

**EAST FARNDON PARISH COUNCIL MEETING AT THE VILLAGE HALL
GENERAL MEETING OF THE PARISH COUNCIL
WEDNESDAY 28TH NOVEMBER 2018 COMMENCING AT 7.45PM
PRESENT: Mr. R West (Chair), Mr. R Burton (Vice-Chair), and Ms. J Cooper
Mrs. C Burton (Clerk to the Parish Council)
OTHER RESIDENTS IN ATTENDANCE – seven**

45. Apologies for Absence

Apologies received and accepted from Councillor Hodgetts and Councillor Crifo.

46. Declarations of Interest and Dispensations

There were no Declarations of Interest.

47. Approval of the Minutes of the Meeting 26th September 2018

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

48. Matters Arising

ACTION	PROGRESS
Clerk to report progress on archive review to next meeting	Done – archive records rationalised and put in order
Clerk to draft Terms of Reference for a Staffing Committee, and Committee to be appointed at November meeting	Added to agenda
Clerk to notify the Pensions Regulator that the Parish Council has complied with its automatic enrolment duties	Done
Clerk to liaise with Mr Fallon to obtain Word package	Done
Clerk to contact DDC and advertise the two vacancies, with a view to co-opting two new Councillors. Councillor Burton to speak to possible candidates once authority to co-opt is received from DDC	Done
Councillor Hodgetts to provide further SID data	To be discussed under Speeding item
Councillor Burton to provide a report on possible SID re-positioning to support a discussion at the November meeting	To be discussed under Speeding item
Councillor Burton to contact Northamptonshire Police to identify key contact	Done – Either PCSO Stephen Sangster or PC John Hutchings
Councillor Burton to advertise the Community Speedwatch initiative to seek further volunteers	Done
Councillor Burton to contact Northamptonshire Highways Department to find out the process and cost of reducing the speed limit beyond the northern end of the village	Done - To be discussed under Speeding item
Councillor Burton to promote the discussion on speeding and measures to counteract it at the November meeting	Added to agenda
Councillor Green to ensure signatories on the Burial Ground Maintenance Committee building society account are amended	On-going
Councillor West to obtain defibrillator password and with Councillor Cooper, ensure defibrillator is tested and training organised	Added to agenda

Councillor Burton to advise the resident that the Parish Council currently does not have the budget to meet expense of memorial bench, but the Village Hall Committee or Fete Committee might be approached	Done
Clerk to complete GDPR toolkit and draft appropriate policies for January meeting	Carried forward
Clerk to draft Standing Orders for January meeting	Carried forward
Clerk to draft a Complaints policy for January meeting	Carried forward
Clerk to confirm viability of moving meetings to a Tuesday with all Councillors, and to suggest 2019 meeting dates (ensuring Village Hall is available)	Added to agenda
Clerk to contact Alan Langley to discuss transfer of responsibility to the Parish Council of the publication of Parish Council information, and to review the website	Done – Clerk now responsible for managing PC website content
Clerk to add Councillor contact details – name, addresses and emails - to the website	Done
Clerk to chase the external auditor for Annual Governance Statement and Annual Accounting Statement for the year ended 31st March 2018	Added to agenda
Clerk to obtain quotes for a dog bin in The Lealands	Added to agenda
Clerk to draft Terms of Reference for the Burial Ground Maintenance Committee, to be reviewed at the May meeting	Carried forward
Councillor West to contact BT Openreach to report the manhole cover issue in Lealands	Done – issue fixed
Clerk to query with DDC whether the collection fee of £70.00 for churchyard garden waste can be reclaimed	Done – money reimbursed to previous Clerk and being chased
Clerk to contact police to confirm what action can be taken regarding parking on pavements	Added to agenda

Additionally, Councillor Hodgetts had provided an update on the War memorial rededication held on 11th November 2011. It was generally perceived to be a huge success – feedback from the villagers/relatives of the fallen was very complimentary. Money was also raised for the British Legion (amount unknown as the boxes are sealed). The woollen poppies are still placed around the war memorial, as are the two wreaths which the Parish Council donated. Total funds spent on the event was just under £80 and therefore within budget of the £100 set. Councillor Hodgetts expressed huge thanks to those involved (Jess, Judy, Laurel, Alan, Lynn and David). As part of the celebrations, the Armed Forces Covenant donated a Perspex seated silhouette which unfortunately arrived late. It is currently in the Village Hall store room and Councillor Hodgetts was seeking views on what could be done with it. No suggestions were forthcoming and it was agreed to give this further thought.

