

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 18TH SEPTEMBER 2018
IN THE KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: Cllr R Sykes

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

CHAIRMAN'S ANNOUNCEMENT:

The Openness of Local Government Public Bodies Regulations 2014:
The Announcement was taken as read.

FGP: 40.18/19 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllr Sykes.

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

FGP: 41.18/19 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: 42.18/19 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:

i) Bus Service (Item 11: Thursday Bus Service; Item 12 Community Bus Service):

The resident had surveyed local residents about the level of support for the Community Bus Project, whether residents would find it helpful to

learn more about volunteering, and what residents' views were on extending the Thursday Bus service.

The survey took place from 20th July 2018 (the day before the 499 bus Service was withdrawn) and 16th September 2018. 125 names were recorded in support. (List handed to the Clerk)

Mini Bus Return Service /Shared Car Scheme to Brackley Health Centre: 25 names had been recorded to confirm that a regular service to ferry people to their medical appointments in Brackley would be helpful. Individuals had also provided information on the number of appointments that they arranged per month. (List handed to the Clerk)

Appointment days were more regular than appointment times. The availability of individual doctors influenced when appointments were made. There was interest in holding a meeting to discuss this initiative.

Volunteering: Some people had expressed negative views. The resident believed that this was down to a lack of information about what would be asked of volunteers.

The Chairman thanked the resident for the feedback.

FGP: 43.18/19

TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 17TH JULY 2018: (previously distributed)

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Forde to Approve the Minutes of the Meeting held 17th July 2018.

FGP: 44.18/19

RFO REPORT: (previously distributed)

A. Matters Arising:

Minute No. FGP: 26.18/19: S106 Developer Contributions: (Agenda Item 9.1) Covers for Cricket Club: The Club is looking for a good second hand set of covers for £2,000. New covers cost twice that amount.

Minute No. FGP: 27.18/19A: CIL monies: (Agenda Item 10) The Development Monitoring Officer, SNC has advised that there are no definitive spending restrictions, but that CIL monies must be spent within 5 years from receipt.

The Regulations are found at:

<http://www.legislation.gov.uk/uksi/2013/982/regulation/8/made>
Paragraphs 59C and 59E are relevant. See also paragraph 62C.

Minute No. FGP: 28.18/19B: Casual Vacancies: One person has enquired and has been provided with the role description. The person has been asked to write in.

Minute No. FGP: 33.18/19: Churchyard: (Agenda Item 15)

Mowing Schedule: A written note was sent through (no plans or maps accompanied it) by the PCC Chair of Fabric and Maintenance and is in line with the Parish Council Contractor's understanding of the task.

Number of Plots in the churchyard: A record of headstones and memorials was received and from this the number of plots was calculated. This information was given to our insurance provider and is the basis on which the Public Liability cost has been worked out. (£56) At the Meeting on 6th September 2018 the Parish Council approved the payment.

Ivy covering Memorials: The PCC will consider this work when they have Working Parties.

Replacement values for walls etc: Information has been requested for insurance purposes.

Tree Works: These were scheduled for September. The Secretary of the PCC has been asked for confirmation of the date of the completion of the works.

Other:

1. KSPCC unpresented cheques: These date back to March 2018 and represent the monthly hire of the Oman Room. This has been brought to the attention of the Bookings Secretary with a request for action.

2. Local Government Reform: Danny Moody, Northants CALC has advised:

'The **bid to create two unitary councils** in Northamptonshire went off to the Secretary of State on 31st August 2018. There is a complex legal process to be followed now and it is not yet known when a response will be issued. In the meantime, all the effort has switched from preparing the bid to working out what needs to happen to implement it. The principal council Chief Executives' Group will continue to meet weekly and will proceed on the basis that the bid will be approved. The group will continue to issue Parish & Town Council Briefings as the situation develops. Meanwhile the first meeting of the Northamptonshire County Council (NCC) **Improvement Board** was held on 6th September 2018 at One Angel Square in Northampton and I attended to represent parish councils. The objective of the Improvement Board is to work with NCC to help place its finances and its services in the best possible position ahead of the expected transition to unitary local government. A report from the Improvement Board will be published shortly.'

