

**EAST FARN DON PARISH COUNCIL MEETING AT THE VILLAGE HALL**

**GENERAL MEETING OF THE PARISH COUNCIL**

**TUESDAY 14TH JANUARY 2020 COMMENCING AT 7.45PM**

**PRESENT:** Mr. R West (Chair), Mr. R Burton, Mr. M Curtis, Ms. J Prew, Ms. J Cooper

Mrs. C Burton (Clerk to the Parish Council)

**OTHER RESIDENTS IN ATTENDANCE** – None

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**85. Apologies for Absence**

Apologies received and accepted from Councillors Hodgetts and Crifo.

**86. Declarations of Interest and Dispensations**

There were no Declarations of Interest.

**87. Approval of the Minutes of the Meeting 12th November 2019**

The Minutes of the above meeting were agreed by all Councillors and signed by the Chair.

**88. Matters Arising**

<b>ACTION</b>	<b>PROGRESS</b>
Councillor Burton to draft a letter to request a) the Speed Limit Review Panel reconsider the application to lower the 60mph limit and b) that average speed cameras are installed.	Done – see 'Roads and Transport – Speeding' item
Councillor West to remove vegetation around The Spring.	Councillor West confirmed this would be done in January 2020
Tree wardens to apply for a TPO in respect of the beech tree on the village green.	Ongoing
Clerk to draft new Financial Regulations for the May 2020 meeting.	Carried forward
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
Clerk to establish ownership of trees subject to TPO 383 (two ashes near garages at Farrer Cottages).	Done – tree wardens advised accordingly
Clerk to contact DDC for advice on appropriate action to take regarding TPO tree issues.	Email sent – awaiting a response
Clerk to send a letter and a copy of the TPO guidance leaflet to all owners of TPO trees.	Done
Clerk to place TPO information on the website.	Done
Clerk to check that mowing contractor has public liability insurance.	Done – however, contractor has confirmed he will not be tendering for mowing in 2020/21 – added to agenda
Clerk to address the immediate action items arising from the Website Accessibility Check.	Done
Clerk to ensure future documents are produced in Arial font, with headings/sub-headings labelled.	Actioned
Clerk to draft a website accessibility statement for consideration at the March 2020 meeting.	Carried forward

<b>ACTION</b>	<b>PROGRESS</b>
Clerk to place the Street Lighting policy on the website.	Done
The Clerk and Councillor Burton are to consider and draft changes to the Risk Assessment associated with data, for consideration at the January 2020 meeting.	Done – added to agenda
Clerk to contact DDC to query start date of work relating to Application DA/2016/0801 (installation of a back-up power generation facility off Lubenham Road).	Done – DDC have visited site and confirmed works commenced
Clerk to place the 2020 meeting dates on the website.	Done
Clerk to submit Rough Sleepers Estimate 2019.	Done
Clerk to draft an Armed Forces Covenant for consideration at the January 2020 meeting.	Done – added to agenda
Clerk to remind all residents not to park on the pavement in the next newsletter.	Done
Clerk to remind all residents to ensure they clear up after their dog in the next newsletter.	Done
Clerk to finalise 2020/21 budget and prepare 2020/21 precept request for January 2020 meeting.	Done – added to agenda

## 89. Roads and Transport

### • Speeding

Councillor Burton reported that he had requested that the Speed Limit Review Panel reconsider the application to lower the 60mph limit between the village and Harborough, and that average speed cameras are installed. He has received a reply from Ian Boyes, Northamptonshire Highways, who advised:

