

**EAST FARDON PARISH COUNCIL MEETING AT THE VILLAGE HALL  
ANNUAL GENERAL MEETING OF THE PARISH COUNCIL  
TUESDAY 14TH MAY 2019 COMMENCING AT 7.45PM**

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

Ms. C Burton (Clerk to the Parish Council)

**OTHER RESIDENTS IN ATTENDANCE – 2**

**12. Election of Chairman**

Councillor West was elected as Chairman on a proposition by Councillor Burton, seconded by Councillor Curtis and all Councillors in agreement.

**13. Election of Vice Chairman**

Councillor Burton was elected as Vice Chair on a proposition by Councillor West, seconded by Councillor Prew and all Councillors in agreement.

**14. Apologies for Absence**

Apologies received and accepted from Councillors Hodgetts and Crifo.

**15. Declarations of Interest and Dispensations**

There were no Declarations of Interest.

**16. Approval of the Minutes of the Meeting 9th April 2019**

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

**17. Matters Arising**

<b>ACTION</b>	<b>PROGRESS</b>
Clerk to draft Terms of Reference for the Burial Ground Maintenance Committee, to be reviewed at the May meeting	Added to agenda
Councillors Burton and Hodgetts to move the SID.	Done
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.	Carried forward to after Community Speedwatch
Clerk to contact DDC regarding blocked drains.	Added to agenda
Councillor Burton to clear ditch on Main Street.	Done
Councillor West to remove vegetation around The Spring.	Carried forward – cannot be done until the Autumn due to birds
Clerk to notify DDC of its objection to DA/2019/0125, and reasons why.	Done
Clerk to write to Northants Police to support the Community Speedwatch Programme in East Farndon Parish.	Done

**18. Representatives and Committees for the forthcoming year**

- Burial Ground Maintenance Committee (including agreeing terms of reference)

It was agreed that this Committee would be renamed the 'Burial Ground Committee'. A draft Terms of Reference for the Committee were approved, and it was agreed that Councillors West and Burton, and Richard Green would sit on this committee, with Richard Green as Chair.

**ACTION: Clerk to place Burial Ground Committee Terms of Reference on the website.**

- 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 and Prew
- Churchyard transfer: Councillor Hodgetts, Curtis and Prew

The Parish Council also discussed the need for a Tree Warden, to regularly inspect the trees on land owned by the Council, and trees subject to a Tree Preservation Order (TPO) in the Parish.

**ACTION: Clerk to contact DDC to obtain a list of TPOs in the Parish.**

**ACTION: Councillor Burton to ask for a volunteer Tree Warden in the newsletter and Facebook.**

The Parish Council also discussed its Planning Response policy. Councillor West agreed to undertake site visits for all planning applications, to report back to other Councillors.

**ACTION: Clerk to draft a Planning Response policy for the July 2019 meeting.**

**19. Roads and Transport**

- Community Speedwatch

Councillor Burton reported information from the police via Mr Fallon, in attendance, who is coordinating the Community Speedwatch Group. The mobile camera has made 7 visits in the past few months and prosecuted 63 drivers for exceeding the speed limit of 30 mph. The highest recorded speed was 50 mph.

The Community Speedwatch Group has 6 members, but it would be better to have more.

**ACTION: Councillor Burton to urgently advertise for more volunteers on the village Facebook page.**

Training for Community Speedwatch volunteers will take place in Northampton on the morning of Saturday 15 June. Camera equipment is due to be delivered to East Farndon on 22 June for 3 weeks of use over a six week period twinned with Yelvertoft. Three sites in the village have been established: outside No 6 Harborough Road; outside Village Hall; and by the Village War Memorial (pointing up the village).

- Road Safety Funding

Councillor Burton reported that funding of £500-£5,000 is available from the Northants Police & Crime Commissioner for projects which include speed reduction although cannot include highways engineering or Community Speedwatch. Councillor Curtis suggested 'countdown' signs towards the 30 mph sign at the north of the village could be effective.

**ACTION: Councillors Burton & Curtis to make an application for Road Safety Funding by 31st May 2019.**

## 20. Planning and Development

- Applications Update

DA/2019/0125 Outline application for detached dwelling with double garage – Land adjoining Twin Elms, Marston Lane, East Farndon, Northamptonshire LE16 9SL

Application refused on the basis that the site lies outside the existing confines of the village where a new dwelling would be an unacceptable encroachment into an area of open countryside which lies in a Special Landscape Area, causing harm to the character and appearance of the locality and setting of the village.

