

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

HELD ON WEDNESDAY, 10th DECEMBER 2014 AT 7.00pm IN THE BEASLEY ROOM AT THE VILLAGE HALL

Councillors present:

Mr Ross van Geest (Chair) (RVG)
Mr John Grant (Vice Chair) (JG)
Mrs Sally Thomas (ST)
Mr David Dashwood (DD)
Mr Mick Morris (MM)
Mr Henry Bankes-Jones (HBJ)
Mrs Philippa Clayton (Clerk) (PC)

Apologies:

Mrs Jenny Forbes (JF)

ITEM	DESCRIPTION	ACTION
	<p>Public Time</p> <p>There were no members of the public in attendance.</p>	
1.	<p>Draft Conservation Plan</p> <p>This was originally item 10 on the agenda, but as there was a guest attending to present, it was agreed to bring this forward to allow the guest to leave once she had concluded her presentation.</p> <p>The Chair welcomed Liz Knight, Assistant Conservation Officer from South Northamptonshire Council, who had requested the opportunity to present the proposed conservation plan to the parish council. Ms Knight explained that the plan included proposed boundary changes and an assessment of the architectural and historical significance of the settlement. It is proposed to rationalise boundaries at Limes Farm and to exclude three houses in the Walltree Estate, which did not exist in 1987, on the grounds of a lack of historical and architectural merit. The consultation remains in place until 30 December 2014.</p> <p>Cllr Grant asked Ms Knight to explain what was meant by conservation. She responded that it referred to an area of interest, where there would be restriction on development and demolition as well as restrictions on materials. She also referred to Article 4, which covered buildings which may be significant but not listed, where there would still be a need to seek permission for changes.</p> <p>Cllr Grant asked whether being in a conservation area would assist with highlighting traffic issues. Ms Knight responded that that was an area for Highways, but it may be possible that it would be taken into consideration. She explained that conservation only really helps with development issues, although she stated she would ask her superiors if they would add anything to her response</p> <p>Cllr Grant then asked if listed properties with wooden windows could replace them with double glazing. Ms Knight explained that generally on a listed building, they would require a like for like replacement. If the property is neither listed nor Article 4, they can only strongly recommend the style of a replacement, they cannot enforce. The Chair enquired whether trees would also fall into the conservation plan. Ms Knight responded that open spaces, trees and hedges would indeed be considered under the plan.</p> <p>The Chair enquired about the rationale for changing the Limes Farm boundaries. Ms Knight replied that this was a change to follow harder boundaries. The Chair pointed out that it appeared that the garden had been removed from the boundary. Ms Knight took an action to look into this further. The Chair asked about the land to the side of the green space indicated on the map and why only a part of it would be considered as a significant open space. Ms Knight took an action to also request the rationale behind that decision.</p> <p>Ms Knight reported that comments on the plan are to be made in writing by 30 December and that her contact details are shown on the plan.</p> <p>Cllr Grant enquired as to how stringently the rules are policed. Ms Knight stated that adherence to rules falls under the enforcement team, although as they cannot be present in all places, they would act on anything reported to them. The Chair asked whether there was any power of enforcement through fines. Ms Knight responded that enforcement would make such decisions, but if there is an illegal structure it can be requested to be removed.</p>	

