

# FARTHINGHOE & STEANE PARISH COUNCIL

## MINUTES OF MEETING

held on Wednesday, 10<sup>th</sup> May at 7.00pm  
in the Beasley Room at Farthinghoe Village Hall



Councillors present: Mick Morris (Vice Chair) (MM)  
Mrs Sally Thomas (ST)  
Mr David Dashwood (DD)  
Mrs Jenny Forbes (JF)  
Mr Henry Bankes-Jones (HBJ)  
Mr John Grant (JG) – late arrival previously advised  
Mrs Philippa Clayton (Clerk) (PC)

Apologies: Mr Ross van Geest (Chair) (RVG)

Also in attendance:

| ITEM      |  | ACTION |
|-----------|--|--------|
| 17/05/323 | To appoint a Chairman for 2017/2018:<br>Cllr Mick Morris was proposed by Cllr Sally Thomas and seconded by Cllr Henry Bankes-Jones. Cllr Dashwood suggested Cllr Thomas, who declined.<br>Cllr Morris accepted the nomination and was duly appointed Chairman for 2017/2018.<br><br>It was <b>resolved</b> that the Clerk would add the new Chair to the list of signatories.  |        |
| 17/05/324 | To receive the Chairman's declaration of acceptance of office:<br>The Chairman's declaration of acceptance of office was signed by Cllr Morris and countersigned by Philippa Clayton as Proper Officer of the Council.   |        |
| 17/05/325 | To appoint a Vice Chairman for 2017/2018:<br>Cllr Forbes and Bankes-Jones stated that they did not wish to stand as Vice Chairman.<br>Cllr Thomas proposed Cllr Dashwood and Cllr Forbes seconded the proposal.<br>Cllr Dashwood was duly appointed as Vice Chairman.  |        |
| 17/05/326 | To receive and approve apologies for absence:<br>It was <b>resolved</b> that apologies from Cllr van Geest and for late arrival from Cllr Grant be accepted.   |        |
| 17/05/327 | To receive declarations of interest under the Council's Code of Conduct related to business on the agenda: (Members should disclose any interests in the business to be transacted and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business.)<br>It was <b>resolved</b> that there were no declarations of interest to be received. |        |
| 17/05/328 | Public participation session: (members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting).<br>There were no members of the public present.   |        |
| 17/05/329 | To review the Register of Members' Interests from councillors and update where necessary:<br>The registers for those present were duly reviewed and no updates were required.<br>Cllr van Geest's register will be reviewed before the next meeting.   | PC/RvG |
| 17/05/330 | To review councillors' contact details and update where necessary:   |        |