- John Spencer, the Chair of the Speed Limit Review Panel has agreed for the request for a reduced speed limit along the section between East Farndon and Market Harborough to be re-submitted to the Panel for assessment at their next meeting. He will update further once the Speed Limit Review Panel have reviewed this request.
- As regards average speed cameras, the Police Safer Roads Team have explained that the vast majority of the village is compliant due to the nature of the road (widths and parked cars); the exception is the short downhill section which they already enforce regularly with the mobile safety camera van. Based on the level of offending and the collision history the introduction of an average speed system at approx. £90,000 would be completely disproportionate, especially as vehicles would need to travel the entire length of the zone above the threshold to be detected. Because of the different sections of the village a driver would still be able to speed on the section which is a problem without exceeding the average speed, by a prosecutable margin, over the total length of the village.
- The introduction of a physical traffic calming feature along the straight section to the North of the village would probably be more effective. Most of the traffic calming features now introduced take the form of chicanes or priority working where traffic has to give way to opposing traffic or by the introduction of vehicle activated electronic signs. However chicanes / priority workings still expensive to introduce at about £25,000 for a feature and physical constraints such as driveways and proximity to properties have to be taken into account when introducing these.
- No injury accidents have been reported by the Police through the village since 2010. In comparison to many other roads within the county this would not trigger any intervention for introducing engineering measures by the County Council on casualty reduction grounds as our budgets have to be targeted at locations where there is proven evidence of a record of injury accidents caused by excessive speeds.

**90. Planning and Development**

**Applications granted**

DA/2019/0941 Construction of ground floor extension and alterations to facade of existing swimming pool – The Hall, Back Lane, East Farndon LE16 9SE

DA/2019/0942 Listed Building Consent for construction of ground floor extension and alterations to facade of existing swimming pool – The Hall, Back Lane, East Farndon LE16 9SE

**Applications for consideration**

DA/2019/0981 Construction of two storey side extension - Sunnybays, Main Street, East Farndon, LE16 9SH. This was considered via email, with no objections.

DA/2019/1101 Work to trees subject of Tree Preservation Order DA 280 - 1, Rectory Court, East Farndon, LE16 9SU. The Parish Council agreed they had no objections.

**ACTION: Clerk to advise DDC that the Parish Council has no objection to application DA/2019/1101.**

**91. Other Matters**

- **Footpath Report** – Nothing to report

- **Burial Ground Committee**

Richard Green provided the Clerk with the following report:

- The hedges have been cut and lower tree branches trimmed. When dry, the cuttings will be burnt.
- Due to the dry summer and very wet autumn, some graves have sunk and will need to be topped up level with the surrounding ground.
- The compost bin finally fell apart and Councillor West's son has built a new one for us and has made no charge.
- 2019 saw the fencing around the burial ground extension replaced. A stile and sheep netting were all so fitted. The cost of this has been paid from the burial ground own funds. The opening balance for the year 2019 was £1,810.09 and the current balance is £369.00

Although the Parish Council is not required to pay for it, the green bin in the burial ground does not have a current green waste sticker applied to it, and a query has been raised as regards whose responsibility it is to put out the green bin.

**ACTION: Clerk to apply to DDC for current sticker for burial ground green bin.**

**ACTION: Clerk to find a volunteer to put out the burial ground green bin.**

- **Neighbourhood Watch** – no report

- **Local Government Reform (LGR)**

The Clerk reported that the draft Structural Changes Order (giving legal effect to the creation of the unitary councils that was approved prior to the General Election) now needs to be considered by the Joint Committee for Statutory Instruments, and debated by the two Houses. This could be completed in 6-8 weeks.

- **Tree Warden Report**

The Clerk reported that the tree wardens advised that:

- The overhanging tree in the graveyard has been pruned.
- The owners of 4, Rectory Court have cut down a dead branch from a sycamore subject to a TPO (allowed under TPO guidelines).
- The new owners of 1, Rectory Court have applied to DDC to sort out the TPO trees on the property.
- They await DDC to agree a TPO on the beech tree on the village green, and to inspect the sycamore in the churchyard that may be pushing out the church wall.

