

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

**MINUTES OF THE MEETING HELD  
AT 7.30 P.M. ON TUESDAY 20<sup>TH</sup> NOVEMBER 2018  
IN THE KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

**ABSENT:** Cllrs R Burrell, J Creed

**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: 59.18/19            TO RECEIVE APOLOGIES AND APPROVE THE REASONS  
FOR ABSENCE:**

Apologies had been received from Cllrs Burrell and Creed.

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

**FGP: 60.18/19            TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

**None.**

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

Councillor	Agenda Item	Reason
T Forde	8.1 Grants of Financial Assistance: King's Sutton Garden Club	Member of the Garden Club
R Irving	7.1 Office Rent	Parish Council Representative on the KSMMH Committee of Management
R Irving	8.1 Grants of Financial Assistance: King's Sutton Garden Club	Member of the Garden Club

**Noted.**

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

**None.**

**FGP: 61.18/19 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:**

None.

**FGP: 62.18/19 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 18<sup>TH</sup> SEPTEMBER 2018:** (previously distributed)

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Irving to Approve the Minutes of the Meeting held 18<sup>th</sup> September 2018.

**FGP: 63.18/19 RFO REPORT:** (circulated at the Meeting)

**A. Matters Arising:**

Minute No. FGP: 44.18/9:

Local Government Reorganisation (LGR): Update of 16<sup>th</sup> November 2018 from Danny Moody, Chief Executive, Northants CALC:

- i) Slippage in the timetable for reorganisation
- ii) LGR Programme Director, Richard Lundie-Sadd: Meeting with Mr Moody on 20<sup>th</sup> November 2018; Presentation the Northamptonshire Larger Councils Partnership (NLCP) meeting on 22<sup>nd</sup> November 2018.
- iii) Further update on 23<sup>rd</sup> November 2018.

SNC Clerks' Forum: 16<sup>th</sup> November 2018: Attended by the Clerk. Richard Ellis, Chief Executive, SNC briefed the Forum on the following topics;

- i) Separation of Cherwell District Council/South Northants Council: It would be a complex process. SNC is forming a new Management Structure which will take effect from 1<sup>st</sup> January 2019. The separation was not expected to be completed before June 2019.
- ii) Local Government Reorganisation: Delays in the timetable will result in a truncated shadow period of transition but should not affect the date when the new Authorities come into being in May 2020.
- iii) Parish Elections: The 8 Authorities have written to the Rt. Hon. James Brokenshire MP, Secretary of State for Housing, Communities and Local Government requesting that the necessary Statutory Orders are passed to postpone the elections to May 2020.

KSPCC unrepresented cheques: These were presented to the Bank on 18<sup>th</sup> September 2018.

Minute No. FGP: 46.18/19: AGAR 2017/2018: Information was published on the website on 20<sup>th</sup> September 2018.

Minute No. FGP: 47.18/19: LIT's for the Kids: The Parish Council approved a grant in the sum of £1,000 at its meeting on 4<sup>th</sup> October 2018. A cheque was raised at the Meeting on 1<sup>st</sup> November 2018 and sent to the Head Teacher on 2<sup>nd</sup> November 2018. A letter of thanks

dated 8<sup>th</sup> November 2018 was subsequently received from Katy Downes, Fundraising Lead. (Letter circulated at the Meeting)

Minute No. FGP: 48.18/19B2: S106 Road Safety: An order to proceed with the Cat and Genny investigation etc was placed with Northants Highways on 9<sup>th</sup> October 2018 with a suggestion that perhaps it could be carried out at the same time as the reinstatement of the failed trench on Mill Lane (19<sup>th</sup> December 2018). The Principal Transport Planner (S106) Officer, NCC has been kept informed.

Minute No. FGP: 49.18/19: CIL:

B. King's Sutton Railway Station Car Park Extension: The Old Goods Yard has been sold to an unnamed buyer.

Minute No. FGP: 50.18/19:

B. Thursday Bus:

The service to include Aynho commenced on 1<sup>st</sup> November 2018 for 5 fortnightly runs.

