

East Farndon Parish Council
MINUTES
Wednesday 20th May 2026
East Farndon Village Hall 19:15

Email: clerk@eastfarndon-pc.gov.uk

Website: www.eastfarndon.org

Present:

Bernie Fallon (Chair)

Manoj Parmar

Paul Hodgetts

Melanie Duke

Sarah Gresly (Clerk)

Meeting Commenced: 19:17

Year Month Item	The following business was transacted:	
2026 05 01	To elect the Chair for 2026/2027 and to sign the declaration of acceptance of office. <i>RESOLVED: Council resolved to elect Cllr Fallon as Chair. He then signed the Declaration of Acceptance of Office.</i>	
2026 05 02	To elect the Vice Chair for 2026/2027. <i>RESOLVED: Council resolved to elect Cllr Duke as Vice Chair.</i>	
2026 05 03	To receive apologies for absence. <i>RESOLVED: Apologies were received from Cllr Curtis and Cllr Beesley.</i>	
2026 05 04	Declarations of Interest and Dispensation. <i>RESOLVED: None.</i>	
2026 05 05	Approval of the Minutes of the Meeting on 18 th March 2026. <i>RESOLVED: The Minutes were approved by Council and signed by the Chair.</i>	
2026 05 06	Matters Arising.	
	ACTION	PROGRESS
	To organise repairs to the bus shelter. (BF)	The externals have been painted by residents and few outstanding points – should be resolved by the Spring.
	To progress options for a new village sign. (SB)	Research has shown that the funds currently available are not sufficient to purchase a sign. It was suggested that funds be moved to a different budget line, while still being earmarked to reflect that the money was raised through fundraising.
	To lead a Spring Renovation Working Group. (BF)	The contractor has confirmed that work on the Spring can now begin. Cllr Fallon has suggested early June as a suitable time to organise volunteers and prepare the area.
	All Councillors to actively encourage villagers to consider the Parish Councillor vacancy. (ALL)	Completed. With Cllr Parmar joining and another councillor due to join, the Council agreed to operate with six members for the time being and to review recruitment again next year.
	Add potential candidates to the list and agree allocation of contacts. (All)	Completed.
	To draft and circulate an IT Policy. (Clerk)	Cllr Parmar has drafted a policy, which will be reviewed by Cllr Fallon and the Clerk, with the intention of presenting it to the Council at the July meeting.

	To arrange for the publication of the Emergency Plan on the website. (Clerk)	Completed.
	To renovate the Burial Ground notice board. (BGC)	Completed.
	To purchase the items for the Biodiversity grant Burial Ground project. (PH)	Completed.
	To update the website with information about the village gateway sign being repaired. (Clerk)	Highways has been chased to complete the repair.
	To progress the transfer to Unity Trust Bank. (Clerk)	Since the previous meeting, it was discovered that Unity Trust does not offer a debit card. Council agreed to remain with Lloyds Bank and to review the position again next year.
	To diarise the next PiCUS tomography tree test. (Clerk)	Completed.
	To contact contractors to arrange an inspection of the trees. (Clerk, MP and SB)	A meeting with a tree surgeon has been arranged between the Clerk and the Tree Warden.
	To contact Moulton College to enquire whether they would be willing to provide support with a tree survey. (BF)	Completed.
	To draft and circulate a Risk Assessment. (Clerk)	Carried forward to the next meeting.
	To amend the Clerk's wages standing order from April onwards. (Clerk)	Completed.
	To submit Council's feedback on the Local Plan. (MC)	Completed.
	To send Cllr Parmar the requirements for assertion 10. (Clerk)	Completed.
	To submit Council's feedback on the Local Plan. (MC)	Completed.
	To respond to the resident's letter regarding the 'Special Landscape Area'. (BF & Clerk)	Completed.
	To complete the WNC Election Costs consultation. (Clerk)	Completed.
	To advertise the Evening for Our Village event on the website and social media platforms. (MC)	Completed.
	To prepare a communication to gather residents' views on the need for a bus service. (MC&MD)	Council agreed for the communication to gauge whether there would be interest in a bus service to be put in the Newsletter and on social media, requesting a response to the Clerk by July.
	To publish a news article on the website regarding the 40mph signage. (BF)	Carried forward.
2026 05 07	Public Participation. <i>RESOLVED: No public present.</i>	
2026 05 08	Casual Vacancy. <i>RESOLVED: Cllr Hodgetts informed Council that this would be his final meeting, as he is stepping down from his role as Councillor. Council expressed its thanks to Cllr Hodgetts for his nine years of service and for his dedication and commitment.</i>	