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|           | The councillors' contact details for those present were duly reviewed and no updates were required.<br>Cllr van Geest's details will be reviewed before the next meeting.  | PC/RvG   |
| 17/05/331 | To appoint the Responsible Financial Officer:<br>Philippa Clayton was proposed as the Responsible Financial Officer by Cllr Bankes-Jones and seconded by Cllrs Morris and Forbes. The appointment was confirmed.   |  |
| 17/05/332 | To approve the calendar of meetings to May 2018:<br>It was <b>resolved</b> that meetings would continue to be held on the second Wednesday of each month and that there would be no meeting scheduled for July or December, on the understanding that an extraordinary meeting could be called in either month if required.<br><br>It was <b>resolved</b> that the Annual Parish Meeting would be moved from the second Wednesday of April to 25 <sup>th</sup> April 2018 to avoid a clash with school holidays and to enable more parishioners to attend.   | PC   |
| 17/05/333 | To receive and approve for signature the minutes of the meeting held on Wednesday 8 <sup>th</sup> March 2017:<br>It was <b>resolved</b> that the minutes of Wednesday, 12 <sup>th</sup> April 2017 were taken as read, duly signed by the Chairman and were adopted as approved.   |  |
| 17/05/334 | To review any actions arising from the minutes of 12 <sup>th</sup> April 2017 not included on this agenda for report only:<br><br>312/2 It is essential that the Clerk holds a copy of the village hall conveyance. The Clerk will liaise with Cllr Bankes-Jones to receive a copy.<br><br>The Clerk will also contact the land registry to query the fact that the cheque has not been cashed and to ask about any progress.<br><br>317/2 The Clerk pointed out that it is not possible to include all information on the noticeboards. It was <b>resolved</b> that any information received where requests are made to share with the parish will be included as links on the Parish Council's website to newsletters. The Clerk will refer to this in the next edition of the Chronicle and will include reference to the fact that if anyone does not have access to the internet but would like copies of any information published, they should contact the Clerk.<br><br>317/6 The Definitive Map and Rights of Way Improvement Plan: Cllr Thomas reported that she had been speaking with local people who use the footpaths: in particular, Mike Phipps, who had previously volunteered to act as path warden for Farthinghoe and Steane but had not at the time received a response. Cllr Thomas reported that Mr Phipps has all the forms for the plan and has done all the walks. Cllr Thomas will invite Mr Phipps to present the final document at the next Parish Council meeting. As Cllr Thomas will not be present at the meeting, Cllr Forbes will support Mr Phipps with the presentation. It was <b>resolved</b> that the councillors would like to appoint Mr Phipps as path warden and that Cllr Thomas would approach him with the suggestion. If Mr Phipps accepts, the Clerk will then put him in touch with the Kings Sutton path warden. | PC/HBJ<br><br>PC<br><br>PC<br><br>ST<br><br>JF<br><br>ST<br>PC |
| 17/05/335 | To receive the correspondence register since 10 <sup>th</sup> April 2017 requiring action:<br>It was <b>resolved</b> that the following actions would be taken from correspondence received since 10 <sup>th</sup> April 2017:<br><br>The Clerk will make an application for transparency funding for 2017/2018,   |  |

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|           | <p>which is the final year that the grant will be available.</p> <p>Community Enhancement Gang – the Chair will follow up the previous application to request an update.</p> <p>The Chair will write to Chairs of other Parish Councils affected by the plans for the Banbury J11 service area and will offer to host a meeting to discuss concerns.</p> <p>The incident regarding the near accident at the pedestrian crossing in the village will be included on the June agenda for further discussion around possible ways to avoid any similar situations in the future. In the interim, Cllr Thomas plans to meet with the new police contact, Jen Harrison.</p> <p>The Chair and Cllr Grant expressed an interest in attending the meeting with Stephen Mold, PCC for Northants, on 6<sup>th</sup> June. The Clerk will register this interest.</p>   | <p>PC</p> <p>MM</p> <p>MM</p> <p>PC</p> <p>ST</p> <p>PC</p> |
| 17/05/336 | <p>To review the 2017 Annual Parish Meeting and identify areas for improvement:</p> <p>It was <b>resolved</b> to move the date of the APM to the final Wednesday in April with the intention of increasing attendance due to not clashing with school holidays.</p> <p>It was requested that in future a copy of the Chairman’s report be circulated to all councillors prior so that omissions could be spotted.</p> <p>There was still an issue with people being able to hear the speakers and it was agreed that a microphone should be made available and its use enforced.</p> <p>It was suggested that having a guest speaker and advertising this prior to the event could encourage attendance.</p> <p>It was agreed that the meeting should be more interactive, with copies of reports made available on chairs to take away, rather than individuals reading these reports out.</p> <p>It was suggested that the format should be changed with the Chair being the only one to read a report. Subjects for the agenda would be determined prior, focusing on the issues most pertinent in the village at the time, and requesting input from the panel members on that particular subject. The Chair will then host the meeting, introduce the subject and invite panel members to comment on what they will be doing to assist with the subject in question. This should encourage a more interactive meeting, focusing on what is important to the village, rather than generalised reports.</p> | <p>PC</p>   |
| 17/05/337 | <p>To consider financial matters from the RFO:</p> <p>337/1 To approve the Annual Governance Statement 2016/2017<br/>The Clerk referred the councillors to the questions on the Annual Governance Statement and received agreement to the responses. The Statement was <b>signed</b> by the Chair and by the Clerk and <b>dated</b> 10<sup>th</sup> May 2017.</p> <p>337/2 To approve the Accounting Statement 2016/2017<br/>The Clerk explained that due to the Playpark project, there were significant differences in the annual figures for 2016 and 2017, for which she would be</p>  |   |

