

FARTHINGHOE PARISH COUNCIL

MINUTES OF MEETING

held on Wednesday, 14th June at 7.00pm
in the Beasley Room at Farthinghoe Village Hall



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

Apologies: Mr Ross van Geest (Chair) (RVG)
Mrs Sally Thomas (ST)

Also in attendance: Nick King, Village Networks Project

ITEM		ACTION
17/06/344	To receive and approve apologies for absence: It was resolved that apologies from Cllr van Geest and Cllr Thomas and for late arrival from Cllr Dashwood be accepted.	
17/06/345	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.) It was resolved that there were no declarations of interest to be received.	
17/06/346	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). There were no members of the public present.	
17/06/347	To receive a presentation from Nick King of the Towcester Volunteer Centre on the Village Networks Project The Chair welcomed Nick King, who explained that the Village Networks is a registered charity, funded by the lottery. A mobile office is taken into communities with experts onboard providing advice on many different subjects including welfare benefits, pensions etc. They also offer basic computer training, which can be carried out on a 121 basis at home. The project would like to bring the vehicle into the village. They also have a 16-seater community minibus available for hire, not for profit, the average cost for which is £50 to £60, split between the number of passengers. The visits usually take place on a Wednesday and Mr King is looking at September, October and November dates. He would need dates communicating to him by mid July. Marketing would take place by linking on the parish website and by distributing leaflets with the Chronicle. If there are any planned events, linking with these could work well. The Parish email database could also be utilised. It was agreed that the Clerk would speak to the Fox about potentially linking in with a coffee morning, and the mobile unit parking in the pub car park. Support	PC

	for the coffee morning could be available from the charity.	
17/06/348	<p>To receive a presentation on the Definitive Map and Rights of Way Improvement Plan</p> <p>Cllr Forbes confirmed that Mike Phipps had completed the review of the rights of way within the Parish. A copy of the results was provided to the Clerk and it was agreed that the Clerk would use the data to complete the most recent version of the questionnaire and send it to Highways.</p> <p>It was agreed that the Clerk would send an email to Mike Phipps on behalf of the Parish Council, thanking him for the work undertaken.</p>	<p>PC</p> <p>PC</p>
17/06/349	<p>To receive and approve for signature the minutes of the meeting held on Wednesday 10th May 2017:</p> <p>It was resolved that the minutes of Wednesday, 10th May 2017 were taken as read, duly signed by the Chairman and were adopted as approved.</p>	
17/06/350	<p>To review any actions arising from the minutes of 10th May 2017 not included on this agenda for report only:</p> <p>329 There is an outstanding action on the Clerk to review Cllr van Geest's Register of Members' Interests.</p> <p>330 There is an outstanding action on the Clerk to review Cllr van Geest's contact details.</p> <p>312/2 The Clerk is to contact the land registry to query the fact that the cheque has not been cashed and to ask about any progress.</p> <p>335 The Clerk has yet to submit the application for transparency funding for 2017/2018.</p> <p>Banbury J11 service area – Cllr Forbes stated that Culworth Parish Council are interested in joining a meeting and will provide details of the Chairman to The Chair. The Chair will re-contact other Parish Councils. The Clerk provided councillors with a copy of a letter from Middleton Cheney Parish Council in objection to the service area, which was being considered at Middleton Cheney's parish meeting on Monday, 19 June 2017.</p> <p>Meeting with Stephen Mold, PCC for Northants. It was agreed that Cllrs Morris and Grant will attend the October meeting. The Clerk will inform the PCC of this.</p> <p>It was agreed that the Clerk would arrange a presentation on the provision of defibrillators for the August Parish Council meeting. The Clerk will also obtain some quotes for defibrillators.</p> <p>Church Piece cottages – Cllr Grant provided an update on the cottages. No 1 is eligible for sale as affordable housing and is managed by the Rural Housing Trust. The other properties are eligible for rent and are managed by the SNCC Rural Housing Association. The Rural Housing Trust are required to notify the Parish Council when No 1. becomes available and did so, but unfortunately the message did not reach us.</p>	<p>PC</p> <p>PC</p> <p>PC</p> <p>PC</p> <p>MM</p> <p>PC</p> <p>PC</p>
17/06/351	<p>To receive the correspondence register since 10th May 2017 requiring action:</p> <p>It was resolved that there were no actions required from correspondence received since 10th May 2017.</p>	
17/06/352	<p>Annual Parish Meeting:</p> <p>352/1 To review the draft minutes from the Annual Parish Meeting</p> <p>It was resolved that the Clerk would update the wording on the APM minutes</p>	