3. Capping: SLCC Update 17th August 2018: In 2018-19 the average Band D parish precept increased by 4.9% (£3.02). This compares to a 6.3% increase in 2017-18 and is the lowest year on year increase in parish precepts since 2015-2016. In view of this the Government intends to continue the deferral of setting referendum principles for town and parish councils, but encourages parish councils to continue this downward trend, and will keep this area under active review.

Noted.

FGP: 45.18/19

INTERNAL CONTROLS 2018/2019:**A. To review the Receipts and Payments Account to 11th****September 2018:** (previously distributed)

The RFO reported the following:

i) Receipts:

Category 2.1 Cemetery Fees: £178.00 received 13th September 2018Category 9 Precept: £32,325.00 Second half instalment received 14th September 2018

ii) Payments:

Category 1.1: Play Equipment Maintenance: £102.50 over budget.

Total Payments to date £1,602.50 for:

Quarterly inspections in March and June 2018 £424.00

RoSPA Annual Inspection £108.50

Maintenance £1,070.00

2018/2019 Budget had been set too low.

Future payments: Quarterly inspections for September and December 2018 £424.00.

Category 9.3 Website Hosting: Additional expenditure to cover Agreement @ £120.00 per month from 1st July 2018.Category 11.5 Office Rent/Room Hire: £150 sponsorship of Hall hire for Garden Club Annual Show not yet claimed.**Noted.****B. To Note the level of Reserves and consider any virements:**

(Table to September 2018 previously distributed)

B.1 Level of Reserves:

The RFO reported the following:

i) Cemetery Exceptional:

Designated Reserves: £21,000.

Budget Payments: Tier 1 Study £2,250.

Budget remaining: £1,750 of which £420 would be required for the Topographical Survey

(Approved by Parish Council, 6th September 2018. Minute No. 89.18/19A. refers)

Total Designated Reserves: £129,917.

Total General Reserves at 31st August 2018: £80,355.**Noted.****B.2 To consider any Virements:**

The Committee discussed whether to vire money to augment Cemetery Exceptional Reserves.

Agreed: To defer until the Cemetery Extension project had moved to a later stage.

FGP: 46.18/19 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2017/2018:

A. To Note the Conclusion of Audit:

The External Auditor had completed the Audit on 4th September 2018 and notified the Parish Council on 5th September 2018.

Sections 1, 2 and 3 of the AGAR 2017/2018 are required to be published on the Noticeboards and on the Parish Council's website by 30th September 2018.

Agreed: To charge 10p per sheet for copies of the AGAR.

Noted.

B. To Note the Report of the External Auditor and recommend any action:

(AGAR Sections 1,2,&3; Bank Reconciliation YE 31.03 18 previously distributed)

The Committee **Noted** the Report (AGAR Section 3): Direct Debits (relating to Month 12 Payroll) had been incorrectly included in items of expenditure and as reconciling items in the Bank Statement.

Agreed: To follow the Recommendation of the External Auditor, to amend Box 4 (Payroll) and Box 7 (Balances carried forward) in the Accounting Statement prior comparatives when completing the next year's AGAR.

FGP: 47.18/19 GRANTS OF FINANCIAL ASSISTANCE: TO CONSIDER THE FOLLOWING PROJECTS:

A. King's Sutton Primary Academy: LIT's for the Kids:

Cllr Burrell spoke to this item.

The target was to raise £10,000 to improve library facilities at the Academy.

It was **Noted** that £400 had been raised by 13th September 2018. A fundraising Literary Festival was being held on 12th October 2018.

Proposal: Proposer: Cllr Burrell

To consider recommending to the Parish Council that it match funds the fund raising up to £5,000.

(In November 2017 the Parish Council had fund matched up to 50% of the target total of £15,000 for the previous project 'IT's for the Kids'.)

The Committee had concerns that matching funding in this way might create the perception that such matching could be taken as a precedent for future policy.

An Amendment was put to the Proposal and Accepted by Cllr Burrell.

Amendment: Proposer: Cllr Creed Seconded: Cllr Forde

To Recommend a grant of £1,000.

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Creed to Recommend a grant in the sum of £1,000 towards the 'LIT's for the Kids' fundraising campaign.

B. King's Sutton Baptist Church: Roof Repairs to The Manse:

In response to an enquiry for grants that the Parish Council might offer an application form had been issued to the prospective applicant. No application had been received.

