

**EAST FARDON PARISH COUNCIL MEETING AT THE VILLAGE HALL
GENERAL MEETING OF THE PARISH COUNCIL
TUESDAY 13TH JULY 2021 COMMENCING AT 7.45PM**

PRESENT: Mr M Curtis (Chair), Mr P Hodgetts, Ms J Cooper, Ms E Pepler, Mr B Fallon, Mr P Harrison

Mrs. C Burton (Clerk to the Parish Council)

OTHERS IN ATTENDANCE – One

1. Apologies for Absence

Apologies received and accepted from Councillor Burton.

2. Declarations of Interest and Dispensations

There were no Declarations of Interest.

3. Approval of the Minutes of the Annual Meeting of the Parish Council on 20th May 2021

The Minutes of the above meetings were agreed by all Councillors, and signed by the Chair.

4. Matters Arising

ACTION	PROGRESS
Councillor Hodgetts to complete declaration of acceptance of office and GDPR compliance checklist.	Done
Clerk to arrange for the publication of the amended Burial Ground Committee Terms of Reference on the website.	Done
Councillor Fallon to consider re-positioning the SID	Added to agenda (under Roads and Transport)
Clerk to commence work on the footpath leaflet.	Ongoing
Clerk to arrange publication of the Burial Ground Memorial Safety Policy on the website.	Done
Councillor Burton to update Regulations on Burial Ground Noticeboard, and to clean and treat the Noticeboard and post.	Done
Clerk to complete review of Burial Ground Committee records, and to digitise as appropriate.	Ongoing
Clerk to close the Burial Ground Committee Building Society account.	Done
Councillor Burton to organise a site visit of the Burial Ground Committee.	Done
Councillor Burton to confirm maintenance requirements for burial ground hedges and extension land.	Added to agenda
Clerk to investigate establishment of ownership of the Burial Ground land.	Emailed Peterborough Diocese, and despite three chasers, no response received to date. Clerk to continue to progress.
Clerk to amend Gifts and Hospitality Guidance, and arrange for publication of the Member Code of Conduct and nil entry Gifts and Hospitality Register on the website.	Done
Clerk to update all policies/procedures to reflect that review has taken place, and update any reference to DDC to WNC.	Done
Clerk to arrange publication of the Communications Policy on the website.	Done

ACTION	PROGRESS
Burial Ground Committee to recommend how to manage churchyard maintenance.	Added to agenda
Councillor Burton to liaise with Highways Department regarding Spring hard standing area.	Done - added to agenda
Clerk to progress Land Registry application for War Memorial and Spring Trough land to be registered in the Parish Council's name.	Initial enquiries made. Clerk to continue to progress.
Clerk to submit response to Local Authority Remote Meetings consultation.	Done
Councillors Fallon and Curtis to meet with the microlite fliers, and to initially seek views of parishioners via the website and Facebook.	No microlites have been flying recently, so a meeting has not been possible. However, it has been suggested that Marston Flying School may have some useful advice. ACTION: Councillor Fallon to meet with owner of Marston Trussell Flying School for advice on microlites. ACTION: Views of parishioners on microlites to be sought via the village survey (see Communications Approach agenda item).
Councillor Curtis to draft website material regarding defibrillator.	Done
Clerk to check legal documents to confirm the Parish Council's rights and responsibilities as freeholder of the Village Hall land.	Done – added to agenda
Clerk to notify Futures Housing regarding complaints of fly-tipping.	Done - the waste has been removed by the tenants
Clerk to draft a welcome letter for new residents.	Not progressed – agreed to consider as part of a wider review of Parish Council communications approach (added to agenda)
Clerk to pay 2021/22 insurance premium.	Done
Clerk to ensure Parish Council certifies itself as exempt; and to ensure all relevant documents associated with accounts for the year ended 31 March 2021 are published to meet reporting requirements as an exempt authority.	Done
Clerk to arrange removal of Richard West as a bank signatory and add Councillor Cooper.	Done

5. Roads and Transport

- Repositioning of the SID

Councillor Fallon reported that he had investigated moving the SID to where the flashing speed sign is (at the north end of the village), and relocating the flashing speed sign. Highways have advised this is possible, but the flashing speed sign needs to be moved to a suitable lamp post and connected to the electricity supply, to be agreed with EON.

