

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 15TH SEPTEMBER 2015
IN THE KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: Cllrs R Burrell and J Creed.

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

CHAIRMAN'S ANNOUNCEMENT:

The Openness of Local Government Public Bodies Regulations 2014:

No Members of the Public were present. The Chairman did not make his Announcement.

FGP: 23.15/16 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Cllrs Burrell and Creed had submitted Apologies.

RESOLVED: It was proposed by Cllr Sykes and seconded by Cllr Forde to Approve the Reasons for Absence submitted by Cllrs Burrell and Creed.

FGP: 24.15/16 TO RECEIVE REQUESTS FOR DISPENSATIONS:

None.

FGP: 25.15/16 TO INVITE DECLARATIONS OF INTEREST:

None.

FGP: 26.15/16 PUBLIC PARTICIPATION:

None.

FGP: 27.15/16 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 21ST JULY 2015: (previously distributed)

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Sykes to Approve the Accuracy of the Minutes of the Meeting held 21st July 2015.

FGP: 28.15/16 RFO'S REPORT: (verbal report)

Minute No. FGP: 07.15/16: Audit Regime: Northants CALC has advised that Mr John Marshall, Clerk to Ashton Parish Council has been appointed Internal Auditor for King's Sutton Parish Council for 2015/2016.

FGP: 29.15/16 WEBSITE CONTRACT 2014/2015:**A. To Note Advertising income for 8 months to 31st August 2015:**

Total advertising income for the period was £42.24.
The Contractor had advised that he had given priority to enhancing the site rather than selling advertising.

Noted.

FGP: 30.15/16 TO CONSIDER POLICIES, INCLUDING:**A. Employment:**

The Clerk reported that Policies had been passed to Cllr Burrell for his attention.

B. Safeguarding:

The Clerk had contacted SNC for assistance in drafting a policy for King's Sutton, enforceable by King's Sutton.

Action deferred.

C. Charges for use of The Rec: (Paper circulated at the Meeting)

The Committee considered the following charges:

	Multiple Structures/Equipment	Single Structure or None
Commercial Ventures	£50 per day or part day ¹ ¹ Funfair (Visit 22 nd - 27 th September 2015)	£15 per day or part day ² ² Boot Camp
Community Groups	£15 per event	nil

RESOLVED:

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

- i) Approval of the proposed charges for Commercial Ventures
- ii) No Charge for Community Groups (subject to a review of the scale of the operations and monitoring of the post event impact e.g. litter)
- iii) That the Parish Council reserves the right to impose a charge if the event went beyond the normal scale.

D. Inspection regime for play equipment: (Note circulated at Meeting)

The Committee **Noted** the following:

- i) The outcome of the Meeting held 8th September 2015 with Mr Trevor Stewart, Contractor, attended by the Chairman of the Parish Council and the Cllrs for The Rec.
- ii) That Mr Stewart had been on site on 15th September 2015.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Sykes to recommend that:

- i) The Cllrs for The Rec organise weekly inspections
- ii) A Record Book is maintained and signed off on a weekly basis
- iii) That anything untoward is reported.

FGP: 31.15/16 INTERNAL CONTROLS:

A. To Note the Receipts and Payments Account to 8th September 2015: (previously distributed)
(Amendments to Categories 11.1 and 11.2 circulated at the Meeting)

The following observations were **Noted:**

1. Receipts:

- i) Advertising (KS Times): Budget £2,700. Receipts: £881
Outstanding invoices: £150
Two more issues in September and December 2015.

2. Payments:

- i) Several categories had nil payments.
- ii) Employers NI: Budget: £500 based on 16 hrs per week.
Payments: £559.51.

B. To Note the Report for Q1: (Available at the Meeting)

Cllr Burne had carried out the internal control checks on 4th August 2015 and had reported no issues.

Noted.

FGP: 32.15/16 GRANTS OF FINANCIAL ASSISTANCE:

None.

