

**East Farndon Parish Council**  
**MINUTES**  
**Wednesday 19<sup>th</sup> November 2025**  
**East Farndon Village Hall 19:15**

Email: [clerk@eastfarndon-pc.gov.uk](mailto:clerk@eastfarndon-pc.gov.uk)  
Website: [www.eastfarndon.org](http://www.eastfarndon.org)

Present:

Bernie Fallon (Chair)  
Melanie Duke

Tom Knott (Vice Chair)  
Sarah Gresly (Clerk)

Paul Hodgetts

One member of public.

Meeting Commenced: 19:15

Year Month Item	The following business was transacted:	
2025 11 01	Apologies for absence. <i>RESOLVED – Cllr Curtis and Cllr Beesley sent their apologies.</i>	
2025 11 02	Declarations of Interest and Dispensation. <i>RESOLVED: None</i>	
2025 11 03	Approval of the Minutes of the Meeting on 17 <sup>th</sup> September 2025. <i>RESOLVED: The Minutes were approved by Council and signed by the Chair.</i>	
2025 11 04	Matters Arising.	
	<b>ACTION</b>	<b>PROGRESS</b>
	Cllr Fallon to organise repairs to the bus shelter.	<i>The externals have been painted by residents and few outstanding points – should be resolved by the Spring.</i>
	Cllr Fallon to organise repair to Clerk's laptop keyboard.	<i>Replacement keys received – to be fitted.</i>
	Cllr Duke to draft articles on ridge & furrow, and the scheduled monument.	<i>Not pertinent to being completed at this time.</i>
	Cllr Beesley to progress options for a new village sign.	<i>Carried Forward.</i>
	Cllr Fallon to lead a Spring Renovation Working Group.	<i>Waiting on timeline from contractor.</i>
	Cllr Fallon to progress speed reduction measures.	<i>Included in item 2025 11 10.</i>
	Cllr Fallon to update Clerk's Outlook settings to <a href="mailto:clerk@eastfarndon-pc.gov.uk">clerk@eastfarndon-pc.gov.uk</a> .	<i>Done.</i>
	Clerk to respond to planning application 2025/3498/FULL 2 padel courts, parking and associated infrastructure - The Hay Barn Land South of Marston Trussell Road, Market Harborough.	<i>Done.</i>
	Clerk to have a set of noticeboard keys cut for Cllr Beesley.	<i>Done and keys handed over to Cllr Beesley.</i>
	All Councillors to actively encourage villagers to consider the Parish Councillor vacancy.	<i>Included in item 2025 11 06.</i>
	Councillor Hodgetts to obtain a quote for creating a wildflower garden in the burial extension, and Councillor Knott to apply for a WNC Biodiversity grant.	<i>Done.</i>

	Burial Ground Committee to investigate a replacement Burial Ground noticeboard.	<i>Included in item 2025 11 12</i>
	Clerk to amend Climate Action policy and arrange for the updated policy to be placed on the website.	<i>Done – sent to Cllr Curtis for the website.</i>
	Clerk to confirm acceptance of BRM quotes for Spring work, and obtain a timescale for the work.	<i>Email sent 19/9/25.</i>
	Clerk to provide a list of Spring Group volunteers to Cllr Fallon.	<i>Done.</i>
	Cllr Knott to assess work needed to the bushes behind the War Memorial, and organise work as necessary.	<i>Included in item 2025 11 07.</i>
	Clerk to update the risk assessment regarding attachments to Parish Council streetlight columns.	<i>Done.</i>
	Cllrs Duke and Hodgetts to agree volunteer roles required to assist Parish Council as critical response.	<i>Agreed to bring to January meeting.</i>
2025 11 05	Public Participation. <i>A member of public wanted to express that they thought that Council is doing a fantastic job and are very grateful.</i>	
2025 11 06	Casual Vacancy. To discuss who may be of interest to approach. <i>The Council was advised that a draft list of residents potentially interested in becoming Councillors had been compiled. It was agreed that all Councillors would contribute to this list and then coordinate who would approach each resident.</i> <b>AP: To circulate the draft list of residents to all Councillors for review and updates. (Clerk)</b> <b>AP: To add potential candidates to the list and agree allocation of contacts. (All)</b>	
2025 11 07	To receive an update from the War Memorial Working Group/Remembrance Sunday and discuss next year's event. <b>(TK)</b> <i>RESOLVED: The Council was advised that the Remembrance Sunday service had been successful, and thanks were extended to all who attended. It was reported that the War Memorial Working Group, having met its objectives will now be disbanded, with occasional ad hoc support offered, if needed, all Councillors agreed. It was agreed that Cllr Knott would still be the main contact for war memorial issues. It was agreed that future arrangements should be diarised, including notices in the Parish newsletter and the necessary preparations for the remembrance service. It was also suggested that the Parochial Church Council (PCC) be contacted in advance to consider scheduling the time of any service so that it does not conflict with the ceremony at the war memorial.</i> <b>AP: To diarise the organisation of Remembrance Sunday. (Clerk)</b>	
2025 11 08	To receive an update on the defibrillator. <b>(TK&amp;MC)</b> <i>RESOLVED: The Council was advised that the replacement pads had not yet been received, despite follow-up requests.</i> <b>AP: To contact Community Heartbeat to chase the replacement pads. (Clerk)</b>	
2025 11 09	To discuss the digitisation of Parish Council documents. <b>(BF &amp; Clerk)</b> <i>The Council was advised that there were a lost of historical documents, some that date back to the 1930's and it would be of historical interest to make these documents available to view online. Councillors were presented with examples of how the digital document would look. The Council agreed for the documents be scanned and any necessary documents be sent to the Northamptonshire Register Office. It was further agreed that the Council will move towards digital storage, including the payment authorisation process. This decision was taken for several reasons: to reduce environmental impact, to streamline procedures, and to ensure secure record-keeping.</i>	