	<p>Cllr Thomas stated that there appeared to be some property outside village confines. Cllr Dashwood suggested that technically the village confines line should be moved. Ms Knight confirmed that village confines are being revisited in 2015.</p> <p>Ms Knight concluded by stating that if no major changes are identified by the closure of the consultation period, the plan will go to committee in January. She also mentioned that English Heritage have been approached and have replied with no comment.</p> <p>Cllr Thomas mentioned that planning permission granted within the walled garden had been surprising. Ms Knight responded that she was aware of that project, that the approved plans were for a smaller building than originally planned, and limited to a single storey.</p> <p>The committee thanked Ms Knight for her time and she left the meeting.</p>																	
2.	<p>Apologies: Cllr Forbes had previously given apologies to the Chair.</p>																	
3.	<p>Minutes of previous meeting on 12th November 2014. Cllr Grant sought clarification from the Chair on the electronic approval of minutes. It was his understanding that these would be approved electronically amongst the councillors but would not be signed or uploaded to the website until the following meeting. The Chair stated that the agreement had been for the minutes to be approved electronically by all councillors present at the meeting with an audit trail of approval maintained and the minutes being uploaded to the website only once they had been confirmed as true and correct. He stated that the intention behind this approach was to provide certainty and an understanding of what was taking place within the parish council meetings in a timely manner. He stated that Greatworth Parish Council publishes their draft minutes every month.</p> <p>All Councillors affirmed their approval of the proposed action regarding the electronic approval of minutes and upload to the website as soon as they have been electronically approved.</p> <p>The minutes of the meeting of 12th November 2014 were signed, along with the agenda for the meeting of 10th December 2014.</p>																	
4.	<p>Matters arising:</p> <p>The action points from the minutes of 12th November 2014 were reviewed and the following items were discussed:</p> <p>Salt bags – it was agreed that the Clerk would order 10 bags to be delivered to Cllr Dashwood. Once she had established availability of the additional bags, the Clerk would provide an article for the next Farthinghoe Chronicle, advising villagers to use the salt bin by the Fox, which the councillors would replenish when required. It was also agreed that the Clerk would investigate options for another salt bin to be provided for the village.</p> <p>Playground – Cllr Grant stated that there was currently nothing to report and it was agreed that this subject should be carried forward to the January meeting.</p>	PC																
5.	<p>Finance:</p> <p>5.1 Barclays Bank statements as at 28th November 2014</p> <table><tr><td>Business Saver</td><td>£200.31</td></tr><tr><td>Community Account</td><td>£5,394.71</td></tr></table> <p>5.2 Expenditure: The following payments were authorised and cheques signed:</p> <table><tr><td>Cheque</td><td>Payee</td><td>Amount</td><td>Power</td></tr><tr><td>100629</td><td>Jon Hampson</td><td>£150.00</td><td>Open Spaces Act 1906 s9 and 10</td></tr><tr><td>100630</td><td>Texprep</td><td>£66.30</td><td>Local Government Act 1972 s142</td></tr></table> <p>5.3 Income: HMRC VAT refund £175.62</p> <p>5.4 The Clerk reported that her salary should be paid in January rather than December as noted on the agenda so that expenditure will be carried over. Cllr Dashwood questioned whether it was necessary for the Parish Council to pay employer NI contributions for the Clerk's salary as he believed there is now a dispensation in place. The Clerk will investigate.</p>	Business Saver	£200.31	Community Account	£5,394.71	Cheque	Payee	Amount	Power	100629	Jon Hampson	£150.00	Open Spaces Act 1906 s9 and 10	100630	Texprep	£66.30	Local Government Act 1972 s142	PC
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6.	<p>Finalise budget for 2015/2016</p>																	