- Applications for consideration

None

## 21. Other Matters

- Footpath Report – nothing to report

- Burial Ground Committee

Mr Green, in attendance, reported that a fence needs to be erected around the burial ground extension (owned by the Parish Council). He had obtained three quotes and the best one was £1,520.00. The Burial Ground Committee holds sufficient funds to meet this cost. The Parish Council agreed to this expense.

The Clerk reported that today she had received a letter from the PCC giving formal notice of the PCC's intention to apply for a Closure Order of the churchyard, and to also confirm its intention to apply for the transfer of the maintenance of the churchyard to the Parish Council. The Parish Council now needs to confirm if it has any objections to the closure on the grounds that there is no proper room for new graves. The Parish Council agreed it had no objection in principle. However, the PCC had marked the condition of the graveyard as 'good' but had not supplied any supporting evidence (although the form states that further information covering the churchyard's pathways, walls, fences, memorials and trees was set out in an attached document). Councillor Curtis reported that he was aware of a hole in one of the walls, which could be costly.

**ACTION: Councillor Curtis is to inspect the churchyard with Mr Green, and will advise the Clerk on the action to be taken.**

- Neighbourhood Watch – nothing to report.

- Blocked drains

The Clerk reported that Ian Smith, the Maintenance Manager from the Daventry Area at Northants Highways, had advised that they are awaiting finalisation of their budget from NCC so that they can produce their routine gully programme for this financial year. He confirmed that he was aware of several Street Doctor (now 'Fix My Street') requests regarding gullies around the village and he will try to get East Farndon into the first tranche of villages to be done. He further advised that getting individual gullies cleansed on a special urgent/emergency basis is quite costly and has a knock on effect to the routine cycle; consequently, they try to avoid this wherever possible unless there is a danger of property being flooded or substantial standing water on high speed roads which would constitute a hazard to the travelling public. He confirmed that Fix My Street is the best place for members of the public to report defects.

Mr Fallon, in attendance, stated that there was a blocked drain outside his house on Harborough Road, which causes flooding of his driveway. He reported the matter to Fix My Street and they classed it as an emergency and visited within 2 hours. However, as the driveway was not flooded at the time of the engineer's visit, they did nothing. Mr Fallon complained and the drains are now due to be unblocked, and the driveway re-tarmacked, within 28 days. Mr Fallon also reported that there is damage to the pavement on Harborough Road due to flood water from the drains. Mr West also noted that the Spring is also flooding due to blocked drains.

**ACTION: Clerk to write to Highways to raise the issue of blocked drains in the village.**

- **Street Lighting – Church Cottage light**

The Clerk reported that a resident had advised the light outside Church Cottage is not working – apparently someone from EON came to replace the shade and was unable to do so, so they put the old shade back on and the bulb stopped working. The Clerk reported the matter to EON, who advised there was a note on their operative's report about this column and lantern saying that this lantern is an old Sox lantern in a poor condition and being as the manufacture of them will cease from July this year and parts are already not available for them, they would recommend that it is replaced. Further, EON advised that the column is an old sleeved concrete column which could also do with replacing with a steel one. The Clerk asked for a quote, which was £650.00 (plus VAT) to disconnect and remove the existing column and lantern and to supply and install a new 5m steel column and new lantern, plus £409.00 (plus VAT) to transfer the unmetered electricity supply into the new column. The Clerk advised EON that the Parish Council would struggle to meet the costs of replacing the light in its entirety, and asked for a cheaper solution as it is imperative to get this light working again as it is situated on a blind bend. EON stated that although they would recommend that the column is replaced, they could just install the new lantern on the existing column, which would cost £280.00 (plus VAT). The Parish Council agreed to replace the lantern only.

**ACTION: Clerk to request replacement of lantern at Church Cottage.**

Further, it has been reported that the light outside Farrer Cottages is not working, which the Clerk reported to EON.

