

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 20TH SEPTEMBER 2016
IN THE KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: No Absentees

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

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

**FGP: 24.16/17 TO RECEIVE APOLOGIES AND APPROVE THE REASONS
FOR ABSENCE:**

None.

FGP: 25.16/17 TO RECEIVE REQUESTS FOR DISPENSATIONS:

None.

FGP: 26.16/17 TO INVITE DECLARATIONS OF INTEREST:

Cllr Burrell declared an interest in Item 11: Applications submitted for s106 developer contributions for Leisure, Recreation and Open Space. Reason: Application submitted by KSMMH and also by the Hall's regular user groups. Cllr Burrell is Trustee and Chairman, KSMMH Committee of Management.

Cllr Burrell declared an interest in Item 12: Provision of a Defibrillator at the KSMMH:

Reason: Cllr Burrell is Trustee and Chairman, KSMMH Committee of Management.

FGP: 27.16/17 PUBLIC PARTICIPATION:

None.

**FGP: 28.16/17 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE
MEETING HELD 19TH JULY 2016: (previously distributed)**

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Forde to Approve the Minutes of the Meeting held 19th July 2016.

Cllr Sykes entered the Meeting.

FGP: 29.16/17 **RFO'S REPORT:** (previously distributed)

A. Minute No. FGP: 06.16/17:

i) s106 Developer Contributions, Road Safety: Request for Directional Parking Signage: (Request submitted on 13th September 2016 for directional signs for parking at the KSMMH at the following points:

- i) On Astrop Road to the east of the junction with Glebe Rise
- ii) On Astrop Road to the west of the junction with the jitty/turning to the Hall
- iii) Beneath the 'No Parking' sign at the boundary of The Rec on Astrop Road.)

Mrs Howard has advised that her budget is fully committed for this year with some requests being held over to next year, suggesting that there would be quite a delay in dealing with our request and acquiring the signage.

Mrs Howard asked if the Parish Council would be willing to fund the signage itself. No costings are available at present.

There is c£7,919.40 of s106 monies for Road Safety available to the Parish Council and this could possibly be drawn on for the signage.

RESOLVED IN PRINCIPLE: It was proposed by Cllr Burrell and seconded by Cllr Creed to recommend that the cost of the directional signage is met through the s106 developer contribution for Road Safety.

ii) SNC Credits in error: 2 receipts: £201.75 and £189.00. SNC has not yet invoiced the Parish Council for repayment.

Minute No. FGP: 11.16/17: Internal Audit Report: Cemetery charges and regulations: No recommendations in respect of making the Cemetery cost neutral.

Other:

1. External Audit 2015/2016: The External Auditor requested information re. s106 receipts and payments 'in order to ensure that the money has been correctly identified and appropriately ring-fenced'. The Information was provided to BDO LLP on 15th September 2016 and has been accepted as sufficient to clear up the query. No additional fee has been incurred as a result of the outstanding review point.

2. Bank Interest: From 26th September 2016 HSBC will lower the credit interest rate on Business Money Manager Instant Access Accounts from 0.05% to 0.03%.

3. Website Advertising Receipts: Information has been requested for the period to 31st August 2016.

4. Grasscutting invoice for August 2016: Requested.

5. Scottie Springer: In the interests of safety the item was removed from the Toddler Play Area for maintenance on 14th September 2016. Cost implication was **Noted**.

B. Community Governance Review: To Note the position:

(Response dated 24th August 2016 from Mr James Doble, Assistant Director, Transformational Governance, SNC/CDC to the Parish Council's request for a reduction in the number of seats on KSPC previously distributed)

The position is that SNC has 'formally noted the request from the Parish Council and will give it due consideration'.

Noted.

Mr Doble had advised that it is intended to take a report to the December 2016 Meeting of SNC recommending that a review of all parishes in the district be carried out in 2017. Were SNC to agree to the review, then a reduction in the size of King's Sutton Parish Council would be considered under that review.

FGP: 30.16/17**TO REVIEW THE RECEIPTS AND PAYMENTS ACCOUNT TO 13TH SEPTEMBER 2016:** (previously distributed)

The following observations were made:

- i) Payments are in excess of Receipts by £6,004.97.
- ii) The second half instalment of the Precept in the sum of £28,700 is due this month.
- iii) Outstanding payments for which invoices have not been received:
 - a) Grasscutting invoice for August 2016 : £?
 - b) SNC credits received in error: £390.75
 - c) Removal of old litter bins from The Rec: £285
 - d) Installation of 7 timber litter bins on The Rec: £1,960
 - e) Installation of 4 collapsible bollards at The Rec: £232

FGP: 31.16/17**WAR MEMORIAL:****A. To Approve a quotation in the sum of £850 + £170 vat for the additional lettering:** (previously distributed)**RESOLVED:**

It was proposed by Cllr Burrell and seconded by Cllr Forde to Accept the quotation.
The Clerk was Authorised to proceed with the order.