	<p>The Clerk presented an updated copy of the draft budget for 2015/2016. She highlighted to the councillors an amendment that had been made with regard to the budgeted cost for grass cutting, which had originally been included at £650 but prior year costs had ended at £810. Cllr Grant believed the increase from the original quote from Jon Hampson was due to extra cuts being requested plus an additional area being included. The Clerk will check the original quote and request a written confirmation of costs going forward from the supplier.</p> <p>With regard to the donations to the playground fund, Cllr Grant requested that the Clerk ascertain if there had been an accrual carried forward from the 2013/2014 financial year of £1,000 to account for the first donation having been made in the 2014/2015 financial year. If this is not the case, the accounts will reflect that two payments of £1,000 each will be made in the current 14/15 financial year and it will be clearly noted that the donations relate to two separate years.</p> <p>The Chair drew attention to the inclusion of £1,150 in the budget, which will be the maximum amount payable for the 2015 election costs should the parish council seats be contested. If the seats are not contested, there will be a fee of £39 payable. Cllr Grant pointed out that it is likely there will be a reserve at the end of the 2014/2015 financial year and suggested that an amount of that be allocated towards potential election costs. It was agreed that this would be a good approach.</p> <p>The councillors around the table confirmed their agreement to the budget, which maintains the precept at £6,500 and asked the Clerk make the appropriate precept application.</p>	<p>PC</p> <p>PC</p> <p>PC</p>
7.	<p>Agree the Parish Council's strategy, aims and objectives for the next 12 months</p> <p>The Chair referred the councillors to the discussion document which he had previously circulated.</p> <p>Cllr Grant suggested that the management of the budget should be included as a separate line item. The Parish Council should be able to demonstrate that there is a budget in place and that costs are being incurred in line with the budget. There should be transparency with regard to how the precept is spent. The councillors agreed this would be an advisable inclusion.</p> <p>The Chair stated that much of the feedback he has received from the village is that internal and external communication needs to be improved in order to raise the profile of the parish council and to increase trust. He ran through the points listed under communication on the discussion document and was able to report that improvements have already taken place. With reference to timescales around the production of minutes, he suggested that there should be a 5 day turnaround for the drafting of the minutes, a 5 day turnaround for electronic approval which would allow posting of the minutes onto the website within 2 weeks of the meeting date.</p> <p>Regarding updating the website, he reported that this has been brought back in-house, an update has already taken place and there is now the opportunity to move forward with further updates at no cost. Cllr Grant voiced a concern that the Chair should not be the only person able to maintain the website, and the Chair confirmed that the Clerk will also have access to upload documents. A discussion took place on the best way to compile ideas on how to move forward with the website. It was agreed that councillors would email their ideas into the Chair who would collate these and circulate in preparation for a discussion at the January meeting. Cllr Dashwood suggested a link to the website should be included in the next Chronicle, asking people to take a look at the new site and to forward any comments to the Chair. The Clerk will include this in her Chronicle article.</p> <p>The Chair pointed out that whilst he and the Clerk will be responsible for uploading information to the website, others should have responsibility for ensuring that the information within certain pages is accurate and up-to-date.</p> <p>The Chair then initiated a discussion on how contact could be made with villagers in an emergency situation, using the example of when opinions needed to be sought within a limited time frame on the solar farm issue. Cllr Grant pointed out that those without access to the internet or email also need to be considered. The Chair responded that the issue was definitely recognised, but if we could reach a large number easily via electronic means, then word could be spread to those without access. The Chair referred to the creation of a parish council mailing list where people could ask for their details to be included as part of a database for important issues. Cllr Morris added that this could also cover areas such as local crime and break ins, although he stated that the parish council would need to control the reasons why the database would be used. He stated that Greatworth already have a similar facility in place, with a link on their website where people can choose what updates they would like to receive. The Chair will make contact with Greatworth to understand more about how they run this. It was agreed that councillors would begin to gauge opinion from within the village regarding the set-up of an email database.</p>	<p>ALL RVG PC</p> <p>RVG ALL</p>

	The inclusion of contact details for councillors on the website was agreed, with identification of specific roles where applicable. It was agreed that Cllr Grant would be allocated traffic and the playground, Cllr Morris for planning, Cllr Forbes for the almshouses and the Chair and Clerk for the website.				
8.	<p>Correspondence since 13th November 2014</p> <p>The correspondence register can be found at the end of these minutes.</p> <p>Cllr Dashwood thanked the Clerk for the comprehensive summary of correspondence received, which was felt by those around the table to be useful.</p> <p>Cllr Thomas reported that she and Cllr Grant had not attended the recruitment day at the beginning of December as agreed, as the content was not focused on the election process as had originally been believed and was not felt to be relevant.</p> <p>Item arising from the correspondence register:</p> <ul style="list-style-type: none"> The Clerk ran through the application process and deadlines for the 2015 elections 				
9.	<p>Village Hall Report</p> <p>The Chair referred councillors to his report from the Village Hall committee meeting, which he had attended with the Clerk. He reported that they are generating good income from lettings, but require more members on the committee to improve the facility and increase events.</p> <p>Comments were made around the table that greater use of the Chronicle and the website would improve the advertisement of the facility and events, and that a published monthly calendar of events would be useful. It was agreed that a budget and a business plan need to be in place, and that PR expertise on the committee would be useful.</p> <p>It was agreed that the councillors would commit to attending the Village Hall committee meetings regularly and on a rotational basis, with the Chair and Cllr Thomas attending the meeting on 28th January 2015.</p> <p>It was noted that any changes to the hall would need to be approved by the Parish Council.</p>				RVG/ST
10.	Planning matters:				
	<p>Application Number 10.1 S/2014/2305/FUL</p>	<p>Address Limes Farm Farthinghoe</p>	<p>Details Extension of opening hours of Farm Shops to 08:30-19:00 and the Tea Room to 08:30-23:00 to allow evening events and private functions</p>	<p>Status/decision Supporting application, but with certain conditions requested.</p>	
	<p>A discussion took place regarding the Limes Farm planning application.</p> <p>The Chair stated that even though he is a named neighbour on the application, he had not received anything from SNC. Other parishioners have reported that they did not receive neighbour letters in relation to the Glebe Barn application. This means that SNC have omitted to inform neighbours on the last two planning applications and the question was asked as to whether SNC should be made aware of this. Cllr Bankes-Jones stated that they should definitely be made aware, as there is a statutory obligation to issue letters. Cllr Morris will inform the planning department of this omission.</p> <p>There were concerns around the table that there were inconsistencies and inaccuracies within the document.</p> <p>The Chair reported that there is a breach of the existing access permission, which requires a locked gate at the Manor Lane entrance, which could only be used for agricultural access. This is stated in Application S/2011/0804/FUL which includes a Condition 5, which states that the gate at the top of Manor Lane will be brought back into use. To ensure the gate is not used by the general public but can be used by agricultural workers and friends and family a combination style padlock to chain the gate shut would be put in place. The combination will not be given to the public, staff or suppliers so that they will be forced to return to the main entrance. There is currently a breach of this condition and as such section 8.5 of the new application dated 5th November 2014 relating to cars still being required to use the main access of the A422 cannot at this time be enforced. Given this, it is anticipated that even more non-farm vehicles will utilise the alternative exit into Manor</p>				<p>MM</p> <p>MM</p>