1. (1<sup>st</sup> November 2018) 6 passengers boarded at Aynho
2. (15<sup>th</sup> November 2018) 4 passengers boarded at Aynho

C. Friday Shopper:

The service to include King's Sutton commenced on 9<sup>th</sup> November 2018 for 4 fortnightly runs.

1. (9<sup>th</sup> November 2018) 2 passengers boarded at King's Sutton.

The fares allocation between Aynho and King's Sutton Parish Councils for both services is as follows:

Aynho PC retains the first £20 from each service (equivalent to 4 passengers boarding at Aynho @ £5 pp).

If 5+ passengers board at Aynho the fares for those passengers are handed to King's Sutton.

Thank you to Cllr Read-Maskell for collecting the fares from the Friday Bus.

Minute No. FGP: 51.18/19: Community Bus Service:

A. No-one has come forward to set up and run a Charitable Company Limited by Guarantee.

B. i) CAB Volunteer Driver Service North Oxfordshire: The Volunteer Manager has advised that snvb has no objection to the North Oxfordshire Service being made available to people from King's Sutton who need to travel to medical centres in Oxfordshire, but the service must not be used by patients needing to travel to medical centres in Northamptonshire.

Leaflets have been distributed at the KSMMH Coffee Shop and advertised on the website and on the Parish Council noticeboards.

ii) Online Shopping Service Assistance: It was reported to the Parish Council at its meeting on 1<sup>st</sup> November 2018 that there was no interest in this service.

Minute No. FGP: 52.18/19: Dog Waste & Litter Service:

A. Service Review: At the end of October 2018 the Contractor had not yet carried out the quarterly clean of the glass in the bus shelter on

Banbury Lane, nor the sweeping out of the Well Head Monument. He has been asked for an update.

The regular weekly service on 9<sup>th</sup> November 2018 was delayed to 10<sup>th</sup> November 2018 due to staffing problems. This disruption resulted in the bin at Sandringham Road becoming full and bags were left underneath on the verge.

B: Extra Litter bin empty on 2<sup>nd</sup> October 2018: The Contractor was notified on 25<sup>th</sup> September. The contractor reported that, following the Scarecrow Festival there were no issues with regard to the bin emptying.

C. Dog Waste Bin on Sandringham Road: The occupier of the property alongside the bin has again requested that the bin is relocated. The Clerk has asked the Contractor to quote for this job.

Minute No. FGP: Acquisition of Land to extend the Cemetery: The Topographical Survey has been completed and the survey drawing was emailed to Cllr Forde on 15<sup>th</sup> November 2018.

Minute No. FGP: 54.18/19: Churchyard: Tree Works were completed on 1<sup>st</sup> November 2018. The Clerk has asked the Churchwarden for replacement values for the walls, steps etc.

Minute No. FGP: 56.18/19 Pathfinder II:

B. Presentation of Flood Risk Mitigation Investigation Report: 22<sup>nd</sup> November 2018.

Joanne Maddams, Emergency Planning Officer, NCC, Richard Jones of David Smith Associates and Helen Howard, Community Liaison Officer, Northants Highways will attend.

**Noted.**

**FGP: 64.18/19**

**INTERNAL CONTROLS 2018/2019:**

**A. To Note the Report for Q2:** (Available at the Meeting)

Cllr Burne had carried out the Internal Control Checks for Q2 on 2<sup>nd</sup> November 2018. There were no issues arising.

**Noted.**

**B. To review the Receipts and Payments Account to 13<sup>th</sup> November 2018:** (previously distributed)

The Committee was satisfied with the comparison between the actual and budget positions for Receipts and for Payments.

