

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 16TH JULY 2019
IN THE ASTROP ROOM, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: No Absentees.

IN ATTENDANCE: Mrs A Le Druillene (Clerk)
Cllr S Read-Maskell for Item 9, Directional Signage to The Playing Fields.

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

FGP: 16.19/20 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

None.

FGP: 17.19/20 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: 18.19.20 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:

None.

FGP: 19.19/20 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 14TH MAY 2019: (previously distributed)

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Burrell to Approve the Minutes of the Meeting held 14th May 2019.

FGP: 20.19/20 RFO REPORT: (previously distributed)

A. Matters Arising:

Minute No. FGP: 05.19/20

Pathfinder II: Grant Award in the sum of £3,000 received on 14th June 2019. The Emergency Planning Officer, NCC was asked on 2 occasions to confirm that the grant may be used to buy in expert advice not only in respect of risks posed by surface water flooding but also risks posed by fluvial flooding in Wales Street. The response was, 'You can spend money on getting in expert advice'.

The Committee considered that this presented an opportunity to spread the money more widely and to consult with the Wales Street Group.

Minute No. FGP: 07.19/20 Insurance Policy: Amendments:

i) Part A: Risk Address: The post code 'within the boundaries of OX11' has been corrected to 'within the boundaries of OX17'.

Clarification on the named county was sought. The insurer advised that changing the name of the county would have no impact on the validity of the insurance and so it remains as it was 'Banbury, Oxfordshire'.

ii) Part A: Material Damage: The new laptop has been moved from Material Damage to Part C, All Risks. Sum insured £337.

iii) Part A (c): Office Contents: The old laptop and new laserjet printer are listed here. Sums insured: £665.

Cllr Field was informed of the changes.

Minute No. FGP: 13.19/20: Website Agreement: The current Contractor accepted the invitation to extend the Agreement for a further 12 months from 1st July 2019. It was signed on 19th June 2019.

Other:

1. Interruption to Phone and Broadband services:

5th July 2019: No broadband connection. BT detected a fault on the telephone line. Broadband was restored late afternoon.

9th July 2019: No phone line. An old landline phone brought back into service as a temporary measure.

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Sykes to Authorise the Clerk to replace the office cordless phone¹ at a cost in the region of £25.00.

¹Phillips purchased Jan 2007

2. Cemetery: Headstone splattered with grasscuttings following recent strimming: This had caused upset to bereaved relatives.

The Committee discussed its response and action.

The terms of the Grasscutting Contract did not include the blowing or brushing off of grasscuttings from Headstones and Tablets.

Responsibility for cleaning lay with the owner of the Memorial.

Agreed: To draft an article for publication in the King's Sutton Times in conjunction with an article on cutting back vegetation that overhangs footways.

Action: Cllrs Irving and Burrell.

Agreed: To provide a stiff broom in the lychgate for Memorial owners to use.

Other suggestions included:

- i) To place a notice in the lychgate noticeboard
- ii) To explain the policy at the Annual Parish Meeting 2020.

3. Request to erect a mirror to enable safer exit from 7 Richmond Street: (The Chairman read out the request dated 15th July 2019.)

Agreed:

- i) That this was not an issue for the Parish Council
- ii) To reply that the Committee had considered the request and had an open mind
- iii) To direct the correspondent to Mrs Helen Howard, Community Liaison Officer, Northants Highways for definitive advice.

Action: the Clerk

FGP: 21.19/20

INTERNAL CONTROLS 2019/2020:

A. To Note the report of the ICC for Q1: (circulated at the Meeting)

Cllr Wood had carried out the checks on 11th July 2019. There were no issues arising relating to Q1.

Noted.

B. To review the Receipts and Payments Account to 9th July 2019: (previously distributed)

The following observations were made:

Payments:

Category 8.1. Power:

Payments: £3,695 for 2 quarters.

Equates to 49% of the Budget (£7,500)

Category 12.2. Lighting Replacements/Inspection:

Payment: £360: Pre-adoption lighting inspection, Little Rushes.

Nil Budget.

Category 12.7. Office Equipment:

Payment: £614 for laptop and printer.