ACTION: Councillor Fallon to investigate feasibility of repositioning of the SID.

6. Planning and Development

Applications granted - None

Applications for consideration

- WND/2021/0214 Demolition of existing garages. Construction of new double garage with study above and photovoltaic panels on roof - Old School House, Main Street, East Farndon, Northamptonshire, LE16 9SJ
- WND/2021/0215 Replace front porch with bay window, construction of new repositioned front porch, two storey rear extension, replacement chimney to rear - Old School House, Main Street, East Farndon, Northamptonshire, LE16 9SJ

The Parish Council considered these two applications via email, and had no objections.

7. Other Matters

- **Footpath Report**

The Clerk provided the following report, provided by the Footpath Warden, Alan Langley:

- I have previously reported a large number of issues, mainly concerning wobbly stiles, unsafe footbridges and missing or poorly-sited fingerposts, as mentioned in earlier reports. As far as I am aware, none have been fixed. In several cases repairs were promised by March or May or within a certain time, but these promises have not been fulfilled. I can only hope that eventually they will get the attention needed.
 - One of the most serious problems was the footbridge at the foot of the Gosse, on the path which leads up and round the fields towards the Northampton Road in Harborough. There was a hole in one of the two planks forming the bridge, right in the middle, and it was clear that the wood was rotting. Robert Gowling said he would carry out some sort of repair. I checked what he told me what he had done. He has fixed two long planks on the top of the existing insecure ones, so at least you can cross without risking putting your foot through. Whether this is a permanent solution, I am not sure, but the bridge is certainly usable now. A repair had been promised by May.
 - In many of these reports in recent years I have complained that Parish Path Wardens seem not to exist in any official sense. However there does seem to be a definite intention to resurrect the scheme in some form. Names have been collected and those of us on the list were emailed last Thursday to say there would be online training for wardens on Monday at 2 p.m. Rather short notice. I did join the Zoom session, but it turned out to be entirely about how to use Fix My Street (which is called StreetDoctor in Northamptonshire). The talk was given by someone from SocietyWorks, who are responsible for FixMyStreet, but he had no connection with Northamptonshire. So I did not find out what the plans are for the scheme in this county and await further details.
 - There is now a named person (Jacqui Williams) who is the Secretary to 'Parish Path Warden Support'. She will have her work cut out to deal with all the comments and complaints!
 - I hope to find out soon if the new Path Warden Scheme involves anything more than just reporting problems on StreetDoctor, as I and others do at present.
- **Burial Ground Committee (to include ongoing maintenance requirements of the burial ground and churchyard, ashes burials and Regulations update)**
- The Clerk reported that:
- The Burial Ground Committee met at the Burial Ground in June. They made a repair to a displaced kerbstone and levelled three of the graves. More levelling will be required over the next few months.
 - As regards the hedges of the Burial Ground, Extension and Churchyard, they propose that they should be cut twice a year generally, and once before the end of this year. The path has some weeds and also the pebbles are thin in places. Fully re-laying the path with a membrane and new pebbles would be prohibitively expensive, but spraying the weeds would be a short-term solution.

- In the Extension, the burning of cuttings has encouraged a large growth of nettles although these will die back in the winter. It would be better to have meadow flowers here, but a considerable effort would be required first to clear the ground of weeds.
- It is suggested that the 'push test' of gravestones could be carried out in coordination with the Fixed Asset Audit, twice a year, generally in January and July, subject to weather and holidays.

- The Burial Ground Regulations and Byelaws need to be combined into one document

ACTION: Burial Ground Committee to meet again to carry out further grave levelling.

ACTION: Clerk to obtain quotes for hedge-cutting of Burial Ground, Extension and Churchyard.

ACTION: Councillor Hodgetts to organise spraying of the path through the Graveyard and Burial Ground with dog-friendly weed killer.

ACTION: Councillor Burton to organise future Push Tests with Burial Ground Committee.

ACTION: Councillor Burton to combine Burial Ground Regulations and Byelaws.

The Clerk reported that Dick Green had confirmed that the ashes burial space in the Churchyard is non-secular. The Burial Ground is intended for primarily for coffin burials (although ashes are put into family graves); this is why an additional fee is charged for ashes being placed into a plot in the Burial Ground.

