

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 13TH JULY 2021
IN THE MAIN HALL, KING'S SUTTON MILLENIUM MEMORIAL HALL**

PRESENT: Councillors D Wood (Chairman), R Burrell, B Humphrey, R Irving

ABSENT: Councillors J Creed and D Loughran

IN ATTENDANCE: Mrs E Hart (Clerk), Cllr Field (in relation to Agenda Item 8)

CHAIRMAN'S ANNOUNCEMENT:

The Openness of Local Government Public Bodies Regulations 2014:

FGP: 21.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllr Loughran.

RESOLVED: To approve the reasons for absence as submitted

Cllr Creed's absence was noted.

FGP: 22.21/22 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R Burrell	Item 9 - deterrent methods against vandalism	Trustee of King's Sutton Millennium Memorial Hall
	Item 15 - 15. Provision of electrical car charging	Trustee of King's Sutton Millennium Memorial Hall
R Field	Item 8 – Flood Alleviation Scheme	Resident on the Barwood development area
D Wood	Item 8 – Flood Alleviation Scheme	Resident on the Barwood development area

C. To receive requests for Dispensations:

None.

FGP: 23.21/22 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:

None.

FGP: 24.21/22 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 25TH MAY 2021:** (previously distributed)

RESOLVED: To approve the Minutes of the Meeting held 25th May 2021

FGP: 25.21/22 **RFO REPORT**

Matters Arising:

Minute FGP: 5.21/22

Doug Grace has been in contact; further details are awaited from him.

Minute FGP 6.21/22

Virement for Tree Works: presented in the reserves document

Minute FGP 7.21/22

The Parish Council approved an investment of £85,000 in Hampshire Trust Business Bank Year Business Bond (Issue 45) at a rate of 0.7% (*pending confirmation of eligibility*)

The Hampshire Trust Bank confirmed our eligibility; note that the bond is now Issue 46 with an increased rate of 0.95%. The application will be completed this week.

Noted.

Minute FGP 8.21/22

The quote from Ecosurface was approved; works are due to be completed by Thursday 15th July.

OTHER

The signatories' form for Unity has been updated and ID collected where necessary. Signatures for the form are needed before it is sent off.

The change of mandate form for HSBC has been collected by Cllr Irving and will be submitted this week.

The Kings Sutton in Bloom cheques for the prize winners totalling £130 will be presented to the August Parish Council Meeting for presentation at the Horticultural Show on Saturday 14th August.

Aylesbury Mains has provided a quote for Electrical Testing of 3 anticipated site visits @ £46.00 each plus Electrical test & certify @ £18.80 per unit (121 units) so a total of £2412.80 plus VAT. This compares with a price of £1498 in 2015; Aylesbury Mains has been

asked to clarify why the price has increased by 60 per cent and whether there is any flexibility in the quote.

Noted that it would be prudent to research other contractors' services in the long term.

The Clerk was thanked for her report.

FGP: 26.21/22

INTERNAL CONTROLS 2021:

A. To review the Receipts and Payments Account to 12th July 2021

The report for July (including all July payments) was **noted**. No invoices from the grass cutting contractor had yet been received.

B. To note the report of the ICC for Q1

The circulated report regarding Q1 was **noted** and thanks made to Cllr Field for his efforts.

C. To note the level of reserves and consider any virements

Noted that the current level of designated reserves was £186,899.

RESOLVED:

To include an explanation of s106, CIL and LGR on future reports.
Action: the Clerk

FGP: 27.21/22

TO CONSIDER PROPOSALS FOR VIEWING PLANNING APPLICATIONS ELECTRONICALLY

Noted that the Clerk had booked an appointment for a supplier to visit the Astrop Room with a view to providing a quote.

FGP: 28.21/22

TO CONSIDER ISSUES REGARDING THE FLOOD ALLEVIATION SCHEME: LITTLE RUSHES

Cllr Field informed the Committee that although it has been stated that the original scheme was signed off as compliant, there appears to be no evidence of a formal handover. A formal complaint to the Planning Authority has been made by the residents' association. It would appear that Barwood made changes to the original scheme which were not communicated to the Planning Authority. In addition, the ditches on the perimeter have not been kept clear by the landowner.

