

EAST FARNDON PARISH COUNCIL MEETING AT THE VILLAGE HALL
GENERAL MEETING OF THE PARISH COUNCIL
WEDNESDAY 9TH JULY 2025 COMMENCING AT 7.15PM
PRESENT: Mr B Fallon (Chair), Ms M Duke, Mr T Knott
Mrs C Burton (Clerk to the Parish Council)
OTHERS IN ATTENDANCE: Two residents

1. Apologies for Absence

Apologies received and accepted from Councillors Curtis, Beesley and Hodgetts.

2. Declarations of Interest and Dispensations

Councillor Duke declared an interest in agenda item 7 relating to the planning application 2025/2509/TPO at 1 Rectory Court, as she is the applicant. She will not participate in any discussion or vote on the matter.

3. Approval of the Minutes of the Meeting of the Parish Council on 6th May 2025

The Minutes of the above meeting were agreed by all Councillors.

4. Matters Arising

ACTION	PROGRESS
Councillor Beesley to organise work on the village hall bin.	Done. Jack Beesley has completed the renovation of the bin, for which the Parish Council extended its thanks.
Clerk and Councillor Fallon to update the PC website address and Clerk's email address as appropriate.	See agenda item 'Update of Clerk's Email Address and Parish Council Website Address'
Councillor Fallon to organise repairs to the bus shelter.	Ongoing
Councillor Fallon to organise repair to Clerk's laptop keyboard.	Carried over
Clerk to seek a Biodiversity Co-ordinator.	No volunteer, so Councillor Knott has temporarily taken over role
Councillor Knott to investigate the cost of cleaning the War Memorial.	Carried over
Councillor Curtis to explore the constitution of an East Farnon Community Group.	Added to agenda
Clerk to update the Parish Council Emergency Plan.	Done – see agenda item 'Update of Policies'
Councillor Duke to draft articles on ridge & furrow, and the scheduled monument.	Carried over
Councillor Beesley to progress options for a new village sign.	Carried over
Councillor Fallon to progress speed reduction measures.	See agenda item 'Progress Update on Speed Reduction Measures'
Councillor Fallon to seek further feedback from Professor Ollerton on the biodiversity policy and action plan.	Carried over
Councillor Fallon to complete a declaration of acceptance of office of Chair of the Parish Council.	Done
All Councillors to complete declaration of interests, to be forwarded to the Clerk by 27 May 2025.	Done

ACTION	PROGRESS
Clerk to organise update of Burial Ground Fees on the website and notify Stamps.	Done
Clerk to email the PCC to confirm that the Parish Council is not responsible for the maintenance of the wooden steps leading from the churchyard to Marriott Green.	Done
Clerk to update the Standing Orders and Financial Regulations based on the guidance from NCALC.	Done – see agenda item ‘Update of Policies’
Clerk to update all policies as agreed and to reflect that a review has taken place.	Done – see agenda item ‘Update of Policies’
Councillor Fallon to lead a Spring Renovation Working Group.	Ongoing
Clerk to organise a new quote for amended Spring renovation work.	Ongoing
Clerk to organise a meeting of Village organisations.	Meeting held on 16 June 2025.
Staffing Committee to recruit a new Parish Clerk.	Added to agenda
Clerk to update the Risk Assessment to reflect the posts on the village green and the debit card.	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 2025 are published to meet reporting requirements as an exempt authority.	Done
Two Councillors to attend the WNC Annual Parish Conference on 12 June 2025 if possible.	Conference postponed until 23 October 2025
Councillor Duke to attend the Local Plan Briefing with WNC - Part II on 5 June 2025.	Done and feedback circulated
Clerk to commence the co-option procedure for a new Parish Councillor.	Done. As there were no requests to hold an election, WNC confirmed on 29 May 2025 that the Parish Council can fill the vacancy by co-option
Clerk to liaise with Councillors to confirm the date of the July 2025 meeting.	Done

5. Public Participation

Angus Marlow-Thomas, in attendance, advised the Parish Council that he will be submitting a planning application soon for installation of two padel courts, on land off Marston Road near Rectory Farm. There will be no lighting, and a traffic assessment is being done next week, but the impact is expected to be minimal. There will be parking next to the courts. There will also be a full biodiversity assessment, with any impact being offset by planting and landscaping around the courts. Mr Marlow-Thomas is unsure whether the planning application will fall in the East Farndon or Marston Trussell parish.