FGP: 33.15/16 TO CONSIDER A REPLACEMENT DOG WASTE BIN AT NEWLANDS AT A COST OF £110.00 + VAT:

The Contractor confirmed that the chute in the lid had corroded (and advised that lids of other bins were also in similar condition).

Options:

- i) Machine off the bottom of the chute
- ii) Replace the lid
- iii) Replace the bin with a simple hinged lid with no integral chute.

Agreed: To defer a decision pending survey of dog waste bin stock by the Contractor and information on costings.

FGP: 34.15/16

FOOTWAY LIGHTING:**A. To consider a programme for painting of Windsor Lamps and/or Chester Columns:** (Report previously distributed)

Cllr Dowling, Cllr for Lighting had inspected both heritage and non-heritage units and recommended some to be painted. (Report refers)

The Lighting Contractor had advised that both types of heads probably require cleaning. This could be carried out in situ at the time of the electrical testing. Costs not known.

Agreed: To arrange for the cleaning of the Windsor lanterns and Phillips lamp heads during the electrical testing programme and to ask the Lighting Contractor to identify any Windsor lanterns that require painting.

RESOLVED:

It was proposed by Cllr Sykes and seconded by Cllr Forde to recommend the painting of one third of the Chester columns grouped by street areas in 2015/2016 with the next two thirds spread equally over the next 2 years.

FGP: 35.15/16

ACQUISITION OF LAND TO EXTEND THE CEMETERY:**A. To Note the proposal from Astrop Estate:** (previously distributed)**Noted.**

The Committee was in favour of progressing the proposal.

B. To recommend how to proceed:

The Committee was **In Favour** of asking Mr Simon Harris of Brown & Co (who had acted for the Parish Council in the past) if he would be willing to pursue the matter on behalf of the Parish Council in terms of costs and other issues

Agreed: That Cllrs Creed and Forde meet with Mr Harris in order to set things in motion.

Action: the Clerk (contact Mr Harris)

FGP: 36.15/16

TRAFFIC CALMING:

A. Portable VAS for Astrop Road: Update: Cllr Sykes reported on the Site Meeting held 12th September 2015 with Mr Steve Barber, Collision Analysis & Investigation/VAS Projects, Northants Highways.

Device specifications were not discussed.

The preferred face was one displaying the actual speed of the vehicle, rather than the speed limit.

Mr Barber would be willing to look at additional locations to Astrop Road.

Agreed: That Mill Lane, the exit ends of both Orchard Way and Banbury Lane might be considered suitable locations for a portable VAS.

B. VAS on Banbury Lane: To consider options re. resumption of data collection:

The Clerk reported on the difficulties in connecting to the server in order to download the data. This could be due to poor mobile signal in the area or a fault with the device. The sign was functioning, had a power supply and there was credit on the phone.

Options:

- i) Supplier to call out to investigate at a cost in the sum of £250 + vat call out charge plus parts
- ii) Fit a new SIM card (roams for signal strength) at a cost of £79 + vat + postage. A video is being produced to demonstrate how to install the SIM card
- iii) Request instructions for a manual download
- iv) Do nothing and cease to collect any data.

The Committee was **In Favour of** continuing to collect data and eliminated option iv).

Agreed: To attempt a manual download in the first instance

Action: the Clerk (request instructions from the supplier)

C. Creation of Footpath along Upper Astrop Road: Update:

Commencement of works scheduled for 5th October 2015.

Cllr Sawbridge has applied to the NCC Empowerment Fund for £2,500 for a scheme that was originally set to cost £22,000.

Mrs Helen Howard, Community Liaison Officer, Northants Highways had subsequently advised that a cost in the sum of £50,000 had been added on account of drainage works. Mrs Howard did not know the final figure which was not anticipated to be as high.

The Committee expressed its shock at the revised cost of the project and questioned whether the scheme should continue to be endorsed by the Parish Council.