The Committee discussed whether roof repairs to The Manse could be considered to have:

- i) Community benefit, as per the Policy on Grants of Financial Assistance, whereby 'Applications shall only be considered if they demonstrate benefit to residents of King's Sutton arising from the service or activity for which a grant is being sought'
- ii) Intrinsic historical interest.

The Chairman summed up the discussion as follows:

The Committee would be unlikely to recommend a grant towards the cost of roof repairs to The Manse. This would set a dangerous precedent. This project was not seen as a benefit to the community at large.

C. Bog Spring: Refurbishment:

(The landowner had been invited to attend the Meeting to speak to this item at Public Participation. His arrival was delayed until 8 p.m. during the discussion at B. above.)

The Chairman invited the landowner to speak to this item.

The landowner recognised that no maintenance had been undertaken for a number of years. Routine tidying up and cleaning was carried out. The pillars were rotten, the fencing needed refurbishment and the bricks needed re-pointing.

Work on the landowner's house was the priority. But should the Parish Council be minded to contribute towards the refurbishment of the Bog Spring then the landowner would look positively on this.

The Chairman thanked the landowner for describing the situation.

Cllrs Irving and Forde had inspected the Bog Spring and had concurred that 3 or 4 of the wooden pillars were rotten, the gate needed fixing, the railings needed some refurbishment, the brickwork was in need of repointing and the faucet would benefit from being tidied up.

Cllr Forde drew the Committee's attention to the SNC Local Plan and the policy that communities be encouraged to compile a local list of structures or buildings of local importance. The Bog Spring might be considered for inclusion in such a Local List.

Agreed: That the initiative for repairs/refurbishment should lie with the owner.

- RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Burrell to Recommend that the Parish Council should not initiate any work to repair or refurbish the Bog Spring.
- Agreed:**
- i) In Principle there was a willingness to consider some financial contribution
 - ii) In Reality the onus would be on the owner to itemise the work required and to cost this out, and then to seek a grant from the Parish Council
 - iii) The Parish Council would wish to consider detailed costings and a proposal.

FGP: 48.18/19 SECTION 106 DEVELOPER CONTRIBUTIONS: UPDATE:

A. Leisure, Recreation and Open Space: Covers for Cricket Club:
(RFO Report refers. **Minute No. FGP.44.18/19:** The Club is looking for a good second hand set of covers for £2,000 as new covers cost twice that amount.)

The Club's attempts to source second hand covers was **Noted.**

B. Road Safety: VAS devices:

B.1 To Note costs re. the post at Mill Lane:

(information previously distributed)

Costings:

- i) To dig the trial holes: in the region of £600.
- ii) For the subsequent and separate placing of the order for post and installation: £710.12
- iii) Combined digging of the trial holes and combined order of post and installation: £948.79.

In the event of works being aborted: £794.36 (max.)

Potentially only the cost of the post could be reimbursed.

All of the above prices exclude VAT.

iv) To 'Cat and Genny'¹ the area: Not chargeable but is dependent upon the availability of operative. Timescales tbc.

This will assist in attempting to identify if there are sufficient working widths to install a post. Trial holes would still be necessary.

¹ Cat and Genny: Cable Avoidance Tool and Signal Generator

Noted.

B.2 To Accept the total cost of £948.79 + vat for the digging of trial holes, and placing the order for the post and installation combined, subject to the results of a 'Cat and Genny' investigation of the area:

- RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Forde to endorse the proposal put by Cllr Sykes and to proceed to place the order at a cost of £948.79 for the post and installation combined, subject to the results of a 'Cat and Genny' investigation of the area.

Action: the Clerk

FGP: 49.18/19**COMMUNITY INFRASTRUCTURE LEVY MONIES:****A. To Note any restrictive condition attached to CIL monies:**

(RFO Report refers. **Minute No. FGP.44.18/19:** The Development Monitoring Officer, SNC has advised that there are no definitive spending restrictions, but that CIL monies must be spent within 5 years from receipt. The Regulations are found at <http://www.legislation.gov.uk/ukxi/2013/982/regulation/8/made> Please refer to Paragraphs 59C and 59E, also note paragraph 62A.)

Paragraph 59C: CIL receipts passed to a local council must be used to support the development of the local council's area by funding the provision, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area.