	Prior to the meeting, an application from Mr Alex Austin to be co-opted as a Councillor had been received and circulated to all Councillors. Council resolved to co-opt Mr Austin. Council also noted that one casual vacancy remains. AP: To arrange Mr Austin’s completion of the Declaration of Acceptance of Office and all other joining documents. (BF)																																																																																					
2026 05 09	To review the delegation arrangements, terms and members of committees and sub-committees/roles. (Clerk) <i>RESOLVED: Council confirmed the following:</i> <i>Staffing Committee: Cllr Beesley and Cllr Duke</i> <i>Burial Ground Committee: Cllr Hodgetts, Russell Burton and Chris Pepler</i>																																																																																					
2026 05 10	To appoint new committees/roles. (Clerk) <i>RESOLVED: Council confirmed the following:</i> <i>Communications: Cllr Duke and Cllr Curtis</i> <i>Webmaster: Cllr Curtis</i> <i>Defibrillator: Cllr Curtis, Cllr Beesley and Cllr Duke</i> <i>Fixed Asset Audit – Cllr Parmar and Cllr Duke</i> <i>Spring Clean – Cllr Beesley</i> <i>West Northamptonshire Council/Harborough District Council Local Plan Monitoring: Cllr Curtis</i> <i>Banking – Cllr Fallon, Cllr Curtis, Cllr Parmar and Cllr Duke</i> <i>Roads and Transport – Cllr Fallon</i> AP: To complete bank mandates to reflect new members. (Clerk) AP: To share details of the Climate and Nature Champion role with Cllr Parmar. (Clerk)																																																																																					
2026 05 11	Finance: - Bank Reconciliation. <i>RESOLVED: The bank reconciliation was presented to Council and was checked and approved by Cllr Duke.</i> - Budget Vs. Actual. <i>RESOLVED: Council was presented with the financial information for April. It was noted that the insurance had been budgeted at a lower level than required, and that Clerk Expenses had exceeded the forecast due to the purchase of the CiLCA book. Council was also informed that the Burial Ground Reserve will be topped up to £3,500 during this financial year.</i> - Payments to be Approved. <i>RESOLVED: Council approved the below payments.</i> <table><tr><th>Payee</th><th>Reason</th><th>Amount</th><th>VAT</th><th>Method</th></tr><tr><td>Lloyds</td><td>Bank Charge</td><td>£4.25</td><td></td><td>Online</td></tr><tr><td>WNC</td><td>Garden Waste Bin Collection</td><td>£138</td><td></td><td>DD</td></tr><tr><td>S Gresly</td><td>Salary/Home Working (March)</td><td>£388.50</td><td></td><td>SO</td></tr><tr><td>Lloyds</td><td>Bank Charges</td><td>£ 4.25</td><td></td><td>Online</td></tr><tr><td>EON</td><td>Street Lighting Maintenance</td><td>£ 32.00</td><td>£ 6.40</td><td>Online</td></tr><tr><td>Marc Simons</td><td>Burial Ground Mowing</td><td>£ 250.00</td><td></td><td>Online</td></tr><tr><td>NCALC</td><td>NCALC Membership</td><td>£ 256.00</td><td></td><td>Online</td></tr><tr><td>NCALC</td><td>NALC Membership</td><td>£ 22.02</td><td></td><td>Online</td></tr><tr><td>NCALC</td><td>Data Protection Officer Fee</td><td>£ 12.00</td><td>£ 2.40</td><td>Online</td></tr><tr><td>Glasden</td><td>Bin</td><td>£ 144.11</td><td>£ 28.82</td><td>Online</td></tr><tr><td>S Gresly</td><td>Clerk Claim</td><td>£ 74.25</td><td>£ 0.45</td><td>Online</td></tr><tr><td>S Gresly</td><td>Clerk Salary (April)</td><td>£ 376.50</td><td></td><td>SO</td></tr><tr><td>S Gresly</td><td>Clerk Home Working Allowances (April)</td><td>£ 18.00</td><td></td><td>SO</td></tr><tr><td>Valda</td><td>Street Lighting Power</td><td>£ 19.93</td><td>£ 1.94</td><td>DD</td></tr><tr><td>J Shaw</td><td>Planters Expenses</td><td>£ 64.33</td><td>£ 12.87</td><td>Online</td></tr><tr><td>NCALC</td><td>CiLCA Training</td><td>£ 287.50</td><td>£ 57.50</td><td>Online</td></tr></table>	Payee	Reason	Amount	VAT	Method	Lloyds	Bank Charge	£4.25		Online	WNC	Garden Waste Bin Collection	£138		DD	S Gresly	Salary/Home Working (March)	£388.50		SO	Lloyds	Bank Charges	£ 4.25		Online	EON	Street Lighting Maintenance	£ 32.00	£ 6.40	Online	Marc Simons	Burial Ground Mowing	£ 250.00		Online	NCALC	NCALC Membership	£ 256.00		Online	NCALC	NALC Membership	£ 22.02		Online	NCALC	Data Protection Officer Fee	£ 12.00	£ 2.40	Online	Glasden	Bin	£ 144.11	£ 28.82	Online	S Gresly	Clerk Claim	£ 74.25	£ 0.45	Online	S Gresly	Clerk Salary (April)	£ 376.50		SO	S Gresly	Clerk Home Working Allowances (April)	£ 18.00		SO	Valda	Street Lighting Power	£ 19.93	£ 1.94	DD	J Shaw	Planters Expenses	£ 64.33	£ 12.87	Online	NCALC	CiLCA Training	£ 287.50	£ 57.50	Online
