

EAST FARNDON PARISH COUNCIL MEETING VIA ZOOM.US

GENERAL MEETING OF THE PARISH COUNCIL

TUESDAY 9TH MARCH 2021 COMMENCING AT 7.45PM

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

OTHERS IN ATTENDANCE – One

64. Apologies for Absence

Apologies received and accepted from Councillor Prew.

65. Declarations of Interest and Dispensations

There were no Declarations of Interest.

66. Election of Chairman

It was noted that the previous Chairman, Richard West has resigned from the Parish Council. The Parish Council expressed its thanks to Mr West for all his hard work as a Parish Councillor. As Councillor West resigned within 6 months of usual retirement, the Parish Council will not seek to fill the vacancy via co-option.

Councillor Curtis was elected as Chairman on a proposition by Councillor Burton, seconded by Councillor Hodgetts and all Councillors in agreement.

67. Approval of the Minutes of the Meeting of the Parish Council on 12th January 2021

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

ACTION: Clerk to arrange for signing of January 2021 minutes by Chair.

68. 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.	Agreed to be reviewed if/when substantial work on the back-up power generator commences
Councillor West to strengthen the slats and treat the wood of the bench in The Lealand	Following Mr West's resignation, Councillors Hodgetts, Curtis and Burton agreed to take this over
Councillor West to organise, subject to regulations, construction of planters in front of the village signs.	Following Mr West's resignation, Councillors Hodgetts, Curtis and Burton agreed to take this over
Councillor West to meet with Welland Rivers Trust in the first instance.	This is an action for Mr West as the landowner – no further action.
Councillor West to investigate bricks and seek villagers' assistance in building a retaining wall in the Spring.	Action to be dealt with by the Spring Renovation Community Group (see below)
Clerk to arrange for signing of November 2020 minutes by Chair.	Done
Clerk to progress Documents & Policies Action Plan.	Ongoing – added to agenda
Staffing Committee to complete Clerk annual appraisal.	Carried forward
Councillor Burton to seek volunteers for the Spring Renovation Community Group via Facebook, the website and noticeboard.	Done – added to agenda
Councillors Hodgetts and Curtis to place parish Foodbank project posters at the bus stop and Amenity Ground.	Done

ACTION	PROGRESS
Councillor Curtis to act as strategic lead on the hosting arrangements and design of the website, with assistance from the Clerk.	Done – new website launched on 8 February 2021.
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.	Email sent, and Mr Osborn did not wish to take up the post. A volunteer was sought via Facebook, and Mr Scott Harrison has agreed to undertake this role. NCALC have been informed.
Councillor Hodgetts to check and sign the January 2021 bank reconciliation.	Done
Clerk to submit 2021/22 precept requirement and payment requisition form to DDC.	Done
Clerk to advertise May 2021 elections on the website and noticeboard on 15 February 2021, assuming they are not postponed.	Done – added to agenda
Councillors Burton and Prew to undertake a Fixed Asset Audit in January 2021.	Done – added to agenda

69. Roads and Transport

Councillor Burton reported that he has recently responded to a request from Clipston about actions taken to address speeding. As part of his response he updated the summary of all the action that East Farndon has taken to date to counter speeding. He suggested that this would be a useful reference to upload onto the website. It was also agreed to collect and collate the latest speed figures on the Speed Indication Device.

ACTION: Councillor Burton to send Speeding Summary to Webmaster for upload to the website.

ACTION: Councillor Hodgetts to collect and collate the latest speed figures on the Speed Indication Device.

70. Planning and Development

Applications granted

DA/2020/0646 (Amended) Proposed extensions/alterations to existing garage to form new dwelling (revised scheme) – Hillside, Main Street, East Farndon, Northamptonshire, LE16 9SH. This application was approved on 4 March 2021.

Applications for consideration

DA/2020/1129 Demolition of existing outbuilding and construction of single storey side extension - 3, The Lealand, East Farndon, Northamptonshire, LE16 9SQ

The Parish Council considered this via email, and had no objections.

