

MINUTES OF THE MEETING OF FARTHINGHOE PARISH COUNCIL

HELD ON WEDNESDAY, 13th AUGUST 2014 AT 7.00pm AT THE VILLAGE HALL

Councillors present: Mr Neil Downing (Chair)
Mr John Grant
Mr Ian Hunt
Mrs Sally Thomas
Mr Ross van Geest
Mrs Jenny Forbes
Ms Sue Shepard (Clerk)

Public Time

Philippa Clayton was welcomed as a prospective candidate for the role of Clerk. Pip was present as an observer for the meeting.

1. Apologies: Mr David Dashwood

2. Minutes of previous meetings on 9th July 2014 had been circulated and were taken as read, signed and adopted.

3. Matters arising:

3.1 Agenda. Cllr van Geest advised the Parish Council that he had sent an email and had expected the items raised to be included on the agenda for July's meeting. One matter had been discussed at that meeting, namely publicity regarding planning applications. All other matters would be an agenda item for September.

1. Insurance – level of personal liability as a councillor?
2. Website – the need to nominate a second person to be able to upload minutes to the website.
3. Publication of minutes - timely drafting within 5 working days would be considered best practice.
4. As a new councillor finding it difficult to obtain information, particularly policies and procedures. All key information could be accessed via Dropbox.
5. What are the Parish Council's targets for the next twelve months? What does it want to be able to say it has achieved? The PC needs to be proactive rather than reactive and in particular needs to look at Communication, Traffic and the Solar Park application.

3.2 Farthinghoe Chronicle: Infringement of Copyright

The Parish Council's insurance policy did not cover infringement of copyright issues. Cllr Downing and Cllr van Geest had compiled a response which had then been circulated prior to sending to Dash Management but Dash Management had replied refusing the offer of \$200 and were seeking recompense of \$3,500, half the original cost. Further emails had been received from Northamptonshire County Association of Local Councils (NCALC) advising of other websites telling the general public not to share the poem "The Dash" and reporting on other individual cases where a similar infringement had taken place.

NCALC advised that the PC had three choices:

- a) Pay
- b) Make a further reduced offer as proportion of the annual fee
- c) Ignore any further emails

The Parish Council does not own the Farthinghoe Chronicle but it does fund it and authorises it to be posted on the website. The editor is a volunteer and it is distributed by the church. Is there any sense in saying that the Parish Council does not own it? There are no funds within the budget for this type of expenditure and the service of lawyers would be prohibitively expensive.

Dash Management/Linda Ellis collects 98% of money owed to her without using lawyers.

Do councillors have personal insurance that would absolve them of any responsibility?

Should the Chronicle be uploaded?

3.3 Children's Playground. The Internal Audit report had highlighted the need for weekly inspections of the play equipment. Was this a condition of the Parish Council's insurance? Is there a need to contract somebody to carry out repairs?

The group looking to make improvements to the playground now have a "to do list". Two quotes have been received but just need fine tuning. Cllr Grant had written to County Councillor Ron Sawbridge who has pledged £2,000. It is anticipated that the cost could be between £30,000 and £49,000. Is £49,000 achievable? With all available funding to date the group is approximately half way to reaching its goal. How is the group planning to raise the remainder of the money? Other sources of funding are being investigated.

Can the Parish Council purchase the equipment and reclaim the VAT? If all monies are passed to the Parish Council and the Parish Council purchases the equipment and retains ownership of the equipment then the Parish Council is able to reclaim the VAT but this will need to be clarified. Could the new equipment be in place by next Spring?

3.4 Cllr Sally Thomas had met with the **Community Enhancement Gang** subcontracted by NCC. The gang had sprayed some areas and cut back vegetation in Charlton Way, Queens Street and outside the Village Hall. The Allotment hedge by the bus shelter had been cut back but the hedge at the junction of Manor Lane and Main Road had not been done. This was not on the original list but the gang may attend for another half day.

3.5 Conservation Area Appraisal

An appraisal and Management Plan drafted by Liz Knight at SNC will be forwarded to the Parish Council for consultation.

Councillors were reminded that before any work could be carried out to trees in the Conservation Area permission was required from SNC.

3.6 Anti-social behaviour

Environmental Services at SNC had received 5 complaints and those who had been affected had been asked to keep a diary until 21st August to record times when this was occurring.

4. Finance:

4.1 External Audit. Annual Return and supporting documentation sent to reach BDO by 21st July.

4.2 Barclays Bank statements at 31st July 2014

Business Saver	£200.28
Community Account	<u>£3,349.44</u>
	£3,549.72

4.3 Expenditure:

The following payments were authorised and cheques signed by one signatory. Cllr Grant would obtain second signature and forward cheque book to the Clerk.