*Cllr Irving had declared an interest in the next item.*

**FGP: 65.18/19****OFFICE RENT:****A. To consider the proposal to increase the rent per calendar month from £100 to £125 as from 1<sup>st</sup> January 2019:**

(information on rent for the parish office since 2006 previously distributed)

The Committee discussed the proposal and **Agreed** that:

- i) An increase of 25% was excessive
- ii) It would be helpful to have a comparison, based on room size, between the rent charged for the rooms on the ground floor and the proposed rent for the Parish Office
- iii) It would also be helpful to know whether the proposed rent for the Parish Office related to the advice offered by the Letting Agent acting for the KSMMH.

**RESOLVED:**

It was proposed by Cllr Forde and seconded by Cllr Sykes to recommend to the Parish Council that a counter-proposal is put to the Management Committee of the KSMMH to increase the rent per calendar month by 10% to £110 as from 1<sup>st</sup> January 2019 and to show how this compares with a commercial figure.

*Cllrs Forde and Irving had each declared an interest in the next item. Cllr Forde declared that he was also the person who reviewed the Garden Club accounts.*

**FGP: 66.18/19****GRANTS OF FINANCIAL ASSISTANCE: TO CONSIDER THE FOLLOWING APPLICATIONS:****A. King's Sutton Garden Club: Application for Show Sponsorship:**(Accounts for the Annual Show held 11<sup>th</sup> August 2018 previously distributed)The Committee **Noted** that:

- i) Hall hire costs were £130 for The Annual Show 2018
- ii) The Accounts recorded a profit of £82.

The Committee was referred to:

i) The decision taken by the Parish Council on 5<sup>th</sup> October 2017: Min. No. 99.17/18B.1: 'That subject to further financial information provided by the Club to Approve sponsorship for the Annual Show of £150, but ask for sight of the accounts of the Club on annual basis.'

ii) Correspondence dated 13<sup>th</sup> October 2017 to the Chairman of the King's Sutton Garden Club:

'Following a recommendation from the Committee the Parish Council, at its Meeting of 5<sup>th</sup> October 2017 resolved to approve sponsorship of £150 for the Annual Show. The Parish Council would wish to have sight of the accounts of the Club, with details of the Show revenue and costs, on an annual basis.'

**RESOLVED:**

It was proposed by Cllr Sykes and seconded by Cllr Forde to Recommend:

- i) Approval of a grant in the sum of £150 for 2018

ii) To make explicit to the Applicant that Approval of the grant should not be regarded as creating a precedent that such a grant would continue year-on-year.

**FGP: 67.18/19**

**NEW HOMES BONUS LOCAL COMMUNITIES (NHBLCG) SCHEME:**

**A. To recommend a response to the consultation:** (information previously distributed; website link [www.southnorthants.gov.uk/consultation](http://www.southnorthants.gov.uk/consultation))

SNC was proposing to remove the parish based ring fencing from April 2019 when any unallocated funds, plus new NHB money for 2019- 2020, would be moved into a single district-wide fund.

SNC would encourage collaborative grant allocations and those that are seen to benefit the wider community and make a significant difference to the infrastructure and wellbeing of the district.

The Committee **Noted** that, although SNC grants were not available for ongoing activities for which the County Council has a statutory responsibility, SNC grants may be used to fund projects to mitigate the loss of former NCC services.

Examples included:

i) Small capital projects (under £20K) to improve the environment or wellbeing of the local community e.g. street lighting improvements, road safety schemes, benches or nature conservation initiative on the highway verge.

It was **Noted** that: A project to Amend the Traffic Regulation Order relating to parking restrictions at the staggered fourcross at The Square might meet these criteria.

ii) Revenue, or mixed revenue/capital projects, to establish self-sustaining community -led services e.g. Community minibuss schemes, Community library services.

The Committee was not in favour of the complete removal of ring-fencing and was in favour of instead protecting 50% as ring-fenced.

**RESOLVED:**

It was proposed by Cllr Sykes and seconded by Cllr Forde to Recommend that:

- i) 50% of ring-fenced funds is retained for specific parishes
- ii) The remainder is released into the single district-wide pot.