Budget: £500. £114 taken out of designated reserves.

Noted.

FGP: 22.19/20

GRANTS OF FINANCIAL ASSISTANCE:**A. Bog Spring Refurbishment:**

(Extracts from Minutes of FG&P Meeting held 18th September 2018 & Minutes of KSPC Meeting held 4th October 2018; Quotation dated 7th June 2019 for replacement fence posts, to shotblast, paint and rehang steel fence panels, rehang gate previously distributed)

Total cost of the proposed refurbishment: £1,740.00 (£1,450.00 + vat)

The Committee considered the merits of the application on grounds of community benefit and level of funding¹.

RESOLVED:

It was proposed by Cllr Forde and seconded by Cllr Burrell to Recommend a contribution in the sum of £750.00.

¹ Policy guidelines: Maximum contribution: £1,000 in any financial year. Exceptional grants up to £2,500 may apply.

FGP: 23.19/20

S106 FUNDS FOR LEISURE, RECREATION AND OPEN SPACE:**A. To note the Cricket Club's intentions re. the purchase of cricket covers:**

No response had been received to the request that the Cricket Club confirms whether it intended either:

- i) To purchase cricket covers or, alternatively,
- ii) To submit a costed request for a different piece of equipment.

Noted.

B. To review the allocation:**Agreed:**

- i) For the avoidance of doubt, to return the £2,000 allocation ringfenced for the purchase of wicket covers by the Cricket Club to the S106 pot and to inform the Cricket Club of this decision
- ii) To advise the Cricket Club that a future application for funds must specify the insurance cover for the item for which funds are being sought.

Action: the Clerk

FGP: 24.19/20

DIRECTIONAL SIGNAGE TO THE PLAYING FIELDS:**A. To consider the design, cost and siting of proposed sign to the Playing Fields:**

Cllr Read-Maskell spoke to this item.

Estimate to supply and fit sign size 400mm x 150mm to Lamp No. 10 Astrop Road: £120.00.

No involvement from Northants Highways would be required.

The Playing Fields Association has requested that the Parish Council meets the cost of the sign.

The Committee considered the three elements:

i) Design: The Committee was in favour of a sign that was equivalent in size and lettering and of similar design to the Tennis Club sign at The Square.

Action: Cllr Read-Maskell

ii) Cost:

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Forde to Recommend that the Parish Council pays for the sign currently estimated at £120.00.

iii) Siting: The Committee had NO OBJECTION to attaching the sign to Lamp Column No. 10 Astrop Road.

FGP: 25.19/20

PATHFINDER II: TO CONSIDER PURCHASING EXPERT ADVICE RELATING TO FLOOD RISK (SURFACE WATER AND FLUVIAL):

Agreed: That Cllrs Forde and Irving define what is required.

FGP: 26.19/20

CHURCHYARD DRYSTONE WALLS:

A. To consider a Report on the Status of the Walls:

(previously distributed)

All wall measurements (length and height) in the report were estimated.

For the purposes of the report the wall had been divided into 5 sections. Each section had been measured, photographed and its condition commented upon.

Building costs for a standard free-standing double-sided wall were estimated to be £100 per square metre.

Based on the measurements provided in the Report the estimated total replacement costs for all 5 sections of wall were £37,400.

This did not include any earthworks that may be required in the event of a collapse of the retaining sections of the wall.

Noted.

The Committee wished to record its thanks to Cllr Field for his Report.

B. To consider insurance cover for repairs and maintenance of the walls:

The Committee considered that it was important to keep the capping in good repair in order to protect against the ingress of water at the top of the wall.

The Committee was unsure whether the insurer would cover wall collapse or accept wear and tear.

It was **Agreed** to request insurance cover for rebuilding based on 4m length x 1.5m height @ £100 per square metre.

RESOLVED:

It was proposed by Cllr Irving and seconded by Cllr Burrell to Recommend insurance cover in the sum of £600.

FGP: 27.19/20

CEMETERY

A. Project to Extend: To receive a progress report:

No further progress.

A budget and list of action points was required.

Action: Cllrs Creed, Forde and Irving.

