

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 17TH JULY 2018
IN THE KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: Cllrs J Creed, R Sykes

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

CHAIRMAN'S ANNOUNCEMENT:

The Openness of Local Government Public Bodies Regulations 2014:

No Members of the Public were present and the Chairman did not make the Announcement.

**FGP: 19.18/19 TO RECEIVE APOLOGIES AND APPROVE THE REASONS
FOR ABSENCE:**

Apologies had been received from Cllrs Creed and Sykes.

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

FGP: 20.18/19 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: 21.18/19 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR
MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED
ON THE AGENDA:**

None.

FGP: 22.18/19 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 15TH MAY 2018:** (previously distributed)

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Burrell to Approve the Minutes of the Meeting held 15th May 2018.

FGP: 23.18/19 **RFO REPORT:** (verbal report)

A. Matters Arising:

Minute No. FGP: 15.18/19: King's Sutton Churchyard:

Grasscutting: The Churchwarden and Clerk toured the Churchyard on 21st June 2018 to discuss a grasscutting schedule. The Clerk had asked for a plan of the Churchyard. The Parish Council's Contractor carried out the first cut on 6th July 2018.

The Clerk would ask for a more detailed grasscutting regime to be specified in writing.

Tree Works: Deadwood has been removed from the lime trees. Work to the yews will commence in September 2018.

Walls: Works have been completed. It has not been possible to establish the ownership of one wall.

Topple Test: Completed by Chair of Church Fabric and Maintenance Group, King's Sutton PCC on 28th May 2018. There was no sign of any movement in the memorials. All appeared stable and secure.

Transfer: It was **Noted** that there was no Agreement in place formalising the transfer of the care and maintenance of the Churchyard to the Parish Council.

Agreed: To confirm in writing that the Parish Council:

- i) As from 6th July 2018 had accepted ongoing responsibility for the grasscutting and the care and maintenance of the walls
- ii) Would Accept responsibility for the care and maintenance of the trees following completion of the planned works in September 2018
- iii) Accepted the Topple Test report dated 28th May 2018.

Action: the Clerk

B. Other:

i) BT Paperless bills (telephone): Signed up on 28th June 2018 to avoid a £3.00 charge per paper bill. Price increases are being introduced on 16th September 2018 for line rental (£1.00); Limited Anytime Calls (49p); Calling features pack (50p).

ii) Northants Highways Winter Maintenance Programme 2018/2019: the grit bin by the Old Bakery, Wales Street is one of 500 bins in the county identified for removal.

Noted.

FGP: 24.18/19 INTERNAL CONTROLS 2018/2019:

A. To note the Report for Q1: (Report presented to the Meeting)
Cllr Burne had carried out the checks on 6th July 2018.
There were no issues arising.

Noted.

B. To review the Receipts and Payments Account to 10th July 2018: (previously distributed and reviewed in accordance with Fin. Reg. 4.9)
Additional Payment:
Category 11.5: Office Rent/Room Hire: £188 KS Youth Club.
Total: £304.00

Noted.

C. To Note the level of Reserves and consider any virements:
(previously distributed)

The Committee **Noted** the current level of designated Reserves totalling £127,667. This includes £18,409 CIL monies.

Agreed: Not to recommend any virements but, at a later stage, to consider making a future virement from Flood Alleviation reserves (current total £45,358) to Cemetery Exceptional (current total £18,750).

FGP: 25.18/19 GRANTS OF FINANCIAL ASSISTANCE:

A. To consider a request for support from Citizens Advice North Oxon & South Northants:

(Written request dated 23rd May 2018 previously distributed)

It was **Noted** that during 2017/2018 Citizens Advice North Oxon & South Northants had helped 56 clients from King's Sutton parish and dealt with 66 new cases.

The Committee was minded to recommend a grant.

RESOLVED:

It was proposed by Cllr Forde and seconded by Cllr Burrell to recommend that the Parish Council grants the sum of £500 to the Citizens Advice North Oxon & South Northants Bureau.

B. King's Sutton Primary Academy: LIT'S for the Kids: The Academy is fundraising to modernise its library. Target: £10,000.

Agreed: To consider this item at the next Meeting of the FG&P Committee to be held on 18th September 2018.

FGP: 26.18/19 SECTION 106 DEVELOPER CONTRIBUTIONS: UPDATE:

A. Leisure, Recreation and Open Space:

(Balance sheet previously distributed; Available balance: £2,684.73)

A.1 Covers for Cricket Club: Approved allocation: £2,000.