71. Other Matters

• Burial Ground Committee

The Clerk reported that the current Burial Ground Committee Chairman, Richard Green, wishes to step down, although is happy to stay in post until a proper handover can be arranged. Further, following Richard West's resignation, a replacement on the Committee is needed. It was agreed that Councillor Hodgetts would be appointed to the Burial Ground Committee.

ACTION: Clerk to seek volunteer for the Burial Ground Committee, and possibly to act as Chair

Additionally, it has been suggested that burial authorities should register with the British Register of Accredited Memorial Masons (BRAMM), whose website is www.bramm-org.uk. Mr Green has confirmed that the Burial Ground Committee is not registered with them, and he asks that the Parish Council considers this. For a Burial Authority to be a BRAMM Burial Authority, they have to ask that new memorials are erected safely (to BS 8415) and that the mason fixers are registered with BRAMM. Further, if the burial authority refixes memorials in the cemetery then this should be carried out by BRAMM qualified fixers. The Clerk asked Stamps (a local funeral director) whether the local mason fixers are registered with BRAMM, i.e. is this normal. They helpfully confirmed that BRAMM membership would restrict who can fix memorials in the Burial Ground, as not all individual masons are members of BRAMM. Further, most burial authorities now ask that the masons ensure the memorials are fixed to BS8415, but few ask a memorial mason to be a member of one specific organisation. The Parish Council agreed that the Burial Ground Committee would not join BRAMM, but will ensure the memorials are fixed to BS8415.

ACTION: Clerk to update Burial Ground rules to ensure memorials are fixed to BS8415.

- **Local Councils Documents & Policies Action Plan**

The Clerk has actioned this plan, as attached. As a result, the Clerk had circulated the following draft policies, based on best practice:

- Gifts and Hospitality Register Guidance
- Publication Scheme under the Freedom of Information Act
- Working from home policy
- Pension and Retirement Policy
- Business Continuity and Emergency Planning
- Risk Assessment Policy
- Co-option Procedure
- Website Management Policy
- Grant Policy
- Financial Reserves Policy
- Dignity at Work - Bullying and Harassment Policy
- Employee Code of Conduct
- Tree Management Policy

The draft policies were approved and adopted by the Parish Council.

ACTION: Clerk to arrange publication of new policies on the website.

There are three outstanding actions:

- The Staffing Committee to sort Staff appraisals
- The drafting of Burial Administration Procedures; this has been delayed due to restrictions on meeting with Richard Green
- Handover of list of passwords to the Chair

ACTION: Staffing Committee to sort Staff appraisals.

ACTION: Clerk to draft Burial Administration Procedures with assistance of Richard Green.

ACTION: Clerk to handover password list to Chair.

Further, as a result of the action plan, it had been discovered that the Parish Council does not own the burial ground land. The Clerk has notified the PCC.

ACTION: Clerk to update Fixed Asset Register to remove Burial Ground land.

- **Spring Renovation Community Group**

Councillor Burton has advertised for volunteers to help sort out the spring area; so far two volunteers have come forward. Following a site visit and a discussion with one volunteer, Councillor Burton has drafted a proposed plan for Councillors to consider:

TROUGH

- build retaining wall at the back (quote)
- complete bluestones along front (quote)
- get rid of old coping concrete
- investigate man-hole cover and reposition if necessary

VEGETATION

- check northern boundary with owner of Spring Cottage (done)
- remove vegetation before growing season
- remove trees if dead (check with owner of field and boundary)

SURFACE

- install hard surface along road edge to keep back gravel (quote)
- add gravel to rest of surface (quote)

LOCAL HISTORY

- add informative plaque (Alan Langley to draft)

ONGOING

- include 'Spring Clean' on Parish Council annual cycle of events

A discussion took place and the Parish Council agreed that the next step would be to obtain quotes for the retaining wall, the coping work and the hardstanding (including gravel)

ACTION: Councillor Burton to obtain quotes for The Spring renovation work.

