

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 23RD MAY 2017
IN THE KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: Cllr R Sykes

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 and the Chairman did not make the Announcement.

ONE MINUTE SILENCE: The Chairman invited Members of the Committee and the Clerk to stand for one minute out of respect for those caught up in the Manchester bombings on 22nd May 2017.

**FGP: 01.17/18 TO RECEIVE APOLOGIES AND APPROVE THE REASONS
FOR ABSENCE:**

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

FGP: 02.17/18 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

None.

C. To receive requests for Dispensations:

None.

**FGP: 03.17/18 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR
MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED
ON THE AGENDA:**

None.

FGP: 04.17/18 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 21ST MARCH 2017:** (previously distributed)

RESOLVED: It was proposed by Cllr Creed and seconded by Cllr Irving to Approve the Minutes of the Meeting held 21st March 2017.

FGP: 05.17/18 **RFO REPORT:** (verbal report)

A. Matters Arising:

Minute No. FGP: 93.16/17A: Monitor: Intermittent fault. Purchased in January 2007.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Burrell to recommend replacement of the monitor.

B. Other:

i) VAT Refund: On 9th May 2017 a claim was submitted for refund of £2,444.52 for the period 1st October 2016 - 31st March 2017.

ii) S106: KS Cricket Club: Sightscreen: Total cost: £1,308 (£12 more than the approved allocation) payable in 2 instalments to the supplier, Deal Direct (UK) Ltd.

Cheque No. 104606 in the sum of £654, representing the 50% deposit as per Invoice No. 1699 was raised on 12th May 2017.

On 22nd May 2017 Mr Dave Essex, Secretary KS Cricket Club had advised that the sightscreen had been installed.

Agreed: To pay the balance of £654.

Cheque No. 104607 as per Invoice No. 1701 was raised.

iii) Damage to picnic tables reported by Cllr Dowling, 23rd May 2017.

a) Table by zipwire- plank on table top gouged out with blade 12" x 1" groove. Burned at end (previous damage)

b) 3 tables: several nuts, washers and screws removed from legs causing very loose fitting. Potentially unsafe.

The Clerk had inspected the damage and reported it to our Contractor, Mr Trevor Stewart who had agreed to come out to carry out the necessary repairs.

c) Fire damage to table tops: Mr Stewart had advised that it was not possible to turn over and re-fit the wooden slats with burn marks as the underside of the slat was cut differently to the top.

Agreed: To replace all slats showing signs of fire damage.

iv) Northants CALC: Appointment of Dr Lesley Sambrook Smith as Deputy Chief Executive. Dr Sambrook Smith will lead the development of the advice service. (news release previously distributed)

Noted.

FGP: 06.17/18 **INTERNAL CONTROLS:**

A. To note the Report for Q4: (Report presented to the Meeting)

Cllr Burne had carried out the checks on 12th May 2017 and had raised no issues.

B. To Appoint the Internal Control Councillor:

One nomination: Cllr Burne.

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Forde to Appoint Cllr Burne as the Internal control Councillor for 2017-2018.

C. To review the Receipts and Payments Account to 16th May 2017: (previously distributed)

The following observations were made:

i) Bus Ticket Sales: £109.

These represented 3 weeks in 2016-2017 (£73) + 1 week in 2017-2018.

ii) S106 payment: £654.

This represented the 50% deposit for the Sightscreen for the KS Cricket Club.

The balance in the sum of £654 would be recorded in the R&P account to the end of May 2017.

Noted.

FGP: 07.17/18

ANNUAL RETURN 2016/2017: TO CONSIDER:

A. Section 2: Explanation of Significant Variances:

(Table of Significant Variances, supplementary explanations in respect of Significant Variances relating to Receipts and Payments previously distributed)

The detail was **Noted**.

B. Section 2: Table of Reserves: (Table giving an explanation of designated Reserves and total of General Reserves previously distributed)

C. Section 4: Internal Audit Report: (IA Report dated 20th May 2017; S4 of the Annual Return 2016/2017 signed 18th May 2017 previously distributed)

The Committee considered Item C before Item B.

