East Farndon Parish Council
Wednesday 21st October 2026
East Farndon Village Hall 19:00

Email: clerk@eastfarndon-pc.gov.uk
Website: www.eastfarndon.org/

MINUTES

Present:
Mervyn Curtis (Vice Chair) Samantha Beesley Alex Austin
Sarah Gresly (Clerk)

Meeting Started at: 19:00

<table>
<tr><th>Year Month Item</th><th>The following business will be transacted:</th></tr>
<tr><td>2026 10 01</td><td>To receive apologies for absence.
RESOLVED: Apologies were received from Cllr Fallon and Cllr Parmar.</td></tr>
<tr><td>2026 10 02</td><td>Declarations of Interest and Dispensation.
RESOLVED: None.</td></tr>
<tr><td>2026 10 03</td><td>Approval of the Minutes of the Meeting on the 22nd July 2026.
RESOLVED: The Minutes were approved by Council and signed by the Vice Chair.</td></tr>
<tr><td>2026 10 04</td><td>Matters Arising.
The following updates were received:
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<tr><th>ACTION</th><th>PROGRESS</th></tr>
<tr><td>To organise repairs to the bus shelter. (BF)</td><td>Council resolved that no further repair work was needed at this time.</td></tr>
<tr><td>To lead a Spring Renovation Working Group. (BF)</td><td>Confirmed that volunteers will be contacted to arrange a date for the work to be completed.</td></tr>
<tr><td>All Councillors to actively encourage villagers to consider the Parish Councillor vacancy. (ALL)</td><td>Ongoing.</td></tr>
<tr><td>To draft and circulate an IT Policy. (Clerk)</td><td>To be presented at this meeting (item 2026 10 15).</td></tr>
<tr><td>To update the website with information about the village gateway sign being repaired. (Clerk)</td><td>It was noted that the repair work had been completed.</td></tr>
<tr><td>To draft and circulate a Risk Assessment. (Clerk)</td><td>Council noted that progress on this matter has been deferred whilst Burial Ground training for the Clerk is being explored. AP: To research and identify appropriate burial ground training for the Clerk. (Clerk)</td></tr>
<tr><td>To publish a news article on the website regarding the 40mph signage. (BF)</td><td>In progress.</td></tr>
<tr><td>To produce a draft Press and Media Policy for review. (Clerk)</td><td>To be presented at this meeting (item 2026 10 16).</td></tr>
<tr><td>To send Sam Gandy the Climate and Nature Champion role description. (Clerk)</td><td>Completed.</td></tr>
<tr><td>To add an item to September’s agenda to discuss the Climate and Nature Champion role. (Clerk)</td><td>Completed.</td></tr>
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	To approach the Village Hall Committee regarding potential contribution to the Village Sign. **(SB)**	Council agreed that there was insufficient space to install a village sign and resolved to move the allocated funds towards the purchase of planters and plants.
	To write to Kettering Town Council to express support for Zane's Law and the Clean Land (Human Rights) Bill. **(Clerk)**	Completed.
	To investigate the role of Tree Warden and consider advertising for a replacement. **(Clerk)**	The current Tree Warden advised that she monitors trees subject to Tree Preservation Orders (TPOs) and maintains a general oversight of other trees within the village, notifying landowners of any apparent issues. Council agreed to enquire whether the Climate and Nature Champion would be willing to incorporate these responsibilities within their role.
	To review the ownership of the parcels of land that Council claims ownership of. **(Clerk & MC, BF)**	Council noted that it had previously been recorded that Land Registry records identify the Parish Council as the owner of the lands in question. **AP: To confirm relevant title deeds listed in the asset register are held by the Council. (BF)**
	To confirm with Norse the additional bin collection. **(Clerk)**	Completed.
	To notify Bruce Bellm (Chair of Welland Valley Neighbourhood Forum) of the results of the bus survey. **(Clerk/BF)**	Completed.
	To contact the landowner regarding the dead tree to advise them of the concerns. **(Clerk)**	The Clerk advised that she would obtain the relevant landowner's contact details

2026 10 05 Public Participation.
RESOLVED: No members of public were present.