- **Tree Wardens**

The Clerk reported that the Tree Wardens have confirmed that nothing has changed since the last inspection in May; Michael Venton confirmed he would do a site visit, but this has not yet happened.

- **Neighbourhood Watch (NHW) and Police Liaison Representative (PLR)**

Councillor Harrison reported that there is nothing significant to report at the moment, other than to say that the PLR network is now fully up and running. He will organise the publication of relevant NHW information on the website, and will investigate the appetite for a NHW call scheme.

- **Spring Renovation Update**

Councillor Fallon attended a meeting with David Coleman (Highways). Mr Coleman wanted to double check that the Spring hardstanding is indeed part of the Highway, and if so, he would investigate what could be done.

Councillor Fallon also spoke to Mr Coleman about the drainage issues and the state of the carriageway in general. As a result, Mr Coleman is going to add East Farndon to the priority list of roads that need resurfacing/repairing, with the intention that this year, all the drains and road surfacing will be re-done from the Spring to the Lealands junction; the rest will be addressed in stages, over the next year.

Following the meeting, Mr Coleman confirmed the Spring hardstanding was part of the Highway, but there was no budget for its resurfacing. Councillor Fallon was then referred to Helen Howard, the Community Liaison Officer for the Daventry Area. Ms Howard also advised that there was no funding available; however, as the road by the Spring was going to be resurfaced, the resurfacing of the Spring could be done at the same time at a cheaper price if the Parish Council agreed to pay for it. The alternatives are do nothing; organise for the work to be done at a separate time (which would still need to be done by Council-approved contractors) and would cost substantially more; or for the Parish Council to adopt the land, which would involve significant legal costs for both sides.

In principle, the Parish Council agreed it would pay any reasonable costs to have the Spring hardstanding resurfaced at the same time as the road, using the earmarked Spring reserve and some general reserve money.

WNC also suggested that a grant towards the work may be available through National Heritage, given the Spring's history.

ACTION: Councillor Fallon to liaise with Highways as appropriate regarding the Spring hardstanding.

ACTION: Clerk to investigate the possibility of a National Heritage grant for the Spring hardstanding resurfacing work.

- **Freehold of Village Hall**

The Clerk reported that the Trust Deed shows that the Parish Council is the Custodian Trustee of the Village Hall Committee (a charity), as defined by the Public Trustee Act 1906. The statute clearly sets out the powers and duties of a Custodian Trustee. The relevant legislation can be accessed via this link: [Public Trustee Act 1906 \(legislation.gov.uk\)](https://legislation.gov.uk/PublicTrusteeAct1906). The general principle of trust law is that a trustee should not benefit or profit from their position; however, under section 4(3) of the Act, Custodian Trustees can charge charities for their services. In this case, the 'service' the Parish Council is providing is being the body corporate on the freehold of the land, and it was agreed that the Parish Council would not charge for a service that has no on-going cost to the Parish Council.

On a related point, it was noted that the Parish Council is the Custodian Trustee of both the land and the building. The Clerk has updated the Fixed Asset Register to reflect this.

- **Review of Communications Approach (to include creation of Village Instagram account and Village survey)**

Councillor Fallon reported that he had set up a village Instagram account - @eastfarndonvillage, which is for general village activity (not specifically Parish Council). People are encouraged to tag the account in pictures relating to the village.

The Parish Council agreed that it needs to establish how villagers want to be communicated with, and it was agreed that a one-page paper survey would be issued (with an option to completed via survey monkey) to all villagers, with general information about the Parish Council on the reverse.

ACTION: Councillor Harrison to draft a communications survey for circulation to Councillors by the end of July, with a view to issuing the survey before the September meeting.

- **Queen's Platinum Jubilee**

A four-day bank holiday weekend will run from Thursday 2 June to Sunday 5 June 2022 and there will be various national events. During this weekend, Platinum Jubilee beacons will be lit across the UK and communities will take part in the Big Jubilee Lunch with street parties being held throughout the country.

On 2 June 2022, it is suggested beacons are lit at 9.15pm. As this could well be the last chain of beacons lit during The Queen's reign, it is hoped it is the largest and most dramatic the world has ever seen. Councils are encouraged to light a beacon and information on what is involved and how to go about it, is available via this link:

<https://www.northantscalc.com/beacons.html>.