6. Roads and Transport

• Speeding Reduction Measures Update

Councillor Fallon reported that the proposal to reduce the speed limit to 40mph between the village and Market Harborough has been approved. The necessary legal work will now be completed, and the Parish Council will receive a request for comment/objections. Hopefully it will be implemented before Christmas.

The Parish Council agreed that the planters/gateway to the village on Harborough Road should be moved down to the entrance to the new barn.

ACTION: Councillor Fallon to progress speed reduction measures.

7. Planning and Development

- **Applications granted**

2025/0080/LBC New sedum roof and new bi-fold doors plus repairs to existing walls of brick outbuilding bordering churchyard - 4 Rectory Court East Farndon LE16 9SU
This application was approved on 6 May 2025.

- **Applications for consideration**

2025/2509/TPO Works to Trees (Preservation Order) - Glebeland 1 Rectory Court East Farndon LE16 9SU

The Parish Council was unable to discuss this application, as only two Councillors were eligible to vote.

ACTION: Clerk to email Councillors to inform a response to application 2025/2509/TPO Works to Trees (Preservation Order) - Glebeland 1 Rectory Court East Farndon LE16 9SU

8. Other Matters

- **Footpath Report**

The Clerk reported that Mr Jonny Dargie, the Footpath Warden, had provided a full report, which has been circulated to Councillors. The summary is:

- There is only one update from the last report regarding contaminated hardcore laid down on foot path: the path in question is the one that starts from behind 1868 house at the top of the village and then runs down the hill and through the field that sometimes has emus in it and runs parallel to the road to Marston Trussel. There have been several reports of glass and sharp metal items contaminating the hardcore laid down in stages over the last few months. Inspections have shown that this is the case albeit not overly widespread. Rather than submit a formal report to WNC Council contractors, the approach has been discussed with Councillor Fallon, and Councillor Fallon has kindly picked this up directly with the landowner who has agreed to undertake further remedial action – this will be reassessed in due course.
- Overall, the ROW network is in good shape.
- The village hall path remains the main outstanding issue – there has been no response from the council contractors to date.

Councillor Fallon advised that following complaints being lodged on Street Doctor regarding rights of way, he had spoken to landowners in the Parish and they would prefer that complaints are raised with them directly. The Parish Council agreed that in the first instance, villagers will be asked to raise any concerns regarding rights of way either with the Clerk or the landowner. If the landowner does not take appropriate action, the issue will then be reported on Street Doctor.

ACTION: Clerk to draft a website article on how to report issues with rights of way.

- **Burial Ground Committee Report**

The Clerk reported the Burial Ground is in good order. The regulations notice has recently been updated with revised contact details and placed on the Burial Ground noticeboard. In addition, a temporary notice has been posted highlighting uneven ground, arising from the current prolonged dry spell, and advising people to take care. Thanks are due to Phil Cooper and BRM who re-laid the gravel path through the churchyard and the Burial Ground at the end of May.

- **Tree Warden Report**

The up-to-date TPO schedule has been circulated to all Councillors. The Tree Wardens, Judy Hodgetts and Jessica Oakden, have confirmed that the outstanding issues are the replanting at 2 Rectory Court and the field opposite The Manor. Michael Venton has not replied to a follow-up email, but he is due to conduct a site visit in East Farndon and the Tree Wardens are hoping to speak to him then. They will also double-check that the TPO is staying on the new growth of the felled Ash tree at Farrer Cottages (rather than replanting elsewhere).

Additionally, the Tree Wardens have highlighted a yew tree in the churchyard that has a large branch overhanging the path to the church door; it does not look dangerous but will need some management/pruning at some point. The Clerk has asked Andy Brooks to take a look when he next cuts the hedges.

