

EAST FARNDON PARISH COUNCIL MEETING AT THE VILLAGE HALL

ANNUAL MEETING OF THE PARISH COUNCIL

WEDNESDAY 18TH MAY 2022 COMMENCING AT 7.15PM

PRESENT: Mr M Curtis (Chair), Mr B Fallon, Ms E Pepler, Ms M Duke, Mr P Harrison
Mrs C Burton (Clerk to the Parish Council)

OTHERS IN ATTENDANCE - Three

1. Election of Chair

Councillor Curtis was elected as Chair on a proposition by Councillor Pepler, seconded by Councillor Fallon and all Councillors in agreement.

2. Election of Vice Chair

Councillor Duke was elected as Vice Chair on a proposition by Councillor Curtis, seconded by Councillor Fallon and all Councillors in agreement.

3. Resignation of Councillor Burton

The Clerk reported that Councillor Burton had resigned today. The Clerk has advertised the vacancy today and assuming no request for an election is received by WNC, the Parish Council will be authorised to commence its co-option procedure in June 2022. The Parish Council thanked Mr Burton for his excellent service for twenty-four years as a Councillor.

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

4. Apologies for Absence

Apologies received and accepted from Councillor Hodgetts, and WNC Councillors Cecile Irving-Swift and Kevin Parker.

5. Declarations of Interest and Dispensations

There were no Declarations of Interest.

6. Approval of the Minutes of the Approval of the Minutes of the Annual Meeting of the Parish and the Meeting on 16th March 2022

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

7. Matters Arising

ACTION	PROGRESS
Clerk to progress production of paper footpath leaflet.	Done – paper leaflet is ready to be distributed at the Jubilee Coffee Morning on 3 June 2022
Councillor Harrison to confirm how the ANPR camera is powered at meeting with the Police (hopefully in April 2022).	Done – the camera is powered by a long-life battery, that the Police change periodically
Clerk to resolve remaining queries on burial plot ownership.	Ongoing
Councillor Fallon to contact Futures Housing to request that they deal with the area behind the bus shelter.	Done – added to agenda
Councillor Curtis to draft and issue a 'Farndon Matters' newsletter in March 2022, in consultation with Councillors.	Done – issued April 2022
Clerk and Tree Wardens to progress plans to plant a tree in commemoration of the Platinum Jubilee.	Done – added to agenda

ACTION	PROGRESS
Councillor Burton to organise a 'Farndon Spring Clean'.	Done- added to agenda
Clerk to notify WNC of co-option of a new Councillor; to ensure that the necessary paperwork is completed and the website is updated; and to provide induction training.	Done
Clerk to organise signing of January 2022 minutes by Councillor Curtis.	Done
Clerk to arrange for update of Burial Ground fees to include a fee of £50 for an additional inscription on a memorial stone.	Done
The AMP Working Group to complete the AMP work by 31 March 2022.	Done – Councillors provided with a spreadsheet of the assets mapped
Clerk to source two new litter bins.	Ongoing - added to agenda
The Communications Working Group to discuss and recommend possible improvements to Parish Council communications at a future meeting.	Carried forward
Councillor Curtis and the Clerk, in consultation with other Councillors, to monitor and take necessary action to oppose the WNC Spatial Options Consultation proposals.	Added to agenda
Clerk and Tree Wardens to discuss the feasibility of planting wildflowers in the village.	Done – Councillors agreed via email to the planting of wildflowers, which are being planted in the first instance at Marriott Green. The Tree Wardens will see how this goes, and if successful, look at further suitable locations in the parish in future years.
Councillor Curtis to confirm that the Parish Council wants to support the response objecting to the new Gartree prison, being prepared by the Lubenham group.	Done - A Parish Councils' joint objection letter was prepared by consultants, Armstrong Rigg, and the planning application from the Ministry of Justice was discussed and rejected by the Harborough District Council Planning Committee on 5 April 2022.
Councillor Curtis and Burton to re-issue PSPO consultation details on website/Facebook.	Done
Clerk to place PSPO consultation poster on noticeboard.	Done
Councillor Pepler to respond to the PSPO consultation on behalf of the Parish Council.	Done

8. Representatives and Committees for the forthcoming year

- **Burial Ground Committee (including review of Terms of Reference)**

The Terms of Reference for the Burial Ground Committee were reviewed and it was agreed no changes were necessary. It was agreed that Councillor Hodgetts, Russell Burton, and Chris Pepler would sit on this committee, with Councillor Hodgetts as Chair.