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	R Burton	Burial Ground Notice Board Repairs	£ 47.88		Online
	S Gresly	APM Expenses	£ 40.15		Online
	Zurich	Insurance	£ 875.37		Online
2026 05 12	To readopt the following policies/procedures with no changes: (Clerk) • Financial Regulations • Standing Orders • Complaints Procedure • Records Retention Policy • Data Protection Policy • Data Breach Policy • Press and Media Policy • Freedom of Information Policy • Recruitment Policy • Dignity at Work Policy • Health and Safety Policy • Grievance Policy <i>RESOLVED: Council approved the following documents: Financial Regulations, Standing Orders, Complaints Procedure, Records Retention Policy, Data Protection Policy, Data Breach Policy (titled GDPR Data Security Incident Procedure), Freedom of Information Policy (titled Publication Scheme), Health & Safety Policy, and Grievance Policy. It was noted that the Standing Orders require a Press and Media Policy to be reviewed annually, but the Council does not currently have such a policy.</i> AP: To update the policies/procedures with the reviewed date. (Clerk) AP: To produce a draft Press and Media Policy for review. (Clerk)				
2026 05 13	To review the agreements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. (Clerk) <i>RESOLVED: Council were informed of the agreements that are currently in place: Marc Simons (mowing), Andy Brookes (hedge cutting), Community Heartbeat (defib), Valda Energy (street lighting power), EON (street lighting maintenance), West Northamptonshire Norse (bin collection). Council agreed that, as these agreements are short-term in nature, they do not require review.</i>				
2026 05 14	To review the arrangements for insurance cover in respect of all insurable risks. (Clerk) <i>RESOLVED: Council was informed that it is currently in a three-year insurance agreement with Zurich (expiring in 2027), which provides cover for all assets, public liability of £12,000,000, and employers' liability of £10,000,000.</i>				
2026 05 15	To review and approve the Councils and/or staff subscriptions to other bodies. (Clerk) <i>RESOLVED: Council approved the following subscriptions: Microsoft 365, Google, Northamptonshire County Association of Local Councils, Information Commissioners Office, Parish Online, Society of Local Council Clerks, Community Heartbeat and National Association of Local Councils.</i>				
2026 05 16	To review and approve the Direct Debits and Standing Orders for 2026/2027. (Clerk) <i>RESOLVED: Council approved the following direct debits: West Northamptonshire Council Norse (bin collection and burial ground green waste), Valda Energy (streetlighting electricity), Lloyds Bank (bank charges). Council also approved the standing order for the Clerk's salary and home working allowance.</i>				
2026 05 17	To review the Council's expenditure incurred under s.137 of the Local Government Act 1972. (Clerk) <i>RESOLVED: Council were informed that during the 2025-2026 financial year, a total of £128.76 was spent and that for the 2026-2027 financial year £250 has been budgeted.</i>				
2026 05 18	To receive the Burial Ground Committee Report. (Clerk) <i>RESOLVED: Council received the report, which outlined that since the last update the following actions had been completed: bulbs have been planted using the recent biodiversity grant; push tests on memorials have been carried out with no resulting actions; the West Northamptonshire Council garden-waste sticker has been affixed; sealant has been applied to the new noticeboard to prevent water ingress; a</i>				

