

**EAST FARNDON PARISH COUNCIL MEETING VIA ZOOM.US
GENERAL MEETING OF THE PARISH COUNCIL
TUESDAY 12TH JANUARY 2021 COMMENCING AT 7.45PM**

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

OTHERS IN ATTENDANCE – One

52. Apologies for Absence

Apologies received and accepted from Councillor West.

53. Declarations of Interest and Dispensations

There were no Declarations of Interest.

54. Approval of the Minutes of the Meeting of the Parish Council on 10th November 2020

The Minutes of the above meeting were agreed by all Councillors.

ACTION: Clerk to arrange for signing of November 2020 minutes by Chair.

55. Matters Arising

ACTION	PROGRESS
Clerk to see if lamp post on Harborough Road can be upgraded when moved as part of the road widening for the back-up power generation work.	Ongoing
Councillor West to strengthen the slats and treat the wood of the bench in The Lealand	Carried forward
Councillor West to organise, subject to regulations, construction of planters in front of the village signs.	Carried forward
Councillors West and Burton to remove more vegetation around the Spring, consider what to do with the coping stones and to provide some form of hard surface for the parking area.	To be considered by the Spring Renovation Community Group – added to agenda
Councillor West to meet with Welland Rivers Trust in the first instance.	Carried forward
Clerk to arrange for signing of September 2020 minutes by Chair.	Done
Clerk to obtain a quote for bricks and seek villagers' assistance in building a retaining wall in the Spring	Councillor West to investigate
Councillor Burton to ask Mr Fallon if the speed enforcement vans could consider alternative locations further south in the village.	Done
Clerk to notify DDC that the Parish Council has no objections to application DA/2020/0863 (7 Harborough Road).	Done
Clerk to notify DDC that the Parish Council has no objections to application DA/2020/0644 (The Hall).	Done
Clerk to notify DDC that the Parish Council has no objections to application DA/2020/0645 (The Hall).	Done

ACTION	PROGRESS
Clerk to work on a footpath leaflet with the Footpath Warden.	Ongoing
Clerk to formally accept the 2021/22 mowing quotation.	Done
Clerk to put 2021 meeting dates on the website.	Done
Clerk to subscribe to Parish Online.	Done
Clerk to liaise with Mrs Hodgetts to organise a plaque for the men who died in village plane crashes in 1944.	Done
Clerk to submit Rough Sleepers Estimate 2020.	Done
Clerk to obtain further details of the Climate Change Grant scheme and apply if appropriate as regards Spring renovation.	Done. Grant cannot be applied for by Parish Council (unless exceptional circumstances)
Councillor Curtis to check and sign the November 2020 bank reconciliation.	Done
Clerk to finalise 2021/22 budget and prepare 2021/22 precept request for January 2021 meeting.	Added to agenda

56. Roads and Transport – nothing to report.

57. Planning and Development

Applications granted

DA/2020/0701 Single storey front and rear extensions including conversion of garage to music room – 2 The Wharri, Main Street, East Farndon, LE16 9SH. Approved 12 November 2020

DA/2020/0863 Two storey side and rear extension and single storey rear extension – 7, Harborough Road, East Farndon, Northamptonshire, LE16 9SF. Approved 7 December 2020.

DA/2020/0644 Repair and refurbishment of existing outbuilding to include replacement roof, doors and windows, insertion of three rooflights and partial rebuilding of external walls - The Hall, Back Lane, East Farndon, Northamptonshire, LE16 9SE. Approved 16 December 2020.

DA/2020/0645 Listed Building Consent for repair and refurbishment of existing outbuilding to include replacement roof, doors and windows, insertion of three rooflights and partial rebuilding of external walls - The Hall, Back Lane, East Farndon, Northamptonshire, LE16 9SE. Approved 16 December 2020.

DA/2020/0939 Welland Valley Vineyard, The Vineyard, Marston Lane, East Farndon, Northamptonshire, LE16 9TX. The Parish Council considered this via email, and had no objections. The application was approved on 17 December 2020.