- **Transfer of Churchyard** – No update.
- **2020/21 Mowing Contract**  
The Clerk advised that the current mowing contractor would not be tendering for the 2020/21 mowing contract. The Parish Council has sought tenders and two have been received. After discussion, it was agreed to award the contract to Kevin Kavanagh, subject to sight of a valid public liability insurance certificate.  
**ACTION: Clerk to notify all those who tendered of the outcome, and obtain copy of the public liability insurance certificate of new mowing contractor.**
- **Changes to the Risk Assessment Associated with Data**  
The Clerk had circulated an updated Risk Assessment, with GDPR-related risks, to all Councillors. It was agreed to adopt this updated Risk Assessment.
- **Armed Forces Covenant**  
The Clerk had circulated a draft Covenant for consideration, which the Councillors approved and agreed to adopt.  
**ACTION: Clerk to sign the Covenant on behalf of the Parish Council, submit to MOD and place on the website.**
- **Noticeboard for Minutes**  
The Clerk reported that for most months, the minutes of meetings would not fit onto the Village noticeboard. There is no requirement for the minutes to be placed on the noticeboard (there is a requirement for them to be published on a freely available website under The Transparency Code for Smaller Authorities, which is done). However, the Clerk has placed them on the noticeboard for those without internet access. There is also a note saying full minutes can be provided by the Clerk. It was agreed that this was sufficient, and that a list of meeting dates should also be placed on the noticeboard.  
**ACTION: Clerk to place list of meeting dates on the noticeboard.**
- **Northamptonshire Neighbourhood Alert**  
The Clerk advised that Northamptonshire Neighbourhood Alert is a free community messaging system facilitated by Northamptonshire Police. By signing up to Northamptonshire Neighbourhood Alert, members will receive messages about crime, witness appeals and general policing activity in their designated area, meaning they can better protect themselves from any issues that may arise. Signing up is free, and you will be given the option of what you want to receive alerts about, and how often. Alerts are then sent by email. Alerts are posted directly by Northamptonshire Police and other partner organisations, such as Neighbourhood Watch groups. It can be accessed at: <https://www.northamptonshireneighbourhoodalert.co.uk>.
- **What3words**  
The Clerk stated that what3words is a new global addressing system that has assigned a unique 3-word address to every 3m square, meaning people can now communicate any precise location using just three words. Northamptonshire Police and Northamptonshire Fire and Rescue Service are encouraging the public to download the free what3words app and learn how to give their 3-word address to be found more easily in an emergency. Rural policing teams are also raising awareness about the app, given its effectiveness at helping them respond to incidents in remote locations more efficiently. Further, parish councils can, for example, list a 3-word address on signs and web sites to help people find local points of interest and attractions. More information can be found at: [www.what3words.com](http://www.what3words.com) or download the app: <https://what3words.com/products/what3words-app/>

- Local Electricity Bill**

The Clerk advised that the Parish Council has been requested to support the Local Electricity Bill, which would allow local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply. This is currently impossible because of the huge setup and running costs involved in doing so. After discussion, the Parish Council did not feel this was relevant to the Parish.
- Planning Response Policy**

The Clerk had circulated a draft amended Planning Response Policy. The draft now includes an 'Option 2', for when there is a provisional meeting fixed before the end of a planning application consultation period; the Parish Council will not convene this meeting if it has no objections. The draft amended policy was approved and adopted by the Parish Council.

**ACTION: Clerk to place the amended Planning Response policy on the website.**
- Drains/gullies**

Councillor Burton reported that the gullies were cleaned in November, but they were unable to clear the gulley outside Springfield/Ivy House/The Old Post Office. Further visits were made last week, but the gulley still seems to be blocked. Councillor Burton reported this again on Street Doctor.
- ACRE Subscription**

The Clerk had been contacted by ACRE regarding subscription costing £35 for 2020/21. The subscription includes 5 hours free telephone/email support and discounts on visits from their Rural Officer. As the Parish Council currently pays subscriptions to both NCALC and SLCC, which both offer unlimited free advice, it was agreed that ACRE subscription was not necessary.
- May 2020 Election Advertising**

The Clerk reported that NCALC have published various resources to assist with the election to be held on 7 May 2020. In the first instance, the Parish Council needs to prepare and publish election material. Nomination packs will be available from 9 March 2020, and must be hand delivered to DDC by 4pm on 8 April 2020.

**ACTION: Clerk to publish election material on the website, noticeboard, newsletter and Facebook.**
- Fixed Asset Audit**

Councillors Burton and Prew have undertaken a Fixed Asset audit on 7 January 2020. The bench in The Lealands could do with repair, and the metal bench on the Lubenham Road needs repainting. The Councillors also recommend conducting the Fixed Asset audit every 6 months.