- **May 2021 Elections**

The Clerk reminded everyone that due to the current Coronavirus restrictions, in order to reduce travel, East Farndon Parish Council has agreed with the Returning Officer that DDC will check electronically all nomination papers to ensure they are in order, and then all physical copies of nomination papers will be delivered to DDC in one bundle (must be hand delivered by 4pm on 8 April 2021). Therefore, nomination papers should be completed as soon as possible but by 31 March 2021 at the latest and in the first instance, emailed to the Parish Clerk at: parishclerk.eastfarndon@gmail.com For a copy of the nomination form, please click on the link below which will take you to the Electoral Commission website where you will find the Nomination Paper:

<https://www.electoralcommission.org.uk/media/5016>

The Parish Clerk will then get DDC to check the nomination papers. Once checked, candidates will need to print off and sign/obtain signatures for the nomination paper and return the physical copy to the Parish Clerk by midday on 6 April 2021 at the latest.

- **Fixed Asset Audit**

Councillors Burton and Prew carried out the six-monthly fixed asset audit out on 6 February 2021 and reported all assets in order apart from the following:

- Lealand Bench timbers to be replaced or reinforced (existing action) and new Silver Jubilee sign to be attached
- Village Green Bench - needs a good clean and probably oil
- Plastic 'Unsuitable for HGVs' sign - reattach to Lamp Post #1
- Neighbourhood Watch (NHW) signs (Lealand and Marston Road) - need removing and maybe replacing
- Old 'Dog fouling' signs on Lamp Posts in Lealand need removing

ACTION: Councillor Burton to remove NHW and dog fouling signs, and reattach HGV sign

ACTION: The Clerk to clean and oil Village Green bench

Councillor Burton also thanked Jo Shaw who has recently painted the Noticeboard on the Village Hall.

- **Churchyard Closure**

It was noted that the churchyard was officially closed 10 February 2021. The Clerk has contacted the PCC to confirm the next steps regarding the transfer of the churchyard maintenance responsibility, which will be discussed at the next PCC meeting.

- **Clipston Neighbourhood Plan Consultation**

Clipston Parish Council have now submitted a Neighbourhood Plan to Daventry District Council. There is a consultation which will close on 23 March 2021. The consultation and response form is available online via the following link:

<https://www.daventrydc.gov.uk/living/planning-policy/neighbourhood-planning/submitted-neighbourhood-plans/>

The Parish Council agreed that no formal response was required to this consultation.

- **Communications Policy (including New Website)**

Councillor Burton that suggested in the light of the new website it would be helpful to have a Communications Policy which sets out what the Council communicates and by what means. Councillor Burton offered to draft this policy, circulate to Councillors, and bring back to the next meeting.

ACTION: Councillor Burton to draft a Communications Policy.

It was noted that the new website was launched on 8 February 2021. The Parish Council wished to record its thanks to Councillor Curtis and Bernie Fallon for all their work in getting the new website up and running, and its thanks to Alan Langley for his stewardship of the old website. It was agreed the old website could now be switched off.

ACTION: Councillor Curtis to switch off the old village website on 1 April 2021.

ACTION: Clerk to notify DDC and NCALC of the new website address.

Councillor Curtis noted that the ongoing annual costs of the new website would be £75 for the security certificate and £18 for the domain name, but Bernie Fallon is not charging for the running costs, for which the Parish Council thanked him.

- **Neighbourhood Watch (NHW) Coordinator and Signs**

It was noted that Bob Osborn has resigned as the parish's NHW Co-ordinator, and a replacement volunteer is being sought via the website and Facebook. No volunteers have come forward so far.

ACTION: Clerk to ask the Police Liaison Representative if he would be interested in taking over the NHW Coordinator role.

As previously discussed, the NHW signs on The Lealand and Marston Lane are to be removed. It was agreed that these would not be replaced at this time.