Applications for consideration

DA/2020/0646 (Amended) Proposed extensions/alterations to existing garage to form new dwelling (revised scheme) – Hillside, Main Street, East Farndon, Northamptonshire, LE16 9SH. The Parish Council considered this via email. As the changes relate to the scale of the building, rather than location, as before, the Parish Council objects to this planning application, as it is outside the village confines. East Farndon Parish is classed as an 'Other Village' under the Local Plan Part 2 and the Parish Council believes the building relates to the open countryside rather than the built form of the village; therefore, it falls outside the village confines based on the criteria in 5.2.25 of the Local Plan.

58. Other Matters

• **Footpath Report**

The Clerk confirmed that Alan Langley, the Footpath Warden, advised:

- Last month, he received three updates on issues reported to StreetDoctor/FixMyStreet.
- One related to the fingerpost on Marston Road, near The Dales. Mr Langley reported last May that the post had been knocked over and thrown in the nearby ditch; he then complained that in November it had still not been re-erected. The latest reply is that 'non-urgent' works are normally carried out within twelve months. So never fear, it will be done by May 2021.
- His complaint about the overgrown path behind the village hall brought the reply that the path was scheduled for regular clearing twice a year, in spring and summer. We should check whether this happens as stated. The trouble is that the nettles grow so quickly that two cuts are barely sufficient. Mr Langley also asked if other paths in the parish were on a list for regular clearance – there are one or two that would benefit. Apparently that is the only Farndon path on the list.
- The third response was about the new path from Lubenham to Harborough on the old railway line. Most of this path is in Northamptonshire, part in Marston parish, part in Farndon. Mr Langley reported, after walking the path, that there was no signage and a closed gate half-way along, so asked is it a path or isn't it? The reply was that the path was set up by another county and so county contractors had only recently been asked for an estimate for providing the 'furniture' needed (gates, stiles, signs) but it was hoped all would be in place soon.
- Work has begun on a walks leaflet for the parish. This will feature a map of the paths, with three suggested walks of different lengths, plus descriptions and directions to make following the routes easier.

• **Burial Ground Committee**

The Clerk stated that Richard Green of the Burial Ground Committee advised that he looks around the burial ground once a month to check all is well, and there is currently no outstanding work to be done.

• **Tree Wardens**

The Clerk stated that the Tree Wardens had nothing new to report but they would like to thank the Cowens for trimming the ash tree that was overhanging the war memorial.

• **Neighbourhood Watch** – nothing to report.

• **Local Councils Documents & Policies – NCALC Guidance**

NCALC recently published version 7 of the documents and policies that a Parish Council should have. The list highlights the documents and policies that a council must have by law, and then others that are considered best practice. The Clerk has gone through the list and made suggestions regarding missing policies, and the Parish Council agreed an action plan as per the attached tables.

ACTION: Clerk to progress Documents & Policies Action Plan.

ACTION: Staffing Committee to complete Clerk annual appraisal.

• **Spring Renovation Community Group**

It was agreed that a Community Group should be formed to assist in the Spring Renovation, to include Councillors West and Burton.

ACTION: Councillor Burton to seek volunteers for the Spring Renovation Community Group via Facebook, the website and noticeboard.

- **Harborough District Council (HDC) Planning Consultations**

HDC have launched three new consultations:

- Planning Obligations Supplementary Planning Document (SPD)
- Development Management Supplementary Planning Document (SPD)
- Development Management Local Validation List

The consultations are open until Friday 5 February 2021.

The consultation Planning Obligations SPD has been prepared to inform developers, landowners, infrastructure providers and local communities about the approach Harborough District Council takes to secure community infrastructure and affordable housing through planning obligations. The Development Management SPD provides additional guidance to assist with the interpretation and implementation of Harborough Local Plan Policies. The Development Management Local Validation List outlines the information which is required to accompany any applications for planning consent submitted to the Council.

The above consultation documents are available to using the following link:

www.harborough.gov.uk/strategic-planning-consultations

The Parish Council considered these consultations and felt no response was necessary.

- **Foodbank Collection**

Following a suggestion from Councillors Hodgetts and Curtis, the Parish Council is supporting a parish project for the Jubilee Foodbank. East Farndon residents are being asked to donate food on a weekly basis during January and February, which can be left at the houses of either Councillors Hodgetts or Curtis. Parishioners will be asked to check the Foodbank's specified list of requirements. The project is promoted on Facebook, and a leaflet drop around the village is planned. The Parish Council thanked Councillors Hodgetts and Curtis for their work, and also thanked contributors.