	<p>The Council was also informed of the digital systems that can be used for the Burial Ground Register. This would ensure a digital trail and mean that the information was easily accessible.</p>		
2025 11 10	<p>To receive an update on speed calming measures. <b>(BF)</b>  <b>RESOLVED:</b> The following traffic report was presented to Council:  <i>Dates: 16/09/25 17:00 – 19/11/2025 17:59:</i>  85th Percentile Speed = 34.9 MPH  85th Percentile Vehicles = 78,040 counts  Max Speed = 80.0 MPH on 20/09/2025 00:55:00  Total Vehicles =91,812 counts</p> <p>The Council was advised that Highways had painted dragon's teeth on the road as part of phase one of the new 40mph speed limit being introduced. It was further reported that the legal process confirming the 40mph speed limit on Harborough Road has been completed, and Highways are expecting to complete the signage work by the New Year. Once the signs are in place, the Police will allow a period of 3–4 weeks before commencing targeted speed checks.</p> <p>The Council was informed of the opportunity to purchase their own speed radar device required to undertake Community Speed Watch at a cost of £175. A grant application has been submitted to cover this expense; however, the Council agreed that, should the application be unsuccessful, the items will be purchased directly.</p> <p>In addition, Highways have made repaired the collapsing drains.</p>		
2025 11 11	<p>To receive the Footpath report.  <b>RESOLVED:</b> The report was received. It was noted that the village hall path remains the main outstanding issue; however, West Northamptonshire Council (WNC) has confirmed that the work will be completed by 6 January.</p>		
2025 11 12	<p>To receive the Burial Ground Committee report.  <b>RESOLVED:</b> The report was received. It was noted that a small cross near the church porch had been repositioned upright, having previously been laid down by the Burial Ground Committee due to concerns it might fall.  <b>AP: To contact the PCC regarding the cross being laid down. (Clerk)</b></p>		
2025 11 13	<p>To receive the Tree Warden report.  <b>RESOLVED:</b> The report was received and noted that there were few issues. The Tree Officer from WNC has confirmed a visit to carry out inspections of certain trees. It was also reported that tree T9 in the churchyard is overdue for testing.  <b>AP: To investigate the cost of a PiCUS Tomograph for T9. (Clerk)</b></p>		
2025 11 14	<p>To receive the Police Liaison Representative (PLR) &amp; Neighbourhood Watch report. <b>(BF)</b>  <b>RESOLVED:</b> The Council was informed that there was nothing further to report beyond the emails previously circulated. It was noted that a third break-in had occurred at a barn, which has been reported to the Police.</p>		
2025 11 15	<p>To agree the dates for next year's meetings. <b>(Clerk)</b>  <b>RESOLVED:</b> Council approved the proposed dates:  Full Meeting: 21<sup>st</sup> Jan, 18<sup>th</sup> Mar, 20<sup>th</sup> May, 22<sup>nd</sup> July, 23<sup>rd</sup> Sept, 18<sup>th</sup> Nov,  Provisional Dates: 18<sup>th</sup> Feb, 24<sup>th</sup> June, 19<sup>th</sup> Aug, 21<sup>st</sup> Oct, 16<sup>th</sup> Dec  Annual Parish Meeting: 22<sup>nd</sup> April  <b>AP: Confirm dates with the Village Hall. (Clerk)</b></p>		
2025 11 16	<p>To discuss the inclusion of reports as standing Agenda items. <b>(Clerk)</b>  <b>RESOLVED:</b> The Council agreed that reports should be circulated in advance of meetings, and Councillors will confirm at the meeting that they have read them. It was also agreed that reports were only required if there was an update since the previously one.</p>		
2025 11 17	<p>Finance:  <b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• Bank Reconciliation.</li> </ul> <p><u>Balance as of 16 September 2025</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Current account</td> <td style="text-align: right;">£7,634.46</td> </tr> </table>	Current account	£7,634.46
Current account	£7,634.46		

