

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 18TH JANUARY 2022
IN THE ASTROP ROOM, KING'S SUTTON MILLENIUM MEMORIAL HALL**

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

ABSENT: Councillor D Loughran

IN ATTENDANCE: Cllr Barry, Cllr Malcolm, Mrs E Hart (Clerk)

**CHAIRMAN'S ANNOUNCEMENT:
The Openness of Local Government Public Bodies Regulations 2014:**

FGP: 80.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Cllr Bostock had given apologies as Chairman of the Communications Working Group.

Cllr Loughran's absence was noted.

FGP: 81.21/22 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R Burrell	Item 10 CCTV camera system	Trustee of King's Sutton Millennium Memorial Hall

C. To receive requests for Dispensations:

None.

FGP: 82.21/22 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:

None.

FGP: 83.21/22 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 14TH DECEMBER 2021: (previously distributed)

RESOLVED: To approve the Minutes of the Meeting held 14th December 2021

FGP: 84.21/22 RFO REPORT

Matters Arising:

Minute FGP: 61.21/22 B Traffic Calming/Lighting Reserves

This was drawn to the attention of the Parish Council and will be discussed further (agenda item 8)

Minute FGP: 61.21/22 B Cemetery Extension Budget

This was updated and circulated.

Minute FGP: 62.21/22 A CCTV

This has been installed. Two users have been trained (the Clerk and Hall Manager)

A meeting was held on 12th January 2022 between the Cllr Burrell, Parish Clerk and the Hall Manager to discuss drafting a Memorandum of Understanding and policy documentation (agenda item 10)

Minute FGP: 62.21/22 B: Ecosurface

A price reduction to £10,300 plus VAT was renegotiated and approved by the Parish Council. On surveying the site recently, it was noted that the supports for the zip slide fell outside the current bark surface area and ascertained that the quote did not cover this additional surface area. Ecosurface has advised that the additional cost to include this (in order to ensure that the poles do not suffer more strimmer damage) would be £415.06 plus VAT (7 square metres @ £59.295 per square metre).

When all the bark was cleared ready for the works to be completed, it was clear that the new surface would need to sit at a much lower level as the bark was substantially deeper than the 40mm Ecosurface finish. It was felt that RoSPA could consider this to be a substantial trip hazard and that the installation would not be satisfactory. A substantial amount of MOT would be needed to remedy this. Ecosurface has advised this will cost an additional £2200 plus VAT. All correspondence regarding this has been circulated.

Noted and agreed that the increase in project expenditure was necessary.

Minute FGP: 63.21/22

The Parish Council awarded the tender to M. Dempsey.

FGP: 64.21/22

The Scale of Fees 2022-23 and Risk Assessment for Burial Grounds were approved by the Parish Council.

FGP: 66.21/22 Standing Orders and Financial Regulations

These were both approved by the Parish Council.

FGP: 68.21/22 Communications Working Group

The group has been created and a Terms of Reference circulated. Mr D Bridson declined to renew his contract and will therefore charge the Parish Council for actual time spent from 1st January 2022.

FGP: 77.21/22 Budget

The Parish Council approved a budget of £91,241

FGP: 78.21/22 Precept

The Parish Council approved a precept of £73,800

FGP: 85.21/22

INTERNAL CONTROLS 2021:

A. To review the Receipts and Payments Account to 18th January 2022

The report to 18th January was **noted**.

The RFO clarified:

- Expenditure under 10.4 General Administration included licences and other items for the Christmas Fayre (this would be a separate expenditure line in 2022/23)
- The expenditure for the CCTV (£3,088) had been lodged against 12.1 pending Committee review.
- Lighting expenditure included bulb cleaning and also electrical testing which had been included into the accounts, but the BACS transfer had been delayed pending receipt of the electrical certificate and was therefore an outstanding debit.

The Chairman commented that he would like his allowance to be put towards providing a hospitality item to allow appropriate receipt of visitors to meetings; **agreed** that this was a good idea.

B. To receive the report of the Internal Control Councillor for Q3

The circulated report regarding Q3 was **noted** and thanks made to Cllr Field for his efforts.

C. To review reserves and consider any virements

RESOLVED:

To allocate the expenditure of £3088 for the CCTV under the Community Infrastructure Levy heading in designated reserves.

Action: Clerk

Noted that there was currently £10,500 under Lighting Renewals and that future consideration may need to be given to making virements from other categories such as emergency planning if lighting schemes were to be extended within the village.

D. To consider the effectiveness of the System of Internal Audit, including the review of the Financial Risk Assessment and Statement of Internal Control.

RESOLVED:

To recommend approval of the:

i) Financial Risk Assessment 2021/2022

ii) Statement of Internal Control for the year ending 31st March 2022

RESOLVED: To recommend that:
The review of the System of Internal Control is accepted, and the effectiveness of the System of Internal Control is **noted**.

FGP: 86.21/22 ASSET REGISTER REVIEW

The RFO explained the proposed additions and deletions.

RESOLVED: To recommend approval, noting that the Clerk would check the position regarding allocating values to buildings of which the Parish Council is custodian trustee and adjust accordingly.
Action: the Clerk

The RFO confirmed that the insurance provider had been informed of the changes.

