

**EAST FARDON PARISH COUNCIL MEETING AT THE VILLAGE HALL
GENERAL MEETING OF THE PARISH COUNCIL
WEDNESDAY 26TH SEPTEMBER 2018 COMMENCING AT 7.45PM**

PRESENT: Mr. R West (Chair), Mr. R Burton (Vice-Chair), Dr. C Crifo, and Mr. R Green
Mrs. C Burton (Clerk to the Parish Council)

OTHER RESIDENTS IN ATTENDANCE – Shirley Biggin, Bernie Fallon, Andrew Cleary

31. Apologies for Absence

Apologies received and accepted from Councillor Hodgetts and Councillor Cooper.

32. Declarations of Interest and Dispensations

There were no Declarations of Interest.

33. Appointment of new Clerk

Caroline Burton has been appointed as Parish Clerk from 1st September 2018. She attended a handover meeting with the previous Clerk and all records have been collected.

- **Archive review**

The clerk proposes to review archived records, retaining records in line with the GDPR policy (see below) and will explore the possibility of storing records electronically.

ACTION – Clerk to report progress on archive review to next meeting.

- **Contract of employment and job description**

The draft contract of employment and job description, based on NALC's models were approved and signed. It was noted that whilst the Clerk is a PAYE employee, a PAYE scheme did not need to be set up due to the current level of income. The Clerk confirmed she would advise the Parish Council if the situation changes. The contract also requires a Staffing Committee (a sub-committee of the Parish Council) to be established to deal with any disciplinary action or grievances.

ACTION – Clerk to draft Terms of Reference for a Staffing Committee, and Committee to be appointed at November meeting.

- **Pension**

The Clerk explained that all employers are now required by law to provide a workplace pension scheme for certain staff (earning over £192 per week, aged 22 or over, and under state pension age). If the criteria is not met, staff do not become a member of the pension scheme automatically, but the employer is required to confirm whether the employee wants to join a scheme and proceed accordingly. The employer has 5 months to declare compliance with its automatic enrolment duties to the Pensions Regulator. The Clerk confirmed that she did not wish to be registered in any pension scheme.

ACTION – Clerk to notify the Pensions Regulator that the Parish Council has complied with its automatic enrolment duties.

- **Training**

In line with the contract of employment, the Clerk asked if she could join the Society of Local Council Clerks – membership joining fee £5 plus annual fee of £59, and undertake the ILCA – Introduction to Local Council Administration - costing £99 plus VAT. The Council agreed, and approved expenses.

- **Word package**

The Clerk needs a Word package. Mr Fallon advised he could provide one.

ACTION: Clerk to liaise with Mr Fallon to obtain Word package.

34. Councillor Vacancy on Parish Council

Parish Council currently has one vacancy and Councillor Green has advised that he wishes to retire. The Clerk advised that in order to co-opt the Parish Council needs to contact DDC and the appropriate statutory notice needs to be displayed; if no requests for an election are received by DDC in 14 working days they will allow the Parish Council to co-opt. Councillor Green resigned with effect from the end of the meeting. It was agreed that the appropriate steps should be taken to enable the vacancies to be filled by co-option at the November meeting.

ACTION: 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.

35. Approval of the Minutes of the Annual Meeting of the Parish Council dated 30th May 2018

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

36. Matters Arising

Actions arising from the previous meeting were included in the agenda for this meeting.

37. Road and Transport

- **Speed Indicator Device (SID)**

Councillor Burton gave an update from Councillor Hodgetts that the SID has now been installed on the southern approach to the village. Data recorded and downloaded from the SID over the first two months shows that the average speed approaching the village at this stage is 30 mph with the highest speed of 36 mph recorded between 1 and 2 in the morning. Councillor Hodgetts will bring further data to the next meeting. It was generally agreed that the position of the SID should be reconsidered to ensure its maximum effect.

ACTION – Councillor Hodgetts to provide further SID data.

ACTION – Councillor Burton to provide a report on possible SID re-positioning to support a discussion at the November meeting.

- **Traffic measurement**

Councillor Burton reported that on the initiative of Mr Fallon the police set up the device which records traffic volumes and speeds for a fortnight in July/August. The report show the '85th percentile' speed to be 37mph, slightly higher than the last time this exercise was done in 2008 when it was 36mph. Mr Fallon reported that 34,000 vehicles passed through Main Street in two weeks; Councillor Burton reported that this volumes are very similar to those recorded in 2008.