Cllr Forde advised that the War Memorial had been granted Listed Building Status. He had been told that the Conservation Officer, SNC had advised that no Listed Building Consent was required in respect of the additional names.

FGP: 32.16/17**THURSDAY BUS SERVICE:****A. To note feedback from users:** (Survey results previously distributed)

Cllr Burrell declared a personal interest in this item.

Reason: Mrs Anne Burrell is a user of the Thursday Bus.

Users of the Thursday Bus had been asked to complete a questionnaire on the frequency of the service and fare, and to provide comments about the service.

7 replies had been received.

4 people would manage with a service every 2 weeks and all would be willing to pay a £3.00 fare.

Users regarded the service as very convenient.

A.1 Bus Company: The Bus Company would be willing to continue to run the service weekly, or at a reduced frequency of fortnightly or monthly. The price per service would be unchanged at £95.00.

B. To make recommendations to the Parish Council re. the future of the service:

RESOLVED:

It was proposed by Cllr Forde and seconded by Cllr Burrell to recommend:

- i) An increase of £1 in the fare, from £2 to £3
- ii) A reduced frequency of service from weekly to fortnightly (using the bin day as an indicator of the Thursday Bus week)
- iii) Commencement of the new service from 1st January 2017
- iv) A Review in 12 months' time.

FGP: 33.16/17

GRANTS OF FINANCIAL ASSISTANCE:

A. Applications: None.

B. KS Youth Club:

B.1 The Clerk reported on her meeting held 20th September 2016 with the Chair and the Treasurer of the KS Youth Club.

Matters discussed included the Parish Council budget for room hire, personal liability in respect of previously purchased equipment, running costs (DBS checks and events), funding and the Parish Council Policy offering grants of financial assistance.

B.2 Youth Leader: Cllr Burrell advised that the Youth Club had sought finance to employ a Youth Leader.

B.3 Prospective Application for Financial Assistance by the KS Youth Club: Date when applications will be considered: 22nd November 2016. The FG&P Committee would welcome information on attendance levels and the development and sustainability of the Youth Club, particularly the involvement in the running of it by volunteers.

Action: the Clerk (convey message to Chair, KS Youth Club)

FGP: 34.16/17

**BANNER/CALA HOMES: S106 DEVELOPER
CONTRIBUTIONS FOR LEISURE, RECREATION AND OPEN
SPACE, PHASE 2:**

Cllr Burrell had declared a non-pecuniary interest.

A. Update: (Information previously distributed)

King's Sutton Parish Council has £34,651.47 available for allocation.

**A.1. Applications approved by the Parish Council on 1st
September 2016 and recommended to SNC for final Approval:**

Grantee	Recommended Allocation	Project
King's Quilters	£81.63	2 No. Rotary cutters @ £10.93 each 1 pack of replacement blades £4.75 Iron £40 Table Top Ironing Board £15.00
KS Youth Club	£135	Unihoc Equipment £65.00 Drama Mirror £40.00 Rounders Set £30.00
KS Playing Fields Association	£3,450 ¹	Refurbishments to Pavilion - windows & roofing
KS Millennium Memorial Hall	£1,000 £1,000 £700 £500	Loop System for hard of hearing users Portable Motorised Projector Screen Safety Mats ² Replacement Seat Cushions ³
Total	£6,866.63	

¹From additional information received from KSPFA this is not the preferred quote. The preferred quote is £3,500.

²Application originally from the KS Martial Arts Class.

³Application originally from the KS Film Society.

Should the total recommended allocation of £6,866.63 be approved by SNC the amount remaining for allocation will be £27,784.84.

Noted.

The Clerk reported that the Section 106 and Development Monitoring Officer, SNC had provided an informal opinion confirming that the projects totalling £6,866.63 were acceptable in terms of satisfying Clauses 1.2c and 6n in the S106 Agreements dated 22nd February 2010.

The Clerk was awaiting clarification as to whether a formal opinion would be required before the Parish Council could proceed to make the allocations.

