

EAST FARN DON PARISH COUNCIL MEETING AT THE VILLAGE HALL
GENERAL MEETING OF THE PARISH COUNCIL
WEDNESDAY 19TH JANUARY 2022 COMMENCING AT 7.15PM
PRESENT: Mr M Curtis (Chair), Mr R Burton, Mr B Fallon, Mr P Hodgetts
Mrs C Burton (Clerk to the Parish Council)
OTHERS IN ATTENDANCE – WNC Councillor Harris

1. Apologies for Absence

Apologies were received and accepted from Councillor Pepler.

The Clerk also reported that Councillor Cooper has resigned; the Clerk has advertised the vacancy and assuming no request for an election is received by WNC, the Parish Council will be authorised to commence its co-option procedure in February 2022. The Parish Council thanked Ms Cooper for her excellent service for over seven years as a Councillor.

ACTION: Clerk to take necessary steps to fill Councillor vacancy.

2. Declarations of Interest and Dispensations

There were no Declarations of Interest.

3. Approval of the Minutes of the Meeting of the Parish Council on 9th November 2021

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

4. Matters Arising

ACTION	PROGRESS
Clerk to continue work on the footpath leaflet.	Ongoing
Councillor Cooper to organise defibrillator training.	Following Councillor Cooper's resignation, Councillor Pepler had agreed to take over responsibility for the defibrillator. ACTION: Councillor Curtis to organise registration of Councillor Pepler on defibrillator, and train her on the checking procedure. ACTION: Councillor Pepler to organise defibrillator training.
Councillor Harrison to carry out a site visit of the bus shelter and advise on suitable action.	Done – added to agenda
Councillor Fallon to organise a date for a Fire Service CPR/AED use demonstration.	Carried forward
Councillor Fallon to organise moving the SID to the lamp post opposite the VAS.	Done
Councillor Curtis to publish the village survey results on the website.	Done
Clerk to add to January 2022 meeting agenda further discussion of the survey results to develop ways forward.	Done – added to agenda
The Chair and the Clerk, in consultation with other Councillors, to progress the next steps devised to respond to the WNC Spatial Options Consultation.	Done – added to agenda
Councillor Burton to contact the family of the memorial that needs to be fixed.	Done – Family have arranged for the remedial work to be done by Stamps

ACTION	PROGRESS
Clerk to contact Stamps to request information on memorial siting.	Done
Clerk to resolve remaining queries on burial plot ownership.	Ongoing – to be discussed under 'Burial Ground Committee'
Clerk to continue to deal with Wellers Hedleys regarding the land freeholds of the Burial Ground, War Memorial and Spring Trough.	Done – all applications have now been submitted to Land Registry
Clerk to monitor progress regarding the Spring hardstanding, and take action as appropriate.	Done – At meeting with WNC Community Liaison Officer (Helen Howard), it was agreed that if the resurfacing of Main Street is done, the Parish Council may be able to pay from the hardstanding to be done. No further action is possible at present
Clerk to monitor progress regarding the drains, and take action as appropriate.	Ongoing - A reactive works ticket for a drainage investigation has been raised by the Area Maintenance Team, with a SLA date of 27th April 2022. Some of the gullies near the Market Harborough border were cleaned on a previous reactive works order in June, and the remaining gullies are due to be cleaned in February 2022
Clerk to accept mowing quotation, subject to receipt of a valid public liability insurance certificate.	Done
Clerk to accept hedge quotation, subject to receipt of a valid public liability insurance certificate.	Done
Clerk to obtain a quote for the removal of the dead trees around the Spring.	Done. However the landowner adjacent to the Spring area is going to arrange for the removal of the trees
Councillor Harrison to confirm Platinum Jubilee Committee Chair.	Done – added to agenda
Clerk to arrange for 2022 meeting dates to be put on the website and noticeboard, and advise WNC Councillors by email.	Done
Clerk to finalise 2022/23 budget and prepare 2022/23 precept request for January 2022 meeting.	Done – added to agenda
Clerk to add Neighbourhood Plan discussion to the January 2022 meeting agenda.	Done – added to agenda
Clerk to organise placing details of the Gartree prison development on the website, and formulate an appropriate response to the consultation.	Done
Councillor Harrison to confirm how the ANPR camera is powered.	Carried forward

5. Roads and Transport

- **Road Resurfacing**

The Clerk reported that the WNC Community Liaison Officer (Helen Howard) has confirmed that Main Street patching is still on the patching site request list for the Daventry area, but at this time, cannot give any likely timescales for this work, which is the same for all the other sites on the list; ultimately it will be determined by the level of funding provided.