	<p>regarding Chris Wragg's presentation in line with the Chair's comments in his email of 6 June 2017.</p> <p>It was agreed that Cllr Grant will request a further meeting with Chris Wragg to receive an update on the latest progress and to discuss the possibility of meeting with Andrea Leadsom to see if an earlier delivery of the bypass may be possible.</p> <p>352/2 To propose that Cllr Thomas takes an action to amend the format of the APM for future consideration</p> <p>It was resolved that the Chair would request Cllr Thomas to further develop suggestions on improvements to the APM format.</p>	<p>PC</p> <p>JG</p> <p>MM/ST</p>																				
17/06/353	<p>To consider financial matters from the RFO:</p> <p>353/1 To receive the financial report for May 2017</p> <p>It was resolved that the financial report for May 2017 was presented and was duly accepted.</p> <p>353/2 To approve bills for payment</p> <p>It was resolved that the following accounts be approved for payment:</p> <table border="1"> <thead> <tr> <th>Chq</th> <th>Payee</th> <th>Amount</th> <th>Power</th> </tr> </thead> <tbody> <tr> <td>100739</td> <td>Community Lincs</td> <td>£749.64</td> <td></td> </tr> <tr> <td>100740</td> <td>TexPrep</td> <td>£132.60</td> <td></td> </tr> <tr> <td>100741</td> <td>Jon Hampson</td> <td>£105.00</td> <td>Open Spaces Act 1906 s9&s10</td> </tr> <tr> <td>100742</td> <td>John Grant</td> <td>£36.00</td> <td></td> </tr> </tbody> </table> <p>353/3 To approve payment of web-updating hours under transparency funding</p> <p>It was resolved that in line with the Clerk's request, a total of £480 would be transferred from the Parish funds to the defibrillator fund. This represents the web updating hours for 2015 and 2016 due to the Clerk under the transparency funding which the Clerk was electing to donate to the fund, rather than taking a personal payment. On behalf of the village, the council thanked the Clerk for her generous gift.</p> <p>353/4 To review the internal audit report</p> <p>The Clerk presented the internal audit report dated 26th May 2017. The councillors' attention was brought in particular to the lack of risk assessment in 2016, which was being addressed at this meeting. There were further advisory comments which the Clerk confirmed would be actioned. It was resolved that it be minuted that the internal audit report had been reviewed and accepted by the councillors.</p>	Chq	Payee	Amount	Power	100739	Community Lincs	£749.64		100740	TexPrep	£132.60		100741	Jon Hampson	£105.00	Open Spaces Act 1906 s9&s10	100742	John Grant	£36.00		<p>PC</p>
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100742	John Grant	£36.00																				
17/06/354	<p>To review the standing orders</p> <p>It was resolved that there were no changes to the standing orders and that these be adopted as presented for 2017/2018.</p>																					
17/06/355	<p>To review the financial regulations</p> <p>It was resolved that there were no changes to the financial regulations and that these be adopted as presented for 2017/2018.</p>																					
17/06/356	<p>To review the Code of Conduct</p> <p>It was resolved that there were no changes to the Code of Conduct and that these be adopted as presented for 2017/2018.</p>																					

