

**EAST FARDON PARISH COUNCIL MEETING AT THE VILLAGE HALL
ANNUAL MEETING OF THE PARISH COUNCIL
WEDNESDAY 17TH MAY 2023 COMMENCING AT 7.15PM**

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

OTHERS IN ATTENDANCE - One

1. Election of Chair

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

3. Co-option of a New Councillor

The Clerk confirmed that the Parish Council had received authority from WNC to co-opt a new Councillor on 13 March 2023, and the vacancy had then been advertised in accordance with the Parish Council's Co-option Procedure. Councillor Fallon proposed Thomas Knott, seconded by Councillor Pepler, and he was duly co-opted as a Councillor and signed the Acceptance of Office.

ACTION: 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.

4. Apologies for Absence

Apologies received and accepted from Councillor Hodgetts and WNC Councillor Cecile Irving-Swift.

5. Declarations of Interest and Dispensations

There were no Declarations of Interest.

6. Approval of the Minutes of the Annual Meeting of the Parish and the Meeting on 15th March 2023

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

7. Matters Arising

ACTION	PROGRESS
Councillor Fallon to set up a working group to formulate speed reduction proposals for consideration by the Parish Council.	Carried forward
Clerk to obtain quotes for recommended work on the TPO horse chestnut in the churchyard.	Deferred until August 2023 due to nesting birds
Clerk to obtain permission from WNC Tree Warden for the recommended work on the TPO horse chestnut in the churchyard.	TPO application submitted and approved 21 April 2023. The feasibility of removing the tree has been explored, but based on advice received, such an application would not be granted as it is believed the tree is relatively healthy

ACTION	PROGRESS
Clerk to advertise the Councillor vacancy, with a view to appointing a new Councillor at the May 2023 meeting.	Done – added to agenda
Councillor Curtis to publish a website article on the new rules in felling trees.	Done
Clerk to respond to planning applications WND/2023/0173 Demolition of outbuilding and construction of two storey extension – Moyargot and WND/2023/0134 Construction of balcony to first floor rear of property - Redbrick Cottage	Done
Clerk to add review of partial dark skies trial to May 2023 agenda.	Done – added to agenda
Clerk to ensure new MPANs are registered with Yu Energy.	Chased on 4 occasions. Electricity bill has reduced significantly, suggesting MPANs have been registered, but no written confirmation received.
Clerk to add Climate Action Policy to the May 2023 meeting agenda.	Done – added to agenda
Clerk to investigate Impact, the parish-level carbon emission calculator.	Done. Report circulated to all Councillors.
Clerk to request that the mowing contractor does not mow in May.	Done and agreed.
Councillor Curtis to publish a website article encouraging residents to participate in No Mow May.	Done
Councillor Curtis to publish a website article reminding residents of NFU guidance that dogs should be kept on a lead when walking on footpaths, guidance on walking in fields with livestock and a reminder of where the footpaths run.	Done
Clerk to continue enquiries regarding placing a memorial bench in Hall Close field.	Ongoing – Scheduled Monument Consent application has been made
Clerk to purchase Coronation bookmarks and bookplates.	Done – these have been distributed with the book tokens from East Farndon United Charities to children
Clerk to respond to Proposed Boundary Change consultation, raising concerns regarding the geographical size of the Walgrave and East Farndon ward, with only one WNC Councillor.	Done
Councillor Curtis and the Clerk to meet with the Welland Neighbourhood Plan Forum.	Done – added to agenda
Councillor Curtis to publish a website article to find a new Footpath Warden.	Done. Jonny Dargie has kindly agreed to take over and is currently liaising with Alan Langley.

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. Councillor Hodgetts, Russell Burton, and Chris Pepler have kindly agreed to continue to 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 Knott, 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 Knott
- Churchyard: Councillor Hodgetts
- Fixed Asset Audit: Councillor Fallon
- Spring Clean: Councillor Beesley
- Burial Ground Garden Waste Bin: Councillor Hodgetts

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

The Clerk confirmed that Mr P Scott Harrison had kindly 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, until Mr J Dargie takes over.

- **Tree Wardens**

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

9. Roads and Transport

- **Section 50 Licence for SID**

The Clerk reported that the Parish Council was required to have a Section 50 Licence to allow the SID to be used on the highways. The licence had been granted and a fee of £321 paid.

- **Progress on Road Repairs**

The Clerk reported that WNC Councillor Harris had confirmed that an officer has been out to take look at Main Street and that the following work will be completed under the minor works budget:

- Trench reinstatements in poor condition
- Patch required near 30mph signs
- The Lealand Junction requires patching

It would seem that there are no plans at this stage for a full resurface unfortunately. It was noted that white lines had been painted, but there had been no further action.

As regards the Spring hardstanding, the Parish Council has provided details of the work it wants to do, so that the area is in keeping with its heritage importance to the village. WNC Councillor Harris, in attendance, confirmed that a licence for the Parish Council was under discussion and he had been sent guidance on licence granting, which he will forward to the Clerk.

As regards drains work, initial inspection work had been done, but nothing further.

