

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

**MINUTES OF THE MEETING HELD  
AT 7.30 P.M. ON TUESDAY 19<sup>TH</sup> MARCH 2019  
IN THE ASTROP ROOM, 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:**

The Announcement was taken as read.

**FGP: 99.18/19            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.

Cllr Sykes' Absence was **Noted**.

**FGP: 100.18/19        TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

**None.**

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

Councillor	Agenda Item	Reason
R Burrell	12.2 Application for Financial Assistance from the Garden Club	Member of the Garden Club
T Forde	12.2 Application for Financial Assistance from the Garden Club	Member of the Garden Club
R Irving	12.2 Application for Financial Assistance from the Garden Club	Member of the Garden Club

**Noted.**

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

**None.**

**FGP: 101.18/19 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:**

i) Item 12.2: Application for Grant of Financial Assistance: The Secretary of the Garden Club spoke to this item. The Annual Show was for the benefit of the village. Current funds would not cover the full cost of the Show and funds were being sought to cover the cost of the hire of the Hall where the Show takes place.

**FGP: 102.18/19 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 22<sup>ND</sup> JANUARY 2019:** (previously distributed)

**RESOLVED:** It was proposed by Cllr Forde and seconded by Cllr Burrell to Approve the Minutes of the Meeting held 22<sup>nd</sup> January 2019.

The Clerk was commended on the accuracy of her Minute taking.

**FGP: 103.18/19 RFO REPORT:** (verbal report)

**Matters Arising:**

Minute No. FGP: 88.18/19

S106 Road Safety: Northants Highways has been asked to provide a date for the Cat and Genny investigation.

Minute No. FGP: 89.18/19

Appointment of the ICC: Cllr Wood accepted the appointment to carry out the internal control checks.

Minute No. FGP: 93.18/19: Cllr Dowling did a pre half term inspection of The Rec in February 2019.

Minute No. FGP: 94.18/19: Pathfinder II: Parish Council comments on the Flood Risk and Mitigation Investigation Report 2018: These have been passed to the civil engineer who compiled the report.

Minute No. FGP: 96.18/10: Cemetery Extension: Cllr Creed has requested a budget estimate for the access and turning point.

New Homes Bonus Application: Simon Harris of Howkins & Harrison provided a Valuation Opinion and this was included in the application as supporting information.

Minute No. FGP: 97.18/19: King's Sutton Churchyard: The Clerk had not progressed this item - insurance to cover a percentage of the replacement/rebuilding costs in the event of the collapse of the boundary walls:

**Noted.**

The Chairman permitted Cllr Field to speak to this item.

It was **Agreed** to Accept Cllr Field's offer to pace out and survey the walls, then inform the Clerk of his recommendations.

**Other:**

i) Training: 4 places have been reserved on the Off to a Flying Start course at Raunds on 10<sup>th</sup> June 2019 at a cost of £42pp + mileage.

The cost of a Whole Council Development session would be £234.

**Agreed:** To discuss at the next Ordinary Meeting of the Parish Council to be held on 4<sup>th</sup> April 2019.

ii) Audit Process: YE 31<sup>st</sup> March 2019. The 2018/2019 instructions, final 2018/2019 AGAR forms and pro forma templates will be available on the PKF website w/c 25<sup>th</sup> March 2019. Instruction emails will be sent out that week. The Internal Audit will take place on 11<sup>th</sup> April 2019.

iii) Footway Lighting, Halestrap Way: Halestrap Way was adopted by Northants Highways on 7<sup>th</sup> March 2019. On that date the Parish Council was deemed to have taken over responsibility for the 5No. footway lighting units. These should be added to the Asset Register at £1 proxy unit cost and included in the insurance cover for actual replacement, installation and connection costs. The Lighting Contractor has been asked to advise on these costs.

It was **Noted** that Leadholm Close is a private drive and is not being proposed for adoption. (Leadholm Close has no footway lighting.)

**A. To Authorise the RFO to purchase a replacement laptop as necessary:**

The current Laptop was purchased in October 2013 at a cost of £316, excluding software.

The Parish Council holds designated Office Equipment Reserves of £2,410. The Budget of £500 for 2018/2019 has not been used. The Council set a Budget of £500 for 2019/2020.

**RESOLVED:**

It was proposed by Cllr Burrell and seconded by Cllr Forde to Authorise the RFO to purchase a replacement laptop as appropriate. It was **Noted** that the laserjet printer may also need replacing.

**FGP: 104.18/19****INTERNAL CONTROLS 2018/2019:**

**A. To Note the Report of the ICC for Q3:** (available at the Meeting)

Cllr Wood had checked off the internal controls on 12<sup>th</sup> February 2019. There were no issues arising.

**Noted.**

**B. To review the Receipts and Payments Account to 12<sup>th</sup> March 2019:** (previously distributed)

The following comments were made:

i) Receipts:

Category 1: Thursday Bus Ticket Sales: Since the report an additional £57 had been received.

