: £150.00 (Minute No. FGP: 63.17/18 refers)

Outstanding invoices from December 2017 totalled £113.00.

March 2018 invoices to be issued.

It was anticipated that Receipts from Adverts for the KS Times would still be far below budget at Year End.

ii) Payments:

Category 5: Tree Management:

Budget £2,000.00 Payments: £4,020.00

Payments in the sum of £2,020.00 had been made from Designated Reserves. (Minute No. 151.17/18 refers)

Category 11.8: Grants of Financial Assistance & Donations:

Budget £2,500.00 Payments: £9,150.00

The following grants had been awarded:

£150.00 for Annual Show (hall hire) to KS Horticultural Society

£7,500.00 for IT equipment at the School

£1,500.00 for repairs to Church Clock

Members of the Committee were satisfied with clarification given on 19th March 2018 from the Secretary of the King's Sutton PCC and Churchwarden as to how repairs had been funded.

Agreed: To release cheque no. 104728 in the sum of £1,500.00. (Minute No. 181.17/18 refers)

Category 11.9: S106:

Budget Nil. Allocations totalled £25,656.38, including:

£4,800 for Ride on Mower, KS Playing Field Association

£1,308 for Sightscreen, KS Cricket Club

£10,500 for Pavilion refurbishments, KS Playing Field Association

£6,807.62 for Sound System, KS Parish Church
 £589.80 for Mood Lighting, KSMMH
 £1,650.96 for Audio Loop System, KSMMH.

Category 12.10: Cemetery Paths and Water:

Budget: £15,000.00 Payments: £17,097.00

Payments included:

Paths: £13,800.00

Water Trough: £725.00

Water Connection: £2,572.00

Noted.

FGP: 108.17/18

TO REVIEW RESERVES:

(Table of Reserves to February 2018 previously distributed)

Total Designated Reserves: £103,346.00.

Agreed: To review at Year End.

FGP: 109.17/18

TO REVIEW THE ASSET REGISTER TO 31ST MARCH 2018:

(previously distributed)

Addition: Water Trough £725.00

Community Assets:

KSMMH x2, combined nominal value £2.00: It was not clear from the Register to what this entry referred.

Noted.

Total Asset value: £236,908.50

RESOLVED:

It was proposed by Cllr Irving and seconded by Cllr Burrell to Recommend Approval of the Asset Register as presented.

FGP:110.17/18

TO REVIEW THE THURSDAY BUS SERVICE:

Receipts totalled £567 and represented an average of 7.5 passengers per time. This was £213 less than the budget for Bus Fare Receipts. Payments: £2,470.00 representing 26 trips.

Net annual cost to the Parish Council: circa £2,000.00.

The Service had been booked until 19th April 2018.

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Sykes to Recommend the continuation and monitoring of the fortnightly Thursday Bus Service for the next 6 months.

A. Discontinuation of the 499 Bus Service arising from the withdrawal of bus subsidies by Northamptonshire County Council:

An informal discussion took place on whether the Parish Council should partially subsidise the 499 bus service.

Agreed: To place this item on the Agenda of the next Ordinary Meeting of the Parish Council to be held on 5th April 2018 for a formal discussion as a matter of principle and on a 'without prejudice' basis.

FGP: 111.17/18

TO CONSIDER THE FUTURE OPERATION AND MANAGEMENT OF THE WEBSITE:

The Committee discussed the options in the event of the Contractor/Editor moving away from King's Sutton and the implications in respect of technical and news input.

In preparation for the eventual departure of the Contractor/Editor and subject to the outcome of a formal discussion by the Parish Council, the Committee was in favour of asking Cllr Bridson to advertise on the website for someone to work alongside him for the intervening period.

RESOLVED:

It was proposed by Cllr Irving and seconded by Cllr Burrell to discuss the future operation and management of the website at the next Ordinary Meeting of the Parish Council to be held on 5th April 2018.

FGP: 112.17/18

INSURANCE POLICY RENEWAL FROM 1ST JUNE 2018:

A. To consider replacement values:

(Table of Sums currently insured for assets circulated at the Meeting)

The 5 year long term insurance agreement will end on 31st May 2018.

Replacement values had been increased annually since 2013 by 3%.

Suppliers of insured assets had been asked for replacement values for equivalent products.

Agreed: To insure as per replacement values shown on current policy.

B. To consider insurance providers:

Agreed: To approach AON, Came & Company and Zurich.