|           |  |                      |                             |        |       |        |             |         |                             |    |
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|           | <p>required to provide an explanation for the auditors. The councillors agreed the figures on the Statement, which was <b>signed</b> by the RFO and the Chair and <b>dated</b> 10<sup>th</sup> May 2017.</p> <p>337/3 To approve the Asset Register 2016/2017<br/>The Clerk informed the councillors that there had been no change in the Asset Register from the previous financial year. A copy of the Asset Register will be emailed to all councillors as requested.</p> <p>337/4 To receive the financial report for April 2017<br/>It was <b>resolved</b> that the financial report for April 2017 was presented and was duly accepted.</p> <p>337/5 To approve bills for payment<br/>It was resolved that the following accounts be approved for payment:</p> <table border="0"> <tr> <td>Chq</td> <td>Payee</td> <td>Amount</td> <td>Power</td> </tr> <tr> <td>100738</td> <td>Jon Hampson</td> <td>£105.00</td> <td>Open Spaces Act 1906 s9&amp;s10</td> </tr> </table> | Chq                  | Payee                       | Amount | Power | 100738 | Jon Hampson | £105.00 | Open Spaces Act 1906 s9&s10 | PC |
| Chq       | Payee  | Amount               | Power                       |        |       |        |             |         |                             |    |
| 100738    | Jon Hampson  | £105.00              | Open Spaces Act 1906 s9&s10 |        |       |        |             |         |                             |    |
| 17/05/338 | <p>To consider items carried forward from March meeting:</p> <p>338/1 Rebranding of parish council<br/>It was <b>resolved</b> to carry this forward to the June meeting.</p> <p>338/2 New members of Northamptonshire Local Access Forum<br/>It was <b>resolved</b> that the Clerk will include this as a link on the website and that Cllr Thomas would bring the opportunity to Mr Phipps' attention.</p> <p>338/3 Village Networks opportunity<br/>It was <b>resolved</b> that the Clerk would invite Nick King to present at public time in the June meeting.</p>  | PC<br>PC<br>ST<br>PC |                             |        |       |        |             |         |                             |    |
| 17/05/339 | <p>Planning matters:</p> <p>339/1 To determine responses to recent planning applications:<br/>There were no recent planning applications for consideration.</p> <p>The Chair will follow up on the planning application for tree work at the Church to ascertain whether an amendment to the application has been made.</p>  | MM                   |                             |        |       |        |             |         |                             |    |
| 17/05/340 | <p>Maintenance matters:</p> <p>340/1 To receive an update on the road side advertising issue<br/>It was <b>resolved</b> to carry this forward to the June meeting.</p> <p>340/2 To consider licencing of planting on Queens Street<br/>It was <b>resolved</b> that the Parish Council will not licence the planting on Queens Street and that the Clerk will inform Kerry Palmer of Highways of this decision.</p>   | PC<br>PC             |                             |        |       |        |             |         |                             |    |
| 17/05/342 | <p>Village hall matters:</p> <p>342/1 To receive the report from the Village Hall Committee meeting<br/>The Clerk provided a report, outlining plans for a more robust booking process and for revised terms and conditions and new rates for hirers. An overview of the historical pictures project was made, with the intention being to hold an open day once the project is further on.</p> <p>342/2 To receive an update on the land registry status of the Village Hall plot<br/>This is covered under item 17/05/334</p> <p>Cllr Forbes and Thomas agreed to check their availability for the next village hall committee meeting on Wednesday 17<sup>th</sup> May 2017 at 7.30pm.</p>  | ST/JF                |                             |        |       |        |             |         |                             |    |
| 17/05/343 | <p>Playpark matters:</p> <p>343/1 To receive an update on proposals for preventing parking in the playpark entrance.<br/>Cllr Grant presented two options; larger cones placed across the front of the</p>   |                      |                             |        |       |        |             |         |                             |    |