**B. To Note the New Homes Bonus funds available to King's Sutton:**

Current funds available to King's Sutton: £22,366.

In July 2015 funds in the sum of £14,640 had been allocated to Wales Street for the Flood Alleviation Scheme, from which SNC had subsequently withdrawn its commitment. These funds remained ring-fenced.

**Noted.**

The Committee discussed possible projects for NHB funds.

i) Blocked Culvert, Wales Street: The culvert is known to back up and cause flooding to properties in Upper Wales Street.

This would be for the land-owner to discuss although establishing who was responsible for the culvert would be complicated and the cost of any works to unblock it were not known.

**Agreed:** That this was a possible candidate that might qualify for:

Either

i) New Homes Bonus funds (£14,640 allocated to the Wales Street FAS)

and/or

ii) Environment Agency funding (surplus funds remaining after funds dedicated to the Wales Street FAS had, as an alternative, been awarded to individual property owners whose properties qualified for Property Level Resilience)

**FGP: 68.18/19**

**THE CEMETERY: TO CONSIDER A SUGGESTION TO OFFER ASSISTANCE WITH CARE AND MAINTENANCE:**

The Committee considered correspondence from a recently bereaved family who, under the direction of the Parish Council, was offering to keep the Cemetery tidy, clear away leaves from the paths and pick up any rubbish. It was suggested that other people whose relatives were also buried in the Cemetery might be invited to assist.

The Committee was in favour of Accepting this offer.

It was **Agreed** to Recommend that:

i) A Cemetery Working Party is formed under the direction of the Cllr for the Cemetery.

It was **Noted** that Cllr Creed had secured an offer of help to prune the roses in the Jubilee Rose Garden as from 15<sup>th</sup> November 2018.

**FGP: 69.18/19**

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

Cllr Forde reported that progress had slowed.

i) Trial holes: (Environment Agency requirement) These would be dug when sufficient rain had fallen. The Trustees to the Astrop Estate were satisfied to allow access on to the land.

ii) Topographical Survey: Completed.

- iii) Archaeological Survey: Information on costs was awaited.
- iv) Planning: Further work was needed on supplementary pre-application documents as directed by SNC in its Pre-Application Report dated 3<sup>rd</sup> August 2018.  
(Pre-Application Reference No. P/2018/0182/PRW)

**FGP: 70.18/19****KING'S SUTTON CHURCHYARD: UPDATE:**

- i) Tree Works: Completed on 1<sup>st</sup> November 2018.
- ii) Replacement Values for walls, gates, steps and handrail: Information was awaited from the Churchwarden. This information was required for insurance purposes.

Progress was **Noted**.

It was **Agreed** to Recommend that on receipt of the outstanding information on replacement values the Parish Council writes to the King's Sutton PCC formally Accepting the transfer of the care and maintenance of the churchyard.

**FGP: 71.18/19****MOTION TO EXCLUDE MEMBERS OF THE PUBLIC AND THE PRESS FROM THE NEXT ITEM ON THE AGENDA:**

**None.**

**FGP: 72.18/19****CLERK'S APPRAISAL:**

(Summary Appraisal; Amended Job Description both dated 9<sup>th</sup> November 2018 circulated at the Meeting)

The Appraisal Summary and Appraisee's comments were **Noted**.

Cllrs Forde and Sykes wished to record their thanks to both the Chairman and the Vice Chairman for carrying out the review.

**FGP: 73.18/19****MOTION TO RE-ADMIT MEMBERS OF THE PUBLIC AND THE PRESS TO THE MEETING:**

**None.**

**FGP: 74.18/19****TRAINING STATEMENT OF INTENT: TO REVIEW:**

(TSI Approved 5<sup>th</sup> April 2018 previously distributed)

The Committee discussed remuneration for travel and subsistence expenses.