- **SID Statistics**

Councillor Fallon has circulated the SID statistics to all Councillors for 25 November 2021 to 31 December 2021, which showed:

- Total number of vehicles recorded – 42,468 (just one way)
- Fastest speed recorded – 70mph (72mph) on 26th November 2021 at 6.20pm
- Most active weekday time generally - 8am – 9am and 4pm – 5pm.
- Average 85th percentile speed for period - 35.5mph (37.5mph) - 36,098 vehicles recorded
- Highest average 85% speed - 46mph (48mph) recorded during W/C 6th December 2021

As a reminder, the 85% (percentile) speed is the speed at or below at which 85% of vehicles are recorded as doing.

Councillor Fallon noted that the SID had not been calibrated since its purchase. It will cost in the region of £350 and the Parish Council agreed this should be done.

ACTION: Councillor Fallon to organise calibration of SID.

- **New Traffic Calming Measures (Suggestions)**

The Parish Council discussed various traffic calming measures and agreed, in order of desirability, to investigate:

1. Average Speed Cameras – these cost around £15,000, and were felt to be the most effective deterrent. There would also be ongoing maintenance issues and any fines would not go to the Parish Council.
2. Further SIDs – these cost around £5,000 each, and would provide further data plus act as a speeding deterrent.
3. Physical measures – these include chicanes (previously rejected due to the position of various junctions), ‘jagged teeth’ before speed limit signs at the entrances to the village and a reduction in the speed limit on Harborough Road between the village and Market Harborough. The latter has already been applied for (for a reduction from 60 mph to 40mph speed limit) and refused, but it was agreed to try for a reduction to 50 mph.

ACTION: Councillor Fallon to make enquiries about Average Speed Camera, further SIDs and possible physical traffic calming measures.

Councillor Fallon also noted that he is meeting the Police this week to discuss possible locations for the mobile enforcement van in the village.

- **Community Speedwatch (CSW)**

Councillor Fallon reported that CSW is recommencing and East Farndon is likely to get the equipment in March 2022 for one month. At least six volunteers are needed and the training is now online.

ACTION: Councillor Fallon to organise a CSW volunteer request to be placed on the website and social media.

6. Planning and Development

Applications granted

- WND/2021/0285 Two storey rear extension and detached triple garage block with home office within roof space - Moyargot, Main Street, East Farndon, Northamptonshire, LE16 9SH. This application was approved on 18 November 2021.
- WND/2021/0649 Single storey rear extension to form orangery and detached covered outside dining area - Beauchamp House, Main Street, East Farndon, Northamptonshire, LE16 9SH. This application was approved on 22 November 2021.

Applications for consideration

- WND/2021/0754 Re-open previous pedestrian external access door from kitchen to garden area and replacement of garden shed - Home Farm, Back Lane, East Farndon, Northamptonshire, LE16 9SE

- WND/2021/0755 Listed building consent to reopen previous pedestrian external door from kitchen to garden area - Home Farm, Back Lane, East Farndon, Northamptonshire, LE16 9SE

The Parish Council had no objections to the above two applications.

- WND/2021/0931 Construction of two storey extension - Sunnybays, Main Street, East Farndon, Northamptonshire, LE16 9SH

The Parish Council had no objections to this application.

ACTION: Clerk to advise WNC that the Parish Council Council has no objections to applications WND/2021/0754 (Home Farm), WND/2021/0755 (Listed building consent for Home Farm) and WND/2021/0931 (Sunnybays).