A.2. Shortfall in the sum of £7,877 arising from payments for the Play Project and the Barwood Homes Section 106 monies for off-site play space initially calculated to be in the sum of £48,359.50:

A request that the shortfall of £7,877 be allocated from the Banner/CALA Homes S106 monies had been submitted to the Section 106 and Development Monitoring Officer, SNC who had advised that the amount collected for the Off Site Play Space - Clause 1.9, including indexation was £55,121.63.

This is a difference of £6,762 to give a revised shortfall of £1,115.

Pending the response of the Section 106 and Development Monitoring Officer, SNC the available amount of the Banner/CALA Homes S106 developer contribution for Leisure, Recreation and Open Space would be £26,669.84.

Noted.

A.3. Applications received for consideration:

KSM MH (KS Youth Club): Lighting £750

KS Playing Fields Association: Pavilion Refurbishments c£11,500

KS Parish Church: Audio System Upgrade £10,000

KSPFA (KS Cricket Club): Mower £4,800

KS Cricket Club: Covers £4,740

KS Cricket Club: Sightscreen £1,296

Noted.

Cllr Burrell had declared a non-pecuniary interest in the next item.

B. To consider additional information received in support of original applications and to bring recommendations to the Parish Council:

(Additional Information requested and received from:

KSPFA: Incl. extra item - Asbestos removal; KS Parish Church; KS Cricket Club

Additional Information received but not requested from:

KS Duplicate Bridge Club (Original application had been rejected.)

All the above Information previously distributed)

B.1 KSM MH: Lighting £750:

It was **Noted** that at the Parish Council Meeting held 1st September 2016 the bid for Lighting had been Approved.

Cllr Burrell advised that the Trustees of the Hall had not reached a firm conclusion on the Hall users' need for the Lighting and were investigating the matter further before deciding whether to provide it.

B.2 KSPFA: Pavilion Refurbishments c£11,500 and Asbestos removal £250:

The Committee was not in favour of allocating the whole amount.

It was **Noted** that an allocation in the sum of £3,450 had been Approved on the basis of the original application but that the additional information subsequently provided had identified a preferred quote in the sum of £3,500.

Agreed:

i) To ask the KSPFA to schematise the project, by prioritising the work in order and in importance. (The Committee's view was that the external work was of greater importance than the internal refurbishments.)

Action: the Clerk (request a Schedule of proposed Works)

RESOLVED:

It was proposed by Cllr Irving and seconded by Cllr Burrell to Recommend Approval of:

i) An allocation in the sum of £50 on top of the £3,450 approved for refurbishments to roofing and windows to enable acceptance of the preferred quotation in the sum of £3,500, inclusive of wiring and security lighting

ii) An allocation in the sum of £250 for the Asbestos survey.

B.3. KS Parish Church: Audio System Upgrade £10,000:

It was **Noted** that the application did not give detailed costs of what was actually required, although the original expression of interest did state that two outline estimates had been obtained from potential suppliers.

On balance the Committee was minded to support the need for a more efficient sound system but had neither been advised as to where it would be fitted nor of actual costs.

RESOLVED:

It was proposed by Cllr Irving and seconded by Cllr Sykes to:

- i) Request information on the positioning of the equipment in order to achieve maximum community effect
- ii) Request specific quotes
- iii) Advise that the Committee would be happy to meet the applicant to discuss.

B.4. KSPFA: Mower £4,800:

It was **Noted** that the mower would be a used mower.

The KSPFA had advised that the Mower would be stored securely on site behind a steel door and that the KSPFA would accept ownership of the mower. The KSPFA was also prepared to insure the mower, and take full responsibility for it, including ongoing maintenance.

RESOLVED:

It was proposed by Cllr Sykes and seconded by Cllr Burrell to Recommend Approval of the application for £4,800 for a mower, provided the KSPFA can afford the insurance of this piece of equipment.

B.5. KS Cricket Club: Covers £4,740:

RESOLVED:

It was proposed by Cllr Sykes and seconded by Cllr Burrell to Recommend an allocation in the sum of £2,000 towards the Covers.

B.6. KS Cricket Club: Sightscreen £1,296:

RESOLVED:

It was proposed by Cllr Creed and seconded by Cllr Sykes to Recommend Approval of the application in the sum of £1,296 for a Sightscreen.

B.7 KS Duplicate Bridge Club: Duplimate Machine £1,700:

Cllr Burrell spoke in favour of this application. The case had been well argued. The Club needed the equipment. The Club was based in the KSMMH and therefore contributed to the Hall's income.

Proposal: To Recommend Approval of the allocation in the sum of £1,700: Proposer: Cllr Burrell. NO SECONDER.
The Proposal **fell**.