FGP: 87.21/22 TRAFFIC CALMING: TO CONSIDER THE REPORT FROM THE MEETING WITH HELEN HOWARD ON 11TH JANUARY 2022 AND DETERMINE ANY RECOMMENDATIONS TO BE MADE

Noted that there were two distinct methods of Highways funding projects and that Helen Howard's small works project fund only amounted to £12,000 per annum.

Noted that road marking improvements previously agreed by Helen Howard were due to be implemented in late spring/early summer 2022

Noted that Helen Howard had subsequently indicated that the only traffic feature possible in Astrop Road near the village entrance was a chicane.

RESOLVED: To recommend that the PC offers to contribute 50% of the costs, to a maximum of £25,000 towards a Highways Improvement Project to install a chicane in the area (noting that the Evenley project cost approximately £50,000) accepting that despite the Parish Council's best endeavours, there was no guarantee that the bid would be successful.

Noted that lighting improvements and VAS provision fall under the responsibility of the Parish Council.

RESOLVED: To recommend that the PC explores the options relating to increasing lighting provision in the area, noting that power is necessary to light up the proposed chicane and that consideration is also given to installing a VAS system in the vicinity.

Noted that the lighting/VAS and the chicane scheme were complimentary rather than mutually exclusive.

Further **noted** that future virements may be necessary into the relevant categories of designated reserves in order to meet the costs of the schemes.

FGP: 88.21/22

**COMMUNICATIONS WORKING GROUP:
A. To review the Terms of Reference document**

RESOLVED:

To recommend approval of the Terms of Reference for the Communications Working Group.

B. To consider making recommendations to the February Parish Council Meeting

Noted that Cllr Malcolm had recently received quotations from several companies for various levels of services.

Agreed that the Working Group should review all options for both websites and domains at their next meeting (Wednesday 26th January) and put together a proposal for the February Parish Council Meeting.

Noted that the Clerk would send Cllr Barry details for a free Survey Monkey account.

The members of the Working Group were commended on the excellent start made to the project.

FGP: 89.21/22

**CCTV:
A. To review the Draft Memorandum of Understanding between the Parish Council and KSMMH**

RESOLVED:

To recommend approval of the Draft Memorandum of Understanding, (accepting that both parties would ultimately need to approve the document) with an amendment clarifying the ownership/management relationship between the two parties.

Action: Clerk

B. To review the Draft CCTV policy

Noted that the Clerk would distribute a Draft Policy to members of the Committee for comments prior to its submission to the February Parish Council Meeting.

FGP: 90.21/22

TO CONSIDER THE PARISH COUNCIL'S ROLE IN CELEBRATING THE QUEEN'S PLATINUM JUBILEE

Noted that a budgetary provision of £2000 in total had been made for the Queen's Platinum Jubilee.

Noted that Cllr Barry had been approached to assist in the organisation of an event on Sunday 5th June on the Rec/in the King's Sutton Millennium Memorial Hall. Costs would include hire of the Hall, Radio Horton, Bouncy Castle Hire and a Temporary Event Licence.

RESOLVED: To recommend that £1000 be ringfenced for the above event from the budgeted expenditure.

FGP: 91.21/22 REVIEW OF STATEMENT OF KEY OBJECTIVES

Noted that a meeting to review which biodiversity projects could be quickly delivered was planned.

RESOLVED: To recommend approval of the updated Statement Of Key Objectives.

FGP: 92.21/22 TO CONSIDER GRANT APPLICATIONS FROM VILLAGE GROUPS AND ORGANISATIONS

RESOLVED: To recommend approval of the King's Sutton Playing Fields' Association application of £1848 for CCTV installation.

RESOLVED: To recommend approval of the King's Sutton Preschool's application for climbing equipment CCTV installation to a value of £2697.

RESOLVED: To recommend pledging £4000 towards the King's Sutton Tennis Club's project for a fourth court and access development, providing that all funding applications are in place, noting that this would also assist with matched funding applications.

RESOLVED: To recommend pledging £4000 to the It's for the Kids project for enhanced playground and outdoor learning, pending finalised costings/details being received and all other funding streams being in place.

RESOLVED: To recommend responding that the Parish Council would be minded to be supportive of an application for a specific mower (with quotation provided) once clarification is received as the reason why a new mower is required as grants have previously been awarded for mowing equipment by the Parish Council.

**FGP: 93.21/22 PROJECT UPDATES:
A. Cemetery**

Noted that planning approval (with conditions) had been granted. The Clerk advised that the owners of the land had now indicated that a conditional contract would be preferable to one with a "put" option as previously agreed.

Agreed to delegate the finer details of the purchase to Cllrs Irving and Creed to report back to the subsequent meeting.

B. EV Charging Points

Cllr Wood confirmed that he had met with a representative from BP Chargemaster on Zoom and that BP has accepted the rerouting option to avoid digging up the car park.

The ORCS grant application would be submitted in the near future.

FGP: 94.21/22

REVIEW OF MEETINGS SCHEDULE 2022-23

RESOLVED:

To recommend approval of the Draft schedule for 2022-23.

FGP: 93.21/22

TO RECEIVE ITEMS FOR THE NEXT MEETINGS OF THE FINANCE GOVERNANCE & POLICY COMMITTEE (15TH MARCH 2022)

Review of Terms of Reference for the Planning Committee.

The Meeting ended at 9.01 p.m.