

FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

Email: clerk@farringdonpc.org

Minutes of the Full Council Meeting of Farringdon Parish Council held in the Function Room, The Golden Pheasant, Gosport Road, Farringdon, GU34 3DJ, on Wednesday, 5th July 2017, commencing at 7.30pm.

Present: Cllr Elderton in the Chair, Cllrs Batley (Vice-Chair), Durrant, Bevan, Williams and Cllr Ms de Ledesma. Also present: one member of the public (for part of the meeting) and Mrs Claire Gibbs Parish Clerk.

C. Gibbs

Mrs Claire Gibbs, Parish Clerk

MINUTES

201/17 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND WELCOME

Apologies for absence were received from Cllrs Newens and Mrs Farris. A proposal was received, seconded and voted in favour of accepting the apologies received.

RESOLVED: That the apologies received be accepted.

(Power used: Local Government Act 1972 s85)

202/17 TO RECEIVE AND APPROVE DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

No disclosable pecuniary and non-pecuniary interests were received.

203/17 TO APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS UNDER SECTION 33 OF THE LOCALISM ACT 2011

This was not required for this meeting.

(Power used: Localism Act 2011 s 33)

204/17 TO RECEIVE RESOLUTION TO SUSPEND STANDING ORDERS TO ALLOW PUBLIC QUESTION TIME

PUBLIC QUESTION TIME - The member of the public asked for an update on the new Village Hall project. Cllr Durrant gave a quick update regarding the progress of the project.

205/17 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS

Following the conclusion of public question time the meeting was resumed.

206/17 TO APPROVE THE MINUTES OF THE MEETING HELD ON 31st MAY 2017 (for accuracy)

The Chair itemised the minutes. A proposal was received, seconded and voted in favour that the minutes of the meeting held on 31st May 2017 be approved.

RESOLVED: That the minutes of the meeting held on 31st March 2017 be accepted as a true record of the meeting.

(Power used: Local Government Act 1972 Schedule 12 Para 41(1))

FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

Email: clerk@farringdonpc.org

207/17 MATTERS ARISING FROM PREVIOUS MEETING (for information only)

- SDNP representation - details regarding the Parish representative on SDNP, had been received. Cllr Ms de Ledesma offered to be the Parish's representative - this was accepted, with thanks, by the Council.
- Office 365, Kaspersky and Fasthosts - the software renewal for Kaspersky and Fasthosts have been charged incorrectly to the credit cards used previously for the renewals. The Fasthosts renewal was charged to Mr Macknamara who had taken on the Clerk's role a few years ago and he had been reimbursed by cheque prior to this meeting. It is unknown whose credit card had been charged for the Kaspersky but again they will be reimbursed when they come forward. The current Clerk has managed to get the Office 365 renewal to be changed so that it will be paid by bank transfer (please see 209/17 below). The Clerk will work to ensure that the renewals, in the future, are not made using the credit card details of previous Clerk's

208/17 ENDORSEMENT OF THE UPDATED STANDING ORDERS, FINANCIAL REGULATIONS AND POLICIES (Deferred from previous meeting)

The revised Financial Regulations, Standing Orders, Grant Application form, Press and Media policy and the Code of Conduct were endorsed.

RESOLVED: The endorsed Standing Orders, Financial Regulations and Policies be noted and kept on file.

209/17 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNTS

Agenda No	Chq No:	Date	Payee	Item	Total (£)
N/A	000701	26/06/17	HMRC	Quarterly NI	99.54
N/A	000702	26/06/17	David Williams	Travel to FAG meeting in Winchester	16.20
N/A	000703	26/06/17	DM Scholes & Mrs MJ Hatch (Golden Pheasant)	Use of The Golden Pheasant's function room for AGM	42.00
	000704	26/06/17	Claire Gibbs	June salary and expenses	821.68
N/A	000705	26/06/17	Edwin Macknamara	Reimbursement for Fasthosts payments incorrectly charged to his credit card	208.76
			Total payments made since last meeting		1,188.18

The following payments were approved. One of the payments (Office 365) required a bank transfer. The Clerk drafted a bank transfer form, to be submitted to the bank, this was approved by Cllrs Elderton and Batley.

FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

Email: clerk@farringdonpc.org

Agenda No	Payee	Item	Total (£)
	Microsoft	Annual renewal of the Council's email and filing system (Office 365) - to be paid by bank transfer	547.20
138/17	Nick Adams	Annual Playground and MUGA inspection 2017	99.90
		Total additional payments	647.10

210/17 TO RECEIVE THE BANK STATEMENT (to date) AND ACCOUNTS FOR THE QUARTER ENDED 30TH JUNE 2017

The bank statement and bank reconciliation to 7th June (the latest received before the meeting) were signed as correct by Cllr Bevan. In addition, the accounts were circulated, and for ease have been included below:

FARRINGDON PARISH COUNCIL BUDGET MONITORING AS AT 5TH JULY 2017					
Summary	Budget 2017/2018	Actual Expenditure 2017/2018	Committed Expenditure	Total Estimated Expenditure/Income 2017/2018	(Underspend)/Overspend
	£	£	£	£	£
Expenditure					
1 Staff costs	14,204	2,716	10,349	13,065	(1,139)
2 Office Services	1,240	228	917	1,145	(95)
3 General Admin Costs	1,370	804	595	1,399	29
4 Village Maintenance	10,225	155	10,070	10,225	-
5 Village Hall, Vision 2030 & Grants	2,000	-	2,000	2,000	-
6 Professional fees & Services	1,533	645	998	1,643	110
7 Members' Costs	1,350	70	1,084	1,153	(197)
8 Capital Purchases	3,564	5,900	3,564	9,464	5,900
9 VAT Paid	-	1,312	-	1,312	1,312
10 Total Expenditure	35,485	11,830	29,576	41,406	5,921
Income					
11 Precept	(35,000)	(17,500)	(17,500)	(35,000)	-
12 VAT Refund received	-	(1,885)	-	(1,885)	(1,885)
13 Grant Income	-	-	-	-	-
14 Interest	-	(2)	(2)	(4)	(4)
15 Total Income	(35,000)	(19,387)	(17,502)	(36,889)	(1,889)
16 (Surplus)/Deficit	485	(7,557)	12,074	4,517	4,032

The capital purchases at line 8 show an in year overspend of £5,900, this represents the purchase of the traffic management system in April 2017 after a substantial delay. It was budgeted for and grants were received in the 2016/2017 financial year.

The Council currently has reserves of £130,497.10, this is made up as follows:

Bank Account	Balance Amount (£)
Treasurer's Account (adjusted balance)	77,144.72
Bank Account Bus instant access 2	28,352.38
Bank Account Treasurer's Deed account 3 (Solar Farm)*	25,000.00
	£130,497.10

*Note: Community benefit deed linked to future village hall.

RESOLVED: The bank statement, bank reconciliation to 7th June and accounts be noted.

211/17 ELECTRONIC BANKING ARRANGEMENTS AND BANKING PROVIDER

The Clerk explained that she and Cllr Bevan had been looking into electronic banking arrangements with TSB. The 2 signatory authorisation currently needed for cheque payments can be replicated electronically i.e. any electronic payments made will need to be authorised, online, by 2 signatories. However, in order for the Clerk to be able to view the bank account and to set up the payments for authorisation, the Clerk needs to be an authorised signatory. The Clerk being a signatory to the accounts amendment to the Financial Regulations had been made, though the requirement for payments to be approved by 2 Councillors had been reinforced.

A discussion followed and the resulting actions were for the Clerk to become a signatory to the Council's bank accounts and to initiate the process of accessing and making the Council's payments electronically.

RESOLVED: the Clerk to become a signatory to the Council's bank accounts and to initiate electronic banking.

212/17 PLANNING APPLICATIONS:

SDNP/17/03043/TCA

Location: The Cross, The Street Upper Farringdon Alton Hampshire GU34 3DT

Proposal: Plum tree - crown reduction and re-shaping to clear electrical and telephone wires and garage roof.

Consultation period ends: 12/7/2017

Cllr Williams had viewed the plum tree in question and reported to the Council that the works were required and advised that the Council not object to this application.