Deposit account	£11,916.71	
		£19,551.17
<u>Income</u>		
WNC Precept	£6,758	
Interest	£5.88	
SumUp	£73.25	
Interest	£6.27	
		£6,843
<u>Expenditure</u>		
Total	£3,176.48	
<u>Balance as at 17 November 2025</u>		
Current account	£11,284.98	
Deposit account	£11,928.86	
		£23,213.84

(A full list of payments are included in the bank reconciliation at end of Minutes)

*It was noted that the income from the SumUp machine was from Marriott Green event and will be transferred to Marriott Green.*

*Bank Reconciliation was checked and signed by Cllr Knott.*

- Payments Approved.

Payee	Reason	Amount	VAT	Method
The Doodle Cloud	Replacement Laptop Keys	£71.88		Online
Lloyds Bank	Bank Charges	£4.25		Online
Timpson Ltd	Noticeboard Key Cutting	£10.00		Debit Card
Microsoft 365	Microsoft 360 Subscription	£138.24	£23.04	Debit Card
Andrew Brookes	Tree Work	£605.00		Online
EON Solutions	Street Lighting Maintenance	£38.40	£6.40	Online
Royal British Legion	Wreath	£40.00		Online
S Gresly	Salary/September 2025	£107.45		Online
S Gresly	USBC Adaptor	£11.67	£2.05	Online
T Knott	Mileage to NCALC Annual Conference	£15.08		Online
Valda Energy	Street Lighting Electricity	£22.15	£1.11	Direct Debit

*Clerk advised that the had some additional payments since the Agenda was published:*

Payee	Reason	Amount	VAT	Method
Lloyds Bank	Bank Charges	£4.25		Online
S Gresly	Salary/October 2025	£388.50		Online
C Burton	Salary/October 2025	£278.61		Online
C Burton	Unused Holiday Pay	£304.21		Online
S Gresly	Meet the Clerk' Expenses	£39.34	£4.11	Online

The Doodle Cloud	Antivirus Software	£64.24	£10.71	Online
M Simons	Mowing	£1,000.00		Online
Valda Energy	Street Lighting Electricity	£37.46	£2.27	Online

*The Council approved all payments.*

*It was confirmed that in future, The Clerk will add invoices that need to be authorised in a joint folder for two councillors to approve. The Clerk will then set up the payment and let Councillors know for payment to be authorised.*

- Budget vs. Forecast.

**Actual v. Budgeted Spending as at 17 November 2025**

	Precept Agreed	Expenditure to Date	Balance
Streetlighting and Maintenance	£1,400.00	£529.41	£870.59
NCALC	£300.00	£291.52	£8.48
Insurance	£1,000.00	£692.63	£307.37
S137 Spending	£400.00	£128.76	£271.24
Training	£100.00	£111.00	-£11.00
Mowing of Burial Ground/Hedges	£3,600.00	£2,605.00	£995.00
Clerk Gross Salary	£4,171.00	£3,809.35	£361.65
Parish Council/Clerk Expenses	£1,140.00	£423.40	£716.60
Bin Collection	£705.00	£705.18	-£0.18
Defibrillator Expenses	£200.00	£135.00	£65.00
Election Expenses	£500.00	£0.00	£500.00
<b>TOTAL</b>	<b>£13,516.00</b>	<b>£9,431.25</b>	<b>£4,084.75</b>
Spending from Reserves (see below)			
VAT		£280.46	
<b>TOTAL PAYMENTS</b>		<b>£9,711.71</b>	