Paragraph 59E: The charging authority may serve notice on the local council requiring it to repay some or all of the CIL receipts in the case of the local council not having applied CIL receipts to support the development of its area within 5 years of receipt.

Paragraph 62A: A local council must prepare and publish on its website a report for any financial year in which it records CIL receipts. A copy of the report shall be sent to the charging authority.

The Committee **Noted** the Regulations.

B. To suggest potential projects:

Total CIL receipts: £18,409.20.

Potential Project: To extend the car park at the Railway Station. It was **Noted** that the land was for sale at a cost of £55K.

Agreed:

- i) To investigate the details of the sale, whether there were any planning restrictions placed on the land and access to it
- ii) To contact the Agent to enquire about the planning status of the land, expressing concern over its derelict state and mentioning that SNC was considering taking enforcement action.

Action: Cllr Forde to liaise with the Clerk

FGP: 50.18/19**THURSDAY BUS:**

A. To review the current service: (Information previously distributed) Since 21st July 2018 when the 499 bus service had been withdrawn, there had been an increase in passenger numbers on the Thursday Bus. **Noted.**

B. To consider extending the service to include Aynho:

The cost of extending the Thursday Bus service to include Aynho would be £20.00. The additional cost would be paid by Aynho Parish Council. The return from Aynho would be £5.00.

RESOLVED:

It was proposed by Cllr Irving and seconded by Cllr Burrell to Recommend that the Parish Council:

- i) Books the fortnightly Thursday Bus from 1st November 2018 for the next 6 months
- ii) Extends the Thursday Bus service to include Aynho from 1st November - 31st December 2018 at an extra cost of £20 per time, the extra cost per time to be paid by Aynho Parish Council
- iii) To review the extended Thursday Bus service in December 2018.

C. To consider support for the introduction of a Friday Christmas Shopper Bus to Banbury from Aynho via King's Sutton:

Aynho Parish Council would organise the service, to run on alternate non-Thursday Bus weeks, commencing on Friday 9th November 2018 and ending on Friday 21st December 2018.

Return Fares: £3.00 King's Sutton; £5.00 Aynho

Comparisons with the Thursday Bus service:

The proposed timetable would allow for a shorter time in Banbury and be able to take 15 passengers.

Agreed: To Recommend support for this service.

Action: the Clerk (advise the Clerk to Aynho Parish Council of the recommendations)

Note: Bus passes were not valid on either the Thursday Bus Service or the Friday Christmas Shopper.

FGP: 51.18/19**COMMUNITY BUS SERVICE: UPDATE:**

A. Meeting of the Steering Group held on 4th September 2018:

Cllr Irving reported on progress.

i) Volunteers from 3 villages had come forward. From the response it would appear that there may be some people who would take on the administrative tasks but not necessarily set up the company and run it. It was suggested that a group talk from the organisers of the Middle Barton Bus might prove useful in advising volunteers of what was entailed.

ii) A Charitable Company Limited by Guarantee was required to be set up in order to apply for grants and a S22 permit.

iii) Funding: Cllr Burrell referred to Minute No. FGP: 30.18/10 '...Provided that grant support could be obtained from SNC, the Parish Council considers putting in some funding' (Adopted by the Parish Council on 2nd August 2018, Minute No.67.18.19B) and suggested that prime finding might assist in getting the community bus started.

Noted.

B. Other Schemes:

i) Volunteer Driver Schemes: Cllr Forde was aware of leaflets available to patients in Banbury GP Surgeries, and of a scheme in Middleton Cheney, and would find out more details.

ii) Online Shopping Service Assistance based at the KSMMH: (Minute No. 46.18/19 of Meeting held 5th July 2018 refers)

Agreed: To follow this up with the member of the public concerned.

Action: Cllr Burrell

C. Correspondence re. Fundraising for Community Mini Bus Service to Brackley Health Centre: Funds pledged to date £870.00. It was **Noted** that no money had been handed in.

Agreed: To take this forward once the service was up and running.

FGP: 52.18/19

DOG WASTE AND LITTER SERVICE:

A. To review the service: (6 month review previously distributed)

The contractor had commenced the service on 13th April 2018 and had provided positive feedback. He had no recommendations to alter the frequency of the service with regard to the bin emptying, litter picking, and sweeping out of the bus shelters. All the bins were assessed to be in good condition.

