

**EAST FARDON PARISH COUNCIL MEETING AT THE VILLAGE HALL**

**GENERAL MEETING OF THE PARISH COUNCIL**

**TUESDAY 8TH JANUARY 2019 COMMENCING AT 7.45PM**

**PRESENT:** Mr. R Burton (Acting Chair), Ms. J Cooper, Ms. J Prew, Mr. P Hodgetts, Mr. M Curtis  
Mrs. C Burton (Clerk to the Parish Council)

**OTHER RESIDENTS IN ATTENDANCE** – three

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**59. Apologies for Absence**

Apologies received and accepted from Councillor Crifo.

**60. Declarations of Interest and Dispensations**

There were no Declarations of Interest.

**61. Approval of the Minutes of the Meeting 28th November 2018**

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

**62. Matters Arising**

<b>ACTION</b>	<b>PROGRESS</b>
Councillor Green to ensure signatories on the Burial Ground Maintenance Committee building society account are amended	Ongoing
Clerk to complete GDPR toolkit and draft appropriate policies for January meeting	On agenda
Clerk to draft Standing Orders for January meeting	On agenda
Clerk to draft a Complaints policy for January meeting	On agenda
Clerk to draft Terms of Reference for the Burial Ground Maintenance Committee, to be reviewed at the May meeting	Carried forward
Clerk to chase repayment of the collection fee of £70.00 for churchyard garden waste	Done – refund received
Clerk to email Councillors for suggestions on how silhouette could be usefully used.	Done – the Village Committee are taking this forward
Clerk to notify DDC of co-option of new Councillors and to ensure necessary paperwork is completed, and to update website accordingly.	Done
Councillor Burton & Councillor Hodgetts to move the SID.	Carried forward
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
Councillor West to help unblock the drain at the Village Spring.	Done
Clerk to advise NCC Highways of construction vehicles using Lubenham Road.	On agenda
Clerk to advise DDC of planning comments on application DA/2018/0768.	Done
Clerk to update website to include Burial Ground Maintenance Committee information.	Done
Staffing Committee to review record of hours worked by the Clerk to inform 2019/20 precept request.	Done – agreed to budget at 20 hours pcm

Councillor Cooper to organise defibrillator training, and show Councillor Burton how to undertake the weekly check.	Done – training fixed for 28 <sup>th</sup> February 2019 at 7pm
Clerk to publish 2019 meeting dates on the website.	Done
Clerk to publicise information regarding parking on the pavements on the website, parish newsletter and Facebook.	Done
Clerk to advise Clipston Parish Council of their decision regarding bus stoppage.	Done
Clerk to draft training documents for the January meeting.	On agenda
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.	Done
Clerk to present 2019/20 budget and precept request at the January meeting for approval.	On agenda

### 63. Road and Transport

- Speeding Update

Councillor Burton reported that police enforcement action was undertaken on 19th November 2018, resulting in 20 prosecutions. Further enforcement action is planned and Community Speedwatch is planned for February/March 2019.

- Construction Vehicles Using Lubenham Road

Following on from the previous meeting, the Clerk advised NCC Highways of construction vehicles using Lubenham Road. They advised contacting Harborough District Council (HDC) who, as Planning Authority for the Farndon Fields development, may have made a “routing agreement” with the Developer which specifies what roads they can use to access the site as part of the planning conditions. They further advised that if no agreement was made, then there is no restriction on what routes the vehicles can use and the “Unsuitable for HGV signs” on the Lubenham Road are purely advisable and have no legal significance and cannot be enforced by the Police or NCC. Highways also said they could contact the Developer to inform them that this is not a suitable route for them to use for construction vehicles and request they use an alternative route if available; however, the low bridge at Lubenham may mean that this is the only access available.

The Clerk contacted HDC, who confirmed that in relation to the Farndon Fields development, there is a routing plan to get construction vehicles and traffic through the development to the site(s) still under construction, but not specifically to the site, as there are separate, more appropriate controls for traffic on the wider highway network, such weight restrictions which should be enforced by other agencies rather than HDC.

