

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 19TH NOVEMBER 2019
IN THE ASTROP ROOM, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: Cllr Creed

IN ATTENDANCE: Mrs E Hart (Clerk)
Cllr S Read-Maskell for information

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

FGP: 49.19/20 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllr Creed.

RESOLVED: To approve the reasons for absence as submitted.

FGP: 50.19/20 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: 51.19.20 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:

None.

FGP: 52.19/20 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 17TH SEPTEMBER 2019: (previously distributed)

RESOLVED: To approve the Minutes of the Meeting held 17th September 2019 with the following amendment: Minute Reference **FGP: 37.19/20** under Minute No. FGP: 22.19/20 insert "Spring" preceding "Refurbishment"

FGP: 53.19/20**RFO REPORT:** (previously distributed)**Matters Arising:**

Matters Arising:

Minute No. FGP: 38.19/20

To note the conclusion of audit - The Clerk to ensure the notice of conclusion of audit was displayed by 30th September – *Actioned to timescales and on the website.*

Minute No. FGP: 39.19/20

Internal Controls - Clerk to check whether this had been paid in error to the Parish Council rather than to the Millennium Hall. *This was an error on SNC's part and was paid to KSMMH with the October invoice.*

Minute No. FGP: 40.19/20 – Pathfinder II- *Cllr Forde to report (on agenda)*

Minute No. FGP: 41.19/20 - Churchyard drystone walls – *email sent to the PCC 30th September.*

Minute No FGP 42.19/20 – Cemetery extension - *Cllr Forde to report (on agenda).* Clerk should check whether the date of 31st December 2019 submitted with the application as a completion date for the project was a hard deadline which would affect the availability of the New Homes Bonus grant if exceeded. *Committee informed 18th September 2019: application form submitted had indicated a proposed project completion date of 31 Dec 2019 however the PC has until 2 April 2021 to claim the funding at which point it will be cancelled by SNC unless they approve otherwise.*

Minute No FGP 45.19/20 – New Unity Account – the account is now fully open with Cllr Burrell and Cllr Irving having completed the verification to authorise online. Cllr Forde and Cllr Creed need to complete this. Committee to consider amending authorisation to set up payments to include at least one Councillor as a contingency in case the Clerk is unable to do this. Committee to consider banking arrangements in the future. Note that the HSBC Business Manager account currently has an AER of 0.18%, the reserves account (Money Maker 1-month notice) AER is 0.41%. Unity offer an instant access savings account paying an AER of 0.40%.

Note that there are currently three cheques to be cashed on the HSBC account plus some KST advertisers' payments outstanding (being chased up).

Minute FGP: 46.19/20: Bus Services – meeting to be held Wednesday 20th November with Mark Stubbington of Cherwell Valley and Coach regarding his Thursday service. Note that YTD receipts for buses are

£2851 (already in excess of the budgeted amount for the year) against payments of £3630 so a YTD deficit of £779, noting that the winter months are yet to come.

Other:

Item 6 : Cllr Wood had completed the Internal Control for Q2. (distributed). Note that August Finance Report has been adjusted and recirculated due to a 10 pence understatement of PAYE/NI and 10p overstatement of pension contributions. Note that an issue arose in October with a NEST schedule from August not having been submitted (exception schedules had been set up and transmitted but the original schedule had not released). This was corrected and a 1p underpayment identified and added to the October payment by exception hence October pension is £19.84 instead of £19.83.

Noted. The Clerk was thanked for her report.

FGP: 54.19/20

INTERNAL CONTROLS 2019/2020:

A. To note the report for Q2

Noted; no matters requiring action had been identified.

B. To review the Receipts and Payments Account to 31st October 2019: (previously distributed)

The Clerk clarified that NEST payments on the monthly receipts and payments schedule are lower than the NEST payments shown on the finance schedule because they include only the employer contribution with the employee contribution being accounted for within the gross wages line. The August figure was higher than others as there were two employees rather than one during that month only.

Noted that NEST payments were in line with budgetary expectations. **Noted** that there had been no expenditure on the cemetery hedge yet.

FGP: 55.19/20

TO CONSIDER RECOMMENDATIONS REGARDING ONGOING BANKING ARRANGEMENTS

The Committee reviewed the banking arrangements regarding the number and types of accounts held. The Clerk highlighted that a funds transfer might need to be raised as a cheque from HSBC into Unity to cover the December payments.

RESOLVED: to recommend opening a Unity instant access savings account with the aim of closing the HSBC Business Manager Account and Community Account once all expected receipts and payments had cleared.