FGP: 28.19/20

**CREATION OF A DIRECT ACCESS TO THE CANAL:
UPDATE:**

Cllr Forde reported.

Network Rail had provided a brief and final response advising that the accommodation bridge had been constructed for the benefit of the owner of the land on the far side of the railway.

Modest enthusiasm for the project had been shown by both the owner of the land on the opposite side of the railway and by the Canal and River Trust.

Issues:

- i) Legal formalities and costs: It was not known whether the landowner was empowered to authorise a permissive footpath over the bridge. This would have a limited lifetime.
- ii) To identify a Promoter of the Scheme
- iii) To set a Budget: Insurance, regular maintenance, construction works, signage etc

An alternative route might be possible across the footbridge at the railway station.

Noted.

FGP: 29.19/20

POLICY REVIEWS:

A. General Data Protection Regulations:

(Policy documents previously distributed)

A.1 Security Compliance checklist:

Agreed: To **Note** the document with No Changes.

A.2 Councillor Resignation checklist: New document.

Agreed: To **Note** the document.

A.3 Inventory of Personal Data:

Agreed: To **Note** the document with No Changes.

A.4 Retention and Disposal Policy:

Agreed: To correct the following:

Paragraph 4.4:

Delete: Public Records Office. Insert: National Archives.

Paragraphs 5.3 and 5.3:

Delete: County Records Office. Insert: County Record Office.

Paragraph 7.1: The Committee discussed the retention period for the Parish Council's responses to planning applications and considered that these should be retained. The Committee was more inclined to more readily dispose of paper planning applications.

(**Note.** Appendix, p5: minimum retention period of 1 year for applications)

Agreed: To consider at the next Meeting of the FG&P Committee to be held on 17th September 2019.

A.4.1 Appendix to Retention and Disposal Policy:

i) Northants CALC was advising that the Receipts and Payments Accounts are regarded as a rich source of social history information and should be archived indefinitely wherever practical to do so.

Agreed: To Accept this change and amend the Appendix accordingly.

Action: the Clerk

A.5 Data Protection Policy:

Agreed: To **Note** the Policy with No Changes.

A.6 Privacy Notice:

Agreed: To **Note** the document with No Changes.

A.7 Subject Access requests Policy:

Agreed: To **Note** the Policy with No Changes.

A.8 Data Breach Policy:

Agreed: To **Note** the Policy with No Changes.

A.8.1 Flowchart: New document.

Agreed: To **Note** the document.

B. Code of Practice for Handling Corporate Complaints:

(previously distributed)

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Sykes to Recommend No Changes.

C. Safeguarding Policy: (previously distributed)

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Creed to Recommend No Changes.

FGP: 30.19/20 TO CONSIDER CO-SPONSORING AND SHARING A PCSO WITH NEIGHBOURING PARISH COUNCILS:

Newbottle Parish Council had contacted Parish Councils in the vicinity to see what interest there might be in such an arrangement.

Cost: £37,245 per annum, which includes the salary and on costs of the PCSO. Training and equipment will be covered by the Police. The sponsor will have a named PCSO dedicated to the sponsor area. The sponsor will work with the PCSO to develop locally identified priorities that its PCSO will focus on. These will be fluid and adapted to suit the needs of the sponsor area.

The Committee did not consider this an appropriate spending model for the time being. Based on an assessment of risk, having a dedicated PCSO was desirable but not essential for King's Sutton.

Agreed: To keep under review.

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Forde to inform Newbottle Parish Council that it did not wish to be involved at this time.

FGP: 31.19/20 RECRUITMENT OF PARISH CLERK: UPDATE:

Cllr Burrell updated the Committee.
The closing date for applications was 15th July 2019.
Interviewing to take place w/c 22nd July 2019.
Start date for Appointee: 1st August 2019 (tbc)

FGP: 32.19/20 TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE (TUESDAY 17TH SEPTEMBER 2019):

None.

The Chairman, on behalf of the FG&P Committee, thanked the Clerk for her work and wished for this to be recorded in the Minutes.

The Meeting ended at 8.25 p.m.