**ACTION: Clerk to update Risk Assessment to reflect six-monthly Fixed Asset audit.**

**ACTION: Councillor West to organise the repair of the bench in The Lealand and repainting of the bench on Lubenham Road.**
- Parish Newsletter**

The Clerk reported that she had received a request from PCC for a donation towards the Parish newsletter. The Parish Council was required to pay £100 in January 2019 to continue placing entries in the Parish Magazine. However, PCC have confirmed that this charge will not apply in 2020. The Parish Council agreed to donate £100.

**ACTION: Clerk to organise donation of £100 to the Parish newsletter.**

## 92. Finance

- Bank Reconciliation

<u>Balance as at 1 November 2019</u>		
Current account	£15,407.89	
Deposit account	£1,551.25	
		£16,959.14
<u>Income</u>		
Interest		£0.13
<u>Expenses</u>		-£1,208.46
<u>Balance as at 7 January 2020</u>		
Current account	£14,199.43	
Deposit account	£1,551.38	
		£15,750.81

The bank reconciliation was checked and signed by Councillor Cooper.

- Actual v. Budgeted Spending

	Precept Agreed	Expenditure to Date	Balance
Street lighting and maintenance	£1,500.00	£1,365.62	£134.38
Subscriptions - NCALC	£240.00	£237.10	£2.90
Insurance	£800.00	£683.08	£116.92
Donations	£100.00	£60.20	£39.80
Training	£200.00		£200.00
Mowing of Burial Ground/Hedges	£2,250.00		£2,250.00
Clerk Salary	£2,600.00	£2,114.00	£486.00
Parish Council/Clerk Expenses	£400.00	£311.36	£88.64
Miscellaneous Expenses	£200.00		£200.00
Graveyard Responsibility	£1,000.00		£1,000.00
DPO	£10.00	£10.00	£0.00
Defibrillator Expenses	£200.00	£126.00	£74.00
VAT on Purchases		£176.90	
<b>TOTAL</b>	<b>£9,500.00</b>	<b>£5,084.26</b>	<b>£4,415.74</b>

<b>RESERVES</b>			
Lighting Replacement	£2,000.00		£2,000.00
Renovation of Village Spring	£500.00		£500.00

- **2020/21 Budget and Precept**

The Parish Council agreed the following budget for 2020/21:

STREETLIGHTING AND MAINTENANCE	£2,000.00
NCALC	£245.00
INSURANCE	£800.00
DONATIONS	£200.00
TRAINING	£100.00
MOWING OF BURIAL GROUND/HEDGES	£2,400.00
CLERK GROSS SALARY	£2,645.00
PARISH COUNCIL/CLERK EXPENSES	£250.00
MISCELLANEOUS EXPENSES	£100.00
GRAVEYARD RESPONSIBILITY	£1,000.00
ELECTION EXPENSES (MAY 2020)	£260.00
DEFIBRILLATOR EXPENSES	£200.00
<b>TOTAL</b>	<b>£10,200.00</b>

As the anticipated balance as at 31 March 2020 is necessary to keep for reserves (as agreed at the November 2019 meeting), the Parish Council agreed that its precept request for 2020/21 would be £10,200.

**ACTION: Clerk to submit 2020/21 precept requirement and payment requisition form to DDC.**

**The following payments were agreed by all Councillors**

Payee	Reason	Amount £	Chq no.
EON	Lighting Maintenance	64.69	online
EON	Electricity	232.67	online
Caroline Burton	Clerk salary and expenses for December 2019/January 2020	445.30	online
J D Bale	2020/21 mowing	1,520.00	772

**93. 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.

**94. Any Other Business**

- Councillor Prew advised that she will not be in the village temporarily, and requested that another Councillor temporarily takes over her role regarding checking the defibrillator. Councillor Curtis volunteered.

**ACTION: Councillor Cooper to register Councillor Curtis for defibrillator check and train him.**

**95. Date of the next meeting – 17<sup>th</sup> March 2020 at 7.45pm (Annual Meeting of the Parish)**  
Provisional meeting date – 11<sup>th</sup> February 2020 at 7.45pm

**96. Closure**

The meeting closed at 8.48 p.m.

**Signed that the Minutes are a true and accurate record**

Chairman \_\_\_\_\_ Dated \_\_\_\_\_