ACTION: Councillors Hodgetts and Curtis to place parish Foodbank project posters at the bus stop and Amenity Ground.

- **Closure of Community WebKit**

The Community Webkit, through which the parish website is hosted, is closing on 24th May 2021. Therefore, an alternative website provider needs to be found (free if possible), or the existing website can be kept at a cost of £5 per month (plus VAT). If the website is moved, all the content will need to be transferred over, and a new web accessibility report completed. The Clerk reported that a resident, Mr Fallon, was looking to see what platform is used by the current website, and whether it can be easily transferred.

ACTION: Councillor Curtis to act as strategic lead on the hosting arrangements and design of the website, with assistance from the Clerk.

- **Churchyard Closure**

The Clerk reported that she had received a copy of an Order in Council dated the 16th December 2020 giving notice that the closure of the churchyard will be considered by a Committee of the Privy Council on 27th January 2021.

- Appointment of a Police Liaison Representative**
 NCALC is working with Northamptonshire Police to establish a new approach to liaison between parish and town councils and the police, the idea being that each parish appoints a person to act as a single point of contact for the police. A role description for the Police Liaison Reps is available at <https://www.northantscalc.com/uploads/police-liaison-representative-role-description-vdec20.pdf>.
 It is entirely up to the council who is appointed - the clerk, a councillor or a member of the public. It is envisaged that the Police Liaison Reps will receive regular updates from the police and an invitation to an annual briefing.
ACTION: Clerk to contact Mr Osborn (Neighbourhood Watch Co-ordinator) to see if he is interested in acting as the Police Liaison Representative; if not, the Clerk to seek a volunteer via Facebook. If there are no volunteers, Councillor Hodgetts will undertake the role.

59. Finance

- Bank Reconciliation**

<u>Balance as at 9 November 2020</u>		
Current account	£17,327.93	
Deposit account	<u>£1,551.92</u>	£18,879.85
<u>Income</u>		
Interest	£0.01	
Church contribution to mowing	<u>£42.00</u>	£42.01
<u>Expenses</u>		
A Langley	£36.00	
Geosphere	£48.00	
C Burton	£477.59	
EON	£64.69	
EON	<u>£232.67</u>	-£858.95
<u>Balance as at 11 January 2021</u>		
Current account	£16,510.98	
Deposit account	<u>£1,551.93</u>	£18,062.91

ACTION: Councillor Hodgetts to check and sign the January 2021 bank reconciliation.

- **Actual v. Budgeted Spending**

	Precept Agreed	Expenditure to Date	Balance
STREETLIGHTING AND MAINTENANCE	£2,000.00	£1,097.18	£902.82
NCALC	£245.00	£244.24	£0.76
INSURANCE	£800.00	£680.39	£119.61
S136 SPENDING	£100.00	£89.50	£10.50
TRAINING	£100.00		£100.00
MOWING OF BURIAL GROUND/HEDGES	£2,400.00	£1,682.50	£717.50
CLERK GROSS SALARY	£2,645.00	£2,470.74	£174.26
PARISH COUNCIL/CLERK EXPENSES	£350.00	£412.94	-£62.94
MISCELLANEOUS EXPENSES	£100.00		£100.00
GRAVEYARD RESPONSIBILITY	£1,000.00		£1,000.00
ELECTION EXPENSES (MAY 2020)	£260.00		£260.00
DEFIBRILLATOR EXPENSES	£200.00	£126.00	£74.00
VAT		£138.40	
TOTAL	£10,200.00	£6,941.89	£3,396.51

RESERVES

Lighting Replacement	£2,000.00		
Renovation of Village Spring	£500.00		
Churchyard Maintenance Work	£1,000.00		

- **2021/22 Budget and Precept**

The Parish Council agreed the following budget for 2021/22:

STREETLIGHTING AND MAINTENANCE	£2,050.00
NCALC	£250.00
INSURANCE	£690.00
S137 SPENDING	£220.00
TRAINING	£50.00
MOWING OF BURIAL GROUND/HEDGES	£2,000.00
CLERK GROSS SALARY	£3,020.00
PARISH COUNCIL/CLERK EXPENSES	£350.00
MISCELLANEOUS EXPENSES	£100.00
GRAVEYARD RESPONSIBILITY	£1,000.00
ELECTION EXPENSES (MAY 2021)	£270.00
DEFIBRILLATOR EXPENSES	£200.00
TOTAL	£10,200.00

As the anticipated balance as at 31 March 2021 is necessary to keep for reserves (as agreed at the November 2020 meeting), the Parish Council agreed that its precept request for 2021/22 is £10,200.

ACTION: Clerk to submit 2021/22 precept requirement and payment requisition form to DDC.

- **Appointment of Internal Auditor for 2020/21 Accounts**

The Clerk confirmed that Mr Fallon had volunteered once again to act as internal auditor. The Parish Council thanked Mr Fallon and agreed to his appointment as internal auditor for the 2020/21 accounts.

The following payments were agreed by all Councillors

Payee	Reason	Amount	Chq no
A Langley	Domain name fees	£36.00	online
Geosphere	Parish Online subscription	£48.00	online
C Burton	Clerk salary and expenses (December 2020/January 2021)	£477.59	online
EON	Lighting maintenance	£64.69	online
EON	Electricity	232.67	online

60. 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.

61. Any Other Business

- Elections May 2021 – The Clerk reported that these elections are currently still due to go ahead on 6 May 2021. The close of nominations, when anyone wishing to stand for election must have their nomination forms in by, is 4pm on Thursday 8 April 2021, and NCALC are suggesting Parish Councils start advertising the election now.
ACTION: Clerk to advertise May 2021 elections on the website and noticeboard on 15 February 2021, assuming they are not postponed.
- Census 2021 – The Clerk reported that Census day will be on 21 March 2021, but households across the country will receive letters with online codes allowing them to take part from early March.
- Fixed Asset Audit – this is due in January 2021.
ACTION: Councillors Burton and Prew to undertake a Fixed Asset Audit in January 2021.

62. Date of the next meeting – 9th March 2021 (Annual Meeting of the Parish, followed by a Parish Council meeting)
Provisional meeting date – 9th February 2021

63. Closure

The meeting closed at 8.53pm.

Signed that the Minutes are a true and accurate record

Chairman _____

Dated _____

DOCUMENT & POLICIES ACTION PLAN

“MUST HAVE”

NAME	NCALC COMMENTS	ACTION
Insurance register	Best Practice. A list of the insurable interests of the council, the name of insurance provider, the amount covered and the term of the policy.	Update Fixed Asset Register with insurance details.
Register of gifts and hospitality	Best Practice. Code of Conduct requirement.	Create one (no entries to date).
Delegated authority in respect of officers and committees	Best Practice. Examples available from NCALC.	Get examples from NCALC to see if needed, or already covered in Terms of Reference.
Publication Scheme under the Freedom of Information Act	Statutory Requirement. Model available from NALC.	Needed – to action.
Subject Access Request (SAR) disclosure log	Statutory Requirement. Indicating the information that has been provided in response to subject access requests.	Create one (no entries to date).
Data breach log	Statutory Requirement. A log of all data breaches (including those not required to be reported).	Create one (no entries to date).
Transparency Code compliance	Statutory Requirement. Checklist to ensure compliance with the Transparency Code for councils under £25,000 turnover, or those over £200,000 turnover.	Create checklist.
Schedule of charges & fees for council information	Statutory Requirement. Model publication scheme.	To be covered in Publication Scheme as above.
Working from home policy	Best Practice. Where relevant. Covers use of home, home security, lone working, access by other members of staff, councillors, and members of the public.	Policy to be drafted.
Pension & Retirement Policy	Statutory Requirement. Sets out whether the council uses the Local Government Pension Scheme or another pension scheme. Includes details of how employees' contributions will be calculated for a pension and pension administration details. Will also include a statement in reference to working age requirements.	Policy to be drafted.
Disabled Access Audit	Statutory Requirement. To comply with the Equality Act 2010.	Needed – to action.
Parish Map	Best Practice. To be clear where all boundaries lie.	Available via Parish Online. Map to be downloaded.
List of personal data consents	Statutory Requirement. Template available from NCALC.	Obtain template from NCALC to see if needed.