2026 10 06 Casual Vacancy.
RESOLVED: The Clerk confirmed that no applications had been received in respect of the casual vacancy. Council noted the update and requested clarification on the actions required to support further recruitment to the Council. **AP: To confirm the current actions required to support recruiting Councillors. (BF)**

2026 10 07 Finance:
• Bank Reconciliation.
RESOLVED: Council were presented with the bank reconciliation. Cllr Austin checked and signed the reconciliation.
• Budget Vs. Actual.
RESOLVED: Council was presented with the year-to-date budget compared to actual expenditure. It was noted that some budget headings, including the bin collection budget, had exceeded their allocated amounts and that the approved purchase of a Council laptop would be funded from the Fixed Asset Spending Reserve.
• Payments to be Approved.
RESOLVED: Council approved all the below payments.

Payee	Reason	Net	VAT	Method
Lloyds	Bank Charges	£4.25		Online
S Gresly	Clerk Salary (July)	£376.50		SO

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S Gresly	Clerk Home Working Allowances (July)	£18.00		SO
Valda	Street Lighting Power	£34.55	£1.73	DD
Lloyds	Bank Charges	£4.25		Online
S Gresly	Clerk Salary (August)	£376.50		SO
S Gresly	Clerk Home Working Allowances (August)	£18.00		SO
Bernie Fallon	Bin Clips	£14.99	£3.00	Online
Bernie Fallon	Safety Gloves	£16.64	£3.34	Online
Bernie Fallon	Litter Pickers	£16.24	£3.25	Online
Bernie Fallon	Google Mailbox Subscription (April 2026)	£4.26		Online
Bernie Fallon	Google Mailbox Subscription (May 2026)	£16.50		Online
Bernie Fallon	Google Mailbox Subscription (June 2026)	£16.50		Online
Bernie Fallon	Google Mailbox Subscription (July 2026)	£17.19		Online
Bernie Fallon	Google Mailbox Subscription (August 2026)	£22.00		Online
NCALC	Training - Off to a Flying Start	£53.00	£10.60	Online
Sarah Gresly	Stamps	£6.60		Online
WNC Norse	Bin Collections	£1,089.48	£217.90	Online
Google	Google Mailbox Subscription (September 2026)	£22.00		Online
Valda	Street Lighting Power	£37.32	£1.87	DD
Lloyds	Bank Charges	£ 4.25		Online
Microsoft	Microsoft 365 Subscription	£ 129.60	£ 25.92	Online
S Gresly	Clerk Salary (September)	£ 376.50		SO
S Gresly	Clerk Home Working Allowances (September)	£ 18.00		SO

2026 10 08	To receive the Burial Ground Committee report. *RESOLVED: The Burial Ground Committee reported that the Burial Ground was in good order. Council noted that a burial had taken place during the reporting period, hedge cutting was scheduled, and grave levelling had been undertaken, with further works planned. The Committee advised that the small cross near the church porch had been laid down after being erected in an insecure manner.* *The Committee recorded its appreciation for the repainting of the memorial bench by a resident. It was noted that the memorial plaques remained missing and had not been reinstated.* **AP: To make enquiries regarding the current location of the memorial plaques and whether they can be reinstated. (SB)**
2026 10 09	To receive the Footpath Warden report. *RESOLVED: The Footpath Warden's report was received and noted by Council. The report advised that several repairs and maintenance works had been carried out across the Rights of Way network in recent months and that the network was generally in good condition.*
2026 10 10	To receive the Tree Warden report. *RESOLVED: Council received the Tree Warden's report. Council were advised that the West Northamptonshire Council Tree Officer has advised that Tree TPO DA 280 T10, which is leaning against the churchyard boundary wall, may be removed, subject to the submission and approval of a formal application. Council was also advised that residents of Rectory Court had confirmed that they had no objections to the tree's removal.*

