

EAST FARNDON PARISH COUNCIL MEETING VIA ZOOM.US
ANNUAL GENERAL MEETING OF THE PARISH COUNCIL
TUESDAY 12TH MAY 2020 COMMENCING AT 7.45PM

PRESENT: Mr R West (Chair), Mr R Burton , Mr M Curtis, Mr P Hodgetts, Ms J Cooper, Ms J Prew, Dr C Crifo

Mrs. C Burton (Clerk to the Parish Council)

OTHER RESIDENTS IN ATTENDANCE – None

1. **Election of Chair**
Councillor West was elected as Chairman on a proposition by Councillor Burton, seconded by Councillor Cooper and all Councillors in agreement.
2. **Election of Vice Chair**
Councillor Burton was elected as Vice Chair on a proposition by Councillor Hodgetts, seconded by Councillor Crifo and all Councillors in agreement.
3. **Apologies for Absence**
None received.
4. **Declarations of Interest and Dispensations**
There were no Declarations of Interest.
5. **Approval of the Minutes of the Annual Meeting of the Parish and the Meeting on 17th March 2020**
The Minutes of the above meeting were agreed by all Councillors.
ACTION: Clerk to arrange for signing of March 2020 minutes by Chair.

6. **Matters Arising**

| ACTION | PROGRESS |
|---|---|
| Clerk to draft new Financial Regulations for the May 2020 meeting. | Done – added to agenda |
| Clerk to see if lamp post on Harborough Road can be upgraded when moved as part of the road widening for the back-up power generation work. | Ongoing |
| Councillor West to organise the repair of the bench in The Lealand and repainting of the bench on Lubenham Road. | Carried forward |
| Councillor Burton to contact NCC to check that regulations allow for planters to be installed on both verges. | Done – NCC need a plan, public liability insurance certificate and confirmation that adjoining landowner has no objections. Councillor West is working on plan. |
| Councillor Burton to contact Mr Haynes, whose farm is adjacent to verges for possible planters, to advise him of this plan. | Done – no objections |
| Councillor West to organise, subject to regulations, construction of planters in front of the village signs. | Carried forward |
| Clerk to place the Website Accessibility Statement on the website. | Done |

| ACTION | PROGRESS |
|---|---------------------------------|
| Clerk to explain to Daventry and District Citizen's Advice that if a donation was possible, it would be more appropriate to donate to Market Harborough Citizen's Advice. | Done |
| Clerk to submit response to the Gliding Centre Airspace Change Proposal (ACP) | Done |
| Clerk to organise donation of £100 to the Amenity Land Committee. | Done |
| Clerk to organise payment of VE Day 75 printing costs. | Event cancelled due to Covid-19 |
| Clerk to provide Chloe Wright with relevant Councillors' contact details to assist with Covid-19 action. | Done |
| Councillors West and Burton to make further improvements to The Spring in June/July 2020. | Carried forward |

7. Representatives and Committees for the forthcoming year

• Burial Ground Maintenance Committee (including review of terms of reference)

The Terms of Reference for the Burial Ground Committee were reviewed and it was agreed no changes were necessary. It was agreed that Councillors West and Burton, and Richard Green would sit on this committee, with Richard Green as Chair.

• Staffing Committee (including review of terms of reference)

The Terms of Reference for the Staffing Committee were reviewed and it was agreed no changes were necessary. It was agreed that Councillors Cooper, Crifo and Hodgetts would sit on this committee, with Councillor Cooper as Chair.

• Areas of responsibility

It was agreed that Councillors would take specific responsibility as follows:

- Speeding: Councillors Burton and Curtis
- Communications: Councillor Burton
- Defibrillator: Councillors Cooper, Prew and Curtis
- Churchyard transfer: Councillor Hodgetts, Curtis and Prew
- Fixed Asset Audit: Councillors Burton and Prew
- Burial Ground Garden Waste Bin: Councillor Hodgetts

The Parish Council also thanked the parishioners who undertake the following roles, supporting the work of the Parish Council:

- Footpath Warden: Alan Langley
- Tree Wardens: Judy Hodgetts and Jess Oakden
- Neighbourhood Watch Co-ordinator: Bob Osborn

8. Roads and Transport

• Community Speedwatch

Councillor Burton reported that Community Speedwatch is suspended until further notice, in light of Covid-19.

