

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

**MINUTES OF THE MEETING HELD  
AT 7.30 P.M. ON TUESDAY 22<sup>ND</sup> JANUARY 2019<sup>1</sup>  
IN THE ASTROP ROOM, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

<sup>1</sup>The Meeting scheduled for 15<sup>th</sup> January 2019 had been cancelled due to lack of quorum.

**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: 84.18/19 TO RECEIVE APOLOGIES AND APPROVE THE REASONS  
FOR ABSENCE:**

Apologies had been received from Cllr Sykes.

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

**FGP: 85.18/19 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: 86.18/19 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR  
MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED  
ON THE AGENDA:**

None.

**FGP: 87.18/19 TO CONFIRM THE ACCURACY OF THE MINUTES:****A. Meeting held 20<sup>th</sup> November 2018:** (previously distributed)**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Irving to Approve the Minutes of the Meeting held 20<sup>th</sup> November 2018.**B. Meeting held 19<sup>th</sup> December 2018:** (previously distributed)**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Burrell to Approve the Minutes of the Meeting held 19<sup>th</sup> December 2018.**FGP: 88.18/19 RFO REPORT:****A. Written Report:** (previously distributed)

Minute No. FGP: 63.18/19

Local Government Re-organisation in Northamptonshire:

i) Ministry of Housing, Communities and Local Government Consultation on proposal launched 18<sup>th</sup> November 2018. The Parish Council approved its response arguing against the creation of 2 unitary authorities at its Meeting on 3<sup>rd</sup> January 2019, for submission by the deadline of 25<sup>th</sup> January 2019.

On 10<sup>th</sup> January 2019, Councillors from Daventry DC sought support from Parish Councils and Councillors for its draft joint submission (previously distributed) in favour of a three unitary model.

It was **Noted** that Cllrs Bailey and Forde had given their personal support to the draft joint submission.

ii) Parish elections: The Northamptonshire (Changes to Years of Elections) Order 2018 was laid before Parliament on 12<sup>th</sup> December 2018 and comes into force on 14<sup>th</sup> January 2019. Parish Elections will not be held in 2019 but in May 2020.

SNC Clerks' Forum: Date of next Meeting: 26<sup>th</sup> February 2019.

S106 Road Safety: Northants Highways was not able to carry out the Cat and Genny investigation at the time it reinstated the failed trench on Mill Lane (19<sup>th</sup> December 2018).

Community Bus: Brackley Town Council is hosting a Meeting at 7 p.m. on Monday 28<sup>th</sup> January 2019 at Brackley Town Hall. The Clerk and Chairman of Cogenhoe and Whiston Parish Council will explain the process that they went through to establish a community bus service which has now been running for a year.

**Agreed:** That Cllr Irving might possibly attend the Meeting.

Other:

1. VAT claim for refund: A claim for £1,974.82 for the period April - September 2018 was submitted on 18<sup>th</sup> December 2018.

**B. Verbal Report:**

Minute No. FGP 67.18/19: New Homes Bonus Local Communities Grant Scheme:

A. Consultation on parish ring fenced budgets: The Community Funding Officer, SNC had advised that there was a majority of support to remove the parish ring fenced budgets into a single pot from 1<sup>st</sup> April 2019.

B. Funds available to King's Sutton: The Community Funding Officer, SNC was notified on 15<sup>th</sup> January 2019 that the NHB award in the sum of £14,640 would no longer be required for the Wales Street FAS.

A request that the funds be re-directed toward the purchase of land to extend the current Cemetery in King's Sutton was submitted to the Community Funding Officer, SNC at the same time.

However, the Officer advised that it is not possible to redirect the funds as each application is assessed on the basis of the information contained therein and how that is going to benefit the community. A new application is required for the land purchase as it is a separate project to the FAS for which the award had been made in August 2015. The £14,640 NHB funds have been put back into the NHBLCG pot for King's Sutton until 28<sup>th</sup> February 2019, the deadline for applications under the current NHBLCG Scheme for determination in early April 2019.