Therefore, as the “Unsuitable for HGV signs” on the Lubenham Road are purely advisable and have no legal significance, it appears that no meaningful action can be taken.

- Parking on Verges

Councillor Burton reported that a resident complained to NCC regarding the condition of Back Lane outside Farndon Hall that is being renovated; there are a number of vehicles parked outside and the result is that vehicles cannot pass without driving over the verge and pavements, causing damage. Further, a similar situation exists at the top of the village where a new house is being built, but the roads are wider so it is just the verges being damaged. Councillor Hodgetts sought advice from Ian Hoyes (Highways) on how, and who is responsible, to ensure the verges/roads are repaired prior to the completion of the work.

Highways advised as follows:

- It is not actually an offence to park on a verge unless it causes an obstruction or contravenes any parking restrictions (i.e. yellow lines). The current highway law relating to parking on verges is complex and does not give local authorities much leverage to tackle these particular issues and this is a perennial problem throughout many areas of the county with many households owning multiple vehicles, or in instances like this where there are a lot of contractors vehicles working at a site. This is especially an issue during the winter months when the verges do not have an opportunity to dry out.
- In extreme cases an legal order can be made to prevent parking on the verge but this involves an extensive and costly consultation/legal process and would only be considered if this was causing long term safety issues. An example is by the Sixfields Stadium to prevent verge parking on the adjacent dual carriageway on match days which was causing issues due to the high speed nature of the road, but NCC would not consider this for a temporary situation such as this.
- If the parking on the verge is causing an obstruction to visibility for drivers or access along the road then the Police may be able to take action. These types of issues can be reported via their local Safer Communities Team by calling the non-emergency telephone number 101 or by the following link on the Northamptonshire Police website <https://www.northants.police.uk/#!/Local> and giving them details of the specific vehicles involved.
- With regard to repair to the affected areas, this would generally down to the NCC to repair. Any damage to the road or verge that meets their safety intervention levels will be repaired when identified as part of their routine inspections; alternatively, specific areas this can be reported by the Parish Council or residents, via Street Doctor.
- In this instance, as the particular persons who are causing the damage to the verge is readily identifiable, Highways contacted the contractor who is undertaking the new build works near the Oxendon Road junction and they have assured Highways that they will be reinstating the verges towards the end of the build. They have also informed Highways that they will try to park as many contractor vehicles on the actual site as work progresses and conditions allow.
- With regard to Farndon Hall, Highways will write to the property owner pointing out that the parking of vehicles by their workers has left the verges in a poor state of repair and will request that they arrange to make good the damage to the verge by soiling and seeding the affected areas. Unfortunately these will only be an “advisory” letter requesting their co-operation and will not be enforceable but it is hoped they will undertake this as a gesture of goodwill.

**ACTION: Councillor Hodgetts to chase Highways regarding their request for the reinstatement of the verges outside Farndon Hall.**

#### **64. Planning and Development**

##### **Applications granted**

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

##### **Applications for consideration**

DA/2018/1087 Replacement of lead to the vestry and north porch of church with terne coated stainless steel - Church Of St John The Baptist, Main Street, East Farndon, Northamptonshire  
The Parish Council raised no objections, as the lead needs replacing following its theft.

DA/2018/1098 Demolition of existing outbuilding and construction of two storey side extension - 3, The Lealand, East Farndon, LE16 9SQ

The Parish Council raised no objections, as it does not appear to impose any additional significant 'skyline' on anyone, nor is anyone more overlooked than they already are (as there is no windows at side).

## 65. Other Matters

- **Footpath Report** – See attached report.
- **Burial Ground Maintenance Committee** – Nothing to report

- **Neighbourhood Watch**

Councillor Burton reported that there had been a burglary in the village last week.

- **GDPR Policies (including Councillor email addresses)**

The Clerk had circulated the following draft policies, based on NALC models and best practice:

- Data Protection Policy
- Data Privacy Notice (General)
- Data Privacy Notice (Staff, Councillors and Role Holders)
- Data Security Incident Procedure
- Subject Access Request
- Records Retention Policy
- Social Media Policy

The draft policies were all approved and adopted by the Parish Council.