Cheque	Payee	Amount	Power
100618	Texprep	£66.30	Local Government Act 1972 s142
100619	Jon Hampson – grass-cutting	£220.00	Open Spaces Act 1906 s 9 and 10

4.4 Changes to bank mandate

The Parish Council resolved that the mandate be amended. As signatories, Cllrs Hunt and Dashwood would remain and David Mellor would be removed. Cllr Neil Downing would be added as an authorised person and Cllr Grant would also be added as a signatory and he would download the personal details form and fill in and pass to Cllr Downing. Contact details were also amended to advise of new Clerk.

5. Correspondence since 9th July

NCALC booklets “Member Services and Benefits” *for distribution. If NCALC’s AGM supports the recommendation to increase subscriptions then Farthinghoe’s annual subscription will increase from £135.16 to £247.73*

email CPRE West Northants Family walk and BBQ on August Bank Holiday Monday

email Karen and Harry Mcleod – ownership of land on the north boundary of Heritage, Charlton Way? *All verges are the responsibility of NCC Highways*

email Julie Hieatt – availability of Village Hall?

email Invitation to exhibition preview “A Shoemaker goes to War”

email CPRE Northants. Autumn Roadshow 30th October

email NRHA Social housing in Farthinghoe

email Steve McCarroll – traffic through the village

email Superfast Northamptonshire Newsletter 12 – July 2014

CPRE “Countryside Voice” publication

email Northamptonshire Police Crime and Policing update for South Northants

email Northampton Museum WWI workshops for children – *forwarded 12th August*

email NCALC Danny Moody Northants CALC eUpdate July/August 2014

email Cllr van Geest – request for copy of July’s draft minutes

email Northampton Museum WWI Family Day

emails x 5 Northamptonshire Police: News in brief update for Brackley, News in brief update for South Northants, “Stronger neighbourhoods reduce your chance of being burgled,” News in Brief update for Towcester and Brackley Wards and Ward update for Middleton Cheney and Steane

email Ian George. Is PC meeting on tomorrow night? Request for copy of agenda

email Jenny Forbes re: email from NRHA Social housing in Farthinghoe

emails x 2 - information from snvb

SNC i) email Important information on SNC Housing Survey. *Information and link to survey will be sent out in September*

ii) emails x 2 Alterations to the electoral register

NCC i) email July’s news from my county council

ii) email July transport and highway newsletter

iii) email NCC Consultations

iv) email Applications and renewals of Blue Badges and Bus Passes can now be made online

6. Traffic Issues:

Cllr Grant had received a letter from Helen Howard, NCC Highways and had drafted a letter in reply. Councillors were asked to comment by the end of the week if they wanted the letter amended.

Urgent action is required to cut the hedge back on the A422 at the junction with Hinton Road.

Cllr Forbes will speak to David Dashwood.

Parking outside of school is still an issue: evidently a cyclist had been hit, a wing mirror broken and cars parked in Cockley Road had to mount the kerb to allow other vehicles to

pass . Could arrangements not be made for vehicles to park at the Village Hall or in Seven Sisters? Are yellow lines an option? The PC's previous request had been declined. There used to be a metal rail/barrier outside of school. Does this need to be reinstated? The school entrance is now further away from the road since the junction was re-configured so it may not be considered necessary. Cllr Downing will speak to Graham Thorley, Chair of Governors and the new Head to see if there is a way forward to try and solve this on-going problem.

7. Adoption of new Financial Regulations

Councillors had reviewed the draft document and the Clerk would now print the document with all the relevant amendments and information pertaining to Farthinghoe Parish Council. The new regulations were adopted and the printed copy would be signed at the next meeting.

8. Parish Council's documents and policies

NCALC had emailed a list of documents and policies that should/could be held by the Parish Council. Some were a legal requirement and others were considered best practice. The Clerk had highlighted all the documents currently held by the Parish Council and any gaps would be reviewed at the next meeting. Councillors were asked to familiarise themselves with the list. All documents could then be made available through Dropbox under various headings: legal, playground, traffic, policies etc.

The Parish Council agreed that an Emergency Plan was not something that needed to be considered and was not relevant.

9. The Local Plan: Call for sites

Cllr Thomas had contacted SNC and advised that although other PC's had identified sites Farthinghoe would still have the chance to nominate potential sites later in the year. Land owners would need to be approached to see if land could be made available. It would need to have good access, not be a SSI site, not on a flood plain and have no covenant attached to it. This opportunity might allow the PC to tidy up the village confines but any councillors owning land within those areas would need to declare an interest and not take part in any discussion.

10. Parish Clerk vacancy – update

Although the current Clerk is retiring she will stay in post until Philippa Clayton is available to take on the role. Sue and Philippa will meet to decide the next step. **Update:** Sue will clerk September's meeting and it is anticipated that Pip will be appointed on 8th October.

11. Planning Matters: None

Full details of applications and decisions can be viewed on SNC's website.

Councillors round the table.....

Nothing to report

Date of Next Meeting

The next meeting will be held on Wednesday, 10th September 2014 at 7.00 pm in the Village Hall.

The meeting closed at 9.00pm
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