Councillor Burton thanked Mr Fallon for his efforts in contacting the police and noted that that the Parish Council seems to have lost its contact point with Northamptonshire Police which it would be useful to re-establish.

ACTION – Councillor Burton to contact Northamptonshire Police to identify key contact.

- **Community Speedwatch**

On the basis of the continued issue of speeding vehicle along Main Street, evidenced by the traffic measurement, the police are prepared to take enforcement action and will also support a Community Speedwatch exercise co-ordinated by Mr Fallon who contacted them and already has gathered the minimum number of volunteers. Mr Fallon reported that police signage will precede the enforcement activity, and that he expects the Speedwatch exercise to take place in December/January.

ACTION – Councillor Burton to advertise the Community Speedwatch initiative to seek further volunteers.

- **Speed limits**

Councillor Burton suggested that a contributory factor towards vehicles speeding as they enter the northern end of the village is the existence of 60mph limit for 400 metres between Harborough and Farndon. Councillors agreed that lowering this to 40mph would be beneficial and would also contribute to the safety of pedestrians along this stretch.

ACTION – 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.

- **Other measures**

Councillor Burton proposed that the reintroduction of anti-speeding wheelie bin stickers would be another useful way to promote an anti-speeding message. Mr Cleary volunteered to provide stickers free of cost for which the Parish Council thanked him. He also undertook to move the cardboard policemen around. On the basis of the level of activity related to speeding it was agreed to include a specific item on this issue in the public participation section of the November meeting

ACTION – Councillor Burton to promote the discussion on speeding and measures to counteract it at the November meeting.

38. Planning and Development

Applications Update

- Permission granted - DA/2018/0551 – Lawful Development Certificate (proposed) for conversion of roof space above garage to create an art studio, at 2 Home Farm Close, East Farndon
- Order made to add a Public Footpath to the Definitive Maps between Public Footpath No. A27/DC5 south-east of Lubenham, within the Parish of Marston Trussell, Northamptonshire, along the dismantled railway line

Applications for consideration - None

39. Other Matters

- **Footpath Report** – the Clerk gave an update from Mr Langley (see attached).
- **Burial Ground Maintenance Committee** – Councillor Green advised that the bank signatories on the Burial Ground Maintenance Committee’s Market Harborough Building Society account need to be updated. It was approved to remove J. Hyde and R. Fox as signatories, and replace them with Councillor West and Councillor Burton. The current balance in the account is £1,810.09.
ACTION: Councillor Green to ensure signatories on the Burial Ground Maintenance Committee building society account are amended.

- **Neighbourhood Watch** – the Clerk has received various updates via our Neighbourhood Watch Liason Officer, Bob Osborn, and asked Councillors how they would like these to be communicated. It was agreed that all such emails would be forwarded to Councillor Burton, as the Communications lead, to decide the best way to share them, e.g. Newsletter, Facebook, village website.
- **Proposed closure of Churchyard – St Johns the Baptist Church** – ongoing and to remain on agenda.
- **Internet access – update and Village Hall**
Councillor Burton gave an update from Councillor Hodgetts that the Village Hall is now benefitting from two free years of Gigaclear internet access which was installed on 22 August 2018.
- **Defibrillator**
Councillor West reported that the defibrillator was in place and ready to go live, but a password was needed to activate it. The defibrillator then needs testing and training organised.
ACTION: Councillor West to obtain defibrillator password and with Councillor Cooper, ensure defibrillator is tested and training organised.
- **War memorial – update**
Councillor Burton gave an update from Councillor Hodgetts that a tidy up of the war memorial took place in the summer and a further tidy up is planned in October in readiness for the service on 11/11/18. Reverend James has agreed to do the service which will commence around 10.45am. A road closure has been requested to Northamptonshire County Council and the Village Hall has been booked for an exhibition of the soldiers' history following the service. Villagers are knitting poppies which will be displayed and the team are currently investigating the histories of the soldiers and families which will also be displayed. The team is investigating having the memorial professionally cleaned and seeking a quote. Councillor Hodgetts requested that Councillors authorise up to £100 towards the memorial service, to cover decoration of the memorial and refreshments at the service. The Clerk noted that the Council's current s137 spending is well below that allowed (250 electors x £7.86 = £1,965.00), although spending overall is likely to exceed the annual budget (see below). The Parish Council agreed to authorise the £100 spend as requested. As regards the cleaning of the memorial, the Parish Council will review the quotes received.
- **War memorial – bench**
A suggestion has been received that the Council may like to consider purchase of a bench for outside the village hall which commemorates the First World War. Councillors discussed the possibility that funding for this may come from other sources than the Parish Council itself, given the projected Council overspend this year (see below). Councillor Green also noted that any additional bench would need to be covered by the Parish Council's insurance cover.
ACTION: Councillor Burton to advise the resident that the Parish Council currently does not have the budget to meet such an expense, but the Village Hall Committee or Fete Committee might be approached.
- **GDPR**
The Clerk will work through the GDPR toolkit issued by NALC and draft the appropriate policies.
ACTION: Clerk to complete GDPR toolkit and draft appropriate policies for January meeting.