	<i>memorial has been approved; and the memorial fee on the village website has been corrected.</i>
2026 05 19	To receive the Village Hall accounts. (Clerk) RESOLVED: Council received the Village Hall accounts for the year ending on the 28 th February 2026.
2026 05 20	To review the provision of the dog bins within the village. <i>Council was informed that the new bin located on Lubenham Road is being well used. Council approved an amendment to the collection arrangement with Norse, whereby the Lubenham Road bin is now collected in place of the bin on Harborough Road, which will be emptied by volunteers on an ad hoc basis as and when needed. Council was advised that Harborough District Council will be approached to enquire whether they would be willing to contribute towards the cost of the collection, given that the bin is also used by residents from the Harborough District. Council was further informed that alternative contractors are being contacted to explore whether a more cost-effective collection service can be secured. Council discussed the possibility of installing an additional bin on Marston Lane, relocating the existing Lubenham Road bin to Marston Lane, and purchasing a larger bin for Lubenham Road.</i> AP: To establish the location for a bin on Marston Lane. AP: To obtain quotes for the supply and installation of a new bin. (Clerk)
2026 05 21	To discuss the Council's obligations in relation to the burial ground and churchyard. <i>The Council noted that it unexpectedly had maintenance obligations of the church grounds and the associated costs imposed upon it, pursuant to Section 215 of the Local Government Act 1972, on 7 July 2021 with little warning. The Parochial Church Council (PCC) could no longer meet the costs with their dwindling income and formally closed the church yard in February that same year. During the time the grounds were in the control of the PCC and the Diocese, limited work was done to maintain the trees around the Church area from a landscaping perspective. With precept money now being used to cover the basic maintenance obligations, and with the churchyard and burial grounds being its second biggest financial consideration, the Parish Council does not think it appropriate to spend additional precept funds on aesthetics of the Church grounds while there are other financial priorities to be met and in an effort to keep the precept fair to all. Council agreed that it will take appropriate action to address any identified safety concerns, ensuring that the trees do not pose a safety risk to the public.</i> AP: To draft a message to the Parochial Church Council outlining the Council's responsibilities in relation to the burial ground and churchyard. (MD)
2026 05 22	Accounts and Audit for Year Ending 31st March 2026: - To receive and note the year ending accounts and budget for 2025/2026. - To receive and note the Annual Internal Audit Report 2025/2026. - To receive and complete the AGAR Annual Governance Statement 2025/2026. - To approve the AGAR Annual Accounting Statements 2025/2026. - To approve completion and signing of the AGAR Certificate of Exemption 2025/2026. RESOLVED: <i>Annual Internal Audit Report – Council were informed that the report had been completed.</i> <i>Annual Governance Statement – Council completed the statement. All statements were agreed, excluding number 10, due to the website not yet being fully compliant with the accessibility requirements.</i> <i>Annual Accounting Statements – The Clerk and Chair completed and signed the statements.</i> <i>Certificate of Exemption – Council completed and signed the certificate</i> AP: To send the completed documents to the external auditor. (Clerk) AP: To publish all documents on the Financial Statutory Documents section of the website. (Clerk)
2026 05 23	Correspondence.