RESOLVED:

To contact the landowner requesting that ditch clearance work be completed.
Action: the Clerk

RESOLVED:

To contact the Chief Executive of the Planning Authority urging him to provide clarification and a resolution.
Action: the Clerk

RESOLVED:

To request a meeting with the unitary Councillor to discuss the issue alongside several other issues involving the Unitary Council

Action: the Clerk

FGP: 29.21/22

**TO CONSIDER RECOMMENDING THE ADOPTION OF
DETERRENT METHODS AGAINST VANDALISM**

Noted that the next meeting of the trustees of King's Sutton Millennium Memorial Hall Committee includes an agenda item regarding the installation of CCTV cameras which could be pointed towards the Rec to record instances of vandalism.

RESOLVED:

To recommend that the Parish Council explore the possibility of the provision of CCTV cameras to cover the Rec and the Millennium Hall car park.

Action: the Clerk

FGP: 30.21/22

TO CONSIDER A DRAFT MEMORIAL BENCH POLICY

The sample policies were **noted**; it was felt that benches of 1.8m would be sufficient.

RESOLVED:

To produce a draft policy detailing all aspects of the proposal with regard to basic principles and how the scheme would operate for the September meeting of the Finance, Governance and Policy Committee.

Action: the Clerk, Cllr Burrell

FGP: 31.21/22

**PROJECT TO CREATE A PERMISSIVE PATH TO THE CANAL: TO
CONSIDER NEXT STEPS**

Noted that a response from the landowner regarding the request for either a new Right of Way or a permissive path was awaited.

FGP: 32.21/22

**STRATEGIC PLAN: TO CONSIDER THE STATEMENT OF KEY
OBJECTIVES**

RESOLVED:

To recommend approval of the Plan with reviews to take place on a quarterly basis.

FGP: 33.21/22

TO REVIEW THE CLERK'S JOB DESCRIPTION

RESOLVED:

To recommend approval of the circulated document with the following additional amendments: insert "fulfilling the Council's needs" and "specified allocation of hours" under employment status (replacing existing text), delete "associated documents" under item 26 (a)

The Clerk's existing salary details were reviewed.

Noted that currently the Clerk receives a premium of 2.5% over and above the relevant NJC rate.

Noted that pay negotiations with trade unions were ongoing and the pay award effective 1st April 2021 had not yet been agreed.

RESOLVED:

To recommend that once the pay award has been published, the Clerk's rates be reviewed, with the intention that the Clerk's total

salary should reflect the current calculated amount plus 7.5% and to adjust the premium percentage rate accordingly.

FGP: 34.21/22

CEMETERY

A. To receive report on progress of the cemetery extension project

Noted that the Transport Statement was awaited from CDS at which point the Parish Council would be able to submit the planning application.

B. To consider changing the existing procedure for allocating Exclusive Rights of Burial

RESOLVED:

To recommend amending the policy

FGP: 35.21/22

PROVISION OF ELECTRICAL CAR CHARGING: TO CONSIDER NEXT STEPS

Noted that this project was due to be discussed the following evening at a King's Sutton Millennium Memorial Hall meeting.

Noted that a grant is available to Local Authorities acting as hosts and that the Hall Committee would need to be appointed agents of the hosts (the Parish Council).

FGP: 36.21/22

EMERGENCY PLANNING PROJECT: TO RECEIVE UPDATE

Noted that the plan was to be updated following the meeting of the Working Group.

FGP: 37.21/22

TO CONSIDER INVITING GRANT APPLICATIONS FROM VILLAGE GROUPS AND ORGANISATIONS

Item **deferred**.

FGP: 38.21/22

TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE (TUESDAY 14TH SEPTEMBER 2021):

Email policy (with website and social media recommendations)
(Cllr Bostock and the Clerk)

The Meeting ended at 9.02p.m.