Other:

1. Hire charges Astrop Room: From 1<sup>st</sup> April 2019 the hourly hire charge will be £10 (up 10%, £1)

2. Date of Annual Parish Meeting: The main hall is available on Wednesday 3<sup>rd</sup> April and on Wednesday 17<sup>th</sup> April 2019.

**Agreed:** To recommend that the Annual Parish Meeting is held on 17<sup>th</sup> April 2019.

3. SNC Contacts and new Senior Management Structure: (information previously circulated to the Chairman, and Chairmen of the FG&P and Planning Committees) These 'Who's Who' lists will be updated and re-issued on a monthly basis until July 2019 when it is expected that the separation of CDC and SNC will be completed.

**Noted.**

**FGP: 89.18/19**

**INTERNAL CONTROLS 2018/2019:**

**A. To Appoint the Councillor for Internal Controls:**

**RESOLVED:**

It was proposed by Cllr Irving and seconded by Cllr Creed to:

i) Ask Mr Roger Burne if he would be prepared to continue to carry out the internal control checks

ii) In the event that Mr Burne is not prepared to do so, to invite Cllr David Wood accept the appointment.

**Action:** the Clerk

**B. To review the Receipts and Payments Account to 8<sup>th</sup> January 2019:** (previously distributed)

As previously **Noted** the Account showed known overspends in the following categories:

- 1.1 The Rec: play equipment maintenance
- 2.1 & 2.2 Services for Dog waste and Litter
- 8.2 Footway Lighting: Power
- 9.3 Communications: Website.

There were no further observations.

**C. To review the adequacy of the level of Fidelity Guarantee:**

(Updated paper circulated at the Meeting)

The level of Fidelity Guarantee insurance cover for King's Sutton Parish Council is £250,000.

The recommended level of Fidelity Guarantee sufficient should cover the maximum amount of cash King's Sutton Parish Council is likely to hold during the year. This was estimated to be circa £230,000.

**RESOLVED:**

It was proposed by Cllr Irving and seconded by Cllr Creed to recommend that the level of Fidelity Insurance cover of £250,000 was adequate.

**D. To consider the effectiveness of the System of Internal Audit, including the review of the Financial Risk Assessment and Statement of Internal Control:** (papers previously distributed)

The Committee reviewed the documents, **Noted** the amount of information contained therein and asked the Clerk/RFO to record in the Minutes its thanks to her for the quantity of detail provided.

**RESOLVED:**

It was proposed by Cllr Creed and seconded by Cllr Burrell to Recommend Approval of the:

- i) Financial Risk Assessment 2018/2019
- ii) Statement of Internal Control for the year ending 31<sup>st</sup> March 2019.

**RESOLVED:**

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

- i) The Review of the System of Internal Control is Accepted
- ii) The effectiveness of the System of Internal Control is **Noted**.

**FGP: 90.18/19**

**GRANTS OF FINANCIAL ASSISTANCE: TO CONSIDER APPLICATIONS:**

**None.**

**A. Citizens Advice North Oxon & South Northants:**

(Letter of 5<sup>th</sup> December 2018 requesting a donation towards their service)

During 2018 the charity helped 1,295 clients in the district. Of these 51 came from King's Sutton.

The FG&P Committee was IN PRINCIPLE in favour of supporting the work of the CAB. In August 2018 the Parish Council had adopted the Committee's recommendation to grant the sum of £500.

(Minute No. FGP: 25.18/19 refers)

**Agreed:** To consider the request in 2019/2020.

**FGP: 91.18/19 GRASSCUTTING AGREEMENT 2019:**

**A. To enter into a S136 Agreement with Northants Highways in return for a contribution in the sum of £710.18:** (previously distributed)

**RESOLVED:**

It was proposed by Cllr Creed and seconded by Cllr Forde to Recommend that the Parish Council enters into a Section 136 Agreement with Northants Highways in return for a contribution in the sum of £710.18.