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
<b>TOTAL</b>	<b>£9,380.63</b>			<b>£9,079.28</b>

2025 11 18

To review the draft budget. **(Clerk)**  
**RESOLVED:** *The Council reviewed and discussed the draft budget. It was agreed in principle, with a further review to take place in January once a clearer overview of the current year's accounts is available.*

2025 11 19

To review the 2026/2027 precept. **(Clerk)**  
**RESOLVED:** *The Council agreed that the general reserve should be increased to ensure sufficient funds are maintained. It was further agreed in principle that the precept would need to rise with the final decision to be confirmed at the January meeting.*

2025 11 20	<p>To approve a bank mandate to be completed to remove Caroline Burton from Council bank account. <b>(Clerk)</b>  <i>RESOLVED: The Council agreed to remove Caroline from the bank account.</i>  <b>AP: To action the bank mandate. (Clerk)</b></p>
2025 11 21	<p>Correspondence.</p> <ul style="list-style-type: none"> <li>• <i>Chair of Old Parish Council – Confirmed that they would split the cost of the CiLCA training for the Clerk.</i></li> <li>• <i>WNC Amenities contacted enquiring if two trees are Council's responsibility. After investigation and contact with Tree Wardens, it was established that neither of the trees are Council's responsibility.</i></li> <li>• <i>WNC Planning Policy Team contacting regarding a potential designation as Local Green Space in the forthcoming West Northamptonshire Local Plan. Marriott Green, the Village Green, the Church Grounds and the Burial Ground plus Extension.</i></li> <li>• <i>Valda Energy – new legislation from government means that small government-mandated charge will be included in the unit rate(s) on each of the meter points. Increase by 00.46p/kWh – goes from 35.5 to 35.96. Most recent bill would have gone from £17.54 to £17.76.</i></li> <li>• <i>WNC/NCALC Community Resilience Project – Cllr Hodgetts and Cllr Duke confirmed that they are looking into an emergency plan which will be completed by January for Council to review.</i></li> </ul>
2025 11 22	<p>Any Other Business.  <i>Cllr Knott – Reported that the application for a grant for biodiversity from WNC had been successful. The costings in the application included: wood frame composter, wildflower plugs and some bird nesting.</i>  <b>AP: To confirm the timeline for the work needs to be completed and to co-ordinate with the Burial Ground Committee regarding work to provide an update in January's meeting. (TK)</b>  <i>It was noted that the litter bin on Harborough Road had fallen down. Cllr Fallon advised that he had been in touch with West Northamptonshire Council (WNC) who stated that it's the responsibility of East Farndon Council. AP: Cllr Fallon advised that he has the necessary items to repair and will action. (BF)</i></p>
2025 11 23	<p>Date and Time of next meeting.  <i>21<sup>st</sup> January 2026 19:15.</i></p>
2025 11 24	<p>Meeting Closure.  <i>20:48</i></p>

## Bank Reconciliation as at close of business on 17 November 2025

### Balance as at 16 September 2025

Current account	£7,634.46	
Deposit account	£11,916.71	
		£19,551.17

### Income

WNC Precept	£6,758	
Interest	£5.88	
SumUp	£73.25	
Interest	£6.27	
		£6,843

Expenses	Total Cost	VAT
The Doodle Cloud	£71.88	
Lloyds Bank	£4.25	
Timpson Ltd	£10	
Microsoft 365	£138.24	£23.04
Andrew Brookes	£605.00	
EON Solutions	£38.40	£6.40
Royal British Legion	£40.00	
S Gresly	£107.45	
S Gresly	£11.67	£2.05
T Knott	£15.08	
Valda Energy	£22.15	£1.11
S Gresly	£388.50	
C Burton	£278.61	
C Burton	£304.21	
S Gresly	£39.34	£4.11
Cloud	£64.24	£10.71
M Simons	£1,000.00	
Valda Energy	£37.46	£2.27

-£3,176.48

### Balance as at 17 November 2025

Current account	£11,284.98	
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		£23,213.84