An update from the Cricket Club had been requested.

B. Road Safety: (Available balance: £8,771)

B.1 VAS devices:

Northants Highways had not quoted for the vegetation clearance (necessary to avoid interference with and potential harmful effects of the utility apparatus buried in the verge) at Mill Lane and this was delaying the placing of the order.

Noted.

FGP: 27.18/19

COMMUNITY INFRASTRUCTURE LEVY MONIES:

A. To Note any restrictive condition attached to CIL monies:

In June 2018 the charging authority (SNC) had passed CIL receipts in the sum of £18,409 to the Parish Council.

SNC had been asked for advice on any conditions, regulations, spending time limits, recovery of unspent CIL receipts, and audit prescriptions attached to CIL monies but to date no definitive answer had been received.

B. To suggest potential projects:

The definition of 'infrastructure' was vague.

Potential projects might include:

- i) Road markings
- ii) Extension to the car park at the King's Sutton Railway Station.

Agreed: To defer.

FGP: 28.18/19

TO REVIEW THE CURRENT STRUCTURE AND MEMBERSHIP OF THE PARISH COUNCIL IN TERMS OF:

A. Councillor roles and frequency of Meetings:

In view of the reduction in the size of the next Parish Council from 15 to 11 seats as determined under the Community Governance Review 2017 the Committee discussed whether Committee membership, and the cycle of Meetings needed to be revisited.

Members of the FG&P Committee were in favour of allowing Ex-Officio Committee members to vote and of continuing with monthly Parish Council meetings.

Agreed: To discuss at the next Ordinary Meeting of the Parish Council to be held on 2nd August 2018.

B. Casual Vacancies and Co-options:

There are 7 casual vacancies on the Parish Council.

Expressions of interest in serving on the Parish Council had been received from 2 electors. The Parish Council would consider the candidates at the next Ordinary Meeting of the Parish Council to be held on 2nd August 2018. The successful candidates would be invited to take up their seats at the Parish Council Meeting scheduled for Thursday 6th September 2018.

FGP: 29.18/19

MODEL STANDING ORDERS 2018: TO CUSTOMISE FOR KING'S SUTTON PARISH COUNCIL:

(NALC 2018 Model Standing Orders; NALC Briefing Note LO4-18 previously distributed; Minute No. FGP: 05.18/19 refers)

The Committee compared the current Standing Orders Approved by the Parish Council on 5th October 2017 with the model 2018 Standing Orders.

The Committee and **Agreed to Recommend** that the 2018 model Standing Orders are customised as follows:

SO	Model 2018 Text	Action	Customised Text
1t	Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chairman of the meeting.	Delete	n/a
3c	The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].	Delete OR[]	The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
3f	The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed () minutes unless directed by the chairman of the meeting.	Insert 10 in ()	The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the chairman of the meeting.
3g	Subject to standing order 3(f), a member of the public shall not speak for more than () minutes.	Insert 3 in ()	Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
3i	[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.	Delete words in square brackets	The chairman of the meeting may at any time permit a person to be seated when speaking.
3x	A meeting shall not exceed a period of () hours.	Delete	n/a

4dv	may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;	Delete and re-number subsequent parts of 4d	n/a
5jxi ii. - 5jx x.	<p>Review of inventory of land and other assets including buildings and office equipment;</p> <p>Confirmation of arrangements for insurance cover in respect of all insurable risks;</p> <p>Review of the Council's and/or staff subscriptions to other bodies;</p> <p>Review of the Council's complaints procedure;</p> <p>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>);</p> <p>Review of the Council's policy for dealing with the press/media;</p> <p>Review of the Council's employment policies and procedures;</p> <p>Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.</p>	Delete and renumber 5jxx. as 5jxiii.	n/a
6d	If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within () days of having been requested to do so by () members of the committee [or the sub-committee], any () members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].	Delete square brackets Insert 7 in () Insert 2 in () Insert 2 in ()	If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.
7a	A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a	Insert 4 in ()	A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion

	sub-committee.		moved in pursuance of the recommendation of a committee or a sub-committee.
9b	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least () clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.	Insert 7 in ()	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
9d	If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least () clear days before the meeting.	Insert 4 in ()	If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 clear days before the meeting.
9g	Motions received shall be recorded and numbered in the order that they are received.	Delete	n/a
9h	Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.	Delete	n/a
12e	If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.	Delete	n/a
13e	A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.	Delete OR []	A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
13g	Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before	Delete OR []	Subject to standing orders 13(d) and (f), a dispensation request shall be considered