There are three types of beacons being lit: A free-standing beacon fuelled by bottle gas (£490 + VAT); a beacon brazier with a metal shield (could be built by local craftsperson or adopted as a project by a school or college); and a bonfire beacon.

The Parish Council agreed that it would be desirable for the village to hold a suitable event and have a bonfire beacon if possible.

ACTION: Councillor Harrison to seek volunteers for a Queen's Platinum Jubilee Committee.

- **Defibrillator – Training and Support System**

Councillor Cooper advised that Community Heartbeat may be offering training in October, costing £175 for twenty trainees. She had also sourced a useful video regarding how to use a defibrillator.

ACTION: Councillor Cooper to organise defibrillator training.

ACTION: Councillor Curtis to put the defibrillator training video on the website.

The Parish Council discussed the idea of a support system for the defibrillator, whereby a cascade system is put in place so if someone needs the defibrillator, a number of volunteers are phoned via a single contact number to provide assistance. It was agreed to not pursue this at the present time.

Councillor Fallon suggested that the Fire Service may be able to visit to demonstrate CPR/AED use with the focus on getting people familiar with the AED equipment.

ACTION: Councillor Fallon to investigate the possibility of a Fire Service CPR visit.

- **Verge Cutting**

The Clerk reported that following a request from a resident in connection with visibility issues, the verges in the village had now been cut. It was agreed that the verge without the pavement between the village and Market Harborough boundary did not require cutting for visibility, and should be left to encourage wildlife.

ACTION: Clerk to advise Kier SWP that that the verge without the pavement between the village and Market Harborough boundary does not require cutting.

- **Walking Safety**

Following an incident where a member of public was hurt by cows whilst walking along a footpath through a field, the Parish Council had published guidance on its website on walking safety as a news item.

ACTION: Clerk to organise update of the footpath webpage to provide information on walking safety.

ACTION: Clerk to check notices required if there is a bull in a field through which a footpath runs.

- **Change to Local Planning in the Daventry Area**

The Clerk advised that the former Daventry District Council was the only part of the new WNC which operated a parish council call-in for planning matters - the process by which any planning application which was refused by a parish council was automatically referred to district level planning committee for consideration.

The WNC Constitution now has a new planning scheme of delegation which will mean that call-in now is only available to elected members of the WNC, meaning WNC Councillors are able to listen to interest groups, including statutory consultees, and decide for themselves whether to request an application to be called-in to be determined by the relevant planning committee. WNC believe that this decision will not prevent important or controversial applications from being considered by a planning committee but will ensure that planning committees are manageable in terms of the volume of business they consider and allow for focus on key issues; other parts of the new WNC area, Northampton Borough and South Northants, have already been operating without a parish call-in.

There is delegated reserve power to facilitate any application that may become controversial late in the process to be considered by planning committee if the Executive Director considers that it would be appropriate. The golden rule is always that valid planning reasons are required for any application to be called-in to a planning committee.

There is a 25 day window of opportunity for call-in from the date the delegated decision is made. As outlined above, any call-in requires a clear planning reason. The call-in may be made by one local WNC representative.

- **Light number 9 at Hillside, Main Street, East Farndon**

The Clerk reported that the steel conduit for the light at Hillside has rusted away at pavement level and the wire is exposed. The Clerk has contacted EON for the light to be inspected, but has not received a response to date.

ACTION: Clerk to chase EON regarding light repair at Hillside.

- **Dakota Flypast on 11 July 2021**

To remember and honour five young RAF airmen, who lost their lives in July 1944 in the village. Judy Hodgetts, who completed extensive research into the air crashes, read the dedication at the War Memorial and two plaques (purchased by the Parish Council) were placed by Lance Corporal Burton, 22 Signals Regiment. This was followed by a RAF Dakota flypast over the village. The Parish Council thanked Judy Hodgetts for organising this event and Councillor Harrison for liaising with the RAF to arrange the flypast over the village. A talk about the air crashes will be held in the Village Hall in the autumn.

- **Pensions Declaration**

The Clerk reported that she has re-declared East Farndon Parish Council with The Pensions Regulator under the Pensions Act 2008 on 16 June 2021.