Category 6: Adverts KS Times: In line with budget.

## ii) Payments:

A. Various Categories were over budget and had been previously noted by the Committee. These were:

Category 1.1: Play Equipment Maintenance:

Reason: Under budgeted for cost of quarterly inspections.

Category 2: Litter and Dog Waste Services:

Reason: New Contract 2018/19.

Category 7: Thursday Bus:

Reasons:

i. Additional service 20<sup>th</sup> December 2018.

ii. Change from fortnightly to weekly service as from January 2019.

iii. 5% increase in bus hire costs from 1st January 2019.

iv. Route extended to Aynho on 20<sup>th</sup> December 2018 and from 1<sup>st</sup> January 2019.

Category 9.3: Communications: Website Hosting:

Reason: Contract commenced in July 2018.

Category 12.1: Tree Works:

Reason: Cost of works underestimated.

B. Payments were lower than budgeted for in 2 categories:

Category 3: Grasscutting:

Reason: Fewer cuts due to the weather and growing conditions.

Category 5: Churchyard:

Reason: As for Category 3.

**Noted.**

**FGP: 105.18/19**

**ASSET REGISTER YE 31<sup>ST</sup> MARCH 2019: TO REVIEW:**  
(previously distributed)

**A. Disposals during the year: Nil.**

**B. Additions:**

Footway Lighting, Halestrap Way: Responsibility for the 5No. lighting units passed to the Parish Council on 7<sup>th</sup> March 2019, the date when Halestrap Way became Highway maintainable at public expense. The 5No. Footway Lighting units are deemed to be gifted assets.

**Agreed:** To enter the 5 No units at a proxy value of £1 per unit to the Asset Register.

**C. Total Asset Register at YE 31<sup>st</sup> March 2019: £236,913.50.**

**Noted.**

**FGP: 106.18/19**

**RESERVES: TO REVIEW AND RECOMMEND VIREMENTS:**  
(Table of designated Reserves previously distributed)

The Committee **Noted** the Reserves.

No virements were Recommended to be made.

**FGP: 107.18/19****GRASSCUTTING CONTRACT 2019-2021:****A. To Note the new charges as from 1<sup>st</sup> April 2019:**

The overall increase was 12% over the 2 years since 2017.

The cost of the Contract would be £1,075 more per annum.

**Noted.**

**B. To recommend the Appointment of M Dempsey Garden and Grounds Services:****RESOLVED:**

It was proposed by Cllr Irving and seconded by Cllr Burrell to Recommend Acceptance of the new charges on the proviso that they were held for 3 years.

**Action:** the Clerk.

**FGP: 108.18/19****DOG WASTE AND LITTER SERVICES CONTRACT 2019:****A. To Note the increase of 30p per bin empty effective from 1<sup>st</sup> April 2019:**

**Noted.**

**B. To recommend the Appointment of Marcus Young Landscapes Ltd for 2019:****RESOLVED:**

It was proposed by Cllr Burrell and seconded by Cllr Forde to Recommend the Re-Appointment of Marcus Young Landscapes Ltd for 2019.

**FGP: 109.18/19****REVIEW OF THE THURSDAY BUS SERVICE:****A. To make recommendations re. the continuation of the weekly service:****A.1 Information on costs, fares and passenger numbers:**

(presented to the Meeting)

For the 11 weeks since 1<sup>st</sup> January 2019 the average number of passenger was 14.64 from King's Sutton and 4.56 from Aynho.

The net cost to the Parish Council for this period was £521.

**Noted.**

**A.2: Email dated 18<sup>th</sup> March 2019 from resident urging the Parish Council to continue with the service:**

**Noted.**

**RESOLVED:**

It was proposed by Cllr Burrell and seconded by Cllr Forde to Recommend continuation of the weekly Thursday Bus service for another 6 months.

**Agreed:** To promote the service as one for all ages in the next issue of the King's Sutton Times.

**Action:** the Clerk.

**FGP: 110.18/19**

**GRANTS OF FINANCIAL ASSISTANCE:**

**A. To review the Policy:** (previously distributed)

The Committee was **not in favour** of increasing the maximum grant.

**Agreed:** To Recommend No Changes to the Policy.

**B. To consider applications:**

**B.1 Garden Club:** (Application previously distributed)

The amount being applied for: £150.00.

Reason: To cover the cost of Hall hire for the Annual Show 2019.

Observations put by Members of the Committee:

i) An excellent application that clearly stated the project benefits to the people of King's Sutton.

ii) In principle such grants are awarded for capital activities.

iii) The Parish Council sponsors the Annual Show. The Garden Club should not be required to apply each year for a grant of financial assistance. The Parish Council should budget for Hall hire costs for the Annual Show as it currently does for the Hall hire costs for Youth Club sessions.

Members were reminded of the decision taken at the Meeting held on 6<sup>th</sup> December 2018. (Minute No. 142.18/19B.2 refers)

**RESOLVED:**

It was proposed by Cllr Burrell and seconded by Cllr Forde to Recommend Approval of the Application and the award of the sum of £150.