ACTION: Clerk to email Councillors for suggestions on how silhouette could be usefully used.

49. Councillor Vacancies on Parish Council

Firstly, Councillor West thanked Richard Green for the fourteen years he served as a Parish Councillor. The Clerk confirmed that she had advertised the two vacancies and the Parish Council had received authority from DDC to co-opt two new Councillors on 30th October 2018. Councillor Burton proposed Julia Prew and Mervyn Curtis, seconded by Councillor West. They were duly co-opted as Councillors.

ACTION: Clerk to notify DDC of co-option of new Councillors and to ensure necessary paperwork is completed, and to update website accordingly.

50. Public Participation – Speeding

Councillor Burton presented a summary ‘East Farndon: a brief history of speeding’ which included all of the concerns reported and actions taken to date by the Parish Council and relevant authorities in respect of the speeding problem. This was used to inform the discussion. It was agreed that the cardboard police officers and recent bin stickers continue to have a useful deterrent effect.

Councillor Burton reported stats from Councillor Hodgetts for the Speed Indication Device (SID) which continues to show average speeds of 28-30mph at that point in the road with a top speed of 35mph recorded in the small hours. It was agreed that the SID should be moved to a different site to increase its deterrent effect. Following a recent site visit by Councillor Burton, Councillor Hodgetts and Mr Fallon the lamppost next to Farrar Cottages was identified as the new location.

ACTION: Councillor Burton & Councillor Hodgetts to move the SID.

Councillor Burton reported that the request to the Speed Limit Review Panel to reduce the speed limit between Harborough and Farndon from 60mph to 40mph had been rejected principally on lack of ‘compelling evidence’. Mr Fallon reported that the police will be soon be carrying out speeding enforcement in the village after which there will be a Community Speedwatch exercise. Both of these should contribute to the evidence needed to resubmit the request to lower the limit. There was also general agreement that average speed cameras would be the best long-term solution to prevent speeding.

ACTION: 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.

51. Road and Transport

• The Village Spring

Councillor Burton reported that despite many attempts, he has been unable to unblock the drain at the spring. Councillor West volunteered to help.

ACTION: Councillor West to help unblock the drain at the Village Spring.

- Mr Grant, in attendance, advised that he had observed construction traffic going down Lubenham Road despite the advisory sign that it was not suitable.

ACTION: Clerk to advise NCC Highways of this issue.

52. Planning and Development

Applications Update

DA/2018/0768 Construction of single storey building with decking area for use as short break accommodation and yoga retreat - Farndon Grange, Marston Lane, East Farndon, LE16 9SL.

The Parish Council had no objections as the proposed development utilises existing vehicular access and visually, only impacts on the applicant.

ACTION: Clerk to advise DDC of planning comments on application DA/2018/0768.

Applications for consideration - None

53. Other Matters

- **Footpath Report** – No update from the last meeting.

- **Burial Ground Maintenance Committee** – Mr Green, in attendance, advised that new charges were being introduced for 2019/20.
ACTION: Clerk to update website to include Burial Ground Maintenance Committee information.
- **Neighbourhood Watch** – Councillor Burton reported that there had been a burglary at Horseshoe Cottage.
- **Proposed closure of Churchyard – St John the Baptist Church** – No update. It was agreed to remove this item from the agenda until further is known.
- **Staffing Committee**
A draft Terms of Reference for a Staffing Committee was approved, and it was agreed that Councillors Cooper, Crifo and Hodgetts would sit on this committee, with Councillor Cooper as Chair. It was agreed that the Committee will review the record of hours worked by the Clerk to inform the 2019/20 budget/precept request.
ACTION: Staffing Committee to review record of hours worked by the Clerk to inform 2019/20 precept request.
- **Defibrillator**
Councillor Cooper reported that the defibrillator is now active. She is organising training. She also advised that a weekly check needs to be undertaken – this will be done by Councillor West, supported by Councillor Burton.
ACTION: Councillor Cooper to organise defibrillator training, and show Councillor Burton how to undertake the weekly check.
- **2019 Meeting Dates**
The 2019 meetings were agreed as follows (working on once a month, the second Tuesday in each month, starting at 7.45pm):
8th January 2019
12th February 2019 (provisional)
12th March 2019
9th April 2019(provisional)
14th May 2019
11th June 2019 (provisional)
9th July 2019
13th August 2019 (provisional)
10th September 2019
8th October 2019 (provisional)
12th November 2019
10th December 2019 (provisional)
The provisional meetings will only go ahead if there is urgent business to discuss, e.g. a planning application. All dates had been agreed with the Village Hall bookings secretary, and will be published on the website.
ACTION: Clerk to publish 2019 meeting dates on the website.