	the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].		by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
15b ii.	subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;	Insert 4 in ()	subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming his withdrawal of it;
15b xiv.	record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;	Delete ' in a book for such purpose'	record every planning application notified to the Council and the Council's response to the local planning authority
15b xv.		Re-word as per KSPC SO 15bxv. 2017	
15b xvii .	retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.	Delete	n/a
16a	The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.	Remove	'No Standing Order'
17a -e		Delete 'or income and expenditure'	
19a -e		Re-word as per KSPC SO 19a-e 2017	
22a	Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.	Remove	'No Standing Order'
23b		<i>Retain SO that is applicable to a Council without a common seal.</i>	Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.
26	A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates	Insert 4 in ()	A motion to add to or vary or revoke one or more of the Council's standing orders, except one that

	mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9.		incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
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Note on SO 20b: The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015:

This applies to a Council either with gross annual income or expenditure of less than £25,000 or to a Council with gross annual income or expenditure that exceeds £200,000.

King's Sutton Parish Council has gross annual income or expenditure in excess of £25,000 but below £200,000.

SO20b was therefore not applicable.

Agreed: To check the wording.

Action: the Clerk

Note on SO21a: The Council shall appoint a Data Protection Officer:

Councils are no longer required to appoint a DPO under the Data Protection Act 2018 although the duties and responsibilities of the DPO still remain to be discharged but not necessarily by an external appointee.

At the Annual Parish Council Meeting held on 3rd May 2018 King's Sutton Parish Council, as required under the Data Protection Bill, appointed Northants CALC as its Data Protection Officer.

FGP: 30.18/19

TO CONSIDER DEVELOPMENTS RE. THE 499 BUS SERVICE:

Cllr Irving reported that he had been advised that Daventry District Council was prepared to subsidise some bus services.

SNC had approved a start up grant of £5,000 for the Cogenhoe & Whiston Village Hopper. (Business Plan previously distributed)

The Committee discussed the principle of King's Sutton Parish Council becoming involved in the provision of a community led bus service. A successful example of such an enterprise was OurBus Bartons which was run by a not for profit company limited by guarantee along the formula of a section 22 community service. Money from bus passes is used to subsidise the service. The bus drivers are volunteers.

The level of community involvement required and how to generate this enthusiasm and commitment was of concern. The Committee recognised that there was a groundswell of people in the village who

would be affected by the removal of the bus subsidies which would lead to the ending of the 499 service on 21st July 2018.

RESOLVED:

It was prepared by Cllr Irving and seconded by Cllr Burrell to Recommend that:

- i) Provided there was sufficient community support from within King's Sutton and surrounding parishes, the Parish Council helps to facilitate an investigation into moves to create some sort of bus service
- ii) Provided that grant support could be obtained from SNC, the Parish Council considers putting in some funding.

Agreed: That Cllr Irving attends the Little Brook Ward Meeting on 23rd July 2018 to discuss the bus service issues.

Cllr Hopkins, SNC would also attend.

It was also **Agreed** to follow up an enquiry from Launton Travel who would be interested in providing a shoppers' dial and ride-type bus service via King's Sutton and Aynho to Bicester.

Action: Cllr Irving.

FGP: 31.18/19**WEBSITE:****A. To Note the current contractual and editorial arrangements:**

Bridson Kneale Associates Ltd is the Contractor. Mr David Bridson is the Editor. The current contract ends on 31st December 2018.

Noted.**B. To consider the setup for the future:**

Cllr Burrell reported on his meeting with the Contractor/Editor and gave the following summary of the discussion:

- i) The Parish Council would retain Mr Bridson's services to host, maintain and add content to the Parish Council website (as from 1st July 2018) at an hourly cost of £40.00 + vat for 3 hours per month
- ii) Any agreed additional 'ad hoc' work such as training of others to add content would be charged at the same rate

iii) BKA Ltd will continue to benefit from revenue accruing from advertising on the website and will continue to drive traffic to the website using Mailchimp, Facebook and Twitter etc.

iv) Mr Bridson, as Editor, will add content to the website as directed by the Clerk and Councillors, and on his own initiative.

RESOLVED:

It was proposed by Cllr Forde and seconded by Cllr Burrell to Recommend that the Parish Council Accepts Mr Bridson's offer at a basic cost of £1,400 per annum for a defined period, for example 12 months, to ensure continuity of service.