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	Council agreed to contact the Parochial Church Council (PCC) to enquire whether it would be willing to contribute towards the cost of the work and to confirm whether its annual inspection includes trees. *Subject to the PCC's response, Council agreed to submit an application to fell the tree. If consent is granted, three quotations will be obtained for the work. Council approved a budget of up to £1,000 for the tree felling works.* **AP: To contact the Parochial Church Council regarding the felling of tree TPO DA 280 T10. (Clerk)** **AP: To submit an application to WNC for the felling of TPO DA 280 T10. (Clerk)** **AP: Subject to approval of the felling application, to obtain three quotations for the works. (Clerk)**
2026 10 11	To discuss ongoing parking issues within the village, including concerns raised by residents. *RESOLVED: Following a communication from a resident regarding vehicles parking partially on the footway and carriageway, Council discussed ways to reinforce awareness of considerate parking within the village. Council agreed that a reminder would be circulated via the village WhatsApp group on its behalf, highlighting the importance of considerate parking and providing a link to the guidance available on the Council's website. Council also agreed that residents should be reminded that parking is available at the Village Hall.* **AP: To send a communication to residents regarding parking. (MC)** **AP: To respond to the resident confirming that Council is aware of the ongoing issue and that a further reminder on considerate parking will be issued. (Clerk)**
2026 10 12	To discuss the latest update from Anglian Water. **(BF)** *RESOLVED: Council received a report regarding the ongoing engagement with Anglian Water following the recent water outages. It was noted that meetings had been held with Anglian Water, Stuart Andrew MP and neighbouring parish councils to discuss measures to prevent future incidents. Council recorded its thanks to Stuart Andrew MP for his support.* *Council noted concerns regarding the response to the October outage, including delays in the provision of alternative water supplies, communication issues and the treatment of priority register customers. It was reported that direct engagement with senior Anglian Water representatives had improved communications and emergency support arrangements. Anglian Water had also confirmed that previously agreed improvement works had not yet been implemented but were now being expedited.* *Council noted that compensation arrangements for affected residents remain under discussion and that further details are awaited.* *Council further noted that a public meeting with senior representatives from Anglian Water has been arranged for 12 November 2026 to enable residents to discuss the issues directly and hear details of proposed service improvements.* **AP: To publish an article on the Council website regarding the update. (MC)**
2026 10 13	To note an addition to the asset register. **(Clerk)** *RESOLVED: Council approved the addition of the wooden cross used by the Burial Ground Committee to mark graves to the Council's asset register.* **AP: To add the wooden cross to the asset register. (Clerk)**
2026 10 14	To appoint the Climate and Nature champion. **(Clerk)** *RESOLVED: Council approved the appointment of Sam Gandy as the Council's Climate and Nature Champion and were informed that the next session will be in November.*

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2026 10 15	To review the IT policy. **(Clerk)** *Council agreed to defer reviewing the policy.*
2026 10 16	To review the Press and Media policy. **(Clerk)** *RESOLVED: Council approved the policy, with the addition of a sentence which makes reference to the Council's separate Social Media Policy.* **AP: To send the policy to Cllr Curtis for publication on the Council website. (Clerk)**
2026 10 17	To discuss and agree the arrangements for Remembrance Sunday. **(AA)** *RESOLVED: Council confirmed that Cllr Austin will lead the Remembrance Service.*
2026 10 18	To agree the dates for next year's meeting. **(Clerk)** *RESOLVED: Council approved the following dates for next year's meetings:* *Full Meetings: 27th Jan, 24th Mar, 26th May, 28th July, 22nd Sept, 24th Nov* *Provisional Meetings: 24th Feb, 28th April, 23rd June, 25th Aug, 27th Oct, 15th Dec* *Annual Parish Meeting: 28th April* **AP: To check the meeting dates on the Council website and confirm that they are correct with Cllr Curtis. (Clerk)**
2026 10 19	To consider making a response to the West Northamptonshire Council Reg 19 Local Plan consultation. **(MC)** *RESOLVED: Council was advised that there were no changes to the Local Plan affecting East Farndon. Council noted that the Parish Council's request for an extension to the Special Landscape Area had again been unsuccessful. Having considered the consultation, Council agreed that no formal response would be submitted.*
2026 10 20	*Closure of the meeting to press and public.* *RESOLVED: The meeting was closed to the press and public.*
2026 10 21	To discuss the Clerks wages. *RESOLVED: Council were informed of the Local Government Services Pay Agreement which affects the Clerks monthly wage and requires a back payment from 1st April 2026. Council was advised that HMRC had not been notified of the salary payments for the current financial year and that a penalty may be incurred due to the late submission. Council authorised the Clerk to complete and submit the necessary payroll notifications.* *Council was also informed that additional overtime had been worked, partly in connection with CiLCA training. The Clerk confirmed that the exact overtime details would be provided to the Staffing Committee and presented to Council at the next meeting.* **AP: To notify HMRC of the Clerk's earnings from April 2026. (Clerk)** **AP: To provide the Staffing Committee with details of the revised monthly salary, back pay amount and overtime worked. (Clerk)**
2026 10 22	*Reopening of the meeting to press and public.* *RESOLVED: The meeting was reopened to the press and public.*
2026 10 23	Councillor's Report.
2026 10 24	Correspondence. • Correspondence received from a resident regarding parking concerns within the village. – *Discussed during item 2026 10 11.* *Received after the Agenda was published:* • Correspondence from resident enquiring signage being erected in the village to direct to their building. - *Council agreed that responsibility for the provision of such signage rests with the Highways Authority and requested that the resident be advised accordingly.* **AP: To respond to the resident advising that the matter falls within the remit of the Highways Authority. (Clerk)**