- **Children's Playground**

There has been a suggestion from someone in the village that a children's playground would be a good thing to have. Councillor Burton reported that this had been previously identified as desirable in the village survey carried out in 2001. He then chaired a sub-committee of villagers in 2002 and 2003 to explore the options and costs. A ballpark figure of £30,000 was suggested at the time, but no land was available on which to site a playground so the sub-committee was disbanded until a piece of land became available.

Subsequently the Amenity Land has been put in place at the top of the village which provides recreational space though no actual playground equipment. Councillors discussed this issue and are supportive in principle, although the Parish Council cannot provide any financial support. It was felt that it should be taken forward by a group separate to the Parish Council to initially establish demand, and if appropriate, explore options.

- **Local Government Reorganisation Resident Awareness**
Councillor Burton had attended an LGR Resident Awareness Zoom presentation on 26 February 2021. The key points were:
 - Information was given about the multiple marketing channels for the changes
 - West Northamptonshire Council comes into effect on 1 April 2021
 - Broad message is 'the bins will continue to be emptied', etc.
 - Website will be www.westnorthants.gov.uk
 - Queries can be made to futurenorthantsFAQs@northamptonshire.gov.uk
- **Annual Meeting of the Parish Council Venue**
The Clerk noted that the provision to hold remote Parish Council meetings expires on 7 May 2021. The Secretary of State for Housing, Communities and Local Government was issued with a two-week deadline at the end of February to address the issue, but nothing has been confirmed so far. In the event that the May meeting cannot be held remotely, and given that the Village Hall is unlikely to be open by then, it was agreed that the meeting would be held in the Village Hall car park to transact urgent business.
ACTION: Clerk to contact Village Hall Committee about potential May 2021 meeting venue.

72. Finance

- **Bank Reconciliation**

Bank Reconciliation as at close of business on 8 March 2021

<u>Balance as at 11 January 2021</u>		
Current account	£16,510.98	
Deposit account	<u>£1,551.93</u>	
		£18,062.91
<u>Income</u>		
Interest	<u>£0.02</u>	
		£0.02
<u>Expenses</u>		
The Doodle Cloud	£151.16	
C Burton	<u>£490.59</u>	
		-£641.75
<u>Balance as at 8 March 2021</u>		
Current account	£15,869.23	
Deposit account	<u>£1,551.95</u>	
		£17,421.18

ACTION: Councillor Cooper to check and sign the March 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	£2,913.94	-£268.94
PARISH COUNCIL/CLERK EXPENSES	£350.00	£583.90	-£233.90
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		£165.99	
TOTAL	£10,200.00	£7,583.64	£2,782.35

RESERVES

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

The following payments were agreed by all Councillors

Payee	Reason	Amount	Chq no
Doodle Cloud Ltd	Website SSL certificate	£151.16	online
C Burton	Clerk salary and expenses (February/March 2021)	£490.59	online

73. 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.

74. Any Other Business

- Councillor Hodgetts suggested that rather than just recording thanks in the minutes, a thank you was placed on the website. All Councillors agreed.
ACTION: Councillor Burton to provide copy to Webmaster regarding thanks for the Village Hall noticeboard painting.
- Councillor Burton asked if there were any particular messages to be included with the Rector's next 'Virtual Newsletter' which will go out in April. It was agreed to include a link to the new website, seek volunteers for the Burial Ground Committee and highlight the request for donations to the food bank.
ACTION: Councillor Burton to provide copy for Newsletter.
- Councillor Curtis noted that Tony Nixon needed to be provided information regarding DDC Tree Warden.
ACTION: Clerk to provide Tony Nixon with information regarding DDC Tree Warden.

- Councillor Curtis reported that there had been eight Foodbank collections to date and thanked the village for its support. He also thanked the Clerk for a donation to the Foodbank from the sale of handmade cards.
- Councillor Curtis asked whether the Planning Register should be placed on the website. It was agreed that this was not necessary.