7. Other Matters

- **Footpath Report**

The Clerk read out a report provided by the Footpath Warden, Alan Langley, as follows:

- The amount of mud on the stiles shows that walkers continue to use the footpath network, even in adverse conditions, which shows the importance of maintaining that network. I am not aware of any new problems, nor do I know of any repairs to the problems which I have previously reported on Street Doctor over the past year or more.
- As previously reported, Parish Path Wardens are now being given training and help in reporting problems with paths, though this does not mean that solutions will be forthcoming any more swiftly than before.
- Because of concerns about insurance, note that Wardens are told not to undertake any footpath maintenance work, 'however minor'. I suppose this means I should not cut back brambles or replace damaged waymarkers, from the stock I received back in the days when Wardens had some actual responsibility. Maybe this will change, but in the meantime, I will carry on as before. If I accidentally nail my finger to a gatepost, I shan't sue anybody.

- **Burial Ground Committee**

Councillor Burton reported that the Burial Ground is in good order; the hedges have been cut and some further levelling has been done.

The Clerk has resolved all plot reservation queries apart from two, which are ongoing, and so far this year, income of £2,700 has been received, which has been credited to the Churchyard/Burial Ground Maintenance Reserve.

ACTION: Clerk to resolve remaining queries on burial plot ownership.

- **Tree Wardens**

The Clerk reported that the Tree Wardens, Judy Hodgetts and Jess Oakden, had carried out a tree inspection on 17 January 2022, and had provided an updated TPO schedule, which has been circulated to Councillors. The only outstanding issues are:

- 2 Rectory Court: The two felled oak trees have not been replanted, but the home owner is waiting for contact from Michael Venton
- Field opposite The Manor: No evidence of replanting the Ash that fell, but it could be that Mr Cowen is liaising with Michael Venton.

Further WNC has set up a Tree Policy and Strategy Task and Finish Group to review WNC's approach to managing trees – both those it owns and others – and the Tree Wardens kindly responded to questions asked as part of its evidence gathering.

Neighbourhood Watch (NHW) and Police Liaison Representative (PLR) – no report

- **Bus Shelter**

The Clerk reported that she and Councillor Harrison had looked at the bus shelter, and formulated an action plan to deal with the area behind the bus shelter and recommend remedial repairs to the shelter, as well as weatherproofing.

As the shelter sits on the highway verge, the Clerk had contacted WNC to ensure they had no objections to work being undertaken on the area behind the shelter; advising the verge is very overgrown and contains tree stumps; further, soil is building up and banking up against the back of the bus stop, which is made of timber, causing it to rot and WNC contractors have refused to trim this area of the verge due to the tree stumps. WNC then asked for a £248 licence application fee to enable the Parish Council to do the work. The Parish Council refused.

However, the Community Liaison Officer (Helen Howard) spoke with the Highways Investigations Officer and he has advised that any hedge remains that might exist in the land behind the shelter would have been part of the property behind the shelter and not within the highway. Therefore, although the removal of the hedge and the erection of the new fence has sort of created a wider grass area, it is doubtful it is all highway; they there is not much highway there, and the tree stump area behind the bus shelter belongs to the property, not the highway, so the property owner can sort the area.

The property behind belongs to Futures Housing.

ACTION: Councillor Fallon to contact Futures Housing to request that they deal with the area behind the bus shelter.

- **Actions Arising From Village Survey**

The Parish Council discussed the actions arising from the Village Survey and noted:

1. Communications – the survey showed that it would be good to have a physical newsletter occasionally. The Parish Newsletter has recommenced (see below), but it was agreed that the Parish Council should issue a quarterly newsletter ('Farndon Matters') (plus extra if necessary)

ACTION: Councillor Curtis to draft and issue a 'Farndon Matters' newsletter in February 2022, in consultation with Councillors.