9. Planning and Development

Applications granted – None

Applications for consideration – None

10. Other Matters

- **Footpath Report (including Addition of Footpath A118, Market Harborough, Leicestershire and CP12 and DC9, Northamptonshire)**

It was noted that a new footpath had been approved, part of which falls within the East Farndon Parish. The footpath follows the old railway line.

The Footpath Warden has also reported the following:

- A fingerpost near The Dales, Marston Lane, has been removed and thrown in the nearby ditch; it probably gets knocked by farm vehicles turning into the nearby field. It needs to be rescued and reinstated - maybe on the other side of the road to avoid a repeat. KierWSP confirm they will ensure it gets put on the opposite side of the road.
- On Footpath CP3 from Marston Road to join Jurassic Way CP8, the farmer has not made a path through the crop. Walkers have made their own path, which is not on the line of the right of way, but further west, so that it joins CP8 at the point where it passes through the hedge to the south side. KierWSP confirm that a site visit has been made and will make contact with the landowner to mark out across the field.
- Walkers have made their own path in this field on CP8, the Jurassic Way, near East Farndon Grange. There is no proper path. Owing to the removal of gates, fences, etc., there is nowhere to fix a waymarker. This is needed at times, e.g. when the field is newly ploughed and the direction to be followed is not so obvious. KierWSP confirm a site visit has been made and will be contacting the landowner about getting the path marked out, and they will also try to get a post installed for the waymarker to be erected.

- **Burial Ground Maintenance Committee**

The Clerk reported that Richard Green has removed the notice board and treated the post bottom with a creosote and oil mix, and treated the rest of the post and board with Cuprinol. The notice board is now back in the burial ground.

- **Tree Wardens**

The Tree Wardens had undertaken a tree inspection on 11th May 2020, and an updated TPO schedule has been circulated. It was noted:

- The pruning of the TPO trees at 1 Rectory Court has been completed.
- The replacement TPO trees at 2 Rectory Court have not yet been planted.
- DDC have confirmed that the sycamore subject to TPO 8 at 4 Rectory Court can be felled following a report from a tree surgeon that entire tree is rotten. This work commenced on 7th May 2020.

Further, the Tree Wardens report that concerns have been raised regarding an ash tree on the border of The Wharri and Moyargot (which has been empty for 5 or 6 years, and the garden of approximately 1 1/2 acres is now overgrown). The Tree Wardens have contacted DDC to enquire whether a TPO would be appropriate to protect the tree, and are awaiting a response.

Additionally, the Tree Wardens have been monitoring the large ash tree behind the war memorial and are concerned that some lower branches are now getting very large and come over the top of the memorial. They understand that the tree is in the garden of The Manor and have asked whether the Parish Council could request that the tree is pruned by the owners.

ACTION: Clerk to request that owners prune the tree behind the war memorial.

- **Neighbourhood Watch**— nothing to report.

- **Parish Online**

Parish Online is a mapping tool, and has a 3 month free trial during the Coronavirus pandemic so councils can use Parish Online for vital work without financial barriers. BHIB Councils Insurance offers fully-funded Parish Online subscriptions if you agree to a 3 year insurance term. For councils wishing to purchase Parish Online for the first time, NCALC offer a 20% discount for member councils. The current annual cost is £50 plus VAT (or with the 20% discount for NCALC members, it would be £40 plus VAT). The Parish Council agreed that it should sign up for the free trial.

ACTION: Clerk to sign up for the free trial of Parish Online, and provide details to Councillors.

ACTION: Councillors to explore Parish Online and report back on potential benefits at the next meeting.

- **Employer Recognition Scheme – Bronze Award**

The Clerk reported that having signed the Armed Forces Covenant, the Parish Council qualifies for a Bronze award and the MOD is encouraging an application to be submitted. The Parish Council will receive a Bronze award signed by the Secretary of State for Defence and the Chief of Defence Staff, with a logo and banner for use.

ACTION: Clerk to submit an application to the Employer Recognition Scheme.

- **Review of Standing Orders, Financial Regulations and all other policies**

The Clerk had circulated updated Financial Regulations, based on the new 2019 model Financial Regulations issued by NALC. The changes were minor, and the Parish Council agreed to adopt these.

The Parish Council reviewed its Standing Orders and agreed no amendments were necessary.