- **Dog Bin in The Lealands**

The Clerk had obtained a quote from DDC for the provision of a dog bin at a cost of £125.00, plus installation costs of £35.97, and an annual service cost of £260. The Clerk also noted that The Daventry District Council Public Spaces Protection Order (PSPO) makes it an offence if you do not remove any faeces deposited by your dog and this removal must be done without delay. The Order, made under the Anti-social Behaviour, Crime and Policing Act 2014, applies to all public, open land in the District whether or not warning signs are displayed. The PSPO also requires dog walkers to carry the means to pick up dog poo whilst on a walk. Any breach of the Order could result in a £100 fixed penalty notice or being taken to court and receiving a fine on conviction of up to £1000. The Council agreed that in light of these provisions, and due to financial constraints, a dog bin would not be purchased.

- **Parking on Pavements**

The Clerk has been in contact with PCSO Sangster and PC Hutchings regarding this issue. They advised that they have spoken to residents at Hillside Farm, who had assured them alternative parking space would be found. The police would like to go down the route of educating the community rather than prosecution at this stage, and will speak to those found parking on the pavements. If the advice is not taken, their next step would be to assess each incident individually and the rule that has been worked with previously is that if nobody can pass with a double pushchair or wheel chair which would work on approximately one metre, action may be taken.

Regarding the Parish Council, the police have asked that it speaks to the owners of the vehicles and advise them around their parking and explain that the police are working with the Parish Council regarding the matter; the police would rather educate than prosecute, but if the parking continues then the police may issue tickets with each situation assessed separately (they do not want to be getting into a position where the whole village is getting ticketed). The Parish Council should explain that it is a 30mph road and there are no restrictions on parking fully on the road. Further, vehicles are more likely to get damaged if parked half on and half off, as other traffic will attempt to pass whilst oncoming traffic continues rather than stop and drive around when safe to do so. It was agreed that this information should be publicised, and the Parish Council will monitor the situation.

ACTION: Clerk to publicise information regarding parking on the pavements on the website, parish newsletter and Facebook.

- **Bus Service**

The Clerk advised that the current village number 59/60 bus service is due to stop in April 2019. There are discussions taking place with relevant parishes regarding a possible replacement service, funded via either parish donations or advertising. Specifically, the Clerk has been contacted by Clipston Parish Council to ask whether East Farndon Parish Council proposes to make financial provision in its 2019/20 precept. The Clerk has sought views of the impact of the bus service stoppage via Facebook (nothing received) and noted no concerns had been raised by villagers to date. Further, the Clerk has contacted the village's United Charities Trust to ascertain whether, in the event a villager was facing financial hardship as a result of the bus service stopping, e.g. having to pay taxi fares, the United Charities Trust would consider a request for financial assistance; they confirmed that although they would not consider financial hardship just due to the bus stoppage, they would consider a general financial hardship application by a villager resident for at least 2 years. After much discussion, the Parish Council felt that due to current financial constraints and lack of evidence of a significant impact on villagers, they would not make provision in the 2019/20 precept.

ACTION: Clerk to advise Clipston Parish Council of their decision.

- **Training**

The Clerk reported that NCALC have advised that all Parish Councils should have a Training Statement of Intent, a Training Plan and a Training Record.

ACTION: Clerk to draft training documents for the January meeting.

- **Public Spaces Protection Order (PSPO) – New Dog Control Powers**

The Clerk reported that a DDC consultation on its PSPO showed overwhelming support for the continuation of the five offences currently covered (You must pick up after your dog; you must not allow a dog into a designated children’s play area; you must put your dog on a lead when directed to do so by a Council officer; you must keep your dog on a lead within a specific area at Daventry Country Park; and you must carry the means to pick up after your dog). As stated above, anyone who breaches the PSPO faces a £100 fixed penalty notice or potentially court action, which could result in a fine on conviction of up to £1,000. These offences have been enforceable since 1 April 2016. Support has also been shown for the introduction of new regulations, which aim to enhance the Council’s ability to deal with antisocial behaviour and irresponsible dog owners. These new powers include:

- Dogs should always be on a lead in graveyards, cemeteries or memorial gardens
- Dogs should always be kept on leads near schools (when the school is open)
- A maximum of 6 dogs to be walked by one person at one time
- Prohibition of smoking from defined and fenced off children’s play areas

The new PSPO comes into force on 1 December 2018. However, full enforcement of these additional regulations will begin on 1 April 2019 following an initial period of education, during which, officers will provide advice and guidance to anyone caught in breach of the rules. DDC would like to work alongside each parish council to provide relevant signage for graveyards, cemeteries and memorial gardens and children’s play areas, and has requested identification of the entrance(s) are for graveyards, cemeteries and memorial gardens, as they would like to erect signage at entrances and exits. If the parish declines the opportunity to display signage, the offences are enforceable regardless of whether signage is in place or not. DDC have also asked the Parish Council to raise awareness of the new PSPO amongst parish residents, by displaying a poster on public notice boards, in the newsletter and via any social media networks.

The Parish Council agreed they wanted the signs and identified the four entrances/exits to the graveyard and burial ground extension.

ACTION: Clerk to advise DDC that PSPO signs are wanted, and where, and to display poster/information on the Village noticeboard, parish newsletter, website and Facebook.

54. Finance

Bank Reconciliation

Cash balance @ 1 September 2018	£10,558.28
Plus: Receipts	
Precept	£4,400.00
Cheque cancelled	£229.74
Less: Payments	£1,739.27
Balance	£13,448.75
Reserve Account	£1,550.27
Treasurer Account	£12,198.48
Less: Cheques not cleared through bank account	£300.00
Working balance	£13,448.75

The following payments were agreed by all Councillors

Payee	Reason	Amount £	Chq no.
Lol Contracts	Defibrillator light	65.33	757
Caroline Burton	Clerk salary and expenses	239.79	758
EON	Electricity bill	188.45	759
EON	Lighting maintenance	64.69	760
Caroline Burton	Clerk salary and expenses	203.14	761
Paul Hodgetts	War memorial rededication	69.19	762
Royal British Legion	Remembrance wreath	17.00	763

- **2018/19 Budget Monitoring and 2019/20 Budget Discussion**

The Clerk provided Councillors with a comparison of spend to date, plus anticipated spend to the budget for 2018/19, together with projected costs for 2019/20 (copy attached). It was noted that the Parish Council is projected to overspend this year by around £3,200. This is principally due to defibrillator costs of £1,380.96 not budgeted for, and an increase in mowing/hedge work costs of £1,776.00 (mainly as 2 year's costs have been incurred).

The Council discussed the budget and the following points were agreed:

- No money would be allocated for speeding or LGR;
- A sum of £1,000 would be set aside for costs associated with taking over the graveyard;
- £2,250 would be allocated for mowing/hedgework, to include cost of graveyard mowing/hedgework; and
- Councillor Cooper will provide details of annual defibrillator costs.

It was noted that it had been previously agreed to not allocate any financial provision for a dog bin or bus service replacement.

It was agreed that the Clerk will re-work the budget and check figures.

ACTION: Clerk to present 2019/20 budget and precept request at the January meeting for approval.

- **2018/19 Internal and External Audit Arrangements**

The Clerk advised that a new Internal Auditor needed to be found (as she had previously been the Council's Internal Auditor). Guidance issued by the Joint Panel on Accounting Guidance states that there are two key principles an authority should follow in sourcing an internal audit provider: independence and competence.

Mr Fallon, in attendance, volunteered to take on the role as internal auditor and the Parish Council duly appointed him.

As regards external audit arrangements, the Parish Council agreed that as a "smaller authority", the Council will exempt itself from external audit and ensure it publishes the necessary information on its website as required by the relevant accounts and audit regulations and transparency code.

- **Bank Account**

The Clerk reported that she had been trying to update the Parish Council's address, and bank signatories since September, but this matter had not been resolved to date. This means that she is relying on bank statements obtained from the local branch and she has been unable to submit the 2017/18 VAT return to date, as she needs to upload a bank statement with the new address.

55. Correspondence

- Rough Sleepers Estimate - The Clerk reported that she had submitted a nil return to DDC as a rough sleepers estimate in the parish.
- Hillside Cottage Light - Councillor Cooper had advised that this light was not working and the Clerk duly reported the matter to EON. The light was repaired in three days.
- Electoral Register - The Clerk confirmed that the new electoral register had been compiled and she has applied for a copy.
- Flood Risk - The Clerk reported that under NCC's Pathfinder initiative, money can be applied for to undertake works or to purchase products/services which will provide a benefit to flood risk management. The Parish Council agreed that there were no flood risk areas in the Parish.
- Request for £150 contribution by Daventry Citizen's Advice – The Council noted that villagers would access Market Harborough Citizen's Advice due to geographical location. Given this, and financial constraints, a donation was not appropriate.