C. Section 4: Internal Audit Report:

The Internal Auditor had drawn attention to the level of General Reserves (£100,489) held by the Parish Council at 31st March 2017 as being significantly higher than the annual precept. This figure equates to 21 months of the Council's running costs. The definition of significantly higher is not given in the Practitioners' Guide 2017.

The Internal Auditor had suggested that the Council might wish to consider earmarking further monies to designated reserves for the Cemetery.

The Committee discussed the Report and took account of the comments made by the Internal Auditor.

The Committee felt that in view of the imminent expenditure on the Cemetery paths (£14,800) it did not regard the level of General Reserves as too high. Once expenditure on the paths had been made the level of General Reserves would equate to 17 months of the Council's running costs.

The Committee anticipated future additional expenditure on the Cemetery for the water connection and land acquisition and it would be recommending to the Parish Council that monies from General Reserves are designated to Cemetery reserves.

The Committee **Noted** that Section 4 of the Annual Return 2016/2017 had been signed off.

B. Section 2: Table of Reserves:

At 31st March 2017 the Parish Council held:

i) General Reserves in the sum of £100,489, of which the Parish Council had budgeted £14,800 to be expended on improvements to the Cemetery paths in 2017-2018.

ii) Designated Reserves totalling £126,961, comprising:

Flood Alleviation: £45,358

Lighting Renewals: £6,787

Play Area Renewal: £5,000

Tree Surgery: £5,529

Rights of Way: £2,450

Traffic Calming: £15,000

War Memorial: £415

Cemetery Rose Garden: £582

Cemetery Exceptional: £13,000

Bus Shelter Repairs: £500

Office Equipment: £1,000

Staff Gratuity: £3,000

S106: £28,340

The Committee **Accepted** the Table of Reserves.

FGP: 08.17/18 RESERVES:

A. To Approve total designated reserves carried forward at 1st April 2017: (Information previously distributed)

Designated Reserves carried forward at 1st April 2017 included unspent monies totalling £6,290 from 2016/2017 budget categories for:

Lighting Renewals: £1,490

Cemetery Rose Garden: £50

Cemetery Exceptional: £4,000

Office Equipment: £750

Total designated reserves carried forward at 1st April 2017: £133,251.

RESOLVED:

It was proposed by Cllr Irving and seconded by Cllr Burrell to Approve the total designated reserves at 1st April 2017.

B. To Note the current position: (table at May 2017 previously distributed)

Since the beginning of the 2017/2018 financial year, £1,897 had been expended on lighting renewals (low level bollards at Spinney Bank), and £1,308 allocated from S106 funds (sightscreen, KS Cricket Club). £6,380 remained designated for Lighting renewals. £22,232 remained designated for S106 allocations. Designated funds currently totalled £125,246.

Noted.

FGP: 09.17/18

GRANTS OF FINANCIAL ASSISTANCE:

No applications had been received.

FGP: 10.17/18

SECTION 106 DEVELOPER CONTRIBUTIONS FOR LEISURE, RECREATION AND OPEN SPACE:

A. To Note the current position: (Information previously distributed)

Allocations totalling £35,653 had been made since June 2014 when the first instalment of the Banner Homes developer contribution had been received.

Balance remaining for allocation: £22,233.11.

Of this, £21,057.62 has been approved for 6 separate allocations.

Noted.

A.1 KSMMH: Allocations for Loop System (£1,000) and Mood Lighting (£750): Cllr Burrell advised that:

i) Loop System: The original order had been cancelled and re-quotes were being sought.

ii) Mood Lighting: The cost was anticipated to be well below £750.

FGP: 11.17/18

SECTION 106 DEVELOPER CONTRIBUTIONS FOR ROAD SAFETY:

A. To Note the current position:

The sum of £8,771 was available to the Parish Council for Road Safety projects.

This fund is administered by Northamptonshire County Council.

Noted.

B. VAS devices: Update:

None.

Agreed: To defer to a future Meeting when information was available.

FGP: 12.17/18**CEMETERY:**

A. Works to Upgrade the Paths: Update: Cllr Creed reported:

- i) Total cost would be £400 more than the original quote- £14,800
- ii) The work was expected to commence in July 2017. The Contractor would give one week's advance notice of his start date
- iii) Setting of the edging was weather dependent.

Noted.