**ACTION: Clerk to chase EON for inspection report on Farrer Cottages light.**

It was noted that the Parish Council needs to consider making provision for further light replacements in the 2020/21 precept, as thirteen out of sixteen of the lights are Sox.

- **Harborough Road/The Lealand road widening**

The Clerk reported that a resident advised Northamptonshire Highways were surveying the junction of Harborough Road/The Lealand, and they said that there had been a lot of complaints about the road and there could be a possibility of widening it. The Clerk contacted Highways, who advised that their maintenance section have works planned to raise two kerbstones that have been overrun at the junction but they have no further proposals for widening; Development Control section are also not aware of any works proposed at this junction. They further advised that a maintenance colleague did mention that someone has marked up the location of all the underground services at this location which may mean one of the utility companies may be undertaking works in the future at this junction. This would however just be to repair/replace their equipment rather than for any widening works. Highways have asked that if we hear anything more to please keep them informed and they will look into it as it appears Highways have not been notified.

A resident has raised the possibility that it may be in connection with the planning application for a back up power generator facility proposed by Mercia Power off the Lubenham Road (DA/2016/0801). The Clerk checked the documents available on the Daventry District Council website, and the works need to start by 3rd November 2019 under the existing planning permission. Further, there is reference to a routing agreement but no further details. It also states that a Construction and Traffic Management Plan must be submitted to and approved by the Local Planning Authority before development starts. The Clerk has flagged this up with Highways as a possibility for the survey.

Another resident also reported that they spoke to the contractor who was carrying out the marking out of the area, who advised that they were marking all the utilities out so that the road could be widened – and pointed to Lealand/Lubenham Road (off Harborough Road). Further, not only have they marked utilities on the roads, they have marked utilities on the other side of the hedge in the field.

It has also been noted that another planning application has been submitted to Harborough District Council (19/00448/OUT) for the development of more houses on the Farndon Fields estate - and it is suggested that a planning application has been submitted to Daventry District Council to build further houses on the south side of the estate, which is in Northamptonshire. The Parish Council has received nothing on this to date. Further, Highways confirmed they were not aware of anything in this area and would expect that if there is likely to be a planning application coming forward then Harborough District Council would consult them in the usual way.

On a general note, residents have repeatedly raised concerns about HGV vehicles using The Lealand/Lubenham Road, and the damage they cause to the kerbs and carriageway. As the signage that the road is not suitable for HGVs is merely advisory, the Parish Council has been told that no enforcement action can be taken. The Clerk has asked Highways what action the Parish Council could take to change the signage from advisory to compulsory, and is awaiting a response.

**ACTION: Clerk to chase Highways on how to upgrade HGV signage on Lubenham Road.**

- Discharge of cement into Back Lane

The Clerk reported that Councillor Hodgetts had received a complaint from a resident that there was evidence that concrete/cement washing had been carried out, which had then run down the verge towards the main road, just stopping short of the main road. Councillor Hodgetts raised this matter with Northamptonshire Highways, who advised that their Regulations Section could not take action, but suggested contacting both the Environment Agency, and DDC under the Clean Neighbourhoods and Environment Act which sits with DDC to enforce, which Councillor Hodgetts did.

The Environment Agency advised it is illegal to knowingly permit the discharge of polluted water into a watercourse. They checked the local area and there are no watercourses nearby. Therefore, the risk to the environment is low and as there was not a substantiated pollution, if the company/person was to be identified, the most they would be able to do is to advise the company or person of the regulations. Lastly, they advised that if the cement has entered the road drains, then the authority responsible for the public drains can be informed and they will decide what action to take. Councillor Hodgetts advised the resident, but has not contacted DDC as it cannot be determined if cement entered the drains and DDC initially directed him to the Environment Agency.

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

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

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

- 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
- Code of Conduct

It was agreed no amendments were necessary.

**ACTION: Clerk to update all policies/procedures to reflect that review has taken place.**

## 22. Finance – Authorisation of payments

Payee	Reason	Amount	Chq no
Community Heartbeat	Defibrillator support	£151.20	online
NCALC	Subscription and DPO fee	£247.10	online
Caroline Burton	April/May salary and expenses (stamps and paper)	£523.50	online

- Approval of the accounts for the Year Ended 31st March 2019 (including bank reconciliation)

The Parish Council approved the accounts for the Year Ended 31st March 2019 (including bank reconciliation)

- Review the Internal Audit report for the Year Ended 31st March 2019

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 Asset Register as at 31st March 2019

Councillors Burton and Prew had carried out an inspection of the fixed assets in April 2019, and the Clerk has also now obtained an up-to-date inventory of the street lights. The Parish Council approved the Fixed Asset Register as at 31st March 2019.