The Parish Council reviewed all its other policies and procedures, namely:

- Code of Conduct
- GDPR Data Privacy Notice - General
- GDPR Data Privacy Notice - Staff, Councillors and Role Holders
- GDPR Data Protection Policy
- GDPR Data Security Incident Procedure
- GDPR Subject Access - How to access your records
- Records Retention Policy
- Social Media Policy
- Training Statement of Intent
- Complaints Policy
- Equal Opportunities Policy
- Disciplinary and Grievance Arrangements
- Expenses Policy
- Sickness and Absence Policy
- Health and Safety Policy
- Planning Response Policy
- Street Lighting Policy
- Website Accessibility Statement

It was agreed no amendments were necessary.

ACTION: Clerk to publish the updated Financial Regulations on the website.

ACTION: Clerk to update all policies/procedures to reflect that review has taken place, and update the font to Arial.

11. Finance

The following payments were agreed by all Councillors

| Payee | Reason | Amount | Chq no |
|---------------------|--|---------|--------|
| EON | Electricity | £230.14 | online |
| EON | Lighting maintenance | £64.69 | online |
| Community Heartbeat | Defibrillator support | £151.20 | online |
| C Burton | 2019/20 holiday pay | £254.74 | online |
| NCALC | Subscription/DPO fee | £254.24 | online |
| C Burton | April/May salary and expenses (Zoom subscription/software) | £525.98 | online |

- To approve the accounts for the Year Ended 31st March 2020 (including bank reconciliation)**
 The Parish Council approved the accounts for the Year Ended 31st March 2020 (including bank reconciliation).
- To review the Internal Audit report for the Year Ended 31st March 2020**
 The Parish Council reviewed the Internal Audit Report and noted there are no actions arising. The Parish Council also thanked Mr Fallon for undertaking the audit.
- To review and approve the Fixed Assets for the Year Ended 31st March 2020**
 Councillors Burton and Prew had carried out an inspection of the fixed assets on 7 January 2020. The Parish Council approved the Fixed Asset Register as at 31st March 2020.
- To review and approve the Risk Assessment for the Year Ended 31st March 2020**
 The Parish Council reviewed and approved the Risk Assessment as at 31st March 2020.
- To review insurance cover commencing 1st June 2020**
 The Clerk had circulated the insurance renewal documents and renewal annual insurance premium quote of £680.39 (compared to £683.08 last year). The Parish Council reviewed the insurance cover and approved payment of the insurance premium.
ACTION: Clerk to pay 2020/21 insurance premium.
- To approve and sign the Annual Governance and Accountability Return for the Year Ended 31st March 2020**
 The Parish Council approved the Annual Governance and Accountability Return for the Year Ended 31st March 2020.
ACTION: Clerk to arrange 'wet' signature by Chair of AGAR; ensure Parish Council certifies itself as exempt; and to ensure all relevant documents associated with accounts for the year ended 31 March 2020 are published to meet reporting requirements as an exempt authority.
- Zoom subscription**
 NCALC recommends Zoom (<https://zoom.us/>) for virtual meetings due to the ease of making meetings open to members of the public. Councils must have the Pro version because the free version no longer has the facility for councillors or members of the public to dial in from a landline or mobile telephone. The Clerk reported that it had cost £11.99 plus VAT for a month's Zoom subscription. NCALC has a discount code which applies a 50% discount to annual plans bringing the cost of Zoom Pro down to £4.99 plus VAT per month.
ACTION: Clerk to purchase an annual Zoom subscription, using the NCALC discount code.

12. Correspondence

All other relevant correspondence (e.g. NCALC Newsletter) has been circulated to Councillors and shared on the village website and Facebook page where appropriate.

13. Any Other Business

- It was noted that the Parish Council had delivered Covid-19 leaflets to all households in the parish, following a request for assistance from DDC on 27th April 2020.
- It was noted that Councillors Cooper and Curtis attended a planning Webinar run by My Neighbourhood Plan. The slides have been circulated.
- Councillor Hodgetts noted that the burial ground extension was still full of branches from the treework carried out in the burial ground, and that it is getting overgrown.

ACTION: Councillor Hodgetts to try and organise removal of the branches from the burial ground extension.

ACTION: Clerk to get a quote from the mowing contractor to strim/mow the burial ground extension each month (up to October).

14. Date of the next meeting – 14th July 2020

Provisional meeting date – 9th June 2020

15. Closure

The meeting closed at 8.25pm.

Signed that the Minutes are a true and accurate record

Chairman _____

Dated _____