

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

**MINUTES OF THE ZOOM MEETING HELD  
AT 7.30 P.M. ON TUESDAY 17<sup>TH</sup> NOVEMBER 2020**

**PRESENT:** Councillors R Irving (Chairman), R Burrell, J Creed, T Forde, D Wood

**ABSENT:** None

**IN ATTENDANCE:** Mrs E Hart (Clerk), Councillors S Read-Maskell, D Loughran

**CHAIRMAN'S ANNOUNCEMENT:**

**The Openness of Local Government Public Bodies Regulations 2014:**

The Announcement was taken as read.

**FGP: 42.20/21 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

None.

**FGP: 43.20/21 TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

None.

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

Councillor	Agenda Item	Reason
R Burrell	Item 17 – Budgeted Payments	Chairman of KSMMH Committee (room rental item)

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

None.

**FGP: 44.20/21 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:**

None.

**FGP: 45.20/21 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 15<sup>TH</sup> SEPTEMBER 2020:** (previously distributed)

**RESOLVED:** To approve the Minutes of the Meeting held 14<sup>th</sup> September 2020.

**FGP: 46.20/21 RFO REPORT**

**Matters Arising:**

Minute No. FGP: 34.20/21A

The September issue of the KST cost £810 (instead of £720); this was due to it being a “bumper” issue. There will be no December 2020 issue.

Minute No. FGP: 34.20/21B

HSBC has now confirmed that they have only contacts for the current Councillors live and are happy with the safeguarding audit. (Written confirmation awaited)

Once the next BT bill is seen to debit from the Unity bank, the two current account HSBC accounts will be closed, leaving the MoneyMaker account in place.

Minute No. FGP: 35.20/21

Both Standing Orders and Financial Regulations were signed off at the October Meeting with no amendments.

Minute FGP: 39.20/21

The Clerk’s contract was updated and signed off at the October Meeting.

Minute FGP: 40.20/21

The new playground sign has been installed.

### **Other**

The AGAR and external audit report were received from PKF Littlejohn on 16<sup>th</sup> November. There were no issues raised.

**The Clerk was thanked for her report.**

**FGP: 47.20/21**

**INTERNAL CONTROLS 2020/21:**

**A. To review the Receipts and Payments Account to 11<sup>th</sup> November 2020**

The report for November was **noted**.

It was noted that the Grass Cutting Grant is usually received during January. The Clerk advised that she was seeking confirmation regarding whether any receipts were due from King’s Sutton Times advertisers as none had been received year to date. Room hire payments were lower than budget due to meetings taking place on Zoom during the pandemic.

### **Agreed:**

Some items of expenditures would be reallocated from the generic 6.1 Parish property repairs to item 1.2 Seats on the Rec. The cricket club

mower grant needed to be re-allocated under s106 and the reserves amended accordingly.

A new line 9.5 Leaflets to be added under Communications

Line 10 – Village Plan to be deleted.

S106 Road Safety budgeted receipts - required clarification as to the payment source.

Action: **the Clerk**

**FGP: 48.20/21**

**POLICY/DOCUMENTATION REVIEWS**

**A. Disciplinary Policy**

**RESOLVED:**

To recommend adoption of the policy as circulated with the following amendments:

Replace references to “Manager” with “Chairman”

Replace references to “Staffing Committee” with “Finance, Governance and Policy Committee”

**B. Grievance Policy**

**RESOLVED:**

To recommend adoption of the policy as circulated with the following amendments:

Replace references to “Staffing Committee” with “Finance, Governance and Policy Committee”

**C. Equal Opportunities Policy**

**RESOLVED:**

To recommend adoption of the policy as circulated.

**D. Clerk’s Job Description**

**RESOLVED:**

To recommend approval of the document as circulated.

**FGP: 49.20/21**

**ELECTRICITY SUPPLIER**

**A. To consider investigating alternative suppliers (Northants CALC scheme)**

**Noted** that it appeared that substantial savings could be made (£5000 over a three-year contract).

**RESOLVED:**

To authorise the submission of a letter of authority to enable a quote to be requested for consideration at the December Parish Council meeting.

**FGP: 50.20/21**

**CEMETERY**

**A. Review of charges**

**RESOLVED:**

To recommend increasing the cemetery fees to the figures circulated (an increase of 3% rounded to the nearest pound) from 1<sup>st</sup> April 2020.

**B. Update on cemetery extension project**

**Noted** that the Clerk had informed CDS that the Parish Council wished to proceed with the project and was also in contact with SNC regarding extending the New Homes Bonus grant deadline.

**Agreed** that Cllr Forde would contact Liz Mordue with regard to producing the archaeology report.

**Agreed** that Cllrs Forde, Creed and Filippelli would present a proposal regarding parking provision and hard landscaping layout to the December Parish Council Meeting prior to submitting it to CDS.

**Noted** that an enhanced mowing programme of the verge towards Walton Grounds could alleviate parking issues.

**Agreed** that Cllr Forde would discuss issues raised in the PEA/amendments required with the Clerk, noting comments regarding the pond and stream in the report.

**FGP: 51.20/21** **TO CONSIDER PURCHASE OF THE 12TH EDITION OF LOCAL COUNCIL ADMINISTRATION, CHARLES ARNOLD-BAKER (A DISCOUNT OF 20% FOR NORTANTS CALC MEMBERS OFF THE FULL PRICE OF £149.99)**

**RESOLVED:** To recommend purchasing the 12th edition of “Local Council Administration” at a discount of 20% off the full price of £149.99 and to further recommend the purchase of future updated editions as required

**FGP: 52.20/21** **TO EXCLUDE MEMBERS OF THE PUBLIC AND THE PRESS FROM THE NEXT ITEM ON THE AGENDA**

None present.