ACTION: Councillor Fallon to contact Director of Space, Stuart Timmiss, to chase action on road repairs, the Spring hardstanding and drains work.

10. Planning and Development

Applications granted

- WND/2023/0120 Work to tree subject of tree preservation order DA 280 – St John The Baptist's Church, Main Street, East Farndon. This application was granted on 21 April 2023.
- WND/2023/0134 Construction of balcony to first floor rear of property – Redbrick Cottage, Main Street, East Farndon, LE16 9SJ. This application was granted on 20 April 2023.

Applications for consideration - None

11. Other Matters

• Footpath Report

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

- The main item is the saga of the signpost (or fingerpost, to use the jargon) near The Dales on the Marston Road. A path (CP3) crosses here to join the Jurassic Way across the field on The Dales side of the road (south).
- In April 2020 the post, which was on the south side of the road, after being knocked a number of times, was finally knocked over completely, presumably by farm traffic going into the field. I found it thrown in the ditch and reported the incident. It was soon removed from the ditch, but despite further complaints I made at intervals, no replacement appeared. The policy is supposed to be that a fingerpost should mark every point where a path meets a road. The demolished post had two pointers, one in each direction.
- Then, without any fanfare, earlier this year, a post appeared. It only pointed southwards, so it wasn't satisfactory as this meant there was no sign indicating the path on the north side. Also, the post had been fixed right by the hedge, on the side of the ditch away from the road. Cutting the hedge would be virtually impossible with the post in that position.
- So I wasn't surprised last month when I arrived there and saw the post was no longer in position. I knew where to look – and there it was, like its predecessor, in the ditch. You might think it had been thrown there, just to get it out of the way.
- I reported this second demolition of a fingerpost, but the reply had a slight tinge of irritation. I thought I had explained everything clearly enough, but I got the impression that the person responding thought I was making exactly the same complaint again, rather than saying the same thing had happened a second time. They say the work is currently scheduled for September. I emphasised again that the sign needs to be put up on the other side of the road, away from Rectory Farm traffic. Whether they will do that or make the same mistake again will be interesting to see. After three years, it would be good to see a simple problem solved.
- Jonny Dargie has agreed to take over as Footpath Warden at or before the 2024 Annual Meeting. We plan to walk all the paths during the next few months so that he is familiar with all of them, not to mention the problems awaiting a solution.

• Burial Ground Report

The Clerk reported that the Burial Ground Committee have reported:

- The Burial Ground is in good order with no recent purchases or burials.
- The path needs a weed/spray, but in the spirit of No Mow May, we should let the bees enjoy the dandelions until June.

• Tree Warden Report

The Clerk reported that the Tree Wardens have advised there is no change since their March 2023 report; the only outstanding issues are the replanting opposite the Manor and at 2 Rectory Court.

- **Police Liaison Representative & Neighbourhood Watch (NHW) Report** – nothing to report.
- **Review of Standing Orders and Financial Regulations**
The Parish Council reviewed its Standing Orders and Financial Regulations and agreed no amendments were necessary. The Parish Council also agreed that all other policies and procedures would now be reviewed every three years, unless an earlier review was required due to, for example, a change in legislation.
- **Review of Partial Dark Skies Policy**
When the Parish Council changed to LED streetlights in February 2023, it also launched a trial of a partial dark skies initiative. This involves all streetlights being operated with part night sensors that switch the lights off between the hours of midnight and 5.30am. This change allows all residents to enjoy the benefits of a dark sky as well as generating further energy usage savings.
A total of fourteen East Farndon households have given their comments on the trial; thirteen of the responses were in support of the partial dark skies initiative with one against. Councillor Fallon reported that the SID statistics showed that the partial dark skies initiative had no impact on vehicle speeds at night.
The Parish Council has considered the potential impacts of the adoption of a dark skies approach and has taken advice from a number of sources in terms of the reasoning for or against such a change. From this analysis and taking into account the resident feedback, the Parish Council unanimously agreed to continue with the current dark skies approach and formally mark the streetlighting upgrade project as complete.
- **Climate Action Policy**
The Parish Council discussed the parish-level carbon emission calculator report, and WNC Councillor Harris flagged up Climate Action work in other parishes.
ACTION: Councillors Beesley and Knott to gather information from other Climate Action groups in nearby parishes, to inform possible future action.
- **Meeting with Welland Neighbourhood Forum**
The Clerk reported that she and Councillor Curtis had met with Susan Garon (Welland Neighbourhood Forum) and Bruce Durham (Market Harborough Town Hub), to discuss the Spatial Options issue. As a result, the Clerk had obtained confirmation from WNC and HDC that the moving of the county boundary was not being actively considered.
- **Trees to Commemorate the Death of HM Queen Elizabeth II**
The Clerk confirmed that fifteen saplings, purchased by the Parish Council, had been distributed in the village.
- **Abandoned Dog Waste Bags on Harborough Road**
The Clerk reported that a large number of dog waste bags had been found under a hedge on Main Street, at the entrance to a bridleway near the county border. The Clerk had contacted HDC to request consideration of new bin in the Farndon Fields roundabout area; however, HDC confirmed they no longer install any type of additional bins within the district, but they will place additional signage within the location. Councillor Fallon had placed a message on the Facebook groups of Farndon Fields and Southern estates.
ACTION: Councillor Beesley to organise for a sign to be placed at the entrance of the bridleway on Main Street, based on the PSPO notice (to be provided by the Clerk).