**FGP: 92.18/19 TO REVIEW THE PUBLICATION SCHEME:**

(previously distributed)

New entry: Class 7 - The services we offer: Closed Churchyard. This was qualified as 'not yet formally adopted'.

**Noted.**

**FGP: 93.18/19: TO REVIEW THE COUNCIL'S MANAGEMENT OF PUBLIC SAFETY WITHIN ITS AREAS OF RESPONSIBILITY:**

(Information circulated at the Meeting:

- i) Local Council Advisory Service (LCAS) Risk Topic Update, October 2018 - Tree Liabilities, Cemetery and Memorial Safety.
- ii) List (not exhaustive) of the Parish Council's areas of risk)

The Committee discussed its approach to potential risks associated with the various amenities and services for which it was responsible.

**Agreed:**

- i) Churchyard: No immediate concerns
- ii) Footway Lighting: The response to faults or damage was reactive but prompt.
- iii) Trees: Slippage with 14 month cycle of tree inspections had recovered. The role of Tree Warden was insufficiently strong.
- iv) Play Equipment: A written inspection record of daily/weekly inspections was desirable.
- v) Street Furniture: Gate at AS25 Richmond Street did not self-close fully but was not inadequate.

The Committee **Agreed** the following actions:

- i) To carry out a Topple Test of Memorials in the Cemetery.

ii) To prompt the Cllr for The Rec to inspect the trees, play equipment and furniture on The Rec before and in anticipation of the start of half term and full term School holidays.

**Action:** the Clerk

iii) To monitor the gate at AS25 Richmond Street.

## **FGP: 94.18/19 PATHFINDER II:**

### **A. To consider the Flood Risk and Mitigation Investigation Report and its recommendations:**

(Report published online on 7<sup>th</sup> January 2019.

<https://www.floodtoolkit.com/risk/risk-mitigation-investigations/>

Paper with comments from Cllr Forde presented to the Meeting)

#### **A.1** Cllr Forde spoke to his paper.

i) The Report was disappointing in not being a bespoke report for King's Sutton.

ii) The Report contained factual inaccuracies and the list of flood events was incomplete.

iii) The section on drainage systems does not specifically inform the Parish Council with regard to its particular circumstances.

iv) Section 7: 'Specific Investigations and Maintenance' contained the most parish-specific information and advice for several locations in King's Sutton. Although most of these were identifiable and shown on the maps, the description of the watercourse 'north of Orchard Way' was vague and needed clarification.

v) There was no mention of the field ditch adjacent to the replacement flood relief channel at the Barwood Homes development on land north of the original Hampton Drive.

*Cllr Irving declared an interest at this point in the discussion.*

*Reason: Adjacent riparian owner.*

The Engineer's professional advice given during the walkabout of the surface water catchment area on 17<sup>th</sup> September 2018 is not included in the Report.

vi) The Report does not address the Parish Council's financial capabilities, responsibilities or available skills required to carry out investigations or surveys, neither is there guidance on how modifications or improvements would be funded nor who would lead on these.

The sum of £3,000 was available to the parish. Given the potential costs involved it would be safer to regard this as an amount to be used for pump priming.

#### **A.2** The FG&P Committee considered Cllr Forde's paper.

##### **Agreed:**

i) The Committee was disappointed by the lack of accuracy in the Report and the level of detail.

- ii) The Committee questioned the fitness of the reporting system to relate to actual circumstances on the ground in King's Sutton. One major issue, the blockage to the flood relief channel on land at Hampton Drive, had not been addressed.
- iii) The Report offered no sensible guidance. The Committee would like NCC as Lead Local Flood Authority to tell the Parish Council precisely what it needed to do and provide it with a Plan of Action. In particular, the Parish Council sought advice on its legal position to deal with riparian owners.
- iv) The Report neither mentioned the Temporary Defence Deployment Plan (flood barriers) that the Environment Agency was keeping as an option to use in Wales Street in the future, nor did it refer to the money offered for Property Level Resistance for eligible dwellings.