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|  | <p>entrance or drop down bollards which could be unlocked or locked. Cllr Dashwood suggested another alternative could be a lift out rail.</p> <p>Cllr Grant will investigate alternative costs of the options suggested for discussion at the next meeting.</p>  | JG                            |
|  | <p><b>Round the Table</b></p> <p>The appearance of the mattress outside the village hall was questioned. The Clerk explained that this had been dumped but that she would ensure it was disposed of, along with additional items of rubbish.</p> <p>It was agreed that the Clerk would invite a presenter to attend a future meeting to discuss the provision of defibrillators for the village. Fundraising is already underway, and there may be the possibility of grants.</p> <p>It appears that one of the Church Piece cottages has recently been sold. It was agreed that Cllr Grant will write to the housing association to request a copy of the agreement to determine when the Parish Council should be informed of changes to ownership.</p> <p>Cllr Thomas gave apologies for the next meeting.</p> | <p>PC</p> <p>PC</p> <p>JG</p> |

The meeting closed at 9.07pm.

The next meeting will take place on Wednesday, 14<sup>th</sup> June 2017 at 7.00pm in the Beasley Room at Farthinghoe Village Hall.

## Correspondence from 10 April 2017 to 8 May 2017

| Received from             | Details  | Action  |
|---------------------------|--|---|
| Rural Services Network    | Weekly Email News Digest x 5<br>Hinterland newsletter x 4<br>Rural Vulnerability Service x 2<br>Rural Housing Spotlight<br>Rural Opportunities Bulletin<br>RSM Seminar   | Hyperlinks uploaded to dropbox  |
| Northants CALC            | Email from Anne Kirkland, inviting applications for transparency fund 2017/2018<br>Email from Danny Moody, advertising clerk vacancies<br>Email correspondence with Lynn Lavender, scheduling internal audit   | Forwarded to councillors<br><br>Forwarded to councillors<br><br>Held on file  |
| Northamptonshire Highways | Email from Kerry Palmer, requesting update on planting on Queens Street. Clerk responded that subject is on agenda for May meeting.  |   |
| Cllr Mick Morris          | Email correspondence with Richard Bream, EON Energy chasing information on street lights<br><br>Email correspondence with Ian Smith, Kier, concerning frequency and efficacy of weed spraying and grass cutting<br><br>Email to David Mellor concerning increased in tipper trucks on A422<br><br>Email correspondence with Rebecca Breese concerning tipper trucks servicing new Sainsbury's site in Brackley<br><br>Email to Rebecca Miller of Kier requesting update on plans for Community Enhancement Gangs<br><br>Email requesting whether correspondence has been received from election candidates<br><br>Email to Bob Burrell, Kings Sutton Parish Council, concerning street lighting<br><br>Email to Lindsay Curtis of Balfour Beatty, declining quotations for street lighting | Held on file<br><br>Held on file<br><br>Held on file<br><br>Held on file, RB response circulated to all councillors by MM<br><br>Held on file<br><br>Sent to all councillors by MM<br><br>Sent to all councillors by MM<br><br>Held on file |

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|   | Email to all councillors, concerning Banbury J11 service area   | Decide on further action to be taken                        |
| Cllr John Grant                                 | Email to all councillors, forwarding email from Nicki Sneath concerning a close miss at the pedestrian crossing. Copy of response from PC Chris Bird to Cllr Thomas' email to him   | Circulated to all councillors. Decide on further action     |
| Cherwell & South Northants council              | Poster regarding Annual Residents Satisfaction Survey<br>Remittance advice for precept payment<br>Email advertising the next Parish Clerks Forum on Friday 26 May   | Clerk posted onto noticeboards<br><br>Filed<br><br>Filed    |
| Northants Police                                | Invitation to meeting with Stephen Mold, PCC for Northants on 18 April and advertising next meeting date of 6 <sup>th</sup> June.   | Circulated to all councillors<br>Attendance to be discussed |
| Dave Hall, Parish Path Warden for King's Sutton | Email requesting detail on path warden for Farthinghoe and Steane. Clerk responded, saying no path warden in place but requesting further information on query. Response received that will make further contact once full established the query. | Held on file  |
| Northamptonshire Trading Standards Team         | Newsletter issue 10   | Circulated to all councillors                               |
| Public Sector Network                           | Newsletter April 2017   | Hyperlink uploaded to dropbox                               |