**RESOLVED:** It was proposed by Cllr Irving and seconded by Cllr Sykes to Recommend an Amendment to Paragraph 4: 'Resourcing Training' to include travel and out of pocket expenses.  
Paragraph 4 to read: 'King's Sutton Parish Council will aspire to make sufficient provision in its budget to ensure that the Clerk and Councillors are suitably trained to carry out their functions and duties, *and to accommodate travel and out of pocket expenses.* The Council will also aspire to provide sufficient funds for appropriate technical literature and other publications.'

**FGP: 75.18/19 BUDGET 2019-2020: TO CONSIDER BUDGET PROPOSALS:**

The Committee considered proposals for the Budget 2019-2020 with reference to the following documents which were circulated at the Meeting:

- i) Estimated Receipts for Year ending 31<sup>st</sup> March 2019
- ii) Estimated Payments for Year ending 31<sup>st</sup> March 2019
- iii) Draft Receipts Budget 2019-2020
- iv) Draft Payments Budget 2019-2020
- v) Table of Designated Reserves November 2018.

The Committee considered the documents:

**A. Draft Payments Budget 2019-2020:**

Category 2.2: Dog Waste Bin Service: To add £130 to allow for the emptying of a possible extra bin. (Cost £2.50/empty/week)

**Agreed:** Total budget for Dog Waste Bin Service: £1,690 (13 bins)

Category 3: Grasscutting:

3.1: Village Amenities/Highway Verges:

3.5: Cemetery:

The number of cuts carried out this year is less than usual due to the dry spell. The Committee was not in favour of reducing the Schedule of cuts for 2019-2020.

**Agreed:** Total budget for Grasscutting:

3.1: Village Amenities/Highway Verges: £5,460 (18 cuts @ £295/cut) + verge at Halestrap Way (2 cuts @ £75/cut)

3.5: Cemetery: £2,520 (18 cuts @ £140/cut)

Category 4.3: Cemetery Water Rates: To date, the Parish Council has not been charged any water rates for usage from the field trough. To budget as for 2018/2019.

**Agreed:** Total budget for Cemetery Water Rates: £100.

Category 5: Churchyard: (New obligation from July 2018) The number of cuts carried out has been affected by the growing conditions. The Committee was not in favour of reducing the Schedule of cuts for 2019-2020.

**Agreed:** Total budget for Churchyard: £1,500 (10 cuts @ £150/cut)

Category 6.4: Additional Street Furniture: To include £200 for the cost of the possible supply and installation of an additional dog waste bin.

**Agreed:** Total budget for Additional Street Furniture: £200.

Category 7: Thursday Bus Service: Cost/bus £95 (£115 via Aynho)

The Committee considered the cost of the service - King's Sutton only:

i) Weekly: £4,940

ii) Fortnightly: £2,470

The Committee was in favour of budgeting for reinstatement of the weekly Thursday Bus.

Based on the average number of passengers from King's Sutton only (18 passengers @ £3 pp) using the Thursday Bus since the withdrawal of the 499 Bus Service on 21<sup>st</sup> July 2018 the net cost to the Parish Council would be:

i) Weekly Service: £2,132 (£4,940 - £2,808)

ii) Fortnightly Service: £1,066 (£2,470 - £1,404)

**Agreed:** Total budget for Thursday Bus: £4,940.

Category 8.1: Footway Lighting Power: The Council expects to Adopt the 5 No. Footway Lights at Halestrap Way during the current financial year. This would not be significant for next year's budget, unlike potential increases in the price of UnMetered Supplies.

**Agreed:** Total budget for Footway Lighting Power: £7,000 (16.5% increase)

Category 9: Communications:

9.1: Website Hosting: The Committee was in favour of budgeting for extension of the 2018 Agreement with the Contractor which was due to end on 30<sup>th</sup> June 2019. Cost: £120 per month.

