

**MINUTES OF THE MEETING OF
FARTHINGHOE PARISH COUNCIL**

HELD ON WEDNESDAY, 11TH FEBRUARY 2015 AT 7.00pm IN THE BEASLEY ROOM AT THE VILLAGE HALL

Councillors present:

Mr Ross van Geest (Chair) (RVG)
Mrs Jenny Forbes (JF)
Mrs Sally Thomas (ST)
Mr Henry Bankes-Jones (HBJ)
Mr Mick Morris (MM)
Mrs Philippa Clayton (Clerk) (PC)

Apologies:

Mr John Grant (Vice Chair) (JG)
Mr David Dashwood (DD)

ITEM	DESCRIPTION	ACTION
	Public Time No members of the public attended public time.	
1.	Apologies: Apologies had been received from Cllr Dashwood and Cllr Grant.	
2.	Minutes of previous meeting on 14th January 2015. The minutes of the meeting of 14 th January 2015 were adopted and signed, along with the agenda for the meeting of 11 th February 2015.	
3.	<p>Matters arising: The action points from the minutes of 10th December 2014 were reviewed and the following items were discussed:</p> <p>Village Hall hedge – this had been trimmed but needed tidying up. Jon and Pete Hampson from the village hall committee agreed to rectify this as soon as the weather was dry enough, although this is likely to be just on the village hall side of the hedge, not the Cockley Road side.</p> <p>3.1 Salt bags – it was reported that these had been delivered to Cllr Dashwood and are stored in the barn opposite Cllr Grant's house.</p> <p>3.2 Grass cutting – the Clerk read out the information that had been received from Jon Hampson regarding the number of cuts he provides and the cost thereof. As the parish council had received correspondence from another party offering grass cutting services, it was agreed that as a matter of good practice the Clerk should carry out a tender process and invite two further suppliers to provide costings for the service.</p> <p>3.3 New Homes Bonus – the Clerk provided a summary of the process for applying for this grant. There are four submission dates in the year, the next of which is 27th February 2015. It was agreed that this was unachievable. The decision was taken for the Clerk to circulate the information regarding the application process and for this item to be included on the agenda for the March meeting for re-consideration.</p> <p>3.4 The Chair confirmed that the audit certificate, asset register and daybook have yet to be uploaded to the website but that he would work with the Clerk to ensure this has happened by March's meeting.</p> <p>3.5 The Clerk had secured a quote for a new street light to be situated on the corner of Queens Street and Main Road of £1,320 plus V.A.T. The Councillors around the table agreed that there were insufficient funds to progress with this request.</p> <p>3.6 Upgrade to noticeboard on Baker Street – Cllr Morris had investigated prices with a supplier in Banbury which came to between £600 and £700. The question was raised as to whether it would be possible to restore the existing noticeboard at a lesser cost. As Cllr Grant was absent and he had agreed to investigate replacement opportunities from within the village, it was agreed to carry forward this discussion to March's meeting.</p> <p>The Clerk agreed to edit the Chronicle for March with the Councillors agreeing to continue to recruit a new editor.</p> <p>Cllr Thomas asked whether Shirley Downing had been officially thanked for her time spent as editor. The Chair confirmed that he personally had done so, but that recognition would also be made in his report at the Annual Parish Meeting in April.</p>	<p>PC</p> <p>PC</p> <p>RVG/PC</p>