# FARTHINGHOE & STEANE PARISH COUNCIL FINANCIAL REPORT



## BANK STATEMENTS AT 28.04.2017

|                        |            |
|------------------------|------------|
| Business Saver Account | £200.50    |
| Community Account      | £10,756.77 |

## RECEIPTS DURING MONTH

|                                   |           |
|-----------------------------------|-----------|
| South Northants Council – precept | £3,575.00 |
|-----------------------------------|-----------|

## DIRECT DEBITS PRESENTED IN MONTH

None

## UNPRESENTED CHEQUES

|               |        |           |
|---------------|--------|-----------|
| Land Registry | 100701 | (£30.00)  |
| HMRC          | 100732 | (£70.00)  |
| Jon Hampson   | 100736 | (£105.00) |

## RECEIPTS SINCE 28.04.2017

None

ACTUAL FUND POSITION AT 8 MAY 2017 **£10,752.27**

PRECEPT FUND POSITION AT 8 MAY 2017 £8,559.93

PLAYPARK FUND POSITION AT 8 MAY 2017 £2,192.34

## PRECEPT FUND

### BILLS FOR PAYMENT 10 MAY 2017

Jon Hampson (£105.00) Mowing

Total value of payments (£105.00)

CLOSING PRECEPT FUND POSITION AT 10 MAY 2017 **£8,454.93**

## PLAYPARK FUND

### BILLS FOR PAYMENT 10 MAY 2017

None

CLOSING PLAYPARK FUND POSITION AT 10 MAY 2017 **£2,192.34**

## PROJECTED PLAYPARK FUND POSITION

Ramp regulations (£200.00)