75. Date of the next meeting – 11th May 2021 (Annual Meeting of the Parish Council)
Provisional meeting date – 13th April 2021

76. Closure
The meeting closed at 10.00pm.

Signed that the Minutes are a true and accurate record

Chairman _____ **Dated** _____

DOCUMENT & POLICIES ACTION PLAN PROGRESS

“MUST HAVE”

NAME	NCALC COMMENTS	ACTION	PROGRESS
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.	Done
Register of gifts and hospitality	Best Practice. Code of Conduct requirement.	Create one (no entries to date).	Done – guidance also drafted to be agreed
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.	Done – not needed
Publication Scheme under the Freedom of Information Act	Statutory Requirement. Model available from NALC.	Needed – to action.	Done – drafted to be agreed
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).	Done
Data breach log	Statutory Requirement. A log of all data breaches (including those not required to be reported).	Create one (no entries to date).	Done
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.	Done
Schedule of charges & fees for council information	Statutory Requirement. Model publication scheme.	To be covered in Publication Scheme as above.	Done 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.	Done – drafted to be agreed
Pension & Retirement Policy	Statutory Requirement. Sets out whether the council uses the Local Government Pension Scheme or another pension scheme. Includes	Policy to be drafted.	Done – drafted to be agreed

	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.		
Disabled Access Audit	Statutory Requirement. To comply with the Equality Act 2010.	Needed – to action.	NCALC have confirmed that there is no requirement for a parish council to carry out a Disability Access Audit of its ordinary meeting place, particularly if the council does not own and control the building. The council is required to make “reasonable adjustments” for those with disabilities, requests for which should be considered on a case by case basis.
Parish Map	Best Practice. To be clear where all boundaries lie.	Available via Parish Online. Map to be downloaded.	Done – and map placed on website under footpaths
List of personal data consents	Statutory Requirement. Template available from NCALC.	Obtain template from NCALC to see if needed.	Obtained – not required at present

“GOOD TO HAVE”

NAME	NCALC COMMENTS	MY COMMENTS	PROGRESS
Planning register	A list of planning applications received, their status and the council's response.	To be created.	Done
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.	Done, also covering Business Continuity – drafted to be agreed
Risk Assessment Policy	Model available from NCALC.	Policy to be drafted.	Done – drafted to be agreed
Deeds of all land holdings	A list of all deeds, their scope, effect and lifespan. Should include a	Update Fixed Asset Register to include details.	Done. Work being undertaken to obtain

	description of the location of the physical deeds and any copies.		LR details of Burial Ground.
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.	Done – already covered by policy
Co-option Procedure	Examples available from NCALC	Procedure to be drafted.	Done – drafted to be agreed
Web site management policy	Dependent on who is managing web site.	Policy to be drafted when new website launched.	Done – drafted to be agreed
Burials Administration Policy	To be open and transparent.	Policy to be drafted.	Ongoing
Grant giving policy and application form	Sample available from NCALC.	Policy to be drafted.	Done – drafted to be agreed
Reserves Policy	Sample available from NCALC.	Policy to be drafted.	Done – drafted to be agreed
Bullying and Harassment / Dignity at Work	ACAS produce advice leaflets.	Policy to be drafted.	Done – drafted to be agreed
Business Continuity Plan	Sample available from NCALC.	To be drafted in association with Emergency Plan (as above).	Done, also covering Emergency Planning – drafted to be agreed
Accident Book	Available to purchase, or use Excel.	Create one (no entries to date).	No required as less than ten employees
Employee Code of Conduct	Employee Code dealing with, for example, provisions for disclosing pecuniary interests.	To be drafted.	Done – drafted to be agreed
Annual appraisal records	Requirement under SO 19(c) in the Model Standing Orders (2016).	To be actioned by The Staffing Committee.	Outstanding
Green space audit	To ensure compliance under the c.	To be actioned.	Research shows that Parish Councils only undertake these to contribute to a local development plan or neighbourhood development plan, or where Council owns substantial green spaces. Therefore recommend not needed.
Trees Policy	Detailing inspection method and frequency, etc.	To discuss with the Tree Wardens.	Done – drafted to be agreed

List of passwords	Should be held securely by the Clerk and Chair.	To be actioned.	Done – to be sent to Chair
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