- **Staffing Committee (including review of Terms of Reference)**

The Terms of Reference for the Staffing Committee were reviewed and it was agreed no changes were necessary. It was agreed that Councillors Harrison, Pepler and Hodgetts would sit on this committee, with Councillor Pepler as Chair.

- **Councillor areas of responsibility**

It was agreed that Councillors would take specific responsibility as follows:

- Speeding: Councillor Fallon
- Communications: Councillor Duke
- Webmaster: Councillor Curtis
- Defibrillator: Councillors Curtis and Pepler
- Churchyard: Councillor Hodgetts
- Fixed Asset Audit: Councillor Fallon
- Spring Clean: To be confirmed
- Burial Ground Garden Waste Bin: Councillor Hodgetts

- **Police Liaison Representative & Neighbourhood Watch Coordinator**

Councillor Harrison agreed to continue as the Police Liaison Representative & Neighbourhood Watch Coordinator.

- **Footpath Warden**

The Clerk confirmed that Alan Langley has kindly agreed to continue as Footpath Warden.

- **Tree Wardens**

The Clerk confirmed that Judy Hodgetts and Jess Oakden have kindly agreed to continue as Tree Wardens.

9. Roads and Transport

- **Community Speedwatch (CSW)**

Councillor Fallon reported that the Police had provided updated statistics following the recent CSW, showing 64 letters were sent and there were 42 prosecutions.

- **SID Statistics (Speed Indication Device)**

Councillor Fallon has circulated the SID statistics as of 12 May 2022. He reported that:

- February has no data to report. Maintenance was carried out on the device by Unipart during this month and he believes that is why it is missing; if it happens again, he will contact them to investigate.
- A few very high speeds have been recorded and one of the was in the late afternoon.
- The other noteworthy point is the jump in vehicle numbers during April – almost 10,000 more and that trend seems to be continuing in May (this is traffic in one direction).

Councillor Duke wondered if the traffic levels were returning to pre-covid levels.

ACTION: Councillor Fallon to compare current traffic levels to pre-covid levels (accepting that the SID has moved position in the interim).

A resident, Mr Roberts, in attendance, raised concerns about possible traffic-calming measures and advocated Average Speed Cameras. He also raised concerns about the condition of the roads in the parish.

ACTION: Councillor Fallon and Mr Roberts to meet to discuss speeding and the state of the roads, with a view to formulating a possible future action plan.

10. Planning and Development

Applications granted

- 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. This application was granted on 23 March 2022. According to the WNC website, the associated planning application WND/2021/0754 has been withdrawn.

- WND/2021/0931 Construction of two storey extension - Sunnybays, Main Street, East Farndon, Northamptonshire, LE16 9SH. This application was granted on 16 February 2022.
- WND/2022/0041 Single storey rear extension and detached double garage - Harebell House, Harborough Road, East Farndon, Northamptonshire, LE16 9SG. This application was granted on 24 March 2022.
- WND/2022/0008 Construction of detached garage - Hillside Farm, Main Street, East Farndon, Northamptonshire, LE16 9SH. This application was granted on 17 March 2022.

Applications for consideration

Two Harborough District Council (HDC) planning applications, on which East Farndon Parish Council has been consulted:

- Reference: 21/02113/FUL Erection of new offices, studios and overnight accommodation, with associated car parking, solar PV canopy and landscaping, erection of 1 dwelling (revised scheme of 21/01063/FUL), Archway House, Harborough Road, Lubenham, Leicestershire.
- Reference: 21/02114/OUT Outline application for the erection of up to eight sustainable and energy positive self-build/custom build dwellings (access, landscaping, layout and scale to be considered), Archway House, Harborough Road, Lubenham, Leicestershire.