RESOLVED: No objection

213/17 COUNCILLOR VACANCY

The Councillor vacancy was raised but no one from the Parish had come forward to fill it. The Clerk will draft an A4 poster to be displayed on the Parish's notice boards notifying the local residents of the vacancy.

RESOLVED: That the Councillor Vacancy be a standing item on the agenda until the position is filled and the Clerk draft a poster advertising the vacancy to be displayed on the Parish's notice boards.

214/17 GRANT APPLICATION FROM PCC

A grant application from All Saints Parochial Church Council had been received. The requested grant of £300 is to assist with quarterly grass cutting on the bank adjacent to Church Road. A query had been raised regarding the timetable for the project. The member of the public, who is a Church Warden, confirmed that the form was incorrect and the timetable for the project was between July 2017 and July 2018. In addition, it was reinforced that this grant was a one-off and not the first of an annual grant for grass cutting. Any further grant applications should be submitted before the Council sets the annual budget for the next financial year in November.

The Councillors voted and the grant was approved.

RESOLVED: The grant for £300 be approved.

215/17 ANNUAL PLAY FACILITIES INSPECTION REPORT 2017

The Annual Play Facilities Inspection report for 2017 carried out by N. W. Adams, had been received. The Council discussed the findings of the report. Cllr Williams, following receipt of the report, had inspected the areas raised in the report and reported back to the Council. The highest priority finding was the potential hazard of the carousel which had, in some areas too high clearance and in others not enough clearance. The Council requested clarification of the area of concern regarding the Carousel from Mr Adams, but as this had been raised as a problem in previous inspection reports, the Council agreed to take the carousel out of action pending repairs.

In addition, numerous bollards on the road side of the lower play area, around the MUGA, as identified in the report, were rotten and needed replacing. These bollards deter the unauthorised access to the grounds around the MUGA. A fencing rail near the play area also needed replacing.

RESOLVED: The Carousel be taken out of action and the Clerk contact Mr Adams for clarification. Also, the Clerk should identify and contact contractors: to carry out the necessary repairs to the carousel, as a matter of urgency; and to replace the rotten bollards and fence rails

216/17 REPORTS AND ISSUES (for information only, unless received under separate agenda items)

- (i) **Natural Environment Report - FAG meeting**
Cllr Williams attended a meeting of the Flood Action Group with Hampshire County Council in Winchester. The Council needs to update the Flood Action Plan and the Emergency Plan.
- (ii) **Village Hall Report**

Cllr Durrant had previously provided an update on the progress of the Village Hall project. The annual accounts of the Village Hall Charitable Trust had been submitted to the Charity Commission. The Parish Council wanted to thank Mr David Horton and Mr David Hartley, the Treasurer and Honorary Auditor of the Village Hall Management Charitable Trust, for all their work.

(iii) Traffic & Transport Report

The licence for the use of the Westcotec traffic management system had been received and the software loaded onto Cllr Batley's laptop computer. So the installation of the system is imminent.

217/17 UPDATE ON DEFIBRILLATOR INSTALLATION PROJECT

Cllr Batley was very pleased to report that the Big Lottery Fund had approved a grant application that he submitted, on behalf of the Parish Council, to install and maintain 2 defibrillators to be located in the 2 decommissioned telephone boxes in the Parish - Shirnall's Meadow and Parsonage Close.

The total grant awarded is £5,431 and allows for the training of local residents to use the defibrillator equipment. The Council would be working with the Community Heartbeat Trust (CHT) who would provide a managed solution for the provision of the defibrillators - please see 191/17 and associated report. This would mean that the majority of the obligations for the provision of the defibrillators would be with the CHT. This would mean that that the grant, once received, should be paid over to the CHT. This will be brought to the Council for approval.

RESOLVED: The progress of the defibrillator project be noted.

218/17 PARISH COUNCIL IT

The Clerk will investigate further, with the assistance of Cllr Batley, what IT licences and support the Council requires as over the years there some confusion has developed regarding the IT provision. Also the Council's website is still under review but will hopefully be resolved by the next meeting of the Council in September.