**RESOLVED:**

It was proposed by Cllr Irving and seconded by Cllr Forde to respond to the Report:

- i) To express disappointment in the level of detail and the accuracy of some points in the Report
- ii) To express incredulity at the absence of any mention of the blockage and the professional advice given by the Engineer during the Walkabout
- iii) To request more specific advice on the duties of Flood Wardens based on their past experience of dealing with issues
- iv) To ask for examples of the experience of other parishes. It would be sensible to draw upon a collective fund of experience in order to see what the parish of King's Sutton might need to address.

**Action:** the Clerk

The Chairman thanked Cllr Forde for his analysis of the Report.

**FGP: 95.18/19**

**SNC COMMUNITY SAFETY PARTNERSHIP: PROPOSED INTRODUCTION OF A CCTV NETWORK ACROSS THE DISTRICT:**

**A. To consider participation in the scheme through the purchase of, or contribution towards, a CCTV camera at a cost of between £300 and £5,000:**

(Proposal from Community Safety Officer (Lead) CDC/SNC previously distributed)

The Proposal:

- i) To introduce a CCTV network across the District
  - ii) To invite Parish Councils to participate by purchasing one or more CCTV cameras.
- Option 1: Purchase of a dedicated camera. Cost: £5,000.  
 Option 2: Contribution towards a deployable camera to be taken to the parish on request. Cost: £300-£500 (cost of connection to network)

The Committee discussed the proposal. Questions were raised about the management of the scheme, feedback and reporting of incidents, ongoing costs, the desirable number of cameras, vandalism and need. There was no perceived risk in King's Sutton to warrant the introduction of CCTV in order to give residents some level of protection from anti-social behaviour, and issues of crime and disorder.  
**Agreed:** To decide against involvement in the Scheme.

**FGP: 96.18/19**

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

**A. Budget:**

The Budget needs updating. (Preliminary Budget drafted March 2018.)

**Action:** Cllrs Forde and Irving

**A.1 Roadway construction:** Estimates required.

**Agreed:** To contact the Contractor for the Cemetery Paths and ask for a budget estimate, including a unit rate for kerbs and the turning point.

**Action:** Cllr Creed

**B. Application for New Homes Bonus Local Community Grant:**

(Draft application presented to the Meeting)

The Committee considered the Application form and suggested the following:

Paragraph 2d, page 4: To include date of original Cemetery (1904) and of the extension (1980).

Paragraph 2f, page 5: To emphasise that the extension is required before all spaces are occupied.

Paragraph 3e, page 7: Building Regulation Approval is not required.

Paragraph 4a (2) Capital Grants: page 9: Capital costs:

The costs set out on the application form relate to the land purchase only. The application does not include the roadway, the planning application, layout and fencing.

Land Purchase: £15,000

Groundwater investigation: £6,400 + vat

Legal Fees: £3,495 + vat on some fees

(Paper giving estimated legal fees presented to the Meeting)

The Committee did not disagree with the estimated costs.

**Agreed:** To request a NHB grant in the sum of £15,000 to cover the cost of the Land Purchase.

Section 6, page 12: Supporting Information:

District Valuer's Report:

**Agreed:** To clarify the need for this.

**Action:** Cllr Forde (contact Simon Harris of Howkins & Harrison) the Clerk (contact the Community Funding Officer, SNC)

**Agreed:** To submit the completed Application form by the deadline of 28<sup>th</sup> February 2019.

**Action:** the Clerk



**FGP: 97.18/19      KING'S SUTTON CHURCHYARD: UPDATE:**

The Parish Council had not been advised of the replacement cost for the boundary walls.

The Parish Council was not aware of any peril that would result in the total collapse of the entire length of wall at once.

**Agreed:** To insure to cover a percentage of collapsed wall based on a per linear metre rate.

**Action:** the Clerk.

**FGP: 98.18/19      TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE  
FG&P COMMITTEE (TUESDAY 19<sup>TH</sup> MARCH 2019):**

- i) Community Infrastructure Levy: To consider a project.

The Meeting ended at 8.40 p.m.

DRAFT