2. Social Events – the survey showed residents wanted more village social events. The Parish Council has contacted the Village Hall Committee to flag up this feedback and is also co-ordinating the Platinum Jubilee celebrations (see below). The Parish Council also agreed it would take on a facilitation role for further social events.
3. Dog Mess – the Parish Council is organising the provision of two further bins in the village.
4. Speeding – see above
5. Playground/Spring Renovation – under review
6. Microlites – No further action at present
7. WNC Spatial Options Consultation – see below

- **WNC Spatial Options Consultation**

Following the November 2021 meeting, the Parish Council sent formal written objections to WNC and HDC on 15 November 2021. On 19 November 2021, the Parish Council received formal replies from WNC and HDC – all correspondence is on the website. In summary, the current situation is that WNC are not including these proposals in their strategic plan, but HDC still regard them as a potential option to include in their upcoming strategic plan.

Further, in addition to the 2,170 homes on the right-hand side of the road between East Farndon to Market Harborough which has been recommended to proceed to more detailed assessment with the site available before 2025, WNC have advised there was an error in the document and up to 1,050 homes on the left-hand side of the road between East Farndon to Market Harborough is also proceeding to a more detailed assessment.

Councillors met with the local MP, Chris Heaton-Harris, on 14 January 2022, who supports the Parish Council in its opposition to these plans, and has offered to assist in any way possible. He is going to make enquiries about possible heritage work to get the site protected.

The Parish Council will continue to work hard, together with our Ward Councillors and our local MP, to convince both WNC and HDC to scrap these proposals as soon as possible. Further, it will update residents and call a further meeting if required.

ACTION: The Chair and the Clerk, in consultation with other Councillors, to monitor and take necessary action to oppose the WNC Spatial Options Consultation proposals.

- **Platinum Jubilee**

A Platinum Jubilee Committee has been formed, which is a Community Group co-ordinated by the Parish Council. Plans for the Jubilee weekend are progressing. East Farndon will be celebrating the Jubilee in style with the following events:

Thursday 2 June – Jubilee Beacons & Beer

Two of our local farmers, Nigel Haynes & Richard West, have kindly offered to light beacons to open the celebrations. Villagers will be invited to gather at Wheat Hill Farm at the top of the hill to get a panoramic view of the beacons. This will be an informal event with people bringing their own food and drink if they wish to.

Friday 3 June – Jubilee Coffee Morning

The Village Hall will hold a special Coffee Morning that will include a historical display that features previous Royal Celebrations in the village and 200 years of village support from the Parish Council and its predecessor organisations.

Saturday 4 June – Jubilee Family Festival

We will hold a sizeable outdoor event that will take place on Nigel Haynes's field at the bottom of the hill. During the afternoon, this will include a traditional Fete, a special Jubilee Children's Lunch, Games, and a variety of Armed Forces Displays. From late afternoon into the evening, we will enjoy the performances of multiple Music Acts, combined with a Bar and Food.

The Jubilee Committee will organise communications with residents via various channels to encourage involvement and attendance.

The Clerk reported that the Queen's Green Canopy initiative, to celebrate the Platinum Jubilee and promote the importance of trees to the environment, encourages people to "Plant a Tree for the Jubilee". She is liaising with the Tree Wardens about possible locations and WNC have advised that a planting by the highway is possible, with permission.

ACTION: Clerk and Tree Wardens to progress plans to plant a tree in commemoration of the Platinum Jubilee.

- **Neighbourhood Plans**

The Parish Council discussed whether a Neighbourhood Plan (NP) could be useful for East Farndon. It was agreed that it was not worth the effort as the most likely impact on the village will be from a big strategic development plan and WNC have already advised that a NP would not have stopped the recent major housing development in the parish from appearing in the WNC Spatial Options Consultation. Further, the Parish Council feels it has a good understanding of the priorities of the village residents (via the recent survey) and it should focus its time on moving those things forward.

It was agreed that it may be useful to develop some documents that describe the village environment as you would see in a NP.

- **Asset Mapping in the Parish**

The Clerk reported that NCALC has been awarded a grant of £281,625 under the UK Community Renewal Fund and part of the money will be used to map community assets and services across the county (Asset Mapping Project [AMP]). The aim is to explore what potential future devolution involves. WNC have said that they do not intend to devolve wholesale assets and services in 2022/23, so this is about preparing for the future by exploring what is involved with the devolution of assets and services well before any decisions need to be made and any specific funding implications.

