

**EAST FARDON PARISH COUNCIL MEETING AT THE VILLAGE HALL
ANNUAL MEETING OF THE PARISH COUNCIL
WEDNESDAY 15TH MAY 2024 COMMENCING AT 7.15PM**

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

OTHERS IN ATTENDANCE - None

1. Election of Chair

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

2. Election of Vice Chair

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

3. Apologies for Absence

Apologies received and accepted from Councillor Beesley and WNC Councillor Parker.

4. Declarations of Interest and Dispensations

There were no Declarations of Interest.

5. Approval of the Minutes of the Annual Meeting of the Parish and the Meeting on 20th March 2024

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

6. Matters Arising

ACTION	PROGRESS
Councillors Curtis and Knott to gather information from other Climate Action groups in nearby parishes, to inform possible future action.	Added to agenda
Councillor Curtis to scope proposals for Spring renovation work and possible costs.	Carried forward. WNC Councillor Harris is chasing WNC for written confirmation that the Parish Council has authority to undertake the work.
Councillor Curtis and Clerk to develop a village story, covering heritage information, for the website.	Ongoing
Councillor Beesley to organise work on the village hall bin.	Ongoing - Councillor Beesley has advised that the resin cannot be suitably repaired, so the plan is to make a wood cover (to match the bench) and re-attach the sign. It was agreed that the VH bench should not be oiled, but the bin cover could be stained to match the planter (Councillor Curtis has the stain).
Councillors Curtis and Hodgetts to co-ordinate the D-Day Event on 6 June 2024.	Ongoing – event has been publicised
Councillor Fallon to continue to progress speed reduction measures.	Added to agenda

ACTION	PROGRESS
Clerk to submit the Parish Council's response to WNC's Parish Engagement consultation on the new Local Plan.	Done
Councillor Curtis to organise publication on the website of the Parish Council's response to WNC's Parish Engagement consultation on the new Local Plan.	Done
Councillor Beesley to supervise the renovation of the Lubenham Road bench.	Done – Councillor Beesley has advised that it will be trimmed around the edges, some summer bulbs will be planted out, and the renovation came well within budget. The Parish Council thanked the renovation team comprising Jack Beesley, Will Evans & Alfie Freeman for their hard work.
Councillor Beesley to investigate the development of a village emblem.	Carried forward
Clerk to arrange for the Biodiversity Policy and Action Plan to be placed on the website.	Done
Clerk to meet with Nigel Haynes to discuss the DEFRA biodiversity-related maps.	Done – added to agenda
Clerk to apply for a Temporary Event Notice for the 2024 fete.	Done
Councillor Fallon to organise a website article to seek feedback from residents on the East Midlands Airport Further Airspace proposals.	Carried forward
Clerk to add East Midlands Airport Further Airspace proposals to the May 2024 agenda.	Done

7. 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: Councillors Fallon and Knott
- Spring Clean: Councillor Beesley
- War Memorial: Councillor Knott
- WNC/HDC Local Plan Monitoring: Councillor Curtis
- 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 Mr Jonny Dargie 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.

8. Roads and Transport

- **Speedwatch**

Councillor Fallon reported that the Speedwatch is ongoing, and seven Speedwatch sessions have been completed so far, with seventy-eight vehicles caught exceeding 35mph. The kit is due to be returned on 25 May 2024 and potentially there may be another Speedwatch later this year.

- **Progress on Speed Reduction Measures**

Councillor Fallon reported that whilst Highways currently have a programme and funding for the installation of physical traffic calming measures, in order to be considered for any works, the Parish Council must be able to contribute £25,000 towards a scheme. Councillor Fallon has queried what type of physical traffic calming measures this covers.

It was agreed to pursue the dragon's teeth, new signs and 40mph speed limit on Harborough Road, and see how this impacts speeds. If necessary, villagers' views would be sought before any spending on physical traffic calming measures.

ACTION: Councillor Fallon to continue to progress speed reduction measures.

9. Planning and Development

- **Applications granted** - None

- **Applications for consideration**

2024/1701/TPO Works to Trees (Preservation Order) - Land adj to 1 Farrer Cottages Main Street East Farndon LE16 9SJ

The Parish Council had considered this application by email, and responded "It appears that this application is a duplicate of the previous application 2024/0359/TPO, but now includes the work to the other TPO tree. However, the documents on the planning portal don't make this clear, as no copy of the application has been uploaded. It also says the parish is Eydon, not East Farndon. The Parish Council has no objections, assuming the work is as specified in the supporting documents for application 2024/0359/TPO". The application was approved on 2 May 2024.

10. Other Matters

- **Footpath Report**

The Clerk reported that Mr Jonny Dargie, the Footpath Warden, had provided the following:

- Path maintenance and signage: A couple of improvements have been made (detailed list provided and circulated to Councillors).
- Access: The warm weather has been very welcome and has started to dry up the ROW network in most places. On the other hand, hedges and vegetation has started to grow so access to gates and stiles will be monitored and cut back where appropriate.
- The village hall path remains the main outstanding issue – the council contractors have been chased by email to see if there is any update, with no reply to date.

- **Burial Ground Report**

The Clerk reported that the Burial Ground Committee have advised the Burial Ground is in good order. There have been two plot purchases since 1 April 2024. Councillor Hodgetts has cleared the ground in the extension and planted to achieve the objective of 'wilding' the area. It is hoped that the improvements of the gravel path in both the Burial Ground and Churchyard can be organised soon.

ACTION: Councillor Hodgetts to organise the renovation of the gravel path in the Burial Ground and Churchyard, with expenses being met from the Churchyard/Burial Ground Maintenance Reserve.