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	<p>3.7 Hard copy planning applications – Cllr Morris confirmed he had collected all paperwork from Mr Hunt, which consisted of a small number of planning applications along with a more significant amount of copies of minutes from previous parish council meetings. He intends to dispose of the latter with his normal waste, as all of that documentation is already in the public domain, and the former will be delivered to Cllr Dashwood for disposal.</p> <p>Cllr Morris informed the councillors that there is no legal requirement for the parish council to keep copies of planning applications but requested guidance from around the table as to what councillors would deem to be good practice for the parish. It was agreed that copies of the parish council's response to planning applications should be held on file for one rolling year with any information on larger projects, such as the solar farm which could arise again in the future, being kept on file for an extended period.</p> <p>3.8 Councillors could not remember having received a copy of the traffic article from Cllr Grant, so the Clerk was tasked with securing and circulating a copy. Councillors queried whether such news articles should automatically be made easily available to the parish, perhaps through the website, with encouragement for individuals to respond and make their views heard. The Clerk suggested that if a decision is taken to include articles on the Parish website, this should be by way of a link to the site where the information is published, as it would be the responsibility of the website where it is situated to ensure accuracy. Usage of the email database to circulate such information was also proposed.</p> <p>3.9 Cllr Morris had circulated the response he had received from the Conservation team regarding damage to the area due to traffic volume. He stated he was in the process of considering a further response, as he believes Conservation still has a part to play in acknowledging that traffic is affecting buildings within the conservation area.</p> <p>3.10 With Cllr Grant absent, it was agreed to carry this action point forward to March's meeting.</p> <p>Response to Andrew Deeley regarding drainage issues on Cockley Road/Greatworth Road – Cllr Thomas confirmed she had spoken to Chenderit School to inform them of the potential hazard and to suggest they contact SNC with any concerns. Cllr Thomas had also spoken to Street Doctor who confirmed there is a blocked ditch on the landowner's property and a request had been made for this to be cleared. Cllr Thomas had communicated this information to Andrew Deeley.</p> <p>There were no further matters arising from the review of the minutes.</p>	PC																																
4.	<p>Finance:</p> <p>4.1 Barclays Bank statements as at 31st December 2014</p> <table><tr><td>Business Saver</td><td>£200.33</td></tr><tr><td>Community Account</td><td>£5,062.13</td></tr></table> <p>4.2 Expenditure:</p> <p>The following payments were authorised and cheques signed by the Chair. As there was no second signatory in attendance at the meeting, councillors agreed that the Clerk should secure such signature outside the meeting:</p> <table><tr><td>Cheque</td><td>Payee</td><td>Amount</td><td>Power</td></tr><tr><td>100632</td><td>Clerk's salary and expenses</td><td>£355.00</td><td>Local Government Act 1972 s112 and s111</td></tr><tr><td>100633</td><td>HMRC</td><td>£70.00</td><td></td></tr><tr><td>100634</td><td>Marcus Young Landscapes</td><td>£93.60</td><td>Litter Act 1983 s5 and s6</td></tr><tr><td>100635</td><td>E-ON Lighting</td><td>£138.75</td><td>Parish Councils Act 1957 s3</td></tr><tr><td>100636</td><td>E-ON Maintenance</td><td>£107.70</td><td>Parish Councils Act 1957 s3</td></tr><tr><td>100637</td><td>Texprep</td><td>£66.30</td><td>Local Government Act 1972 s142</td></tr></table> <p>During the signing of the cheques, the Clerk noticed an incorrect date on the invoice from Marcus Young Landscapes and will request a new copy of the invoice.</p>	Business Saver	£200.33	Community Account	£5,062.13	Cheque	Payee	Amount	Power	100632	Clerk's salary and expenses	£355.00	Local Government Act 1972 s112 and s111	100633	HMRC	£70.00		100634	Marcus Young Landscapes	£93.60	Litter Act 1983 s5 and s6	100635	E-ON Lighting	£138.75	Parish Councils Act 1957 s3	100636	E-ON Maintenance	£107.70	Parish Councils Act 1957 s3	100637	Texprep	£66.30	Local Government Act 1972 s142	PC
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5.	<p>Correspondence since 14th January 2015</p> <p>The correspondence register can be found at the end of these minutes.</p> <p>The Clerk provided hard copies of the correspondence register which had been circulated earlier in the day.</p>																																	

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	<p>Matters arising:</p> <p>5.1 It was agreed that the Clerk would request a quote for inspection of the play area from Technical & Development Services (Midlands) Ltd as a comparative price for the current supplier.</p> <p>5.2 Councillors discussed the use of drones in the playing field and will consider this further.</p> <p>5.3 The Clerk referred the councillors to the CPRE questionnaire on rural broadband and Cllr Bankes-Jones agreed to respond.</p> <p>5.4 The Clerk referred the councillors to the questionnaire from Northamptonshire Highways. It was agreed that Cllr Grant would be asked to respond.</p> <p>5.5 The Clerk referred the councillors to the request from the Spinal Injuries Association to publicise a forthcoming fundraising event in the Chronicle. After discussion, it was agreed that as a rule the Chronicle and the village noticeboards should only be used for local events and charities and that requests from nationwide charities or organisations outside the parish should be politely refused.</p> <p>There were no further matters arising from the correspondence review.</p>	<p>PC</p> <p>HBJ</p> <p>JG</p>
6.	<p>Planning matters:</p> <p>6.1 There were no planning applications for consideration.</p> <p>6.2 It was reported that approval had been granted for extended operating times at Limes Farm, subject to various conditions. The Chair took an action to write to the case officer regarding the usage of the Manor Lane entrance and the gate thereon and the current existence of the outside seating areas. This letter will be circulated to all councillors for comment prior to despatch.</p> <p>6.3 Cllr Thomas informed the councillors that she had been approached by Jane and Trevor Jarvis who wished to thank the councillors for the comments made by the Parish Council with reference to the planning application for their barn.</p>	RVG
7.	<p>Update from Clerks' Electoral Briefing:</p> <p>The Clerk provided the councillors with an update from the Clerks' Briefing which had taken place the previous evening.</p> <p>The Clerk will include information in the March Chronicle on the process for nominations to the Parish Council in this election year to encourage additional candidates to stand.</p> <p>Nomination papers will be available from the Clerk from 6th March 2015 and the Notice of Election will be displayed in the Parish from 30th March 2015.</p>	
8.	<p>Planning for Annual Parish Meeting:</p> <p>8.1 It was agreed that the Clerk would contact the following people to issue invitations to the APM on 8th April 2015: Ron Sawbridge, County Councillor, Rebecca Breese, District Councillor, a representative from the Police, representatives from the school, the church, the village hall committee, the almshouses and the allotments.</p> <p>8.2 The Clerk will source a copy of the agenda from the 2014 APM and will circulate to the councillors.</p> <p>8.3 The agenda for the 2015 APM will be discussed and finalised at March's PC meeting.</p>	<p>PC</p> <p>PC</p>
9.	<p>Communication and email database:</p> <p>The Chair has drafted an article to be included in March's Chronicle, detailing the progress made to date regarding communication within the village. This includes contact details on how to sign up for the email database, a short form to be returned if that is the preference, plus on the contacts page on the website, there is an automated sign-up form also.</p> <p>The Chair stressed that the database will be used for low volume, high level information distribution.</p> <p>The Clerk agreed to set up the initial database to allow cross-checking against the electoral register to ensure only members of the parish are included. Ongoing maintenance of the database information will be reviewed at a later date.</p>	