RESOLVED: further investigation into the IT licences and support be carried out by the Clerk and possibly Cllr Batley. To reported to the next Council meeting.

219/17 RURAL COMMUNITIES FUND

FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

Email: clerk@farringdonpc.org

A discussion was had regarding possible projects that could be funded from the Rural Communities Fund. The deadline for the funding of the latest round of projects is 24th July 2017.

RESOLVED: The deadline for the Rural Communities Fund of 24th July was noted.

220/17 **FUTURE MEETING DATES:**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Primary Purpose</u>
6 th September 2017	7:30pm	Golden Pheasant Function Room	Full Council Meeting
1 st November 2017	7:30pm	Golden Pheasant Function Room	Full Council Meeting
3 rd January 2018	7:30pm	Golden Pheasant Function Room	Full Council Meeting
7 th March 2018	7:30pm	Golden Pheasant Function Room	Full Council Meeting
4 th April 2018	7:30pm	All Saints Church	Annual Village Meeting
23 rd May 2018	7:30pm	Golden Pheasant Function Room	Annual Meeting

Please be aware that the remaining 2017 meeting dates as displayed in the Agenda for this meeting, were incorrect. The correct dates are displayed above.

221/17 **COMMUNICATIONS:** KEY MESSAGES FROM THE FARRINGDON PARISH COUNCIL MEETING HELD ON 5TH JULY 2017

- A grant of £300 was approved for All Saints Church Parochial Church Council to assist with quarterly grass cutting on the bank adjacent to Church Road.
- The revised Financial Regulations, Standing Orders, Grant Application form, Press and Media policy and the Code of Conduct were approved.
- The Council took note of the findings of the Annual Playground and MUGA Inspection report. The only major safety concern was the children's Carousel which has now been placed out of bounds until appropriate remedial action has been taken to reduce the gap between the base of the Carousel and the ground. Concurrently professional guidance is being sought on the most appropriate minor repairs to other items of playground equipment.

FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

Email: clerk@farringdonpc.org

- **IMPORTANT MESSAGE:** In the interests of health and safety would all parents please ensure that youngsters do NOT use the playground Carousel until it has been repaired.
- The traffic management signs have now been installed at two of the five locations approved for their use in the village. The speed data captured will be passed to Hampshire Police.
- The Parish Council is delighted to announce that a request for Big Lottery funding of £5,000 to purchase, manage and maintain two community defibrillators was successful. This supplements the generous grants from HCC and EHDC and will enable the equipment will be installed in the two decommissioned telephone boxes within the Parish - at Shirnall Meadow and Parsonage Close. In due course members of the community will be invited to volunteer for professional training in the use of the equipment.
- The Parish Council is still carrying a vacancy and anyone interested in learning more about the role and responsibilities of Councillors should email the Clerk on Clerk@farringdonpc.org or telephone: 07765-129 409. This is your chance to serve and support your community!

222/17 TO RECEIVE RESOLUTION TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS FROM CONFIDENTIAL MATTERS TO BE DISCUSSED 'THAT IN VIEW OF THE CONFIDENTIAL/SPECIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW'

223/17 CONFIRMATION OF THE CLERK'S APPOINTMENT FOLLOWING THE CONCLUSION OF THE 6 MONTH PROBATIONARY PERIOD AND MOVEMENT OF HER SALARY TO THE NEXT PAY POINT

The Clerk's 6 month probation period ends on the 1st August 2017. The Council thanked the Clerk for her work during this time and resolved that her salary should progress to the next point on scale LC2 with effect from 1st August 2017.

RESOLVED: The Clerk's salary progression to the next point on scale LC2, with effect from 1st August 2017, be actioned.

224/17 CLERK'S PENSION SCHEME

The Clerk reported that a requirement of the NEST pension scheme, approved for the Clerk at the last meeting, was to set up a direct debit for payment of the pension deductions. The Council agreed that the Direct Debit be set up, 2 Councillors, Mr Elderton and Mr Batley, signed the Direct Debit form.

RESOLVED: The Direct Debit for the payment of the NEST pension deductions be set up.

The Meeting finished at 10:05pm.