Cleaning of the glass on the Banbury Lane bus shelter and sweep out and clean of the Wellhead Monument would commence this month.

The Committee **Noted** the Report.

Following the visit of the Funfair from 29th May - 3rd June 2018 the litter bins had been overfull and were dealt with by the Contractor as soon as it had been brought to his attention.

B. Additional litter bin empty, 2nd October 2018: The Scarecrow Festival takes place on The Rec on Sunday 30th September 2018.

Agreed: To ask the Contractor to carry out an additional litter bin empty on Tuesday 2nd October 2018.

Action: the Clerk

C. Relocation of Dog Waste Bin at Sandringham Road: This was the most well used bin in the parish. The Contractor had not detected any odours emanating from this bin during the extremely hot summer. The Contractor recommended leaving the bin in place and if necessary to provide an additional bin by the kissing gate on Banbury Lane between the bus shelter and The Meadows.

Noted.

FGP: 53.18/19

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

Cllr Forde briefed the Committee on the following aspects:

i) Topographical Survey: (Approved by the Parish Council at its Meeting held 6th September 2018 Minute No. 89.18/19A)

Action: the Clerk (Accept the Quotation); Cllr Forde (contact Simon Harris re access; confirm arrangements with Topographical surveyor)

ii) Archaeological Site Walk: In hand.

iii) Land Purchase: The Vendor's Agent would be asked to confirm whether the 'red line' of 31st December 2018 was fixed.

iv) Access to the land: A protocol would be useful,

Action: Cllr Forde (contact Simon Harris)

v) Environment Agency: Groundwater investigations: These would probably be carried out after the Autumn rains.

FGP: 54.18/19

KING'S SUTTON CHURCHYARD: UPDATE:

(RFO Report refers. **Minute No. FGP.44.18/19:**

Mowing Schedule: A written note was sent through (no plans or maps accompanied it) by the PCC Chair of Fabric and Maintenance and is in line with the Parish Council Contractor's understanding of the task.

Number of Plots in the churchyard: A record of headstones and memorials was received and from this the number of plots was calculated. This information was given to our insurance provider and is the basis on which the Public Liability cost has been worked out. (£56) At the Meeting on 6th September 2018 the Parish Council approved the payment.

Ivy covering Memorials: The PCC will consider this work when they have Working Parties.

Replacement values for walls etc: Information has been requested for insurance purposes.

Tree Works: These were scheduled for September.)

Transfer: The Transfer of the care and maintenance of the churchyard will be finalised upon notification of completion of tree works and receipt of replacement values for the walls, gate, steps and handrail (for insurance purposes).

Noted.

FGP: 55.18/19

TO REVIEW THE TERMS OF REFERENCE OF THE PLANNING COMMITTEE: (previously distributed)

Agreed: To defer to a future Meeting.

FGP: 56.18/19

FLOOD REVIEW GROUP: UPDATE:

A. Pathfinder II Walkabout of Surface Water Catchment Area:

Cllr Forde reported.

The walk was led by Richard Jones, Engineer of David Smith Associates Ltd on 17th September 2018.

3 members of the public took part.

The group visited four locations to discuss concerns raised.

Location	Issues
College Farm Lane	Carriageway drainage
The Orchard at Mill Lane	Flooding. Verge and Stream clearance.
CALA (Banner) Homes development, Banbury Lane	Stream drainage

Location	Issues
Barwood Homes development, Hampton Drive	Maintenance responsibilities. The agricultural gravel access had been agreed between the landowner and the developer. The boundary was not clear. The Engineer commented that the crossover should be a proper culvert built to appropriate dimensions.

B. Presentation of Flood Risk Mitigation Investigation Report:
Thursday 22nd November 2018. The Report will include findings from the Group Walkabout.

Noted.

FGP: 57.18/19 TREE PLANTING SCHEME FOR HIGHWAY VERGES: TO CONSIDER:

Agreed: To defer to a future Meeting.

FGP: 58.18/19 TO RECEIVE ITEMS FOR THE NEXT MEETING: TUESDAY 20TH NOVEMBER 2018:

- i) Budget 2019/2020
- ii) Clerk's Appraisal.

The Meeting ended at 8.50 p.m.