Action: the Clerk

FGP: 113.17/18

NEW HOMES BONUS FUNDS:

A. To Note the allocation for Year 8 and available funding from 1st April 2018: (Correspondence Grants Officer, SNC previously distributed)

Year 8 New Homes Bonus Allocation: £22,366.00

The total allocation in the sum of £51,738.00 for Years 1-7 is fully committed as follows:

£14,640.00: Wales Street FAS

£37,098.00: KS Pre-School Playgroup.

Noted.

B. To consider project ideas: None.

FGP: 114.17/18

GRANTS OF FINANCIAL ASSISTANCE:

A. To consider Applications: None.

B. To review the Policy: (previously distributed)

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Sykes to Recommend that the Policy is Amended as follows:

Limited Funding:

- i) To increase the maximum grant from £750 to £1,000 in any financial year and to make clear that this is the grant that would 'normally' be made
- ii) To increase the exceptional grant from £2,000 to £2,500

Community Benefit:

- iii) To delete the word 'new' in front of benefit.

FGP: 115.17/18

TO NOTE THE CURRENT POSITION RE. SECTION 106 DEVELOPER CONTRIBUTIONS FOR:

A. Leisure, Recreation and Open Space:

(Table of Allocations previously distributed)

A.1 To consider how any remaining balance of funds is to be allocated:

Total Allocations: £55,201.38 from Total S106 funds of £57,886.11.
Balance remaining for Allocation: £2,684.73 of which £2,000 is committed to the KS Playing Field Association for covers for the KS Cricket Club.

Estimated End Balance: £684.73.

The Committee **Noted** the position.

A.1.1 KSPFA: Enquiry of 10th January 2018 re. potential availability of funds for the installation of security cameras at the Pavilion. The Treasurer, KSPFA had been advised that the Parish Council did not expect to receive any additional S106 funds and that no decision had been made as to how any balance from the existing fund would be allocated.

Noted.

B. Road Safety:

Funds in the sum of £8,771 remained available to the Parish Council.

Noted.

FGP: 116.17/18

VAS ADAPTATIONS:**A. Portable VAS: To consider information on Siting and Costs and make Recommendations:** (Updated information presented to Meeting)

Further to the Parish Council Meeting of 4th January 2018 (Minute No. 153.17/18A.6.1 refers) advice on the suitability of the proposed locations for solar power had been acquired (remotely) from the supplier, TWM and from Mr Steve Barber, Northants Highways who had visited the proposed locations.

Location 1: On incline by traffic pole, Astrop Road: This was deemed unsuitable due to the overhanging trees and the absence of an unrestricted south facing position.

An alternative location had been suggested on the triangular verge at the junction of Astrop Road and Upper Astrop Road, requiring a pole and lithium battery.

The Committee was not in favour of this option.

Location 2: By the entry gate at Mill Lane: The nearside verge on the exit from the village was considered a suitable location. A wide based post and solar kit would be required.

The Committee was in favour of this option. The Clerk was asked for confirmation from Mr Barber that the pole would be sited by the gate and not at the junction of Mill Lane and Holland Rise.

Costs: (excluding vat)

Solar kit: £750

Wide based pole: tbc

Mains power supply kit for Lamp Nos. 3 & 10 Astrop Road: £420.50

Installation and Commissioning: £600.00 (4 locations¹).

RESOLVED:

It was proposed by Cllr Sykes and seconded by Cllr Burrell to Recommend Acceptance of the 3 locations and adaptation costs associated with each.

B. Fixed VAS: To consider the cost of converting the LED display and make a recommendation:

The cost of converting the LED display would be £1,000.

¹Includes installation and commissioning costs for the conversion to the fixed VAS if it were carried out at the same time as the portable VAS adaptations.

RESOLVED:

It was proposed by Cllr Sykes and seconded by Cllr Burrell to Recommend converting the VAS to display the approaching speed of an oncoming vehicle rather than the fixed 30 mph speed limit at a cost of £1,000 + vat.

FGP: 117.117/18 ACQUISITION OF LAND TO EXTEND THE CEMETERY:

A. To receive an update on progress: Cllr Forde reported.

i) Land Purchase: Astrop Estates were willing to offer circa. 1.5 acres of land to the Parish Council for the sum of £15,000. The offer is made on a 'without prejudice' and 'subject to contract' basis, the sale to be completed by 31st December 2018.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Burrell to Recommend Acceptance of the offer.

It was **Noted** that by the end of 2018/2019 the Parish Council would hold Cemetery Exceptional Designated Reserves in the sum of £25,000.

B. To consider costs and recommend next step:

(Draft check list setting out 26 steps presented to the Meeting by Cllr Forde)
The Committee **Noted** the steps necessary to achieve the Cemetery Extension project.