At this stage, NCALC is asking all councils to create an AMP Working Group comprising the Clerk and two Councillors, with a view to completing the Asset Mapping work by 31 March 2022. The Parish Council agreed to form an AMP Working Group comprising the Clerk and Councillors Burton and Hodgetts, with the Terms of Reference as attached (based on NCALC's template).

ACTION: AMP Working Group to meet and undertake Asset Mapping work.

- **Parish Newsletter.**

Councillor Burton reported that the Parish Newsletter is again being issued and Liz Thake has taken over as the Newsletter Secretary for East Farndon. Councillor Burton will continue as the contact to provide Parish Council content.

- **Gartree Prison Planning Application**

The Parish Council was consulted on a Harborough Town Council planning application regarding the erection of a 4 storey houseblock for up to 247 prisoners, 2 storey workshop, extension to segregation unit, kitchen extensions, extension to sports hall, MUGA pitch and extension to existing staff car park (59 spaces) at HM Prison, Welland Avenue, Gartree, Lubenham (Reference: 21/02128/FUL). The Parish Council lodged an objection based on the significant impact to the rural landscape and local scene, and impact of additional volumes of vehicle movements across the area. Additionally, should this development proceed, the Parish Council wants to ensure that the Construction Routing Plan does not allow for HGVs or similar to be able to use the lane from East Farndon to Lubenham, which is marked as unsuitable for HGVs, or Main Street..

8. Finance

- **Bank Reconciliation**

Balance as at 5 November 2021

Current account	£21,416.30	
Deposit account	£1,552.03	
		£22,968.33

Income

Burial plot purchases	£1,400.00	
Memorial stone fee	£120.00	
Interest	£0.02	
		£1,520.02

Expenses

C Burton	£487.20	
The Doodle Cloud	£37.99	
EON	£117.30	
J Shaw	£86.71	
Wellers Law Group LLP	£929.32	
C Burton	£472.00	
Geosphere Ltd	£48.00	
Npower	£142.46	
EON	£64.99	
		-£2,385.97

Balance as at 10 January 2022

Current account	£20,550.33	
Deposit account	£1,552.05	
		£22,102.38

The bank reconciliation was checked and signed by Councillor Hodgetts.

• **Actual v. Budgeted Spending**

	Precept Agreed	Expenditure to Date	Balance
Streetlighting and Maintenance	£2,050.00	£1,189.26	£860.74
NCALC	£250.00	£286.03	-£36.03
Insurance	£690.00	£680.39	£9.61
S137 Spending	£220.00	£266.30	-£46.30
Training	£50.00		£50.00
Mowing of Burial Ground/Hedges	£2,000.00	£1,978.32	£21.68
Clerk Gross Salary	£3,020.00	£2,983.46	£36.54
Parish Council/Clerk Expenses	£350.00	£453.97	-£103.97
Miscellaneous Expenses	£100.00	£877.77	-£777.77
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		£301.30	
TOTAL	£10,200.00	£9,142.80	£1,358.50

RESERVES

Lighting Replacement	£2,500.00		
Renovation of Village Spring	£500.00		
Churchyard/Burial Ground Maintenance Work	£2,000.00	-£2,700	£4,700

As agreed at the November 2021 meeting, income from the Burial Ground has been added to the Churchyard/Burial Ground reserve.

- **2022/23 Budget and Precept**

The Parish Council agreed the following budget for 2022/23:

Streetlighting And Maintenance	£2,200.00
NCALC	£260.00
Insurance	£715.00
S137 Spending	£300.00
Training	£100.00
Mowing Of Burial Ground/Hedges	£3,000.00
Clerk Gross Salary	£3,260.00
Parish Council/Clerk Expenses	£700.00
Bin Collection	£600.00
Defibrillator Expenses	£220.00
TOTAL	£11,355.00

The Parish Council agreed the following reserves for 2022/23:

Lighting Replacement	£3,000.00
Renovation of Village Spring	£1,500.00
Burial Ground/Churchyard Maintenance Work	£4,700.00
Laptop purchase	£600.00
Bin purchase	£500.00
Platinum Jubilee	£500.00

As the anticipated balance as at 31 March 2022 is necessary to keep for the agreed reserves, the Parish Council agreed that its precept request for 2022/23 is £11,355.