- **Financial Regulations**

The draft Financial Regulations were approved and adopted by the Parish Council.

- **Standing Orders**

The Clerk will draft Standing Orders based on NALC's model.

ACTION: Clerk to draft Standing Orders for January meeting.

- **Other policies and forward plan (including PC meeting frequency)**

The Clerk has circulated the following draft policies - Expenses, Sickness & Absence, Grievance and Disciplinary, Health and Safety, and Equal Opportunities – based on NALC models and best practice. The draft policies were all approved and adopted by the Parish Council. As well as GDPR policies and Standing Orders, the Parish Council needs to adopt a Complaints policy.

ACTION: Clerk to draft a Complaints policy for January meeting.

The draft forward plan was discussed and agreed by all Councillors. The Clerk advised that Councillor Hodgetts is unable to attend meetings on a Wednesday due to other commitments. The Village Hall bookings secretary has confirmed that the Village Hall is usually available on Mondays from 8pm and Tuesdays from 7.45pm; Thursdays are booked every 3rd week of the month. It appears that Tuesdays may be a viable alternative, subject to the availability of Councillor Crifo and Councillor Cooper.

ACTION: Clerk to confirm viability of moving meetings to a Tuesday with all Councillors, and to suggest 2019 meeting dates (ensuring Village Hall is available).

- **Communications (including website and email circulation)**

The Clerk noted that under the Transparency Code for Smaller Authorities, the Parish Council should be publishing more information on its website. Further, subject to publishing further financial information, as a “Smaller Authority” (gross income or gross expenditure of £25,000 or less), the Parish Council can certify itself as exempt from external audit of its Annual Governance and Accountability Return (thus saving the audit fee). Currently, Alan Langley undertakes uploading all Parish Council information. However, given the increase in frequency and the amount of information to be published, it was agreed that the Parish Council should assume responsibility.

ACTION: 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.

- **Councillor contact details**

The Councillors checked and agreed the latest Councillor contact details, to be added to the Parish Council website.

ACTION: Clerk to add Councillor contact details – name, addresses and emails - to the website.

- **Bin outside Village Hall**

The Clerk reported that a request has been received by Councillor Hodgetts for a bigger bin outside the Village Hall as it is frequently full. The Clerk advised that she had spoken to the Chair of the Village Hall committee, who advised that the Hall now had 2 wheelie bins by its back door, which should relieve the pressure on the public bin at the front.

40. Finance

Bank Reconciliation

Cash balance @ 1 April 2018	£15,069.26
Plus: Receipts	£4,400.26
Less: Payments	£8,911.24
Balance	£10,558.28
Reserve Account	£1,550.27
Treasurer Account	£9,384.69
Less: Cheques not cleared through bank account	£376.68
Working balance	£10,558.28

The bank reconciliation was checked and signed by Councillor Crifo.