FGP: 32.18/19

**ACQUISITION OF LAND TO EXTEND THE CEMETERY:
UPDATE:**

Cllr Forde reported.

- i) Tier 1 Study Report: Cemetery Development Services had revised the report to reflect the reduced annual burial rate. The revised report now concluded that groundwater risk would be moderate. CDS has submitted the revised Report to the Environment Agency for comment.
- ii) Digging of Trial Pits: This will be depend on the view of the Environment Agency. Access to the field should not be a problem once the current rape seed crop had been harvested.
- iii) Planning Application: A request for pre-planning application advice will be submitted to the Local Planning Authority this week.

Noted.

FGP: 33.18/19

KING'S SUTTON CHURCHYARD: UPDATE:

(Clerk's Report refers. **Minute No. FGP.23.18/19A:**

Grasscutting: The Churchwarden and Clerk toured the Churchyard on 21st June 2018 to discuss a grasscutting schedule. The Clerk had asked for a plan of the Churchyard. The Parish Council's Contractor carried out the first cut on 6th July 2018. The Clerk would ask for a more detailed grasscutting regime to be specified in writing.

Tree Works: Deadwood has been removed from the lime trees. Work to the yews will commence in September 2018.

Walls: Works have been completed. It has not been possible to establish the ownership of one wall.

Topple Test: Completed by Chair of Church Fabric and Maintenance Group, King's Sutton PCC on 28th May 2018. There was no sign of any movement in the memorials. All appeared stable and secure.

Transfer: It was **Noted** that there was no Agreement in place formalising the transfer of the care and maintenance of the Churchyard to the Parish Council.

Agreed: To confirm in writing that the Parish Council:

- i) As from 6th July 2018 had accepted ongoing responsibility for the grasscutting and the care and maintenance of the walls
- ii) Would Accept responsibility for the care and maintenance of the trees following completion of the planned works in September 2018
- iii) Accepted the Topple Test report dated 28th May 2018.

Action: the Clerk)

Ivy covering Memorials: The Churchwarden intends to ask the Church Working Party to continue to remove ivy from memorials.

The FG&P Committee was in favour of the thick covering of ivy being removed from the churchyard boundary walls.

Agreed: To put this to the Churchwarden

Action: the Clerk

FGP: 34.18/19 **WINDING UP OF THE 2012 TRIPARTITE FLOOD ALLEVIATION SCHEME AGREEMENT: TO REVIEW THE POSITION:** (Copy of 2012 Tripartite Agreement previously distributed. Original document available at the Meeting.)

Note: Clause 10 of the Tripartite Agreement provides for the rights granted by the Agreement to cease once an Alternative flood alleviation Scheme has been implemented. (Completed in 2015)

The Current position:

SNC has closed the file. The Agreement cannot be extinguished unilaterally. This would require the consent of the 3 parties to the Agreement and this has not been acquired, although no clear explanation for refusing to commit to the Deed of Release has been given.

The Assistant Director, Law and Governance, CDC/SNC has undertaken to enter into dialogue with the party withholding consent and attempt to progress the Deed of Release to cancel the Agreement.

The Chairman had asked Cllr Hopkins, SNC for a legal opinion to clarify his concerns over any possible future liabilities that might arise relating to the inclusion in the Alternative Scheme of part of the culvert which also formed part of the original FAS.

Noted.

FGP: 35.18/19 **TREE PLANTING SCHEME FOR HIGHWAY VERGES: TO CONSIDER:**

This item was **deferred** to a future Meeting.

FGP: 36.18/19 **MOTION TO EXCLUDE MEMBERS OF THE PUBLIC AND THE PRESS FROM THE NEXT ITEM ON THE AGENDA:**

There were no Members of the Public or the Press to exclude.

FGP: 37.17/18 **TO RECOMMEND A STAFFING RECRUITMENT PROCEDURE:**

This item was **deferred**.

FGP: 38.18/19 **MOTION TO RE-ADMIT MEMBERS OF THE PUBLIC AND THE PRESS FROM THE NEXT ITEM ON THE AGENDA:**

There were no Members of the Public or the Press to re-admit.

**FGP: 39.18/19 TO RECEIVE ITEMS FOR THE NEXT MEETING: TUESDAY
18TH SEPTEMBER 2018:**

None.

The Meeting ended at 9.40 p.m.