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

56. Any Other Business

- Councillor Burton advised that the the village website may appear to have disappeared as BT have recently retired one of its domains. However the links from the village Wikipedia page and Facebook page are working so the website continues to be accessible.

57. Date of the next meeting – 8th January 2019 at 7.45pm

58. Closure

The meeting closed at 9.40p.m.

Signed that the Minutes are a true and accurate record

Chairman _____ **Dated** _____

22/18

PRECEPT WORKING SHEET FOR 2019/20

BALANCE IN ACCOUNTS @ 10 NOVEMBER 2018		
CURRENT ACCOUNT	£12,198.48	
DEPOSIT ACCOUNT	£1,550.27	
LESS: Unrepresented Cheque	£300.00	
TOTAL		£13,448.75

LESS ANTICIPATED EXPENDITURE (EXCL. VAT)		
November meeting payments agreed	£817.47	
Clerk's salary (Nov 18 - Mar 19)	£1,010.70	
EON electricity (Oct - Dec 18)	£179.48	
EON lighting maintenance	£53.91	
Mowing of burial ground	£1,200.00	
Misc - including Clerk/PC expenses, lighting repairs,	£200.00	
TOTAL		£3,461.56

PLUS ANTICIPATED INCOME		
2017/18 VAT refund	£180.67	
Garden waste fee refund	£70.00	
TOTAL		£250.67

ESTIMATED BALANCE AS AT 31ST MARCH 2018		£10,237.86
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RESERVES

Work on Lealands	£2,000.00
Renovation of Village Spring	£500.00

Balance

£7,737.86

Acceptable reserve to keep to ensure PC would continue to operate in event of precept not received

SPENDING IN 2018/19 (EXCL. VAT)	PRECEPT 2018/19	PAID TO DATE	NOV 18 MTG PAYMENTS AGREED	ANTICIPATED REST OF YEAR SPEND	TOTAL YEAR ANTICIPATED SPEND
STREETLIGHTING AND MAINTENANCE	£900.00	£794.64	£233.39	£233.39	£1,261.42
NCALC AND ACRE	£260.00	£229.74			£229.74
INSURANCE	£800.00	£683.35			£683.35
DONATIONS	£100.00		£86.19		£86.19
TRAINING	£200.00				
MOWING OF BURIAL GROUND/HEDGES	£1,300.00	£1,876.00		£1,200.00	£3,076.00
CLERK GROSS SALARY	£1,660.00	£697.88	£404.28	£1,010.70	£2,112.86
PARISH COUNCIL/CLERK EXPENSES	£500.00	£252.18	£38.65		£290.83
MISCELLANEOUS EXPENSES	£80.00	£1,431.88	£54.96	£200.00	£1,686.84
SPEED INDICATOR SIGN PURCHASE	£3,000.00	£3,590.00			£3,590.00
TOTAL	£8,800.00	£9,555.67	£817.47	£2,644.09	£13,017.23

STREETLIGHTING AND MAINTENANCE	£1,300.00	Current year spend plus 2.3% inflation increase
NALC AND ACRE	£240.00	NALC have advised 2019/20 subscription will be £235.27 approx.
INSURANCE	£800.00	On reviewing insurance, it appears PC have not included land that it owns (Village green and burial extension), plus we may have responsibility for church graveyard
DONATIONS	£100.00	
TRAINING	£200.00	
MOWING OF BURIAL GROUND/HEDGES	£2,000.00	Extra responsibility for church graveyard maintenance
CLERK GROSS SALARY	£2,600.00	Working on 20 hours pcm and salary scale increase to £10.78 ph (estimated - delay in publishing scales)
PARISH COUNCIL/CLERK EXPENSES	£200.00	Less clerk expenses as based in village
MISCELLANEOUS EXPENSES	£200.00	Website (£35.00) plus contingency for unexpected expenses
SPEEDING		
LGR FUND		
BUS SERVICE		
GRAVEYARD RESPONSIBILITY		
DPO	£10.00	If we appoint NALC as DPO (as recommended)
DOG BIN		
DEFIBRILLATOR EXPENSES		
TOTAL	£7,650.00	