**ACTION: Clerk to place GDPR policies on the website.**

The Clerk had also asked all Councillors to complete a Security Compliance Checklist. This raises the issue of email addresses being used by Councillors, to ensure no-one outside the council has access to council information. Previous guidance is that Councillors should set up a separate email address for Council business, but this is not mandatory.

**ACTION: All Councillors to set up an email address for council business, and to advise the Clerk accordingly, who will update the website. All Councillors to complete the GDPR Security Compliance Checklist and return to the Clerk.**

- **Standing Orders**

The Clerk had circulated draft Standing Orders, based on NALC's model. The Standing Orders were approved and adopted by the Parish Council.

**ACTION: Clerk to place Standing Orders on the website.**

- **Complaints Policy**

The Clerk had circulated a draft Complaints Policy. The Complaints Policy was approved and adopted by the Parish Council.

**ACTION: Clerk to place the Complaints Policy on the website.**

- **Training Documents**

The Clerk had circulated a draft Training Statement of Intent, together with a Training Plan and Record. The training documents were approved and adopted by the Parish Council.

**ACTION: Clerk to place the Training Statement of Intent on the website.**

It was noted that Councillors Prew and Curtis had attended an induction meeting with the Clerk and Councillor Burton on 10th December 2018. Councillors Prew, Curtis and Hodgetts are booked to attend NCALC's course "Off to a Flying Start" on 25th February 2019.

- **Code of Conduct**

The Clerk had circulated a draft Code of Conduct, based on NALC's model. The Code of Conduct was approved and adopted by the Parish Council.

**ACTION: Clerk to place the Code of Conduct on the website.**

- **Unmetered Electricity Supply**

The Clerk reported that EON, who currently provide the Council with its unmetered electricity supply for streetlights, are raising their prices from 17.900p to 22.100p per kWh from 21 January 2019. The Parish Council pays for 3,978 units per year, so it is estimated that after the price increase, the annual bill will be £879.14 (plus VAT). NCALC advised Parish Councils should "shop around", so the Clerk contacted nPower and SSE to obtain quotes. For a two-year supply contract, nPower quoted £1,162.35 per year (plus VAT). Despite various attempts, the Clerk was unable to obtain a quote from SSE. It was agreed to stay with EON.

## 66. Finance

### Bank Reconciliation

Cash balance @ 10 November 2018	£13,448.75
Plus: Receipts	
Bin refund	£70.00
Interest	£0.34
Less: Payments	£782.26
<b>Balance</b>	<b>£12,736.83</b>
Reserve Account	£1,550.61
Treasurer Account	£11,250.91
Less: Cheques not cleared through bank account	£64.69
<b>Working balance</b>	<b>£12,736.83</b>

The bank reconciliation was checked and signed by Councillor Cooper.

### Actual vs. Budgeted Spend To Date

	Precept Agreed	Expenditure to Date	Balance
Street lighting and maintenance	£900.00	£1090.81	£190.81
Subscriptions - NCALC and ACRE	£260.00	£229.74	£30.26
Insurance	£800.00	£683.35	£116.65
Donations	£100.00	£86.19	£13.81
Training	£200.00		£200.00
Mowing of Burial Ground/Hedges	£1,300.00	£1,876.00	-£576.00
Clerk Salary	£1,660.00	£1507.44	£152.56
Parish Council/Clerk Expenses	£500.00	£397.84	£102.16
Miscellaneous Expenses	£80.00	£1,486.84	-£1,406.84
Speed Indicator Device Purchase	£3,000.00	£3,590.00	-£590.00
VAT on Purchases		£840.67	
<b>TOTAL</b>	<b>£8,800.00</b>	<b>£11,788.88</b>	<b>-£1,766.59</b>

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

<b>Payee</b>	<b>Reason</b>	<b>Amount £</b>	<b>Chq no.</b>
EON	Lighting maintenance (quarter ended 31 December 2018, plus replacement for cheque 760 which was never received by EON)	129.38	764
Caroline Burton	Clerk salary and expenses (November and December 2018) – including SLCC subscription	511.28	765
EON	Electricity	188.45	766

- **Agreement of budget and precept for 2019/20**

Following on from the budget review and discussion at the meeting on 28th November 2018, the Parish Council agreed the following budget and precept for 2019/20.