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10.	<p>Traffic issues:</p> <p>10.1 Councillors wished it to be minuted that they felt Cllr Grant's recent communications regarding traffic issues have been excellent and they would like to thank him for his work in this area.</p> <p>10.2 There was a discussion regarding the potential traffic calming measures with the introduction of traffic control at pinch points. Councillors had serious concerns regarding the problems this could cause with backed-up traffic through the village.</p> <p>10.3 It was agreed to postpone further discussion on traffic until March's meeting when Cllr Grant would be in attendance.</p>	
11.	<p>Village Hall Report:</p> <p>Cllrs Morris and Thomas provided a report on their attendance at the village hall committee meeting on 4th February 2015.</p> <p>It was agreed that the Chair would draft a strategy note to be sent to the village hall committee, detailing the level and frequency of financial accounting which would be required. This note will be circulated to councillors for comment before sending on to the village hall committee.</p> <p>The Chair and Cllr Bankes-Jones will attend the village hall committee meeting on 25th February. If Cllr Bankes-Jones is not available, Cllr Thomas offered to attend in his place.</p>	RVG
12.	<p>Update on Playground:</p> <p>12.1 Councillors had received the updated plans circulated by Cllr Grant.</p> <p>12.2 It was noted that the costs were exclusive of VAT. The question was raised as to whether it would be possible to reclaim the VAT. The Clerk reported that she believed discussions had previously taken place over VAT claims and that this would depend on whether the Parish Council made the purchase, as a VAT registered business, or whether the purchase was made by another body. It was agreed that Cllrs Dashwood and Grant may be able to provide further information on this point from earlier discussions and therefore this point should be raised at March's meeting.</p> <p>12.3 Concerns were expressed over funding for the project. Whilst a considerable amount has already been raised, it was difficult to see where the additional funding would come from to complete the project.</p> <p>12.4 The question was asked as to whether it would be possible to refurbish some of the equipment in the interim whilst additional funding is being sought. Cllr Thomas suggested a site visit by the Parish Council might be a good idea and the councillors around the table agreed this would be a positive move.</p> <p>12.5 It was felt that consultation with the village on the options available would be required and that this should therefore be included on the agenda for the APM in April. Cllr Grant would be asked to make a presentation on the options to form a basis for discussion and agreement with the village.</p>	
13.	<p>Review Parish Council's strategy document</p> <p>No further comments at present</p>	
	<p>Councillors round the table...</p> <p>Concern was expressed over the length of the Parish Council meetings. The Clerk suggested that councillors could circulate updates on their actions prior to the meeting so that these could just be marked as complete on the minutes, thereby reducing the amount of time taken on action updates whilst reviewing the minutes. Councillors agreed to adopt this approach and the decision was taken to circulate any action updates to all councillors as and when completed.</p>	ALL
	<p>Date of Next Meeting:</p> <p>The next meeting will be held on Wednesday, 11th March 2015 at 7.00pm in the Beasley Room at the Village Hall.</p>	
	<p>The meeting closed at 9.27pm</p> <p>106fpcmnFebruary15</p>	