RESOLVED: to recommend amending the online authorisation to allow Cllrs Irving and Burrell to set up payments as well as authorise them to allow business continuity.

Cllr Sykes would forward details to the Clerk to allow him to be added as a signatory (previously agreed).

Action: Cllr Sykes

FGP: 56.19/20

PATHFINDER II: TO RECEIVE UPDATE FROM CLLR FORDE REGARDING PURCHASING EXPERT ADVICE RELATING TO FLOOD RISK (SURFACE WATER AND FLUVIAL)

Cllr Forde had not yet managed to contact Tony Brummell but would do so.

Cllr Forde defined the recent instances of issues with both fluvial (Wales Street) and surface water flooding (Little Rushes development).

Regarding Wales Street it was noted that one property had experienced flooding in the kitchen. The Environment Agency had been fully engaged and had assisted with pumping out water. The demountable flood barriers are available for King's Sutton but it would appear that recent flooding is actually attributable to lateral water movement below the ground and therefore they would be ineffective.

Noted that the Environment Agency had previously distributed funds for individual property owners to make provision to prevent ingress of water but that this did not preclude any additional temporary measures being used.

Noted that some residents had commented that they felt measures previously taken had now proven to be effective.

Noted that the flood maps produced by the Environment Agency seemed to be less accurate than the flood models used and had caused some alarm when issued, due to the large area of King's Sutton highlighted as at risk. Cllr Forde was awaiting a response to feedback which he had submitted to the Environment Agency on this point.

Agreed that it may be beneficial for the community of the houses affected to form a group to be a focal point to receive and disseminate information within the area.

Regarding the Barwood Homes development, Cllr Forde explained the specific issues which had been identified:

1. Flood retention ponds – operating problems
 - a. Parameters for the operation of the flap valve to 'Banbury Lane Ditch'

- b. Operation of hydrobrakes Pond 2 to Pond 1, and Pond 3 to Pond 2: Following pumping out of Pond 1 (Sykes pump) there was no evidence of levels on Ponds 2 and 3 falling.
- c. Flooding to parking area at Windsor Close

2. Surface water penetration on E boundary – flows over land from adjacent farmland through the car park area to site road.

Water was observed flowing down from the field to the east (Home Farm) into the Barwood open space mid-way along the boundary. This flow ‘found’ the recently constructed footpath, and flowed onwards through the car-parking area, over the culverted flood channel, and emptied into the highway drainage system. This negates the provision of the flood channel and places more pressure on the storm water sewer.

3. Flood channel connection to field ditch (south end) and obstruction to approved flood channel.

- a. The connection from the approved flood channel to the field ditch running downhill from the east has still not been made.
- b. The flood channel is now obstructed by an access way to the land to the east. During recent rain, water was observed on this obstruction and was close to release onto the roadway. There is a serious risk of such water flowing across the road.

Agreed that Cllr Forde highlight the issues to Barwood Homes and request a response.

Agreed that the Clerk contact SNC regarding planning conditions which appeared not to have been met (point 3).

FGP: 57.19/20

CEMETERY

A. Project to Extend: To receive a progress report from Cllr Forde

There had been no progress as Cllr Forde had been unable to make contact with Cllr Hopkins. Although the grant could be accessed up to April 2021, it was felt important that the project be initiated as soon as possible.

RESOLVED: That Cllr Irving request Cllr Gregor Hopkins to facilitate a meeting as soon as possible with the relevant planning officer at SNC to ascertain exactly what supplementary documentation would need to be submitted with the application (it being thought that previous requests had been disproportionate).

To recommend that a specialist company namely Cemetery Developments Services be asked to provide a scope of costings/responsibilities for submitting an application.

FGP: 58.19/20 BUS SERVICES: TO REVIEW RECEIPTS AND PAYMENTS YEAR TO DATE VERSUS BUDGET AND PASSENGER NUMBERS IN ORDER TO CONSIDER MAKING A RECOMMENDATION TO THE DECEMBER PARISH COUNCIL MEETING

Noted that the bus services had cost £779 year to date.

Noted that a meeting was to take place the following day with Mark Stubbington of Cherwell Valley Coaches regarding his proposed service.

Noted that the budget for 2019/2020 provided for the Thursday service to continue to year end.

FGP: 59.19/20 MOTION TO EXCLUDE MEMBERS OF THE PUBLIC AND THE PRESS FROM THE NEXT ITEM ON THE AGENDA

None present.