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2026 10 25	Closure of meeting. *RESOLVED: The meeting was closed at 20:20*

Signed that the Minutes are a true and accurate record:

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Chair

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Date

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	Total in Bank Balance 31st March 2025	**£20,437.61**								
	Current	£8,487.00								
	Savings	£11,950.61								
Income			**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**YTD**	
	Precept	£15,205.00	£7,602.50					£7,602.50	£15,205.00	
	Interest		£5.07	£5.24	£4.75	£4.92	£5.25	£4.92	£30.15	
	Misc								£0.00	
	VAT Reclaim								£0.00	
	Grants								£0.00	
Reserves	Renovation of Village Spring								£0.00	
	Burial Ground/Churchyard Maintenance		£250.00						£250.00	
	War Memorial Maintenance								£0.00	
	Fixed Asset Spending								£0.00	
	Village Sign Development								£0.00	
	Total Income		£7,857.57	£5.24	£4.75	£4.92	£5.25	£7,607.42		
Expenses									**YTD Expenditure**	**Total Remaining**
Staffing	Clerk Gross Salary	£4,743.90	£376.50	£376.50	£376.50	£376.50	£376.50	£376.50	£2,259.00	£2,484.90
	Clerk Home Working Allowance	£216.00	£18.00	£18.00	£18.00	£18.00	£18.00	£18.00	£108.00	£108.00
	Clerk Expenses	£35.00	£74.25					£6.60	£80.85	-£45.85
	Training	£648.00		£345.00	£42.00			£63.60	£450.60	£197.40
Finance/Admin	Bank Charges	£51.00	£4.25	£4.25	£4.25	£4.25	£4.25	£4.25	£25.50	£25.50
Services	Insurance	£700.00		£875.37					£875.37	-£175.37
	Streetlighting Power	£907.28		£21.87	£37.41	£37.37	£36.28	£39.19	£172.12	£735.16
	Streetlighting Maintenance	£128.00	£32.00			£38.40			£70.40	£57.60
	Website	£240.00							£0.00	£240.00
Subscriptions	Subscription NCALC	£310.00	£256.00						£256.00	£54.00
	NALC Subscription	£0.00	£22.02						£22.02	-£22.02
	Parish Online Subscription	£53.00							£0.00	£53.00
	Data Protection Officer	£12.00	£12.00						£12.00	£0.00
	ICO Subscription	£52.00			£47.00				£47.00	£5.00
	SLCC Subscription	£80.00							£0.00	£80.00
	Microsoft 365 Subscription	£140.00						£155.52	£155.52	-£15.52
	Google Mailbox	£0.00						£99.05	£99.05	-£99.05
	Antivirus Subscription	£0.00							£0.00	£0.00
Burial Grounds	Grass Cutting & Shrubbery	£2,050.00	£250.00			£750.00			£1,000.00	£1,050.00
	Hedgecutting	£1,148.00			£ 548.00				£548.00	£600.00
	Contingency (could be met with Churchyard	£500.00							£0.00	£500.00
	Garden Waste Collection	£0.00							£0.00	£0.00
Maintenance	Planter Costs	£100.00		£77.20					£77.20	£22.80
	Bin Collection	£740.00						£1,307.38	£1,307.38	-£567.38
	Defibrillator Expenses	£200.00							£0.00	£200.00
	Other Maintenance/Contingency	£400.00	£144.11		£50.52			£17.99	£212.62	£187.38
S137 Spending	S137 Spending - Parish Events	£250.00		£40.15				£39.47	£79.62	£170.38
	Other								£0.00	£0.00
	Total	**£13,704.18**	**£1,189.13**	**£1,758.34**	**£1,123.68**	**£1,224.52**	**£435.03**	**£2,127.55**		
	VAT (included in amounts above)		£38.07	£72.31	£8.79	£16.18	£1.73	£265.88		

