

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

**MINUTES OF THE MEETING HELD  
AT 7.30 P.M. ON TUESDAY 22<sup>ND</sup> MARCH 2022  
IN THE ASTROP ROOM, KING'S SUTTON MILLENIUM MEMORIAL HALL**

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

**ABSENT:** Councillors B Humphrey, D Loughran

**IN ATTENDANCE:** Mrs E Hart (Clerk)

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

**FGP: 94.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

Apologies had been received from Cllr Humphrey.

**RESOLVED:** To approve the reasons for absence as submitted

Cllr Loughran's absence was noted.

**FGP: 95.21/22 TO INVITE DECLARATIONS OF INTEREST:**

**A. Disclosable Pecuniary Interests:**

**None.**

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

Councillor	Agenda Item	Reason
R Burrell	Item 8 Mums and Tots: financial support	Trustee of King's Sutton Millennium Memorial Hall
	Item 15.2 EV Charging Points	Trustee of King's Sutton Millennium Memorial Hall

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

**None.**

**FGP: 95.21/22 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:**

**None.**

**FGP: 96.21/22 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 18<sup>TH</sup> JANUARY 2022: (previously distributed)**

**RESOLVED:** To approve the Minutes of the Meeting held 18<sup>th</sup> January 2022, noting a numbering correction to the previously issued Draft Minutes.

**FGP: 97.21/22**

**RFO REPORT**

**Matters Arising:**

Minute FGP: 85.21/22 A

A hospitality item will be ordered this week.

Minute FGP: 85.21/22 C

The reserves document has been updated.

Minute FGP: 87.21/22 Traffic Calming

The outcome of the panel for the Highways Improvement Project is awaited.

A meeting with a lighting contractor has been arranged for 29<sup>th</sup> March.

Highways has been contacted regarding the feasibility of a new VAS.

Minute FGP: 89.21/22 CCTV

The Memorandum of Understanding was amended at the March Meeting following feedback from the KSMMH Trustees/Committee.

The CCTV policy was approved and will be uploaded to the website.

Minute FGP: 92.21/22 Grant Applications

All recommendations were approved by the Parish Council.

The Tennis Club has advised that planning permission for the project has been granted. A request was received regarding the Parish Council handling transactions on their behalf as the Parish Council can reclaim VAT in certain circumstances; they have been advised that this is not permissible.

A request from the Preschool to vary the condition of the grant was approved at the March PC Meeting.

**FGP: 98.21/22**

**INTERNAL CONTROLS 2021:**

**A. To review the Receipts and Payments Account to 22<sup>nd</sup> March 2022**

The report to 22<sup>nd</sup> March was **noted**.

The RFO highlighted:

- A VAT claim of £ 4,137.99 had been received
- A payment of £361.73 which appeared to be from WNC for grass cutting (£710.18 expected) had been queried.

- The payments total would be unchanged to 31<sup>st</sup> March so represented a year end figure whilst March receipts (cemetery internments) were expected.
- The high cost of lighting repairs versus budget due to electrical testing and emergency repairs

#### **B. To receive the report of the Internal Control Councillor for Q4**

The circulated report regarding Q4 was **noted** and thanks made to Cllr Field for his efforts.

#### **C. To review reserves and consider any virements**

**Noted** that grants pledged but not yet distributed had been noted on the reserves document.

**Noted** that the £10,000 New Homes Grant needed to be included in the designated reserves.

**Noted** that the Clerk would update the document accordingly ready for final review with the end of year accounts.

#### **FGP: 99.21/22 TO NOTE CORRESPONDENCE FROM THE INTERNAL AUDITOR**

**Noted.**

#### **FGP: 100.21/22 TO CONSIDER TRANSFERRING BUDGETARY SUPPORT FROM THE YOUTH CLUB TO THE MUMS AND TOTS GROUP**

**Noted** that the Mums and Tots Group provides an excellent social support service and that providing financial assistance would allow income from those attending to be put towards craft and toy supplies to further enhance the service offered.

**RESOLVED:** To recommend that the PC pays for the rent of the hall for the Mums and Tots Group, noting that the group meets 39 times per year at a current room hire cost of £21.75 per session.