FGP: 60.19/20 CLERK'S 3-MONTH REVIEW

The summary of the review had been previously circulated. The panel was extremely satisfied with the clerk's performance and attitude since she undertook the post on 1 August 2019, and on behalf of the council, had been very pleased to confirm her appointment on a permanent basis with immediate effect.

The Clerk had thanked the Councillors for being welcoming and was pleased to have had the appointment confirmed.

Noted that the Clerk would henceforth produce and distribute minutes from the Planning Committee meetings.

RESOLVED: To recommend amending the Clerk's contract with regard to payment terms as cheques were no longer necessary.

Action: the Clerk to amend the contract for review at the December Parish Council meeting.

FGP: 61.19/20 MOTION TO RE-ADMIT MEMBERS OF THE PUBLIC AND THE PRESS TO THE MEETING

None present.

FGP: 62.19/20 BUDGET 2020-21: TO CONSIDER BUDGET PROPOSALS WITH REFERENCE TO GUIDANCE FROM NORTHANTSCALC

The meeting reviewed the expected receipts and payments for 2020-21.

RESOLVED: To recommend to the December meeting of the Parish Council draft payments and receipts as below, noting that the Clerk would update

expenditure lines relating to grass cutting, dog and litter bin emptying, Clerk's pay, and items where Northants CALC had issued guidance.

Receipts	Draft Budget	Payments	Draft Budget
1. Bus Ticket Sales	3,900	1. The Rec	
2.1 Cemetery Fees	2,000	1.1 Play Equipt Maintenance	2,000
2.2 Jubilee Rose Garden		1.2 Signage, Seats, Posts, Bins	1,000
		1.3 Hedge	200
3. Grass Cutting grant	710	2. Services	
4.1 Funfair	300	2.1 Litter Bins, Bus Shelters	3,600
4.2 Ice Cream Vendor	300	2.2 Dog Waste	1,750
5. Bank Interest	450	3. Grasscutting	
6. Adverts KST	1,500	3.1 Village Amenities, Highway Verges	5,500
7. Reserves		3.2 Paradise Banks	200
7.1 CALA S106		3.3 Additional cuts The Rec	450
		3.4 Play Equipment strims	160
8. s106 Monies		3.5 Cemetery	2,500
8.1 Road Safety	4,000	3.6 Cemetery Hedge	250
		3.7 Blacktops	75
		4. Cemetery	
		4.1 Waste Collection; Rates	700
		4.2 Jubilee Rose Garden	25
		4.3 Water Rates	100
		5. Churchyard	1,500
		6. Maintenance	
		6.1 Parish Property (repairs, painting)	500
		6.2 Cemetery	500
		6.3 Jubilee Rose garden	100
		6.4 Additional Street Furniture	200
		7. Thursday Bus	5,500
		8. Footway Lighting	
		8.1 Power	8,000
		8.2 Routine fault repairs	1,000
		9. Communications	
		9.1 KSTimes	3,000
		9.2 Village Directory	awaiting estimate
		9.3 Website Hosting	1,500
		9.4 Domain Name renewal	80
		10. Village Plan/VDS	0
		11. Parish Office	
		11.1 Clerk's Gross Salary	15,707
		11.2 Employer's NI	1,200
		11.3 Pension	375
		11.4 General Administration	2,800
		11.5 Office Rent/Room Hire	3,500
		11.6 Audit	700
		11.7 Insurance	2,500
		11.8 Grants Fin Asst & Donations	2,500
		11.9 s106	685
		11.10 Chairman's Allowance	150
		11.11 Training incl. expenses related	500
		11.12 Election Costs	TBA
		12. Capital Expenditure	
		12.1 Tree Works	1,000
		12.2 Lighting Replacements/Inspection	500
		12.3 Flood Alleviation	0
		12.4 Play Area Renewal Fund	5,000
		12.5 New Play Equipment (KSPP)	0
		12.6 ROW	0
		12.7 Office Equipment	500
		12.8 Cemetery development expenditure	4,000
		12.9 Traffic Calming	0
		12.10 War Memorial	0
		13. Misc.	
		13.1 CIL	-
		13.2 Banner/CALA Road Safety	4000

Payment items in bold to be adjusted as necessary by the Clerk in consultation with Cllr Irving prior to the December meeting.

FGP: 63.19/20

TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE

Cllr Sykes would submit a draft policy regarding climate change.

FGP: 64.19/20

TO CONFIRM DATE FOR THE DECEMBER MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE.

Agreed as 17th December 2019.

The Meeting ended at 8.52 p.m.