- **Police Liaison Representative (PLR) & Neighbourhood Watch Report**

Councillor Fallon had forwarded all PLR emails and confirmed that East Farndon's Neighbourhood Watch Scheme is active and he is now the registered Co-ordinator, but he cannot do it longterm.

- **Update of Clerk's Email Address and Parish Council Website Address**

The Clerk's contact email address has now been updated to clerk@eastfarndon-pc.gov.uk on the website. The next step is to update the Clerk's Outlook settings, and then set up the eastfarndon-pc.gov.uk website.

ACTION: Councillor Fallon to update Clerk's Outlook settings to clerk@eastfarndon-pc.gov.uk.

- **Constitution of an East Farndon Community Group**

The Clerk reported that Councillor Curtis had advised that currently, he does not believe a Community Group is necessary, as there are sufficient volunteers willing to fundraise for village organisations and projects as necessary.

- **Update of Policies**

The Clerk had circulated to all Councillors the following policies:

- Business Continuity and Emergency Planning
- Anti-Bullying and Harassment Policy
- Disciplinary Policy
- Grievance Policy
- Equality and Diversity Policy
- Expenses Policy
- Financial Regulations
- Sickness and Absence Policy
- Standing Orders
- Training and Development Policy
- Working from Home Policy

All Councillors approved the updated policies.

ACTION: Clerk to organise publication of the amended policies on the website.

- **Signing of NALC Civility and Respect Pledge**

The Parish Council agreed that it should sign the NALC Civility and Respect Pledge.

ACTION: Clerk to sign the NALC Civility and Respect Pledge.

- **Recruitment of a New Parish Clerk**

Following advertisement of the Clerk vacancy, nine applications were received. Following interviews, a candidate has been chosen.

ACTION: Staffing Committee to organise a contract of employment for the new Clerk and agree a start date and handover period.

ACTION: Clerk to organise induction training for the new Clerk.

- **Co-option of a New Parish Councillor**

Following WNC confirming that the Parish Council could fill the vacancy by co-option, the vacancy had been advertised with a closing date of 27 June 2025, but no applications were received.

ACTION: Clerk to re-advertise for applications for co-option as a Parish Councillor.

- **Training Attended**

Councillor Knott attended 'Being a Good Employer' training on 4 June 2025 and had circulated the training slides.

Councillor Duke attended 'Village Greens' training on 1 July 2025 and had circulated a summary.

- **Change in Clerk's Hours**

Following advice from NCALC, the Parish Council agreed that the Clerk's hours should be increased to 25 hours per month from 1 April 2025.

9. Finance

- **Bank Reconciliation (as at Close of Business on 7 July 2025)**

Balance as at 1 April 2025

Current Account	£6,755.65	
Deposit Account	<u>£11,869.94</u>	
		£18,625.59

Income

Precept	£6,758.00	
Burial Ground Plot Purchases	£500.00	
Electricity Refunds	£257.23	
Interest	<u>£25.81</u>	
		£7,541.04

Expenses

T Knott	£16.27
NCALC	£293.92
C Burton	£430.70
M Simons	£250.00
Yu Energy	£12.40
Community Heartbeat	£162.00
Quality Headstones	£721.35
Lloyds Bank	£4.25
C Burton	£609.99
Microsoft	£84.99
Yu Energy	£12.00
Lloyds Bank	£4.25
Andrew Brookes	£80.00
Yu Energy	£12.36
Yu Energy	£67.69

Zurich Insurance	£692.63	
NCALC	£42.00	
ICO	£47.00	
Lloyds Bank	£4.25	
J Oakden	£30.50	
M Simons	£750.00	
Yu Energy	£14.62	
Yu Energy	£32.63	
EON Solutions	£38.40	
		-£4,414.20

Balance as at 7 July 2025

Current account	£9,856.68	
Deposit account	£11,895.75	
		£21,752.43

The bank reconciliation was checked and signed by Councillor Duke.