B. Water Supply: To consider final costs and siting of the trough:

Cllr Creed reported:

- i) Location of trough: The advised siting was to the right hand side of the field gate.
- ii) Estimate for supply and fit of water trough plus laying of water pipe to boundary for water board to connect up to: £495 + vat. (This was the only price received out of 5 requests.)
- iii) Anglian Water: Quotation dated 28th February 2017 and valid until 31st March 2017: £2,539 + vat for the installation of a new 25mm MDPE pipe to the front of the field gate.

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Forde to recommend acceptance of the estimated costs totalling £3,034 + vat for the trough and water connection.

C. Acquisition of land to extend the Cemetery: Update: Cllr Forde advised that no further progress had been made.

If possible, an appointment with Mr Simon Harris would be arranged during the second half of June 2017.

Noted.

FGP: 13.17/18**TO DRAFT OR REVIEW TERMS OF REFERENCE:**

A. Tree Warden:

Agreed: That Cllr Forde takes back the drafting of the Terms of Reference and passes the draft to Cllr Bailey, Tree Warden and to Cllr Burne for comments.

B. Flood Alleviation Group:

No further progress.

Action: Cllr Forde

FGP: 14.17/18: WALES STREET FAS: TO DISCUSS FUTURE MAINTENANCE ISSUES:

Cllr Forde spoke to this item.

A. Open Drop In Consultation Event: This will take place in the KSMMH between 12.30 p.m. and 7 p.m. on 24th May 2017: A revised outline design will be presented by the engineers from WSP. There will be an opportunity to ask questions about the scheme.

Agreed: To provide a Visitors' book.

B. Maintenance issues: These were becoming more difficult nationally. The Environment Agency was unwilling to be involved. A distinct entity of landowners should take responsibility for the scheme. The FAS for Wales Street would be constructed on land that was in 4 different land ownerships.

(The National Flood Forum had advised that Abridge Parish Council, Epping Forest had drafted Articles of Association.)

It was suggested that firstly a meeting of all parties should be held, including the four landowners, King's Sutton Parish Council, South Northamptonshire Council, Northamptonshire County Council and the Environment Agency.

i) Levels of Maintenance applicable to the Wales Street FAS:

a) The Bund: This falls within the ambit of the Reservoir Act 1975. An annual or quinquennial inspection by a Reservoir Panel Engineer would be required and paid for.

b) Grasscutting on the Bund

c) Maintenance of Retaining wall

d) Flap Valve Operation and Structural Inspections: Monthly. Clearance of trash.

ii) Meeting the cost: Funds will need to be raised. The 15 beneficiaries might be encouraged/expected to contribute and share the cost (calculated as per Council Tax banding formula?) Legal Fees: An Easement to legally permit someone to enter land (not in their ownership) for the purposes of carrying out maintenance will be required.

iii) The role of the Parish Council is that of facilitator.

The Committee **Agreed** to recommend that:

i) The Parish Council's role is as a facilitator

ii) The Parish Council might wish to make some contribution towards the setting up of a company to maintain the FAS

iii) The maintenance of the FAS lies in the hands of the Company which is owned by the householders.

Cllrs Burrell and Irving declared an interest in the next item.

Reason: Cllr Burrell is Chairman of, and Cllr Irving is the Parish Council Representative on, the KSMMH Committee of Management.

C. Room Hire for Public Consultation Event on 24th May 2017:

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Creed to recommend that the Parish Council pays for room hire @ £9 per hour.

FGP: 15.17/18 FOOTWAY LIGHTING AT THE MEADOWS, BANBURY LANE: TO CONSIDER THE ADOPTION OF THE 5NO. WINDSOR LANTERN/CHESTER COLUMN LIGHTING UNITS:

Northants Highways, Adoptions Team has advised that neither Halestrap Way nor Leadholm Close have been adopted.

Halestrap Way:

The Section 104 Sewer Agreement was signed in December 2016.

The Section 38 Agreement was signed in February 2017.

The developer, CALA will be required to bring the road up to maintenance standard following which there will be a 12 month period before any adoption can be considered.

Leadholm Close: No Agreements have yet been entered into.

Noted.

FGP: 16.17/18 TO RECEIVE ITEMS FOR THE NEXT MEETING (TUESDAY 18TH JULY 2017):

None.

The Meeting ended at 8.40 p.m.