- **War Memorial Fundraising (including Coronation Events)**

The Clerk reported that the War Memorial restoration fundraising by the Working Group is progressing very well. Over the Coronation weekend, a beer festival and Coronation lunch were held, which raised over £600. The following week, the sponsored bike ride was successfully completed, and this has raised over £2,000 so far – the Just Giving page is being kept open for any further donations. Additionally, the Everard Foundation, Richard Everard's family charitable trust generously donated £5,000. There is a final fundraising event on 16 June – a quiz – and then the Working Group will confirm the final total raised.

- **Parking on Main Street**

Once again, complaints have been received regarding parking on blind bends on Main Street. It was agreed that this is a temporary issue, and once onsite parking is possible, the problem should be alleviated. It was agreed that if, on any day, the parking is dangerous, any Councillor should visit the site or contact the site manager, to ask them to move vehicles.

12. Finance

- **To Approve the Accounts for the Year Ended 31st March 2023 (including bank reconciliation)**

The Parish Council approved the accounts for the Year Ended 31st March 2023 (including bank reconciliation).

- **To Review the Internal Audit Report for the Year Ended 31st March 2023**

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 2023**

Councillor Fallon and the Clerk had carried out an inspection of the fixed assets on 14 January 2023. The Parish Council approved the Fixed Asset Register as at 31st March 2023.

- **To Review and Approve the updated Risk Assessment as at 31st March 2023**

The Parish Council reviewed and approved the Risk Assessment as at 31st March 2023.

- **To Review Insurance Cover Commencing 1st June 2023**

The Clerk had circulated the insurance renewal documents and renewal annual insurance premium quote of £697.02 (compared to £680.39 last year). The Parish Council reviewed the insurance cover and approved payment of the insurance premium.

ACTION: Clerk to pay 2023/24 insurance premium.

- **To Approve and Sign the Annual Governance and Accountability Return for the Year Ended 31st March 2023, to include Certificate of Exemption and Supporting Documents**

The Parish Council approved the Annual Governance and Accountability Return for the Year Ended 31st March 2023, 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 2023 are published to meet reporting requirements as an exempt authority.

- **Bank Signatories**

The Clerk confirmed the current bank signatories are Councillors Curtis, Fallon and Hodgetts, and Mr P Scott Harrison, who has now resigned as a Councillor. It was agreed to remove Scott Harrison as a signatory and add Councillor Knott.

ACTION: Clerk to arrange removal of Scott Harrison as a bank signatory and add Councillor Knott.

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

Payee	Reason	Amount	Chq no
WNC	Green bin licences	£110.00	Direct Debit
Marc Simons	Mowing	£225.00	Online
C Burton	Coronation Expenses and Remembrance Trees for HM Queen Elizabeth II	£188.16	Online
C Burton	Paid holiday leave untaken in 2022/23	£375.54	Online
EON Solutions	Lighting Maintenance	£56.17	Online
WNC	Section 50 Licence for SID	£321.00	Online
Yu Energy	Electricity	£11.02	Direct Debit
Yu Energy	Electricity	£12.50	Direct Debit
Yu Energy	Electricity	£62.18	Direct Debit
EON Solutions	Replacement Street Lighting	£4,783.54	Online
NCALC	Subscription	£285.32	Online
Community Heartbeat	Defibrillator Support	£162.00	Online
C Burton	April/May 2023 salary and expenses	£615.99	Online
Yu Energy	Electricity	£12.00	Direct Debit
Yu Energy	Electricity	£10.67	Direct Debit
Yu Energy	Electricity	£54.72	Direct Debit

13. Correspondence

- WNC Councillor Irving-Swift had requested that the West Northants app is highlighted to all Councillors and residents. The app is free to download and can be found by searching 'West Northamptonshire Council' on an app store.
- All other 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

- WNC Councillor Harris raised the issue of East Farndon completeing a Neighbourhood Development Plan.
ACTION: Clerk to add Neighbourhood Development Plans to the July 2023 agenda.
- WNC Councillor Harris reported that the annual WNC meeting was taking place the next day, and there will be changes to Committees and the number of representatives.
- Councillors Duke and Beesley raised the issue of debris on pavements, and WNC Councillor Harris advised them to report the issues via Daventry's street cleaning service.
- Councillor Fallon reported an issue with bonfires being lit during the day.
ACTION: Councillor Curtis to post information on the rules on lighting external fires on the website/social media.
- Councillor Fallon confirmed he will circulate the latest SID speeding statistics to all Councillors.

15. Date of the next meeting – 19th July 2023
Provisional meeting date – 21st June 2023

16. Closure

The meeting closed at 8.45pm.

Signed that the Minutes are a true and accurate record

Chairman _____ Dated _____