- To review and approve the Risk Assessment as at 31st March 2019

The Parish Council reviewed and approved the Risk Assessment as at 31st March 2019. It was agreed that Councillor Burton, with the assistance of one other Councillor, would be responsible for the quarterly inspection of assets.

- To review insurance cover commencing 1st June 2019

The Clerk has advised the insurance company of the Parish Council's current fixed assets and asked for some irrelevant cover to be removed, which resulted in the annual insurance premium quote being reduced by £9.49 to £683.08. The Parish Council reviewed the insurance cover and approved payment of the insurance premium.

- Approval and signing of the Annual Governance and Accountability Return for the Year Ended 31st March 2019

The Parish Council approved the Annual Governance and Accountability Return for the Year Ended 31st March 2019, and the Chairman and Clerk duly signed the Return.

**ACTION: Clerk to ensure Parish Council certifies itself as exempt, and to ensure all relevant documents associated with accounts for the year ended 31 March 2019 are published to meet reporting requirements as an exempt authority.**

## 23. Correspondence

- Charity files

The Clerk had been contacted by Northamptonshire ACRE, who had undertaken an archiving project of their old files and came across a file relating to East Farndon United Charities. Acre were going to destroy the file unless the Parish Council wanted it, so the Clerk had the file sent to her. It relates to the Charity changing the terms of its operation back in the 1980s. It was agreed to hand the file to the East Farndon United Charities Committee.

**ACTION: Clerk to handover ACRE charity file to the East Farndon United Charities Committee.**

- Good Neighbourhood Scheme

The Clerk reported that DDC had sent information regarding Good Neighbour Schemes, which are established by communities and run by local people to provide day to day support for other residents who may need help on an occasional or regular basis; they bridge the gap between formal and informal support at a local level and help to address the issue of social isolation that can affect so many residents, young and old. Some of the things a Good Neighbour Scheme can offer includes household tasks such as changing a light bulb or smoke alarm batteries, assistance with shopping, collection of a prescription or medication, befriending, looking after a pet, and accompaniment to doctors or hospital appointments. Funding of up to £1,000 is available to set up a scheme, together with a toolkit, based on national good practice, on how to run a Good Neighbours scheme, along with advice and support from Northamptonshire ACRE and Daventry District Council. DACT (Daventry Area Community Transport) can help set up your own Village Travel Club and Daventry Volunteer Centre Happy at Home Partnership can help with recruiting of volunteers. The Parish Council did not feel that there was sufficient need in the village for such a scheme at this present time.

- Review of DDC's Waste Collection Service

DDC have requested a survey is completed in association with the above. The Parish Council agreed answers and the Clerk will submit them.

**ACTION: Clerk to complete DDC's Waste Collection Service survey.**

**24. Any Other Business**

- The Clerk reported that it was confirmed today that two new unitary councils will be established in Northamptonshire on 1st April 2021 (Vesting Day). The West Northamptonshire unitary will cover Daventry District, Northampton and South Northamptonshire and the North Northamptonshire unitary will cover Corby, East Northants, Kettering and Wellingborough. The existing district and borough councils and Northamptonshire County Council will all be abolished.
- Further, the Clerk reported that NCALC is organising a West Northamptonshire Local Council Forum 10:00 - 12:00 on 19 June 2019 at Bugbrooke Community Centre, to provide an opportunity for member councils to come together to talk about Local Government Reorganisation (LGR). No Councillors are available to attend.
- Councillor West reported that he had attended Councillor Mrs Cecile Irving-Swift's Civic Service in St Andrew's Church in Arthingworth on 14<sup>th</sup> April 2019, and it had been a very enjoyable event.

**25. Date of the next meeting – 9th July 2019**

Provisional meeting date – 11th June 2019

**26. Closure**

The meeting closed at 9.15 p.m.

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

**Chairman** \_\_\_\_\_

**Dated** \_\_\_\_\_