Streetlighting and maintenance	£1,500.00
NCALC subscription	£240.00
Insurance	£800.00
Donations (S136)	£100.00
Training	£200.00
Mowing/hedges	£2,250.00
Clerk salary	£2,600.00
Parish Council/Clerk Expenses	£400.00
Miscellaneous Expenses	£200.00
Graveyard responsibility	£1,000.00
DPO	£10.00
Defibrillator expenses	£200.00
<b>TOTAL</b>	<b>£9,500.00</b>

**ACTION: Clerk to submit 2019/20 notification of Parish Precept Requirement to DDC by 25th January 2019.**

- **Bank Account and Online Banking**

The Clerk confirmed that the issues with amending the Parish Council's bank account address and signatories had now been resolved, and the 2017/18 VAT return has now been submitted. The Clerk noted that the Parish Council only has two signatories – Councillors West and Burton – and that it may be prudent to add two further signatories.

**ACTION: Clerk to add Councillors Hodgetts and Curtis as bank signatories.**

The Clerk reported that she had now set up online access to the Parish Council's bank account. The Clerk noted that in accordance with the Parish Council's Financial Regulations, if thought appropriate by the Parish Council, payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment. It was agreed that payments to EON for the electricity supply and lighting maintenance, and the Clerk's monthly salary, would be paid by internet banking transfer, and such payments would be reported at each meeting.

- **Mowing and Hedgework**

Given the current financial constraints and overspend, the Clerk suggested that the Parish Council obtains quotes for the regular mowing of the burial ground. Last year's bill was £1,520 and this year's bill has not been yet received. It was agreed that quotes should be obtained for monthly mowing/strimming from March to September (seven months), and the gardener is responsible for removing the waste.

**ACTION: Clerk to place a notice on the website for quotes for mowing.**

Mr Green, in attendance, advised that the Parish Council should invoice the PCC for one third of the bill, as the mowing cost covers the village green, the cemetery and the burial ground. This does not appear to have happened for last year (the invoice was paid in April 2018).

**ACTION: Clerk to invoice the PCC for a third of the 2017/18 mowing bill (and 2018/19 bill when received).**

**67. 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.

**68. Any Other Business**

- Hillside Cottage Light – EON have advised that the light needs replacing, costing £280.00 plus VAT. The Parish Council agreed to replace the light and that the payment could be made by electronic transfer.
- Parish Newsletter – The newsletter co-ordinator has asked for £100 towards the annual cost of printing the newsletter. The Parish Council agreed to this and that the payment could be made by electronic transfer.

- 69. Date of the next meeting** – 12th March 2019 at 7.45pm (Annual Meeting of the Parish, followed by a Parish Council meeting)  
Provisional meeting date – 12<sup>th</sup> February 2019 at 7.45pm

**70. Closure**

The meeting closed at 8.48 p.m.

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

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

**FOOTPATH REPORT.** January 2019.

The section of bridleway CP1, between the Lubenham Road and the boundary with Leicestershire has a board at the Lubenham Road entrance, declaring it closed. There are actually two notices, one covering one 21-day period and another covering the following 21-day period. The unusual feature is that the notices bear the logo of Leicestershire County Council, despite the location being in Northamptonshire. I presume that the closure is on the Leicestershire side and is caused by Avant Homes's construction work. I have no information about this closure, particularly whether the 21-day closures are to be repeated on a rolling basis for possibly a long time. I hope further information will soon emerge. Otherwise, there are no new problems or repairs to report.

Alan Langley  
7/1/19