It was **Agreed** that, later in the year, the decision recorded at Minute No. 142.18/19B.2 is revisited with a view to considering:

i) Defining the purpose of the Parish Council's sponsorship as one intended to meet the Hall hire costs of the Annual Show

ii) Negating the need for the Garden Club to apply annually for a grant to cover the Hall hire costs.

**FGP: 111.18/19**

**KING'S SUTTON IN BLOOM:**

**A. To review the Operating Plan:** (2018 Plan previously distributed)

**RESOLVED:**

It was proposed by Cllr Burrell and seconded by Cllr Forde to Recommend Approval of the Operating Plan for 2019.

**B. To appoint a PC representative for the first round of judging:**

The Garden Club would appoint a Judge and set the date for the final round of judging, but had asked the Parish Council to set the date of the first round.

**Agreed:** To invite Mrs Vallery Lee to represent the Parish Council and to suggest that the Garden Club liaises with Mrs Lee over the date.

**FGP: 112.18/19 ACQUISITION OF LAND TO EXTEND THE CEMETERY:**

**A. To set out a budget for the Project:**

(Preliminary Budget dated March 2018: £31K + additional /optional extras c. £15K)

Cllr Forde outlined a revised budget estimate:

- i) Land Purchase £15,000 + associated legal/survey fees
- ii) Sundry Fees £7,000 e.g. To satisfy the EA's environmental requirements e.g. ground water monitoring
- iii) Archaeological Evaluation: Unquantified costs. (tbc)
- iv) Access Track: £15,000
- v) Internal Paths: £3,300
- vi) Engineering Consultancy Advice: (no known)

There were gaps in the budget estimate but the total budget estimate figure would be in the region of £49,500.

Allowing for a 10% contingency, the estimated budget required was £55,000.

**Noted.**

Cllr Forde was asked to circulate copies of the revised Budget Estimate to Members of the FG&P Committee.

**B. Financial Position:**

<b>Definite</b>	<b>Amount £</b>	<b>Total £</b>
Cemetery Exceptional Reserves	26,000	26,000
Budget 2018/2018	4,000 - 3,070 payments	930
Budget 2019/2020	4,000	4,000
	<b>Total available</b>	<b>30,930</b>
<b>Possible tbc</b>		
NHB Application	15,000 applied for	15,000
FAS Reserves	5,538	5,538

**Noted.**

**B. To plan the next stage:**

- i) Access Road from Mill Lane: Engineering advice was being sought from the Building Control Manager, CDC/SNC. The Committee was **in favour of** engaging small local practices and a site supervisor.

**RESOLVED:**

It was proposed by Cllr Forde and seconded by Cllr Burrell to Recommend the appointment of a Site Agent to supervise the work. This would incur additional expenses.

- ii) Review the Pre Planning Application Advice, in particular with reference to the ground water survey and environmental requirements:

**Action:** Cllrs Creed and Forde

**FGP: 113.18/19 COMMUNITY INFRASTRUCTURE LEVY:****A. To consider a project:**

The Parish Council had been allocated CIL funds of £18,409.

The Committee suggested that CIL funds could be used to enable the work required to create an access to the Canal<sup>1</sup> particularly if this was achieved by the creation of a discretionary or permissive footpath.

<sup>1</sup>(Minute No. 195.18/19 B1.1.refers)

**FGP: 114.18/19 TO REVIEW THE FOLLOWING POLICIES:****A. Charges for the Use of The Rec:** (previously distributed)**RESOLVED:**

It was proposed by Cllr Irving and seconded by Cllr Forde to Recommend No Changes to the charges but to expand the scope of the Policy to include Land owned by the Parish Council and to rename the Policy accordingly.

**B. Commemoration of Past Members:** (previously distributed)**RESOLVED:**

It was proposed by Cllr Forde and seconded by Cllr Burrell to Recommend No Changes to the Policy.

**C. Equal Opportunities:** (previously distributed)**RESOLVED:**

It was proposed by Cllr Irving and seconded by Cllr Forde to Recommend No Changes to the Policy.

**FGP: 115.18/19 TO SET THE DATES OF MEETINGS IN 2019/2020:**

(List of proposed Meeting dates previously distributed)

**Agreed:**

7.30 p.m. Tuesday 14<sup>th</sup> May 2019

7.30 p.m. Tuesday 16<sup>th</sup> July 2019

7.30 p.m. Tuesday 17<sup>th</sup> September 2019

7.30 p.m. Tuesday 19<sup>th</sup> November 2019

Budget Meeting December 2019 tba

7.30 p.m. Tuesday 14<sup>th</sup> January 2020

7.30 p.m. Tuesday 17<sup>th</sup> March 2020

**FGP: 116.18/19 TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE:****i) Website Contract.**

The Meeting ended at 8.35 p.m.