FGP: 35.16/17**TO CONSIDER THE PROVISION OF A DEFIBRILLATOR AT THE KSMMH:**

(Article 'Community Defibrillation-Accessing a community defibrillator' published in SLCC 'The Clerk Magazine' September 2016 Vol. 47 No. 5 previously distributed)

Cllr Burrell had declared a non-pecuniary interest.

A. Community Defibrillator:

Cllr Burrell reported that a regular user of the KSMMH wished to make a donation for the provision of a defibrillator at the Hall. Opening hours of the Hall were fairly limited and access to the defibrillator would be restricted.

The Trustees had suggested that if the defibrillator were affixed to an exterior wall (adjacent to the Health Centre door) the Parish Council might be willing to pay for the device and take ownership of it, whilst the KSMMH would be responsible for its installation, and ongoing maintenance and servicing.

However, since the Agenda had been published it had been confirmed that the donor had stipulated that the device shall be housed within the KSMMH and not on an exterior wall of the building.

Agreed: Not to pursue consideration of this item.

B. KS Community First Responders:

Agreed: To ask Mrs Elaine Cross, Co-Ordinator for an Annual Report.

FGP: 36.16/17**PORTABLE VAS: TO DISCUSS A PROCEDURE FOR REGULAR BATTERY CHANGES AND RE-SITING OF THE DEVICE:** (Draft Procedure previously distributed)

Cllr Sykes reported on the current position.

The life of the battery was approx. 3 weeks.

There was no workable system for changing or recharging the battery.

A rota of volunteers was required.

Agreed:

i) To seek the advice of Mr Steve Barber, VAS Projects, Northants Highways.

ii) To defer consideration to the next Meeting of the FG&P Committee to be held on 22nd November 2016.

Action: the Clerk

FGP: 37.16/17**TO DRAFT OR REVIEW TERMS OF REFERENCE:****A. Councillor for Communications: None.****B. Tree Warden:** (draft Remit 2015 previously distributed)

Agreed: To re-draft for consideration by the FG&P Committee Meeting to be held on 22nd November 2016.

Action: Cllr Forde

C. Flood Alleviation Group:

(FAG TOR; Flood & Drainage Advisory Group draft TOR previously distributed)
Cllr Forde circulated a re-draft (dated September 2016) of the Flood and Drainage Advisory Group Terms of Reference.

The September 2016 draft takes into account the modification to the Windsor Close FAS and the ongoing work by Barwood Homes, and it assumes the rescission of the Tripartite Agreement dated 24th April 2012.

The Committee considered the September 2016 draft.

Agreed: To make the following amendments to paragraph 4:

i) Delete: 'There shall be no more than two members of the FDAG, whether councillors or co-opted from each of the areas recognised as being affected by flooding.'

ii) Re-word the penultimate sentence of paragraph 4 to state that the Chairman and Vice Chairman of the Parish Council shall be invited and may participate in meetings of the Group, but were not members of the Group.

Action: Cllr Forde

Agreed: To consider the revised draft at the next Meeting of the FG&P Committee to be held 22nd November 2016.

FGP: 38.16/17

THE WAY AHEAD: TO DISCUSS FUTURE POLICY:

Cllr Forde spoke to this item.

The Way Ahead was useful as a focus for our contacts at SNC with regard to the Local Plan developments.

Mr Mike Warren, Planning Policy, SNC and Lead Officer for King's Sutton, had advised that:

i) SNC was in the process of uploading all the responses to the Part 2A Consultation, including the Call for Sites, to the website.

ii) The next stage of the Consultation process would be in December 2016/January 2017.

iii) Specific changes to the village confines was asked for in the previous consultation although there would be an opportunity to comment at the next consultation stage.

Agreed: That Cllrs Forde and Irving review the village confines, starting with a walkabout.

Small infill or windfall sites were acceptable for King's Sutton.

iv) A Landscape Appraisal for South Northamptonshire had been commissioned and the report was awaited.

Agreed: That The Way Ahead becomes a Standing item on the Agenda of Meetings of the FG&P Committee.

FGP: 39.16/17

CEMETERY: UPDATES:

A. Acquisition of land to extend the Cemetery:

Cllr Creed reported that there had been **No further progress.**

B. Upgrading of paths:

Cllr Creed reported that she was still working on this.

FGP: 40.16/17

KING'S SUTTON STATION CAR PARK: UPDATE:

No progress.

FGP: 41.16/17

**TO RECEIVE ITEMS FOR THE NEXT MEETING: (TUESDAY
22ND NOVEMBER 2016):**

i) Clerk's Appraisal.

The Meeting ended at 9.30 p.m.