PROJECTED POSITION **£1,992.34**

| PLAYPARK ACCOUNT             |        |              |            |           |            |              |           |            |                 |       |            |            | Opening Bal.  | £11,900.00 |
|------------------------------|--------|--------------|------------|-----------|------------|--------------|-----------|------------|-----------------|-------|------------|------------|---------------|------------|
|                              |        |              | Invoices   |           |            | FPC Payments |           |            | Viridor Payment |       |            | Receipts   | Running total |            |
|                              | Date   | Ref          | Nett       | VAT       | Total      | Nett         | VAT       | Total      | Nett            | VAT   | Total      |            |               |            |
| Viridor                      | 04-Jul | Chq 100654   | £2,044.36  |           | £2,044.36  | £2,044.36    |           | £2,044.36  |                 |       |            |            | £9,855.64     |            |
| Playscapes                   | 28-Jul | Inv 14/15-21 | £15,100.00 | £3,020.00 | £18,120.00 |              |           |            |                 |       |            |            | £9,855.64     |            |
| Playscapes                   | 12-Aug | Chq 100662   |            |           |            | £4,166.67    | £833.33   | £5,000.00  |                 |       |            |            | £4,855.64     |            |
| SNC New Homes Bonus          | 02-Sep |              |            |           |            |              |           |            |                 |       |            | £7,715.00  | £12,570.64    |            |
| Councillor Loan              | 02-Sep |              |            |           |            |              |           |            |                 |       |            | £600.00    | £13,170.64    |            |
| Playscapes                   | 02-Sep | Chq 100663   |            |           |            | £10,933.33   | £2,186.67 | £13,120.00 |                 |       |            |            | £50.64        |            |
| Playscapes                   | 10-Sep | Inv 14/15-24 | £5,985.00  | £1,197.00 | £7,182.00  |              |           |            |                 |       |            |            | £50.64        |            |
| Viridor                      | 16-Sep | Ref. 8078    |            |           |            |              |           |            | £5,985.00       | £0.00 | £5,985.00  | £5,985.00  | £50.64        |            |
| Playscapes                   | 17-Sep | Inv 14/15-25 | £14,015.00 | £2,803.00 | £16,818.00 |              |           |            |                 |       |            |            | £50.64        |            |
| VAT reclaim                  | 18-Sep |              |            |           |            |              |           |            |                 |       |            | £3,020.00  | £3,070.64     |            |
| Councillor Loan              | 21-Sep |              |            |           |            |              |           |            |                 |       |            | £1,200.00  | £4,270.64     |            |
| Playscapes                   | 22-Sep | Chq 100666   |            |           |            | £0.00        | £1,197.00 | £1,197.00  |                 |       |            |            | £3,073.64     |            |
| Viridor                      | 25-Sep | Ref. 8078    |            |           |            |              |           |            | £14,015.00      | £0.00 | £14,015.00 | £14,015.00 | £3,073.64     |            |
| Playscapes                   | 26-Sep | Chq 100667   |            |           |            | £0.00        | £2,803.00 | £2,803.00  |                 |       |            |            | £270.64       |            |
| Playscapes                   | 05-Oct | Inv 14/15-26 | £2,650.00  | £530.00   | £3,180.00  |              |           |            |                 |       |            |            | £270.64       |            |
| Proceeds of cocktail night   | 12-Oct |              |            |           |            |              |           |            |                 |       |            | £2,441.10  | £2,711.74     |            |
| Playscapes                   | 14-Oct | Chq 100675   |            |           |            | £2,650.00    | £530.00   | £3,180.00  |                 |       |            |            | -£468.26      |            |
| J Hicks                      | 20-Oct |              | £250.00    | £50.00    | £300.00    |              |           |            |                 |       |            |            | -£468.26      |            |
| September VAT claim          | 30-Oct |              |            |           |            |              |           |            |                 |       |            | £4,000.00  | £3,531.74     |            |
| Repayment of councillor loan | 11-Nov | Chq 100678   |            |           |            | £1,800.00    | £0.00     | £1,800.00  |                 |       |            |            | £1,731.74     |            |
| J Hicks                      | 11-Nov | Chq 100677   |            |           |            | £250.00      | £50.00    | £300.00    |                 |       |            |            | £1,431.74     |            |
| October VAT claim            | 19-Nov |              |            |           |            |              |           |            |                 |       |            | £530.00    | £1,961.74     |            |
| Safety signage               | 05-Jan |              | £17.40     | £3.48     | £20.88     |              |           |            |                 |       |            |            | £1,961.74     |            |
| Safety Signs 4 Less          | 13-Jan | Chq 100684   |            |           |            | £17.40       | £3.48     | £20.88     |                 |       |            |            | £1,940.86     |            |
| B&B Properties (The Fox)     | 09-Mar | Chq 100691   |            |           |            | £200.00      |           | £200.00    |                 |       |            |            | £1,740.86     |            |
| 2016                         |        |              |            |           |            |              |           |            |                 |       |            |            | £1,740.86     |            |
| Proceeds of race night       |        |              |            |           |            |              |           |            |                 |       |            | £203.00    | £1,943.86     |            |
| Proceeds of May Day          |        |              |            |           |            |              |           |            |                 |       |            | £185.00    | £2,128.86     |            |
| Proceeds of church fete      |        |              |            |           |            |              |           |            |                 |       |            | £60.00     | £2,188.86     |            |
| VAT reclaim                  |        |              |            |           |            |              |           |            |                 |       |            | £53.48     | £2,242.34     |            |
| J Hampson                    | 08-Feb | Chq 100729   |            |           |            | £50.00       | £0.00     | £50.00     |                 |       |            |            | £2,192.34     |            |
|                              |        | TOTAL COST   | £40,061.76 | £7,603.48 | £47,665.24 | £22,111.76   | £7,603.48 | £29,715.24 | £20,000.00      | £0.00 | £20,000.00 | £40,007.58 |               |            |
| PROJECTIONS:                 |        |              |            |           |            |              |           |            |                 |       |            |            |               |            |
| Ramp regulations             |        |              |            |           |            | £200.00      |           | £200.00    |                 |       |            |            | £1,992.34     |            |