“GOOD TO HAVE”

NAME	NCALC COMMENTS	MY COMMENTS
Planning register	A list of planning applications received, their status and the council’s response.	To be created.
Parish Emergency Plan	A document that describes what the council/community would do in the event of an emergency. Model available from NCALC.	Needed – to action.
Councillor attendance register	A register of attendance, recording whether or not absence was approved by council.	Information in minutes – not needed.
Risk Assessment Policy	Model available from NCALC.	Policy to be drafted.
Deeds of all land holdings	A list of all deeds, their scope, effect and lifespan. Should include a description of the location of the physical deeds and any copies.	Update Fixed Asset Register to include details.
Members’ Allowances Policy	A document that shows whether or not the council has a Parish Basic Allowance Scheme, and if so, details of same.	Update Expenses Policy to state that there is no Allowance Scheme.
Co-option Procedure	Examples available from NCALC	Procedure to be drafted.
Motions book	To cover motions received and rejected as described in Model Standing Orders.	Extremely rare and covered in minutes.
Web site management policy	Dependent on who is managing web site.	Policy to be drafted when new website launched.
Press and Media Relations Policy	Example available from NCALC.	Not considered necessary at this time.
Burials Administration Policy	To be open and transparent.	Policy to be drafted.
Investment Policy	Sample available from NCALC.	Not considered necessary at this time.
Grant giving policy and application form	Sample available from NCALC.	Policy to be drafted.
Reserves Policy	Sample available from NCALC.	Policy to be drafted.
Internet Banking Policy	Dependent on which bank the parish uses.	Sufficiently covered by Financial Regulations.
Procurement	Partly covered by Financial Regulations.	Sufficiently covered by Financial Regulations.
Bullying and Harassment / Dignity at Work	ACAS produce advice leaflets.	Policy to be drafted.
Computer use, electronic communications and telephone Policy	Sets out how/when computers will be used, the policy for backing up data, how e-mail and telephone communications will be dealt with etc. This policy applies to anyone using computers or sending or receiving phone and/or electronic communications on behalf of the council, including individual councillors.	Sufficiently covered GDPR policies.

Business Continuity Plan	Sample available from NCALC.	To be drafted in association with Emergency Plan (as above).
Accident Book	Available to purchase, or use Excel.	Create one (no entries to date).
Family friendly policy	Including details of flexible working arrangements and provision for maternity/paternity/adoption/parental leave.	Sufficiently covered by Clerk contract.
Employee Code of Conduct	Employee Code dealing with, for example, provisions for disclosing pecuniary interests.	To be drafted.
Annual appraisal records	Requirement under SO 19(c) in the Model Standing Orders (2016).	To be actioned by The Staffing Committee.
Development control policy	A list of policies on which the council will base its responses to planning applications. May be, or include reference to, a Neighbourhood Plan, Village Design Statement, Parish Plan or Landscape Character Assessment.	Not considered necessary at this time.
Green space audit	To ensure compliance under the Natural Environment & Rural Communities Act 2006.	To be actioned.
Trees Policy	Detailing inspection method and frequency, etc.	To discuss with the Tree Wardens.
Sustainability Policy	Recycling, green energy, waste.	Not considered necessary at this time.
Snow risk assessment	To outline what the council will do.	Not considered necessary at this time.
Business Plan	Sample available from NCALC.	Not considered necessary at this time.
Parish Charter with principal councils	Northamptonshire Councils Charter.	Not considered necessary at this time.
Member/Officer Protocol	Sample available from NCALC.	Not considered necessary at this time.
Child Protection / Vulnerable Person Policy / DBS	When using staff or volunteers that will have direct access to vulnerable or potentially vulnerable people.	Not considered necessary at this time.
Customer Service Charter	Setting out what standards members of the public can expect from the council.	Not considered necessary at this time.
List of passwords	Should be held securely by the Clerk and Chair.	To be actioned.