ACTION: Clerk to submit 2022/23 precept requirement and payment requisition form to WNC.

- **Fixed Asset Audit**

The Clerk and Councillor Burton had completed a Fixed Asset audit on 10 January 2022.

All was well apart from the following:

- Village Hall litter bin to be re-painted, including the lettering re-done in gold
- The small planters and plaques by the War Memorial need to be added to the Asset Register
- The War Memorial front wall should be considered for missing mortar to be replaced (possibly previously done with lime mortar)
- Lamppost 15 (by Farrer Cottages) needs the branches removing from around the lamp; also the Children warning sign needs to be twisted round to face the traffic

In general, it might be worth promoting a 'Farndon Spring Clean' where volunteers can help with assets (e.g. cleaning benches), non-assets (cleaning road signs), and the annual litter pick, plus any other tidying that is identified.

ACTION: Clerk to add War Memorial planters and plaques to the Asset Register.

ACTION: Councillor Burton to organise a 'Farndon Spring Clean'.

- **Appointment of Internal Auditor for 2021/22 Accounts**

The Clerk confirmed that she had found a volunteer, Ms P Greaves, to act as internal auditor. The Parish Council thanked Ms Greaves and agreed to her appointment as internal auditor for the 2021/22 accounts.

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

Payee	Reason	Amount	Chq no
C Burton	Excess hours worked	£487.20	online
The Doodle Cloud	Website domain name	£37.99	online
EON	Electricity	£117.30	online
J Shaw	Planter bulbs/soil	£86.71	online
Wellers Law Group LLP	Legal expenses for freehold applications	£929.32	online
C Burton	December 2021/January 2022 salary/expenses	£472.00	online
Geosphere Ltd	Parish Online subscription	£48.00	online
Npower	Electricity	£142.46	online
EON	Lighting maintenance	£64.99	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 Street Doctor have asked for the trees at Home Farm Close to be cut back within a month.
- WNC Councillor Harris reported that the WNC budget consultation closes on 1 February 2022.
- Councillor Curtis noted that the village foodbank collection had been running for one year on 14 January 2022, and residents are encouraged to keep donating.

11. Date of the next meeting – 16th March 2022

Provisional meeting date – 16th February 2022

12. Closure

The meeting closed at 9.06pm.

Signed that the Minutes are a true and accurate record

Chairman _____ Dated _____

EAST FARNDON PARISH COUNCIL - ASSET MAPPING PROJECT WORKING GROUP

TERMS OF REFERENCE

Authority

The Asset Mapping Project Working Group (AMPWG) is appointed by and solely responsible to the Council. The working group's duties are defined and agreed by the Council who may vote at any time to modify the working group's powers. The working group has no authority to bind the Council to a particular course of action or to make any decisions that incur expenditure. The working group reports to and makes recommendations to the Council.

Meetings

The working group is advisory. It does not need to give notice of its meetings and does not need to meet in public. The working group may meet in-person or online.

Membership

All members of the working group are members or officers of the Council. The working group consists of no fewer than three people, one of whom should be an officer. The working group does not need to have a quorum to conduct business. At its first meeting the working group will identify one of its members to chair meetings.

Record of Proceedings

A report of each working group meeting will be prepared and will be circulated to all members and officers of the Council and will be published on the Council's web site. The working group will report its activity to each meeting of the Council.

Responsibilities

The working group's primary purpose is to map the assets and services in the area of the Council that are the responsibility of the Unitary Council, as well as any other registered or potential Assets of Community Value (ACVs).

The working group will gather information and data about each asset and service and will consider the importance of each asset or service to the community.

The working group's responsibility is simply to gather information and make reports and recommendations to the Council. The Council will consider the reports and recommendations and may instruct further investigatory work by the working group or by any other person.

Timing

The working group should aim to complete its work and produce its final report by 31 March 2022. It should hold such meetings as it deems necessary to complete its work by that date.

Signed (Chair): Cllr _____