Apparently these applications have been in for a while, but HDC recently realised about 6ft of the proposed development site is in the parish of East Farndon. The Clerk has contacted WNC regarding this planning application, as it was unclear whether HDC could grant planning permission for a development that partially falls within the area of another authority (albeit a small area). Keith Thursfield (Development Manager - Daventry Area: Planning Department) advises that as things stand, he believes that any planning permission for anything in WNC may not be valid, as WNC have had no application or formally opted out and given HDC authority to deal with it. The Clerk has flagged this up with HDC, and asked them to confirm what steps HDC will be taking to regularise the situation.

Notwithstanding this issue, the Parish Council felt it was prudent to consider and respond to the planning applications. Mr Belton, the applicant, in attendance, explained the applications in more detail, and confirmed that there was no development proposed on the WNC piece of land. The Parish Council agreed that whilst it had no issue with the proposed development in principle, given that some of the development site technically lies within the WNC area, and HDC have failed to take steps to ensure that planning protocols have been observed, it had to object to the application. However, it recommended that the development site was redrawn to exclude the WNC land to remove this problem.

ACTION: Clerk to respond to planning applications 21/02113/FUL and 21/02114/OUT (Archway House), confirming that it objected to the applications on a planning technicality and recommended that the development site was redrawn to exclude the WNC land to remove this problem.

11. Other Matters

• Footpath Report

The Clerk reported that Mr Alan Langley, the Footpath Warden, had provided the following:

- Last October I reported on StreetDoctor that the path behind the village hall was not easy to use because the sloping section in the middle was muddy and slippery.
- I complained again in March that nothing had been done. It was then investigated and a reply at the end of April said that the path had been inspected and there were currently no safety concerns, i.e. nothing would be done. This, of course, was after a spell of dry weather when all the mud had dried up and progress was easier, though the uneven surface is never plain sailing. It is fortunate that there is a fence at the side to offer some support.

- This was a disappointment. There was a promise to keep the path under review, so perhaps a winter inspection will give the contractors a different view, especially if they end up sitting in the mud.
 - Steps would be the best solution but I cannot see anything like that ever being done.
- **Burial Ground Report**
Mr Burton, in attendance, reported that the Burial Ground is in good order with no recent purchases or burials. The next job for the Burial Ground Committee is to empty the bag of soil currently sited in the extension.
 - **Tree Warden Report**
The latest TPO schedule has been circulated to Councillors. The Clerk reported that the Tree Wardens have advised that the only outstanding issues are the replanting of the ash tree opposite the Manor and the replanting of trees at 2 Rectory Court. The owner at 2 Rectory Court is still waiting for replanting advice from Michael Venton, despite chasing him.
 - **Police Liaison Representative & Neighbourhood Watch (NHW) Report**
Councillor Harrison reported that he is due to meet PC Tyres on 26 May 2022 and as there are no reports on crime in the parish, the meeting will mainly be about speeding. Further, it is NHW week commencing on 30 May 2022, so Councillor Harrison will provide content for the website.
ACTION: Councillor Harrison to provide website content relating to NHW week.
 - **Review of Standing Orders, Financial Regulations and All Other Policies**
The Parish Council reviewed its Standing Orders and Financial Regulations and agreed no amendments were necessary.
The Parish Council reviewed all its other policies and procedures, namely:
 - Business Continuity and Emergency Planning
 - Member Code of Conduct
 - Communications Policy
 - Complaints Policy
 - Co-option Procedure
 - Dignity at Work – Bullying and Harassment Policy
 - Disciplinary and Grievance Arrangements
 - Employee Code of Conduct
 - Equal Opportunities Policy
 - Expenses Policy
 - Gifts and Hospitality Register Guidance
 - Grant Policy
 - Financial Reserves Policy
 - Health and Safety Policy
 - Pension and Retirement Policy
 - Planning Response Policy
 - Publication Scheme
 - Records Retention Policy
 - Risk Assessment Policy
 - Sickness and Absence Policy
 - Social Media Policy
 - Street Lighting Policy
 - Training Statement of Intent
 - Tree Management Policy
 - Website Management Policy