	<p>Lane but now also late at night. Cllr Morris supported this view, as the gate is no longer hung so cannot be locked, and vehicles other than agricultural have been witnessed using the exit.</p> <p>There had been no reply sheet included with the papers which Cllr Morris had received, so he would request one.</p> <p>Concern was expressed over the siting of toilet and smoking facilities, which it was felt could create noise affecting neighbours.</p> <p>Councillors agreed that the daytime shop opening until 7pm would be unlikely to be an issue, but that the night time opening of the restaurant until 11pm could be of concern. Insistence on compliance with the Manor Lane access rules plus a request to limit night time usage would be advisable.</p> <p>It was agreed that the Parish Council response would be that whilst there are concerns, plus inconsistencies and inaccuracies within the document, we are aware that the changes would not affect many people within the village, who have historically been supportive of Limes Farm events. Support for the application would require clarification on adherence to Manor Lane access rules, on the location of events i.e. functions should be limited to being held inside the building and not extending to outside to avoid a potential noise issue for neighbours, that toilets are to be included within the building rather than outside and that any smoking area should be in a specific location away from housing.</p> <p>It was agreed that Cllr Morris would draft a response to reflect the comments above, which he would circulate to all councillors for approval before submission.</p>	MM
11.	<p>Traffic issues:</p> <p>11.1 Cllr Grant reported that he had written to George Osbourne, and had copied all councillors, but had no response from Mr Osbourne.</p> <p>11.2 Cllr Grant advised that he and Cllr Morris have a meeting scheduled with Andrea Leadsom for 12th December 2014.</p> <p>11.3 Cllr Ron Sawbridge has written to the leader of the NCC and has asked them to visit Farthinghoe, but no response to date.</p> <p>11.4 Cllr Grant has sent a letter to the Daily Express, which he had copied to all councillors, but with no response from the Daily Express.</p> <p>11.5 Cllr Grant advised that a feasibility study for creating a priority section at the junction of Baker Street and Main Road is being considered for 2015.</p>	JG/MM
12.	<p>Contents of Dropbox</p> <p>The Clerk provided councillors with copies of suggested items to be included in the Dropbox. It was agreed to include this on the agenda for discussion at the January meeting.</p>	
	<p>Councillors round the table...</p> <p>There were no comments.</p>	
	<p>Date of Next Meeting:</p> <p>The next meeting will be held on Wednesday, 14th January 2015 at 7.00pm in the Beasley Room at the Village Hall.</p>	
	<p>The meeting closed at 9.25pm</p> <p>104fpcmnDecember14</p>	