	• <i>Footpath Report – Council was informed that the Footpath Warden had no news, other than reporting that a new finger post on Marston Lane had been installed.</i> • <i>Tree Warden – Council was informed that Jessica Oakden had stepped down from the role of Tree Warden. Council was informed that an update had been received from a Tree Officer at West Northamptonshire Council. The update confirmed that a replacement tree will be planted to compensate for one of the Tree Preservation Order (TPO) trees that had been felled, and that sanctions in another related case have been waived.</i>
2026 05 24	Any Other Business. <i>RESOLVED: None.</i>
2026 05 25	Date and Time of next meeting. <i>RESOLVED: Next Council Meeting 22nd of July.</i>
2026 05 26	Meeting Closure. <i>RESOLVED: The meeting closed at 21:30</i>

Signed that the minutes are a true and accurate record:

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Chair

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Date

Balance Reconciliation as at 18th May 2026

Balance as at 1st April 2026

Current Account	£8,487.00	
Savings Account	£11,950.61	
		£20,437.61

Income

Precept	£7,602.50
Interest	£10.31
Burial Ground/Churchyard Maintenance	£250.00
Total	£7,862.81

Expenses

Lloyds	Bank Charges	£ 4.25
EON	Street Lighting Maintenance	£ 38.40
Marc Simons	Burial Ground Mowing	£ 250.00
NCALC	NCALC Membership	£ 256.00
NCALC	NALC Membership	£ 22.02
NCALC	Data Protection Officer Fee	£ 14.40
Glasden	Bin	£ 172.93
S Gresly	Clerk Claim	£ 74.70
S Gresly	Clerk Salary (April)	£ 376.50
S Gresly	Clerk Home Working Allowances (April)	£ 18.00
Valda	Street Lighting Power	£ 21.87
J Shaw	Planters Expenses	£ 77.20
NCALC	CiLCA Training	£ 345.00
R Burton	Burial Ground Notice Board Repairs	£ 47.88
S Gresly	APM Expenses	£ 40.15
Zurich	Insurance	£ 875.37
Total		£2,634.67

Balance as at 18th March 2026

Current account	£13,704.83
Deposit account	£11,960.92
Total	£25,665.75

		Budget Full Year	Actual YTD	Percentage	Reason for Variance
Staffing	Clerk Gross Salary	£4,743.90	£394.50	8.32%	
	Clerk Home Working Allowance	£216.00	£0.00	0.00%	
	Clerk Expenses	£35.00	£74.25	212.14%	Expenses for CiLCA training
	Training	£648.00	£287.50	44.37%	
Finance/Admin	Bank Charges	£51.00	£4.25	8.33%	
Services	Insurance	£700.00	£875.37	125.05%	
	Streetlighting Power	£907.28	£19.93	2.20%	
	Streetlighting Maintenance	£128.00	£32.00	25.00%	
	Website	£240.00	£0.00	0.00%	
Subscriptions	Subscription NCALC	£310.00	£256.00	82.58%	
	NALC Subscription	£0.00	£22.02	#DIV/0!	
	Parish Online Subscription	£53.00	£0.00	0.00%	
	Data Protection Officer	£12.00	£12.00	100.00%	
	ICO Subscription	£52.00	£0.00	0.00%	
	SLCC Subscription	£80.00	£0.00	0.00%	
	Microsoft 365 Subscription	£140.00	£0.00	0.00%	
	Antivirus Subscription	£0.00	£0.00	#DIV/0!	
Burial Grounds	Grass Cutting & Shrubbery	£2,050.00	£250.00	12.20%	
	Hedgecutting	£1,148.00	£0.00	0.00%	
	Contingency (could be met with Churchyard maintenance)	£500.00	£0.00	0.00%	
	Garden Waste Collection	£0.00	£0.00	#DIV/0!	
Maintenance	Planter Costs	£100.00	£64.33	64.33%	
	Bin Collection	£740.00	£0.00	0.00%	
	Defibrillator Expenses	£200.00	£0.00	0.00%	
	Other Maintenance/Contingency	£400.00	£144.11	36.03%	
S137 Spending	S137 Spending - Parish Events	£250.00	£40.15	16.06%	
	Other				

RESERVES			
	Renovation of Village Spring	£1,500.00	
	Burial Ground/Churchyard Maintenance	£3,500.00	£47.48
	War Memorial Maintenance	£2,305.28	
	Fixed Asset Spending	£894.10	
	Village Sign Development	£400.00	
	Election Expenses	£150.00	
	VAT		