#### **FGP: 101.21/22 TRAFFIC CALMING: TO RECEIVE UPDATE REGARDING PROPOSED ASTROP ROAD MEASURES**

The update in the RFO's report was **noted**; no further update.

#### **FGP: 102.21/22 COMMUNICATIONS WORKING GROUP: TO RECEIVE UPDATE REGARDING THE WEBSITE**

**Noted** that a further meeting had taken place to discuss progress and the new website providers had been asked for an update. The content from the existing website was due to be transferred across to the new domain under a new template to provide a start point for review by the group.

**Noted** that it was very important to ensure that the responsibilities for ongoing updates to the website were clearly defined; the Clerk

confirmed that the group would be addressing this as part of the Terms of Reference for the project.

**FGP: 103.21/22 TO CONSIDER A GRANT APPLICATION FROM ABILITY (NORTHANTS) CIC**

**RESOLVED:** To recommend awarding a one-off grant of £1000 recognising the impact that the Covid-19 pandemic had had on the ability of the organisation to raise funds. and noting that the service is used by the residents of King's Sutton

**FGP: 104.21/22 LIBRARY IN THE BUS SHELTER: TO CONSIDER A PROPOSAL TO IMPROVE THE AMENITY**

**Noted** that the Parish Council had previously resolved to explore ways of improving the amenity which was well kept and an asset to the community and that discussions had taken place with the resident who maintains it.

A proposal (including a quotation) to install bookshelves and a wooden framed perspex screen was discussed; whilst it was felt that it was important to protect the books from inclement weather, concerns regarding accessibility, anti-social behaviour and Health and Safety implications were expressed.

**RESOLVED:** To add the proposal to the Agenda of the April Parish Council Meeting for wider discussion.  
**Action:** the Clerk

**FGP: 105.21/22 TO CONSIDER A PROPOSAL TO PROVIDE PROTECTION AGAINST FLY TIPPING**

Item **deferred**.

**FGP: 106.21/22 LIGHTING:  
A. Update regarding damaged post on Sandringham Road**

**Noted** that Cllr Field had contacted Amazon to facilitate a claim for emergency repair to make safe and lantern replacement to be submitted.

**B. To consider options for ongoing provision for lamp maintenance**

**Noted** that SPARKX had previously provided a cheaper quote for ongoing repairs than the recent price increase advised by Forde and McHugh and that SPARKX had been approached to refresh the quote with a view to using their services.

**C. To consider proposal regarding LED upgrading**

**Noted** that upgrading all lamps to LED would involve a substantial outlay and that a detailed proposal needed to be formulated, taking

into consideration the likely number of repairs and any projected savings on electricity to allow for a well-considered decision.

The Clerk confirmed that she was going to approach another supplier for a quote.

**FGP: 107.21/22**

**PROJECT UPDATES:**

**A. Cemetery**

**Noted** that the vendors would prefer a conditional contract and that this was felt to be acceptable as long as the Parish Council could access the land to carry out the archaeological investigations.

**B. EV Charging Points**

Cllr Wood confirmed that the ORCS application had been submitted; the grant available was slightly less than required to cover installation costs and BP Chargemaster had agreed to cover the shortfall. A response to the application was expected within three weeks.

**Noted** that the KSMMH Management Committee had decided to engage a solicitor to review the contract to ensure that due diligence is shown when discharging their responsibilities.

A request from the KSMMH Management Committee for the Parish Council to cover their legal costs (£1000 plus VAT plus any disbursements) was considered. The Management Committee had also advised that the solicitor anticipated that the trustees would sign the hosting agreement in the name of the Parish Council.

**RESOLVED:**

To recommend that the Parish Council does not offer to cover costs incurred by the KSMMH Management Committee for legal expenses.

**RESOLVED:**

To respond to the KSMMH Management Committee querying why the Parish Council would be named as the contractual party as if that were to be the case the Parish Council would have entered into the contract itself as a legal entity.

**Action:** the Clerk

**FGP: 108.21/22**

**TO RECEIVE ITEMS FOR THE NEXT MEETINGS OF THE FINANCE GOVERNANCE & POLICY COMMITTEE (17<sup>TH</sup> MAY 2022)**

None.

The Meeting ended at 8:50 p.m.