- **Tree Warden Report**

The Clerk reported that the Tree Wardens have advised there is no change since their March 2024 report; the only outstanding issues are the replanting opposite the Manor and at 2 Rectory Court, and keeping an eye on the replanting at Farrer Cottages.

- **Police Liaison Representative & Neighbourhood Watch (NHW) Report** – no report.

- **Review of Standing Orders and Financial Regulations**

The Parish Council reviewed its Standing Orders and agreed no amendments were necessary. A new NALC model Financial Regulations has just been issued.

ACTION: Clerk to draft new Financial Regulations based on the new NALC model issued in May 2024.

- **Climate Action Research**

Councillor Knott reported that he had been in contact with WNC Councillor Harris who had provided documentation and links regarding the UK100, including "local authority powers in place (net zero)". Councillor Harris has also provided information compiled by Brixworth Climate Action Group (BCAG) including their "green framework" – and also put Councillor Knott into contact with their chair.

ACTION: Councillor Knott to liaise with chair of BCAG to inform Climate Action measures that may be appropriate for East Farndon.

- **Biodiversity Maps**

The Clerk reported that she had met with Nigel Haynes to discuss the biodiversity maps covering East Farndon, and they had discussed the challenges facing permanent pasture land farmers; full details has been circulated to all Councillors. Mr Haynes felt that the only assistance the Parish Council can provide is flagging up any tree planting schemes of which they become aware.

- **East Midlands Airport Further Airspace proposals**

Councillor Fallon advised that they are currently testing the new flight levels, and will report back.

ACTION: Councillor Fallon to report on the new East Midlands Airport flight level tests.

- **West Northamptonshire Local Plan Regulation 18 Draft Consultation**

WNC has prepared its new Local Plan, Regulation 18 Draft, and the consultation closes on 2 June 2024. The Parish Council discussed the draft local plan as follows:

- There is currently a call for Green Spaces to be defined. The Parish Council agreed to request Green Space designation for: Churchyard/Burial Ground; Marriott Green: Village Green: and the area in front of Farndon Hall.

- The local plan policies map shows our scheduled monuments and that we are mostly in a Special Landscape Area (SLA). It was noted that the SLA did not run all the way up to the County border and given that a traditional orchard sits in that field, it was agreed to request that the SLA is extended.
- In the sites detail there are now 4 entries that could impact the parish (numbers 064, 136, 390 & 451). There are duplicates and all relate to what we knew before in terms of potential large scale housing development between Farndon and Harborough. All sites are marked as not currently suitable or achievable. However, HDC may call on these sites.

ACTION: Councillor Curtis and Clerk to respond to the West Northamptonshire Local Plan Regulation 18 Draft Consultation.

- **Fete 2024 Update**

Councillor Fallon confirmed that the arrangements for the fete on 15 June 2024 are progressing well, although more volunteers are needed.

11. Finance

- **To Approve the Accounts for the Year Ended 31st March 2024 (including bank reconciliation)**

The Parish Council approved the accounts for the Year Ended 31st March 2024 (including bank reconciliation).

- **To Review the Internal Audit Report for the Year Ended 31st March 2024**

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 2024**

The Parish Council approved the Fixed Asset Register as at 31st March 2024. The next inspection of the fixed assets is due in July 2024, to be carried out by Councillors Fallon and Knott.

- **To Review and Approve the updated Risk Assessment as at 31st March 2024**

The Parish Council reviewed and approved the Risk Assessment as at 31st March 2024.

- **To Review Insurance Cover Commencing 1st June 2024**

The Clerk had circulated the insurance renewal documents and quote from the existing insurer, plus a quote from another insurance company and a revised quote from the existing insurers. The Parish Council reviewed the insurance cover and approved a 3 year agreement with Zurich, which will save money.

ACTION: Clerk to pay 2024/25 insurance premium.

- **To Approve and Sign the Annual Governance and Accountability Return for the Year Ended 31st March 2024, to include Certificate of Exemption and Supporting Documents**

The Parish Council approved the Annual Governance and Accountability Return for the Year Ended 31st March 2024, 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 2024 are published to meet reporting requirements as an exempt authority.

- **Review of Bank Signatories**

The Clerk confirmed the current bank signatories are Councillors Curtis, Fallon, Knott and Hodgetts. The Parish Council agreed no changes were necessary at this time. It was agreed that online authorisation should be set up.

ACTION: Clerk to set up online banking authorisation.

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

Payee	Reason	Amount	Chq no
C Burton	Holiday leave untaken in 2023/24	£412.12	Online
M Simons	Mowing	£250.00	Online
EON Energy Solutions	Street Lighting Maintenance	£38.40	Online
Ryman Stationery	Printer Paper	£5.99	Debit Card
NCALC	Membership Fee	£292.89	Online
Yu Energy	Street Lighting Electricity	£11.02	Direct Debit
Yu Energy	Street Lighting Electricity	£12.40	Direct Debit
Yu Energy	Street Lighting Electricity	£59.44	Direct Debit
West Northamptonshire Council	Temporary Event Notice for the Fete	£21.00	Debit Card
Community Heartbeat	Defibrillator Support	£162.00	Online
C Burton	Salary/expenses - April/May 2024	£578.80	Online
Microsoft	Microsoft 360 subscription	£59.99	Debit Card
Yu Energy	Street Lighting Electricity	£10.67	Direct Debit
Yu Energy	Street Lighting Electricity	£12.00	Direct Debit
Yu Energy	Street Lighting Electricity	£53.78	Direct Debit
P Hodgetts	Plants and seeds for Burial Ground Extension	£142.99	Online

12. Correspondence

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

13. Any Other Business - None

14. Date of the next meeting – 17th July 2024
Provisional meeting date – 19th June 2024

15. Closure

The meeting closed at 9.12pm.

Signed that the Minutes are a true and accurate record

Chairman _____ Dated _____