

**EAST FARNDON PARISH COUNCIL MEETING AT THE VILLAGE HALL
ANNUAL MEETING OF THE PARISH COUNCIL**

WEDNESDAY 30th May 2018 COMMENCING AT 7.30 PM

PRESENT: Mr. R Burton, Mrs. J Cooper, Dr. C Crifo, Mr. R Green and Mr. R West
Mrs. R Warne (Clerk to the Parish Council)

OTHER RESIDENTS IN ATTENDANCE –

14. Election of Chairman

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

15. Election of Vice Chair

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

16. Apologies for Absence

Apology received and accepted from Councillor Hodgetts

17. Declarations of Interest and Dispensations

There were no Declarations of Interest

18. Representatives for the forthcoming year

Burial Ground Committee – Councillor Green

Speeding initiatives – Councillor Burton

Defibrillator – Councillor Cooper

19. Councillor Vacancy on Parish Council

Parish Council currently has one vacancy and Councillor Green has advised that he wishes to retire. Councillor West advised that he is aware of some interested residents and will speak to them

20. Approval of the Minutes of meeting dated 25th April 2018 and Minutes of the Annual Meeting of the Parish dated 25th April 2018

The Minutes of the above meetings were agreed by all Councillors and signed by the Chairman

21. Matters Arising

Beauchamp House – Clerk advised that she has submitted an order to EON for the lighting repairs

22. Public Participation: None

23. Road and Transport

- **Traffic Calming/Speeding Device** – Councillor Burton provided an update on locations identified which will be cohesive with existing signage on High Street. Order has been placed and cheque being raised tonight. Clerk to arrange delivery of the sign to Councillor West

24. Planning and Development

Application withdrawn

DA/2018/0265 – proposed rear extension/alterations at Lyndwood, Home Farm Close – application withdrawn

25. Other Matters

- **Footpath Report** – Nothing to report
- **Burial Ground Maintenance Committee** – Councillor Green advised that the two bins in the cemetery would need to be registered with DDC for collection at a cost of £70.00. Councillors agreed to this and Clerk to register online.
Councillor Green advised that there is a need to change the signatories on the Harborough Building Society account. Parish Councillors agreed to the change of signatures with Richard West replacing J Hyde. Agreed signatories are Richard Green, Ivor Langley and Richard West
- **Neighbourhood Watch** – None
- **Proposed closure of Churchyard – St Johns the Baptist Church** – ongoing and to remain on agenda
- **Broadband** – Gigaclear are continuing to install cables in the village
- **Defibrillator** – Councillor Cooper provided an update on the installation. Also discussed was the installation of two PIR lights at a cost of £100.00 and Councillors agreed to this purchase
- **War Memorial** – Councillor Hodgetts prepared a report which was read out by the Clerk. Councillor Green advised that there will be a service in the Church that day.
- **To discuss the increase in Clerk working hours in line with other comparable Parish Councils** – Clerk provided an overview of the need for an increase in hours as per the recommendation from NCALC. Clerk left the meeting whilst Councillors discussed this. Councillors offered the Clerk up to 20 hours – these hours would need to be recorded to enable Councillors to see the actual hours and work undertaken.
- **Annual salary increase 2% as agreed by NCALFC and back dated pay** – Councillors agreed to the 2% pay increase and back dated pay
- **GDPR and required policies** – Clerk provided an update and advised that there are several policies which need to be adopted and these will be shared with Councillors and submitted for approval at the September meeting
- **Adoption of the draft Financial Regulations Policy** – Item to be carried forward to next meeting
- **To discuss policies which require setting up, discussion and approval** – Clerk provided an overview of the policies which need to be considered for adoption and these will be presented gradually over the next months

26. Finance

Bank Reconciliation

Reserve Account	1550.08
Treasurer Account	17919.25
Less Cheques not cleared through bank account	3587.27
Working balance	15882.06

26.1 The following payments were agreed by all Councillors

PAYEE	REASON	AMOUNT £	CHEQUE NUMBER
Mrs R Warne	Clerk salary and expenses May	£314.32	742
Mrs R Warne	Clerk salary for June	£142.86	743
Mrs R Warne	Clerk salary for July	£142.86	744
Mrs R Warne	Clerk salary for August	£142.86	745
Unipart Dorman	VAS sign purchase	£3948	746
BHIB	Insurance renewal	£683.35	747
R Warne	To pay for cemetery 2 bins to be emptied by HDC	£70.00	748

To approve the accounts for the Year Ended 31st March 2018 – Councillors approved the Accounts for the Year Ended 31st March 2018

To approve and sign the Annual Governance Statement for the Year Ended 31st March 2018 – Councillors approved the Annual Governance Statement for the Year Ended 31st March 2018 and document was signed by Chairman and Clerk

To approve and sign the Annual Accounting Statement for the Year Ended 31st March 2018 – Councillors approved the Annual Accounting Statement for the Year Ended 31st March 2018 and document was signed by Chairman and Clerk

To discuss and action the Internal Audit report for the Year Ended 31st March 2018 – Councillors and the Clerk reviewed the Internal Audit Report and following items to be actioned:

Parish Council to adopt new NCALC Standing Orders

Parish Council to adopt Financial Regulations

Parish Council to consider adopting an Equal Opportunities Policy

Parish Council recommended to review its Risk Assessment Policy each year

Parish Council recommended to review its insurance policy each year

Parish Council to record in the minutes budget discussions and adoption

Parish Council recommended to record precept demand

Parish Council recommended to consider adopting Disciplinary, Grievance and Complaints Procedure

To review and approve the Fixed Assets for the Year Ended 31st March 2018 – Parish Council approved the Fixed Assets for the Year Ended 31st March 2018

To review and approve the Risk Assessment for the Year Ended 31st March 2018 – Parish Council approved the Risk Assessment document for the Year Ended 31st March 2018

27. **Correspondence:** None

28. **Any Other Business**

Councillor Green advised that the church are making arrangements to have the trees in the churchyard and burial ground surveyed. Once report received this will be shared with the Parish Council

29. **Date of the next meeting – 26th September 2018**

Provisional meeting dates – 27th June, 25th July and no meeting in August

30. **Closure**

The meeting closed at 8.37PM

Signed that the Minutes are a true and accurate record

Chairman _____

Dated _____

6/18