Actual vs. Budgeted Spend To Date

	Precept Agreed	Expenditure to Date	Balance
Street lighting and maintenance	£900.00	£215.08	£684.92
Subscriptions - NCALC and ACRE	£260.00	£229.74	£30.26
Insurance	£800.00	£683.35	£116.65
Donations	£100.00		£100.00
Training	£200.00		£200.00
Mowing of Burial Ground/Hedges	£1,300.00	£1,520.00	£-220.00
Clerk Salary	£1,660.00	£684.68	£975.32
Parish Council/Clerk Expenses	£500.00	£146.30	£353.70
Miscellaneous Expenses	£80.00	£105.88	£-25.88
Speed Indicator Device Purchase	£3,000.00	£3,290.00	£-290.00
VAT on Purchases		£710.21	
TOTAL	£8,800.00	£7,585.24	£1,214.76

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

Balance Carried Forward @ 1 April 2018 (excluding Reserves)	£12,569.26	£1,326.00	£11,243.26
N.B. Expenditure from Carried Forward Balance relates to purchase of Defibrillator and Support	Total Expenditure to Date	£8,911.24	

It was noted that the Council is likely to overspend compared to its budget, mainly due to an increase in Clerk hours and higher costs associated with the mowing of the burial ground/hedges.

The following payments were agreed by all Councillors

Payee	Reason	Amount £	Chq no.
NCC	Section 50 licence for SID	300.00	749
EON	Replacement of light at Beauchamp House	420.00	750
EON	Electricity bill	184.43	751
Paul Hodgetts	Mileage/parking for attendance at War Memorial seminar in Coventry	41.50	752
EON	Lighting maintenance	64.69	753
NCALC	Subscription (replacement cheque for cheque no. 739, which NCALC have reported as lost and has not been cashed)	229.74	754
Rosie Warne	Clerk expenses	77.58	755
M & G Gardening	Hedge cutting	356.00	756

The Clerk reminded all Councillors that they should not authorise any expenses without supporting receipts, or an explanation as to why one is not available. The Clerk reported that it does not appear that the external audit on the Annual Governance Statement and Annual Accounting Statement for the year ended 31st March 2018 has yet been completed.

ACTION: Clerk to chase the external auditor for Annual Governance Statement and Annual Accounting Statement for the year ended 31st March 2018.

41. Correspondence: All relevant emails (e.g. NCALC Newsletter) have been circulated to Councillors and shared on the village website and Facebook page where appropriate. No paper correspondence received.

42. Any Other Business

- Councillor Green asked whether an additional dog bin could be placed in The Lealands.
ACTION: Clerk to obtain quotes for a dog bin.
- The Clerk advised that the Burial Ground Maintenance Committee should have proper Terms of Reference and the Parish Council should formally review its finances. It was agreed that this should happen at the Annual Meeting of the Parish Council. Councillor Green agreed to continue to be responsible for the Committee and the Clerk will liaise with him as appropriate.
ACTION: Clerk to draft Terms of Reference for the Burial Ground Maintenance Committee, to be reviewed at the May meeting.
- Councillor West reported that there is a concrete manhole cover at 45 degrees with a cone on top in the Lealands, which could cause damage to vehicles. It appears to belong to BT.
ACTION: Councillor West to contact BT Openreach to report the issue.
- Councillor West advised that the collection of the 2 brown bins from the Church and burial ground may be free, whereas the Parish Council has paid £70.00 for this.
ACTION: Clerk to query with DDC whether the collection fee of £70.00 can be reclaimed.
- Councillor West has received complaints about cars parking on the pavement in the village, obstructing pedestrian access.
ACTION: Clerk to contact police to confirm what action can be taken.

43. Date of the next meeting – 28th November 2018

Provisional meeting date – 31st October 2018

44. Closure

The meeting closed at 9.40pm

Signed that the Minutes are a true and accurate record

Chairman _____ **Dated** _____

FOOTPATH REPORT September 2018.

None of the problems with damaged or unsafe stiles have been attended to in any way by the County's rights-of-way contractors. I have reported them on StreetDoctor as far back as May 2017 without any result.

There have been some additional ones since my last report. A stile on path CP7, behind the Granary Close houses, has been removed. There is an adjacent field-gate, which is easy to use instead. Farmers, you would think, would prefer walkers not to use these gates, in case they don't shut them properly. So maybe the stile should be reinstated.

Further down the same path, more or less behind Hawthorn Cottage, a stile that had come apart has been repaired - thanks to the landowner, I assume. Also on the bridleway at the foot of the Gosse a wooden gate, which hadn't been there many years, was completely wrecked, but it has been replaced with a metal one. A pity that it is currently tied up with baling string - perhaps not a permanent feature.

I did manage to speak to someone at the rights-of-way office a few weeks ago, thanks to some help from our County Councillor, Cecile Irving-Swift. I expressed my concerns but sadly we are still where we were with a number of wobbly or missing stiles.

Alan Langley
25/9/18