**FGP: 53.20/21** **TO RECEIVE REPORT REGARDING THE CLERK’S ANNUAL APPRAISAL**

The report circulated by Cllr Burrell was noted. Cllr Burrell informed the meeting that he felt the discussions had been open and honest and the panel was very satisfied with the Clerk’s standard of work. The Clerk’s overall workload (including other employment) had been discussed; it was felt that the Parish Council should look favourably on any future request by the Clerk to replace hours currently worked elsewhere with an increase to her working hours at the Parish Council.

**FGP: 54.20/21** **MOTION TO RE-ADMIT MEMBERS OF THE PUBLIC AND THE PRESS TO THE MEETING**

None present.

**FGP: 55.20/21**      **TO CONSIDER THE QUOTE RECEIVED FROM AGU TREECRAFT LTD FOR WORKS IDENTIFIED DURING THE TREE SURVEY**

Comments made by the Tree Warden were reviewed and discussed. **Agreed** that the Clerk should check the insurance policy schedule wording regarding any damage caused by trees.

**RESOLVED:**      To recommend carrying out the works to the cemetery trees detailed in the quote.

**RESOLVED:**      To recommend to the Parish Council that it commission no works to the alder tree on Windsor Close, noting that the tree is deemed to be a fine specimen and further noting that neighbouring property owners are at liberty to remove branches which overhang their property as long as this is not to the detriment of the health of the tree.

**RESOLVED:**      To seek comments from the Tree Warden on the works to trees (rather than the alder referred to above) in Windsor Close for further consideration at the December Parish Council Meeting

**FGP: 56.20/21**      **CHURCHYARD: CONSIDERATION OF MAINTENANCE OF AREAS OTHER THAN MOWING INCLUDING THE DAMAGED BOUNDARY WALL**

**Noted** that there were a number of issues which were of concern in the churchyard.

**Agreed** that it would be beneficial for the Parish Council to identify these to the Parochial Church Council as a basis for further discussion between the two parties:

- Proposed changes to the mowing programme
- Damage to the wall
- Ivy growth on the wall
- Maintenance of hedges

**Action:** the Clerk

**FGP: 57.20/21**      **CHRISTMAS TREE FOR KING'S SUTTON: CONSIDERATION OF THE OFFER OF A CHRISTMAS TREE AND REVIEW OF ISSUES TO BE ADDRESSED**

**Noted** that a parishioner had arranged for the donation of a 12 foot Christmas Tree for the village and another parishioner had indicated their willingness to purchase (solar) lights for its decoration. The tree was available from Saturday 5<sup>th</sup> December. The Clerk had advised that Brackley Town Council has agreed to lend a suitable container to the Parish Council and this would need to be collected.

**RESOLVED:** To recommend that the Parish Council be in favour of the principle of having the tree installed on its land with the proposed location of The Square.

**Agreed** that Cllr Loughran should co-ordinate any necessary logistics.

Cllr Forde volunteered to check the tree regularly for any safety issues.

**FGP: 58.20/21**

**BUDGET 2021-2022: TO CONSIDER BUDGET PROPOSALS FOR RECEIPTS AND PAYMENTS WITH REFERENCE TO GUIDANCE FROM NORTHANTS CALC**

The first draft of the budgeted receipts (as previously circulated) was **noted:**

	Agreed budget 2020/21	Year to date (Nov)	Expected 20/21	Draft budget 2021/22
1. Bus Ticket Sales	3,900	26.00	26	1,000
2.1 Cemetery Fees	1,500	1,754.00	2,600	2,000
2.2 Jubilee Rose Garden		103.00	103	
3. Grass Cutting grant	710	710	710	0
4.1 Funfair	300	-	-	300
4.2 Ice Cream Vendor	300	300.00	300	300
5. Bank Interest	450	21.33	450	450
6. Adverts KST	1500	0.00	0	1000
7. Reserves				
7.1 CALA S106				
8. s106 Monies				
8.1 Road Safety	4,000		4,000	4,000
9. Precept	70,143	70,143.00	70,143	TBC
10. Other				
Total (excluding precept)	12,660	2,914	8,189	9,050

**Noted** that the NCC mowing grant was likely to cease and that clarity over the advertising revenue was being sought.

**RESOLVED:** To recommend to the December meeting that the Parish Council note draft receipts budget as above.

The first draft of the budgeted payments (as previously circulated) was reviewed:



**Noted** that a salary increase of +3% had been budgeted for, with increases of 2% applied where applicable for non-fixed price items.

**RESOLVED:** To recommend to the December meeting that Parish Council note draft payments budget as above with the following amendments:  
 To amend line 5 to a heading only, add line 5.1 Churchyard Mowing (£1500) and line 5.2 Other maintenance (£500)  
 To amend line 7 to “Bus trips”  
 To amend line 8 Power to £6000  
 To delete lines 9.2 and 10  
 To increase line 11.5 by £150 to include the cost of the Room Hire for the Horticultural Show (the Parish Council to be invoiced directly by the KSMMH in future)

**Noted** that the level of reserves would be reviewed at the December FG & P Committee Meeting and that the likely impact of the new Unitary Council on services would need to be borne in mind.

**Noted** that the impact of the Council Tax Support Scheme on the Council Tax Base would need to be considered when setting the precept.

**FGP: 59.20/21** **TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE**

Mowing programme enhancement - verge towards Walton Grounds

**FGP: 60.20/21** **TO CONFIRM DATE FOR THE DECEMBER MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE**

**Agreed** as Tuesday 15<sup>th</sup> December 2020.

The Meeting ended at 8.59p.m.