• **Actual v. Budgeted Spending as at 7 July 2025**

	Precept Agreed	Expenditure to Date	Balance
Streetlighting and Maintenance	£1,400.00	£178.10	£1,221.90
NCALC	£300.00	£291.52	£8.48
Insurance	£1,000.00	£692.63	£307.37
S137 Spending	£400.00	£0.00	£400.00
Training	£100.00	£35.00	£65.00
Mowing of Burial Ground/Hedges	£3,600.00	£1,000.00	£2,600.00
Clerk Gross Salary	£4,171.00	£1,014.70	£3,156.30
Parish Council/Clerk Expenses	£1,140.00	£216.50	£923.50
Bin Collection	£705.00	£0.00	£705.00
Defibrillator Expenses	£200.00	£135.00	£65.00
Election Expenses	£500.00	£0.00	£500.00
TOTAL	£13,516.00	£3,563.45	£9,952.55
Spending from Reserves (see below)		£801.35	
VAT		£49.40	
TOTAL PAYMENTS		£4,414.20	

RESERVES		Receipts	Payments	Balance
Renovation of Village Spring	£1,500.00			£1,500.00
Burial Ground/Churchyard Maintenance	£3,500.00	£500.00	£80.00	£3,920.00
War Memorial Maintenance	£3,026.63		£721.35	£2,305.28
Fixed Asset Spending	£954.00			£954.00
Village Sign Development	£400.00			£400.00
TOTAL	£9,380.63			£9,079.28

- The following payments were agreed by all Councillors

Payee	Reason	Amount	Chq no
Lloyds Bank	Bank Charges	£4.25	Online
Andrew Brookes	Treework	£80.00	Online
Yu Energy	Street Lighting Electricity	£12.36	Direct Debit
Yu Energy	Street Lighting Electricity	£67.69	Direct Debit
Zurich Insurance	Insurance	£692.63	Online
NCALC	Training	£42.00	Online
ICO	Data Protection Fee	£47.00	Direct Debit
Lloyds Bank	Bank Charges	£4.25	Online
J Oakden	War Memorial Planters	£30.50	Online
M Simons	Mowing	£750.00	Online
Yu Energy	Street Lighting Electricity	£14.62	Online
Yu Energy	Street Lighting Electricity	£32.63	Online
EON Solutions	Street Lighting Maintenance	£38.40	Online

10. Correspondence

- WNC have opened a consultation on its draft Statement of Community Involvement (SCI) for its Planning Service, which sets out how WNC will engage and consult in the undertaking of its Planning functions. The consultation closes on 25 August 2025. The draft SCI and consultation page is available here: <https://westnorthants.citizenspace.com/place/statement-of-community-involvement/>
- NCALC have launched a Climate & Nature (CAN) Champion Scheme, and have requested that the Parish Council appoint a CAN Champion to represent the council in matters relating to the climate, nature, and the environment. Councillor Knott was appointed to this role.
ACTION: Clerk to register Councillor Knott as the Climate & Nature (CAN) Champion with NCALC.
- This year's NCALC Annual Conference will be held on 4 October 2025 at Moulton Community Centre, and the Parish Council is invited to send up to two delegates.
ACTION: Clerk to register Councillor Knott for the NCALC Annual Conference.
- Highways have advised that part of Marston Road will be closed on 8 September 2025.
ACTION: Clerk to ensure that the Marston Road closure on 8 September 2025 is publicised.
- All other relevant correspondence (e.g. NCALC Newsletter) has been circulated to Councillors and shared on the village website and Facebook page where appropriate.

11. Any Other Business

- A query was raised about the location of Community Speedwatch once the new speed limit on Harborough Road is in place. Councillor Fallon advised that the locations will be reviewed.
- A query was raised on village social events, which the Parish Council advised were mainly organised by the Village Hall Committee.

12. Date of the next meeting – 17 September 2025

Provisional meeting date – 16 August 2025

13. Closure

The meeting closed at 8.13pm.

Signed that the Minutes are a true and accurate record

Chairman _____

Dated _____