- Working from Home Policy
- GDPR Data Privacy Notice – General
- GDPR Data Privacy Notice - Staff, Councillors and Role Holders
- GDPR Data Protection Policy
- GDPR Data Security Incident Procedure
- GDPR Subject Access - How to access your records
- Website Accessibility Statement

It was agreed that:

- All policies should be updated to refer to 'Chair' and 'they', to be more inclusive
- The Business Continuity & Emergency Planning should be updated to reflect that the nominated Councillor is to be decided at the time, based on who is best placed
- All policies to be updated to reflect that a review has taken place

ACTION: Clerk to update all policies/procedures to refer to 'Chair' and 'they', and to reflect that review has taken place.

ACTION: Clerk to update the Business Continuity & Emergency Planning to reflect that the nominated Councillor is to be decided at the time, based on who is best placed.

- **Bus Shelter**

Councillor Fallon reported that, as regards the area behind the bus shelter, Highways have confirmed that it is not their land, and Futures Housing have accepted that it is their land. Futures Housing have cleared the area, and intend to remove the tree stumps and reduce the ground level so it sits below the bus shelter.

ACTION: Councillor Fallon to monitor work undertaken by Futures Housing behind the bus stop.

Councillor Fallon also reported that the bus stop sign needs removing, and Keir WSP have confirmed that the Parish Council can do this as there is no public bus service. Further, Councillor Fallon raised the issue of drawing pins from posters in and around the bus shelter and raised the possibility of having a noticeboard at the bus shelter. It was agreed that the maintenance of the bus shelter should be included under the 'Farndon Spring Clean' agenda item (below).

- **Platinum Jubilee Celebrations, including the Planting of a Tree**

Councillor Curtis confirmed that the Jubilee Celebrations are now all confirmed (available on the website). The Platinum Jubilee Committee has organised Jubilee Reps, each with a few designated houses, to assist with advertising the event, selling raffle tickets, getting donations, etc.

As regards the planting of a tree, following a walk around the village, the Tree Wardens have suggested the following possible tree planting to commemorate the Queen's Platinum Jubilee:

- A small native tree (such as crabapple or rowan) planted between the vehicle and pedestrian gates beside the notice board on Marriott Green. The Amenity Land Trust agreed with this proposal.
- In recognition that the Queen is Head of the Armed Forces, it would be appropriate to plant at the war memorial. However due to lack of space, a shrub is probably more realistic than a tree.
- Other possible locations are: The triangular grass area opposite Greywalls/top end of Back Lane (the landowner has confirmed he does not want a tree planted); the verge opposite the bus stop on Harborough Road; and the area around the bench in The Lealand (shrubs rather than a tree).

The Parish Council agreed to purchase a tree for Marriott Green, and shrubs for the War Memorial and the bench in The Lealand.

ACTION: Clerk to liaise with the Tree Wardens to organise the purchase and planting of Jubilee tree/shrubs.

- **Farndon Spring Clean**

Mr Burton, in attendance, reported that bringing the various 'Spring Clean' activities together to promote in April had had some success, but also some learning points for the next Spring Clean in 2023. Councillor Curtis has strimmed the spring area, supported by Mr Burton. Volunteers came forward to teak-oil the Village Green bench and clean a couple of road signs, which were on the list arising from the Fixed Asset Audit in January; the remaining tasks will fall to Councillors to do. The Churchyard/Marriott Green clear-up on 14th May was only attended by four people. The Litter Pick, co-ordinated by Mrs Boucher for the first time since the pandemic, had no more volunteers than previous years, and was confused by the apparent unannounced appearance of the 'Northants Wombles' in the village. Mr Burton wanted to record his thanks to all those who have contributed and suggested the following to be considered in next year's Spring Clean:

- Appoint a Councillor to be 'Spring Clean Co-ordinator' bringing together the Litter Pick, the Churchyard & Marriott Green spring cleans, items identified in the Fixed Asset Audit, and other regulars such as the Spring area, War Memorial, bus shelter and Ash Lane (maybe call it 'The Big Spring Clean')
- Start to get organised and communications going after the January Fixed Asset Audit
- For the Litter Pick, consider buying new litter-pickers (the PC paid for the current ones about 10 years ago and they may need replacing); take Councillor Fallon up on his offer of free bin liners and offering a bin-liner collection point; ask Mrs Boucher if she wants to continue or step down as Co-ordinator
- Also for the Litter Pick, adopt the WNC 'Litter Champions' initiative and ensure no conflicts with Northants Wombles
- Broadly, not just for the Spring Clean, there needs to be an improvement in how volunteer talent is encouraged and harnessed in the village

ACTION: Clerk and Chair to prepare a schedule of all the village maintenance tasks, for discussion at the July meeting.

- **New Litter Bins**

The Clerk reported that she had contacted Norse to check the current prices for the bins they quoted for last year, and Norse had confirmed that they do now supply a dog bin. Councillors were provided with all the options and purchase/installation costs.

The Parish Council agreed that a general bin would be of greater benefit, and the bins should be located near the bus shelter and near the bench on Lubenham Road. It also agreed that the bins would be sourced and installed by Norse.

ACTION: Councillor Fallon to carry out a site visit to identify exact locations for bins, and to liaise with the Clerk who will progress the purchase and installation of the bins.

- **WNC Spatial Options Consultation**

The Clerk reported that a response was received from Historic England regarding enquiries on steps to protect heritage assets, as follows:

- The ridge and furrow fields are protected to some extent by virtue of providing the setting for the scheduled monument (the remains of the medieval village).
- The production of a local heritage list (or other process to identify non-designated heritage assets) is the responsibility of WNC, and can be a tool to identify and highlight locally important, but unscheduled, sites, helping them to be given the appropriate level of consideration in planning decisions.

- The protection offered by the Protection of Military Remains Act 1986 seems to be enough for the air crash site.
- As regards the Judith Stone, if we can show that it has been placed at the site, it could be listed. If it has naturally ended up there, it is protected, like the ridge and furrow fields, to some extent by virtue of providing the setting for the scheduled monument.

The Clerk has also contacted WNC Heritage Team, who advised that they currently have no formal non-designated asset list at the moment, due to the creation of WNC.

As regards the Judith Stone, Alan Langley, Judy Hodgetts and Mike Lee have all agreed to undertake research on this later in the year. It has a monument number, but it is unclear what status that confers on it; either way, the Parish Council will try and get it listed (if it was moved there) or recognised as a non-designated heritage asset (if it has naturally landed there)

Councillor Duke has kindly offered to do some research into what options are available to get the ridge and furrow fields protected – by getting the existing scheduled monument area expanded, or scheduled in their own right, or by another route as appropriate.

Councillor Duke also reported that she was advised that East Farndon was being potentially being considered as a conservation area. Given the amount of features that this village has, associated with the medieval settlement, it was agreed that further investigation should be made.

ACTION: Councillor Duke to undertake heritage research, with a view to protecting heritage assets within the Parish.

Following this research, the Chair and Clerk will draft a letter to WNC for Councillor comments, to set out the case for the East Farndon sites to be removed from the Spatial Options Consultation.

- **War Memorial Renovation**

The Clerk reported that Jess Oakden, who looks after the War Memorial, would like to replace the current gravel and weed membrane around the war memorial with flagstones or similar traditional pavers, as maintenance of the memorial is time consuming due to the number of weeds that appear through the ageing membrane. Further, pavers would also assist clearance of leaves in the Autumn and help distinguish the planting areas. She also suggests that it may be sensible to consider making the steps more even at the same time. Judy Hodgetts is raising money for maintenance of the war memorial at a talk about the WW2 air crashes on 1 July 2022, and Ms Oakden is asking if the Parish Council can make a financial contribution to the project.

As the War Memorial is a Parish Council asset, the Parish Council agreed it was appropriate that it contributed towards the cost and it needs to discuss this further.

ACTION: Clerk to add War Memorial Renovation to the July 2022 agenda.