RESERVES									
Renovation of Village Spring	£1,500.00							£0.00	£1,500.00
Burial Ground/Churchyard Maintenance	£3,500.00		£47.88	£50.00	£48.00			£145.88	£3,354.12
War Memorial Maintenance	£2,305.28			£125.00				£125.00	£2,180.28
Fixed Asset Spending	£894.10							£0.00	£894.10
Village Sign Development	£400.00							£0.00	£400.00
Election Expenses	£150.00							£0.00	£150.00
Total		**£0.00**	**£47.88**	**£175.00**	**£48.00**	**£0.00**	**£0.00**		
VAT									

Total Including Reserves	**£1,227.20**	**£1,806.22**	**£1,298.68**	**£1,272.52**	**£435.03**	**£2,127.55**
Current Account Bank Balance	£15,112.30	£13,306.08	£12,007.40	£10,734.88	£10,299.85	£8,172.30
Savings Account Bank Balance	£11,955.68	£11,960.92	£11,965.67	£11,970.59	£11,975.84	£11,980.76
Total Bank Balance	**£27,067.98**	**£25,267.00**	**£23,973.07**	**£22,705.47**	**£22,275.69**	**£20,153.06**

Balance Reconciliation as at 30th September 2026

Balance as at 14th July 2026

Current account	£11,133.63
Deposit account	£11,970.59
Total	**£23,104.22**

Income

Interest - Savings Account		£10.17
Precept - Current Account		£7,602.50
	Total	**£7,612.67**

Expenses

Llloyds	Bank Charges	£ 4.25
S Gresly	Clerk Salary (July)	£ 376.50
S Gresly	Clerk Home Working Allowances (July)	£ 18.00
Valda	Street Lighting Power	£ 36.28
Llloyds	Bank Charges	£ 4.25
S Gresly	Clerk Salary (August)	£ 376.50
S Gresly	Clerk Home Working Allowances (August)	£ 18.00
Bernie Fa	Bin Clips	£ 17.99
Bernie Fa	Safety Gloves	£ 19.98
Bernie Fa	Litter Pickers	£ 19.49
Bernie Fa	Google Mailbox Subscription (April 2026)	£ 4.26
Bernie Fa	Google Mailbox Subscription (May 2026)	£ 16.50
Bernie Fa	Google Mailbox Subscription (June 2026)	£ 16.50
Bernie Fa	Google Mailbox Subscription (July 2026)	£ 17.79
Bernie Fa	Google Mailbox Subscription (August 2026)	£ 22.00
NCALC	Training - Off to a Flying Star	£ 63.60
Sarah Gre	Stamps	£ 6.60
WNC Nor	Bin Collections	£1,307.38
Google	Google Mailbox Subscription (September 2026)	£ 22.00
Valda	Street Lighting Power	£ 39.19
Llloyds	Bank Charges	£ 4.25
Microsoft	Microsoft 365 Subscription	£ 155.52
S Gresly	Clerk Salary (September)	£ 376.50
S Gresly	Clerk Home Working Allowances (September)	£ 18.00
	Total	**£2,961.33**
	VAT (Included in Total)	**£267.61**

Balance as at 30th September 2026

Current account	£15,774.80
Deposit account	£11,980.76
Total	**£27,755.56**