Step 6: Obtain estimate from Cemetery Consultant: Cemetery Development Services (CDS) had provided a proposal for the production of a Tier 1 Study of the ground conditions at a cost of £2,250 + vat.

Step 10: Appoint Consultant and instruct Tier 1 Study for submission to the Environment Agency:

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Burrell to Recommend the appointment of Cemetery Development Services and Accept the proposal from CDS dated March 2018 for the production of a Tier 1 Study of the ground conditions at a cost of £2,250 + vat.

Note: The Managing Director, CDS had suggested that there may be difficulties for the gravedigger in digging the site due to the bedrock of the Rock formation and suggested that some site investigations might be useful to determine the site's physical suitability.

The Tier 1 Study would take 6 weeks to complete. During this time pre-application meetings with SNC and the EA would be arranged.

Step 20: Instruct legal advisor(s) to proceed: The Parish Council would need to appoint a Solicitor once the planning application had been submitted and the EA had accepted the Tier 1 Report.

Agreed: To approach Spratt Endicott and Bower and Bailey for estimates for the conveyancing.

The Chairman thanked Cllr Forde for the work he had done.

Agreed: To email Mr Simon Harris in appreciation of the Astrop Estates' offer and bring him up to date on the Parish Council's plans.

Action: Cllr Forde

FGP: 118.17/18 WALES STREET FAS: UPDATE:

Cllr Forde reported.

A. Demise of the Wales Street FAS: Cllrs Forde and Irving attended the meeting on 16th March 2018 in the KSMMH at which Hamish Hall, WSP Engineers, and Josie Bateman, Flood & Water Manager, NCC, Mary Dhonau of Mary Dhonau Associates and colleagues, and representatives of Wales Street were present. Mr Hall explained the background to the failure of the revised FAS to pass the OBC test.

Agreed:

- i) To place on record the regret of the Parish Council that the Flood Alleviation Scheme had died
- ii) To reluctantly acquiesce to the outcome.

B. Replacement Scheme: The Environment Agency had agreed to allocate the money remaining to be used for Property Level Resilience (PLR) for 16 properties in Wales Street. The money had been set aside for NCC to call off as required. Projects would be evaluated and allocated funds individually according to their susceptibility to flooding, complexity of solution and property size. If the total amount was shared out equally a sum of circa £15,000 would be available per property. It was not obligatory for householders to take up PLR, and in the case of terraced properties it was not so clear cut.

Under PLR dwellings will be adapted to make them more effective against flooding. It was about resilience not complete all round protection from flooding. It is a unique project and is not yet known how insurance companies will view such work.

The Scheme would be managed by Josie Bateman, Flood & Water Manager, NCC. WSP had been appointed to undertake the work and to manage the project. Individual properties would be surveyed and assessed.

King's Sutton Parish Council would be a consultee.

The terms of reference of the Flood Alleviation Group would require recasting.

C. King's Sutton Parish Council designated Funds:

£45,358 held in reserves

£14,640 committed NHB funds

Agreed: That the Parish Council should await the outcome of the property survey assessments before considering whether to commit funds to the PLR Scheme.

The Chairman thanked Cllr Forde.

FGP: 119.17/18 TO DRAFT TERMS OF REFERENCE FOR THE TREE WARDEN:

Agreed: To defer this Item.

FGP: 120.17/18 TO REVIEW THE TRAINING STATEMENT OF INTENT:
(previously distributed)

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Forde to Recommend No Changes to the Statement.

FGP: 121.17/18 TO REVIEW THE EQUAL OPPORTUNITIES POLICY:
(previously distributed)

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Sykes to Recommend No Changes to the Policy.

FGP: 122.17/18 TO SET THE DATES OF MEETINGS FOR 2018/2019:
(previously distributed)

Agreed: To hold Meetings of the FG&P Committee at 7.30 p.m. on:
Tuesday 15th May 2018
Tuesday 17th July 2018
Tuesday 18th September 2018
Tuesday 20th November 2018
Budget Meeting December 2018 tba
Tuesday 15th January 2019
Tuesday 19th March 2019

FGP: 123.17/18 TO RECEIVE ITEMS FOR THE NEXT MEETING:

i) Tree Planting Scheme for Highway Verges: Cllr Sykes to provide details of proposed locations and tree varieties and to acquire relevant advice from publications such as 'Trees for Town and City' and qualified people, e.g. Dr Anne Martis.

The Meeting ended at 9.15 p.m.