**Agreed:** Total budget for Website Hosting: £1,500 (£1,440 Contractor + £60 website hosting fee)

9.2: Domain Name Renewal:

**Agreed:** Total budget for domain name renewal: £80

Category 11: Parish Office:

11.4: General Administration:

**Agreed:** Total Budget for General Administration: £2,600 (Includes £10 Northants CALC Data Protection Officer fee)

11.5: Office Rent/Room Hire: Based on the recommendation at Minute No. FGP: 65/18/19 the Committee budgeted office rent @ £110pcm and reduced the original draft budget figure by £180.

**Agreed:** Total Office Rent/Room Hire: £3,187.

11.6 Audit:

**Agreed:** Total Budget for Audit: £700.

**Note:** 11.9: S106: The Balance remaining after all allocations have been awarded will be £685.

Category 12.6: Rights of Way: The Committee decided not to make budget allowance for a Footpaths Map.

**Agreed:** Total Rights of Ways budget: nil.

**RESOLVED:** It was proposed by Cllr Irving and seconded by Cllr Forde to Recommend a Draft Payments Budget 2019-2020 of £79,850.

**B. Draft Receipts Budget 2019-2020:**  
 Category 1: Thursday Bus: To base the budget on an average number of 18 passengers per week, each paying a fare of £3.  
**Agreed:** Total budget for the Thursday Bus: £2,808.

Category 1.1: Friday Bus:  
**Agreed:** Total budget for the Friday Bus: nil.

Category 3: Grass Cutting Grant: Under an annual S136 Agreement with NCC the Parish Council undertakes to cut the highway verges for which, in return, it receives an annual contribution in the sum of £710. It is not known whether NCC will continue with the S136 Agreements but until being notified otherwise the Committee considered that the contribution should be included in the budget.  
**Agreed:** Total budget for Grass Cutting: £710.

Category 4.1: Ice Cream Vendor:  
**Agreed:** Total budget for Ice Cream Vendor: £300. (£15/pitch)

Category: 8.5: S106 Banner Homes:  
**Agreed:** Total budget for S106: £685 (from designated reserves)

**RESOLVED:** It was proposed by Cllr Irving and seconded by Cllr Sykes to Recommend a Draft Receipts Budget 2019-2020 of £9,751.

**Note:**  
 i) The Draft Receipts Budget 2019-2020 does not include the Precept.  
 ii) The final Receipts Budget 2019-2020 will include the Precept.

**C. Table of Designated Reserves:**  
 Category: Flood Alleviation: £45,358.  
**Agreed that:**  
 i) This was an issue for future consideration  
 ii) That any funds not required for Flood Alleviation might be used for other projects. The Cemetery Extension was deemed to be a priority.

Category: Tree Surgery: £5,412.  
 The Parish Council has given its Approval for tree works totalling £1,410 this year. This is in addition to works which have cost £525. £475 remains in the current Budget. £935 will be taken out of Designated Reserves. At the end of the 2018/2019 financial year Total Designated Reserves for Tree Surgery will reduce to £4,477.

Category: Cemetery Exceptional: £21,000  
 The Parish Council has used £2,550 of the 2018/2019 Budget for the Tier 1 Study (£2,250 and Environment Agency fee (£300) leaving £1,450 in the current Budget.  
**Agreed that:**  
 i) A full assessment of all the costs was needed  
 ii) Having assessed the costs to vire funds from Flood Alleviation reserves to Cemetery Exceptional reserves.  
**Action:** Cllrs Forde and Irving

Category: S106: £2,685.

This includes £2,000 allocated for Cricket covers + Balance after all awards have been made.

**Note:** S106 monies must be spent by 2023.

**FGP: 76.18/19**

**TO SET THE DATE OF THE MEETING TO SET THE BUDGET 2019-2020:**

It was **Noted** that SNC intends to send out the estimated Council tax base figures for 2019-2020 by 7<sup>th</sup> December 2018.

**Agreed:** That the Meeting is held on either Tuesday 18<sup>th</sup> December 2018 or on Wednesday 19<sup>th</sup> December 2018.

**Action:** the Clerk

The Meeting ended at 8.52 p.m.