8. Finance

- **Bank Reconciliation**

Balance as at 1 April 2021

Current account	£15,869.23	
Deposit account	<u>£1,551.96</u>	
		£17,421.19

Income

Precept	£5,100.00	
Burial Ground Committee Account Balance	£453.47	
Interest	<u>£0.04</u>	
		£5,553.51

Expenses

EON	£64.69
C Burton	£271.46
R Burton	£38.48
NCALC	£256.03
EON	£227.61
Community Heartbeat	£151.20
M Curtis	£83.68
B Bushnell	£240.00
WNC	£70.00
C Burton	£523.19
BHIB	£680.39
J Hodgetts	£49.30
ICO	£35.00
K Kavanagh	£550.00
EON	£64.99

C Burton		£477.86	
EON		£230.14	
			<u>-£4,014.02</u>
<u>Balance as at 12 July 2021</u>			
Current account	£17,478.68		
Deposit account	£1,552.00		
		£19,030.68	
Less: unrepresented cheque		<u>-£70.00</u>	
			£18,960.68

The bank reconciliation was checked and signed by Councillor Fallon.

• **Actual v. Budgeted Spending**

	Precept Agreed	Expenditure to Date	Balance
Streetlighting And Maintenance	£2,050.00	£544.02	£1,505.98
NCALC	£250.00	£246.03	£3.97
Insurance	£690.00	£680.39	£9.61
S137 Spending	£220.00	£149.30	£70.70
Training	£50.00		£50.00
Mowing Of Burial Ground/Hedges	£2,000.00	£860.00	£1,140.00
Clerk Gross Salary	£3,020.00	£1,157.86	£1,862.14
Parish Council/Clerk Expenses	£350.00	£159.65	£190.35
Miscellaneous Expenses	£100.00		£100.00
Graveyard Responsibility	£1,000.00		£1,000.00
Election Expenses (May 2021)	£270.00		£270.00
Defibrillator Expenses	£200.00	£126.00	£74.00
VAT		£90.77	
TOTAL	£10,200.00	£4,014.02	£6,276.75

RESERVES

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

• **The following payments were agreed by all Councillors**

Payee	Reason	Amount	Chq no
BHIB	Insurance	£680.39	online
J Hodgetts	Plaques	£49.30	online
ICO	ICO registration	£35.00	online
K Kavanagh	Mowing	£550.00	online
EON	Lighting maintenance	£64.99	online
C Burton	June/July 2021 salary and expenses	£477.86	online
EON	Electricity	£230.14	online

9. 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.

10. Any Other Business

- Councillor Fallon reported that as part of his meeting with David Coleman regarding the Spring hardstanding, Mr Coleman confirmed that he would be liaising with his Market Harborough counterpart to discuss the drains, as they are aware that the drains and blocked/collapsing between the village and Market Harborough.
- Councillor Fallon advised that the local BBC may be interested in the WW2 aircrash news item.
ACTION: Councillor Hodgetts to check whether Judy Hodgetts is happy for wider publicity regarding the WW2 aircrash news story.
- The Clerk advised that a resident had complained about people regularly leaving full dog foul bags on the ground on Main Street and Lubenham Lane, near entrances/exits to footpaths across fields. The Clerk had contacted WNC to enquire about suitable signage to dissuade dog owners from leaving such items, and what bin options exist – either dog bins or general waste bins – and the costs involved and what the bin emptying arrangements are; her query had been referred to Environmental Health.
- **ACTION: Clerk to chase WNC Environmental Health about suitable signage to dissuade dog owners from leaving full dog foul bags, and what bin options exist.**
- The Clerk reported that the area behind the bus shelter is overgrown, and is causing the bottom timbers of the bus shelter to rot.
ACTION: Councillor Harrison to carry out a site visit of the bus shelter and advise on suitable action.
- Councillor Curtis had been asked by a resident to confirm what the recently constructed structure was at the bottom of the garden at Hillside, and whether it related to the recent planning application. Councillor Cooper (who owns Hillside) advised that it was unrelated to the planning application, and that it is was a log store and as far as she was aware, it did not require planning permission.

11. Date of the next meeting – 14th September 2021
Provisional meeting date – 10th August 2021

12. Closure

The meeting closed at 9.27pm.

Signed that the Minutes are a true and accurate record

Chairman _____

Dated _____