- **Village Wikipedia**

Councillor Fallon suggested that the existing village Wikipedia page could be expanded to include more about the known history of the village.

ACTION: Councillor Fallon to progress an update of the village Wikipedia page.

- **Community Awards**

Councillor Fallon suggested that Community Awards could be set up to recognise the contribution of parishioners to village life. All Councillors agreed that there should be more recognition/thanks to parishioners, but was unsure that Community Awards should be decided by the Parish Council. It was agreed that it required further discussion.

ACTION: Clerk to add Community Awards to the July 2022 agenda.

12. Finance

- **To Approve the Accounts for the Year Ended 31st March 2022 (including bank reconciliation)**

The Parish Council approved the accounts for the Year Ended 31st March 2022 (including bank reconciliation).

- **To Review the Internal Audit Report for the Year Ended 31st March 2022**

The Parish Council reviewed the Internal Audit Report and noted there are no actions arising. The Parish Council also thanked Patricia Greaves for undertaking the audit.

- **To Review and Approve the Fixed Asset Register as at 31st March 2022**

Councillor Burton and the Clerk had carried out an inspection of the fixed assets on 10 January 2022. The Parish Council approved the Fixed Asset Register as at 31st March 2022.

- **To Review and Approve the updated Risk Assessment as at 31st March 2022**

The Parish Council reviewed and approved the Risk Assessment as at 31st March 2022.

- **To Review Insurance Cover Commencing 1st June 2022**

The Clerk had circulated the insurance renewal documents and renewal annual insurance premium quote of £680.39 (the same as last year). The Parish Council reviewed the insurance cover and approved payment of the insurance premium.

ACTION: Clerk to pay 2022/23 insurance premium.

- **To Approve and Sign the Annual Governance and Accountability Return for the Year Ended 31st March 2022, to include Certificate of Exemption and Supporting Documents**

The Parish Council approved the Annual Governance and Accountability Return for the Year Ended 31st March 2022, and supporting documents.

ACTION: Clerk to ensure Parish Council certifies itself as exempt; and to ensure all relevant documents associated with accounts for the year ended 31 March 2022 are published to meet reporting requirements as an exempt authority.

- **Bank Signatories**

The Clerk confirmed the current bank signatories are Councillors Curtis and Hodgetts, and Janet Cooper and Russell Burton, who have now resigned as Councillors. Following these resignations, it was agreed to remove Janet Cooper and Russell Burton as signatories and add Councillors Harrison and Fallon.

ACTION: Clerk to arrange removal of Janet Cooper and Russell Burton as bank signatories and add Councillors Harrison and Fallon.

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

Payee	Reason	Amount	Chq no
M Simons	Mowing	£231.25	Online
B Bushnell	Hedge cutting at Burial Ground	£130.00	775
C Burton	Unpaid holiday leave 2021/22	£339.25	Online
C Burton	Garden waste bin licences (Graveyard & Burial Ground)	£84.00	Online
Npower	Electricity	£388.90	Online
EON	Electricity	£60.00	Online
The Doodle Cloud	Printing	£36.96	Online
J Hodgetts	Wildflower seeds	£41.76	Online
Community Heartbeat	Defibrillator support	£162.00	Online
C Burton	April/May salary and expenses	£549.19	Online

13. Correspondence

- All relevant correspondence (e.g. NCALC Newsletter) has been circulated to Councillors and shared on the village website and Facebook page where appropriate.

14. Any Other Business

- Mr Burton, in attendance, confirmed that he would ensure that the Platinum Jubilee events, a Foodbank donation request, and the Parish Council July meeting date would be in the June newsletter, and he will liaise with Councillor Duke who will take over this role for the July newsletter.
- Councillor Duke raised the issue of purchasing another defibrillator for the village, and it was agreed that this needed further discussion.

ACTION: Clerk to add the purchase of another defibrillator to the agenda for the July 2022 meeting.

15. Date of the next meeting – 20th July 2022

Provisional meeting date – 22nd June 2022

16. Closure

The meeting closed at 9.30pm. .

Signed that the Minutes are a true and accurate record

Chairman _____ **Dated** _____