RESOLVED:

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

- i) To write to Mrs Howard giving the Committee's opinion with regard to the escalation of costs and asking for an urgent understanding of the full cost of the scheme
- ii) To report back to the Parish Council on 1st October 2015 and, subject to the explanation to recommend withdrawal of the Parish Council's support for the creation of the footpath along Upper Astrop Road.

D. Proposal for Parking Restrictions at Richmond Street & The Knob: Objection from Resident:

(Correspondence received 15th September 2015 presented to the Meeting):

This item was in addition to the published Agenda and was allowed to be taken due to its timeliness and implied legal action.

Agreed: To bring the letter to the attention of Mr Jim Whiting, Senior Traffic Engineer, Northants Highways.

Action: Cllr Irving

FGP: 37.15/16

S106 Developer Contributions (Banner/CALA Homes): Review and Update:

A. Leisure, Recreation and Open Space:

The second and final instalment in the sum of £32,786.11 had been received. (£1,921.53 indexation collected from first payment, plus £25,100 from second payment plus £5,764.58 indexation)

i) Spent Allocations:

The Parish Council had made 4 allocations from the first payment of £25,100:

1. KSMMH: Black out Blinds: £522.00
2. KS Baptist Church: Water supply to Allotments: £2,280.00
3. KS Tennis Club: Improvements to the clubhouse £555.84
4. KS Football Club: Dugouts: £8,086.80 - cheque approved but not yet released¹.

Total Allocations: £11,444.64.

¹The Football Club had taken delivery of the complete dugouts, had temporarily installed them. Cllr Bridson, in his capacity as Parish Council representative on the KS Playing Fields Association, had inspected the temporary installation and would make a final inspection once the dugouts had been permanently concreted in.

ii) Unspent Final Allocation:

KS Playing Fields Association: Awarded £12,546.00 for car park extension. Work has not yet commenced.

KS Playing Fields Association had asked to carry out the work in stages and for payments and reimbursement to be staged accordingly.

Agreed: To recommend to the Parish Council approval of the request for a phased implementation and reimbursement.

B. Road Safety:

NCC has received a total sum of £17,081.34 (£15,000 + indexation) and administers it on behalf of the Parish Council.

S106 allocations made or committed by NCC on behalf of the Parish Council include:

1. Village Entry Works: £2,719.88
2. Creation of Footpath Upper Astrop Road: £2,500

Total: £5,209.88

Remaining available funds: £11,861.46.

Noted.

FGP: 38.15/16 NEW HOMES BONUS FUND: APPLICATION FOR WALES STREET FLOOD ALLEVIATION SCHEME: UPDATE:

A. Application:

The application to the New Homes Bonus Fund Local Community Grant had been successful and a grant award of up to a maximum of £14,640 had been approved towards the Wales Street FAS.

(Letter of Confirmation dated 8th September 2015 from Katie Arnold, Grants Officer, SNC refers)

Agreed:

- i) To Accept the grant award
- ii) To write to the Finance Director, SNC re. making a direct payment to SNC.

Action: the Clerk

B. FAS Implementation Programme:

Cllr Forde reported on his communications with Jackie Fitzsimons, Lead Officer, SNC and with Cllr Morris with regard to the Parish Council's request for information on the implementation process of the Flood Alleviation Scheme.

The Committee **Agreed** that:

- i) It was important for the Parish Council to be closely involved in the implementation process
- ii) A formal request be made to Jackie Fitzsimons for information relating to the contract and timeframe of the works
- iii) A report be requested for the Parish Council Meeting to be held 1st October 2015.

Action: the Clerk

FGP: 39.15/16 KING'S SUTTON STATION CAR PARK: UPDATE:

Cllr Forde reported that:

- i) A 'To Let for Open Storage' Board (Brown & Co) had been erected at the Station
- ii) Indicative annual rent: £7,500
- iii) No planning permission on site
- iv) A user right exists for railway purposes.

Noted.

FGP: 40.15/16 TO RECEIVE ITEMS FOR THE NEXT MEETING (17TH NOVEMBER 2015):

None.

The Meeting ended at 8.50 p.m.