17/06/357	<p>To consider the annual risk assessment and resolve any amendments to the document</p> <p>It was agreed that the Clerk would increase the impact of All Risks Office contents to 6.</p> <p>It was agreed that the Clerk would ensure that the hard drive backup would be stored away from the laptop in her house. It was further agreed that the Clerk would ensure that the Chair has access to the Clerk's passwords.</p> <p>It was resolved that with the above actions having been agreed, the annual risk assessment dated June 2017 would be adopted for 2017/2018.</p>	<p>PC</p> <p>PC</p>
17/06/358	<p>To consider the rebranding of the Parish Council from Farthinghoe Parish Council to Farthinghoe and Steane Parish Council</p> <p>Following on from advice received from the internal auditor, it was agreed that the Clerk would investigate further the process behind renaming the Parish Council before further work is done on rebranding.</p>	PC
17/06/359	<p>To determine responses to recent planning applications:</p> <p>S/2017/1486/LBC – Malt House, Queen Street, Farthinghoe – replacement roof</p> <p>Cllr Dashwood explained that the existing Stonefield slates are crumbling, the quarry has shut and there is no ability to replace like-for-like. The application is to use reconstituted stone. Cllr Dashwood expressed an interest in this item and left the room.</p> <p>It was resolved that the Chair would draw up a response to be circulated to the other councillors, agreeing that the integrity of the roof is comprised and needs to be changed, but that the Parish Council would like to see this done without the fundamental appearance of the building being altered.</p> <p>Cllr Dashwood rejoined the meeting.</p> <p>S/2017/1236/FUL – Cockley Hill Farm, Farthinghoe - Widen driveway entrance, relocate drain gully & resurface.</p> <p>It was resolved that the Chair would prepare a response to circulate before posting, stating that the Parish Council supported the application, whilst the property is outside the Parish, believing that it would improve road safety in view of the icing of the road in winter.</p>	<p>MM</p> <p>MM</p>
17/06/360	<p>Maintenance matters:</p> <p>360/1 To receive an update on the road side advertising issue</p> <p>Councillors felt that road-side advertising has lessened and is therefore less of an issue. It was resolved to close this matter.</p> <p>360/2 To receive an update on proposals for preventing parking in the playpark entrance.</p> <p>Cllr Grant reported that the single cone placed in the entrance appeared to be having some effect. Further cones have been purchased and will be placed there and the situation will be monitored.</p> <p>360/3 To receive an update on mowing and weed spraying by Highways</p> <p>The view was expressed that the grass mowing is still not satisfactory. Expectations on which areas should be done appear to fall foul of communications between the council and the contractor. It was agreed that the Chair would send a photograph of unmown areas.</p>	MM

	The weed spraying appears to be more effective. It was agreed that the Chair would email, thanking for the improvement.	MM
17/06/361	<p>Traffic matters:</p> <p>361/1 To review the recent incident on the pedestrian crossing, consider safety options and agree communication with the Community Speed Watch team</p> <p>Cllr Grant reported that there had been no response from Bidvest to date. If there is no response by the end of this week, Cllr Grant will again write to the Chairman. If this results in no response, Cllr Grant will elevate the issue to the police.</p> <p>With reference to Community Speed Watch, the Clerk will find out more information on the initiative. Cllr Grant will do further investigation on alternative ways of counting speeds on Queens Street.</p>	JG PC
17/06/362	<p>Village hall matters:</p> <p>362/1 To receive the report from the Village Hall Committee meeting</p> <p>The Clerk provided a report, confirming that there is now an online calendar for bookings and that the revised terms and conditions are now published on the website. The Committee had decided to cancel the village show this year and to work on a new format for next year to increase footfall. The next steps for the storage area is to complete the bar end, and the committee are also planning on looking at replacing the heating system.</p> <p>The Clerk informed the Council that the treasurer had resigned but that a potential replacement has been identified.</p> <p>It was agreed that a thank you from the Parish Council to Diane Jones should be included in the Chronicle.</p> <p>362/2 To agree Parish Council representation at the June Village Hall Committee meeting</p> <p>The Clerk confirmed that the next meeting will take place on Tuesday 27th June at 7.30pm in the Beasley Room. Councillors agreed to confirm their availability to the Clerk.</p>	
	<p>Round the Table</p> <p>The Chair brought councillors attention to a copy of the EON lighting maintenance contract which refers to a commitment to change lamps every three years. It was suspected that this was not happening.</p> <p>The 30mph speed limit part way down Cockley Road has been approved. The School is looking at requesting a 20mph limit. The Chair will contact the school for full details on their intended petition, and will then approach Highways with an official request for 20mph, looking to follow the correct procedure.</p> <p>Simultaneously, Cllr Grant will acknowledge the communication regarding the 30mph limit.</p> <p>Cllr Forbes gave apologies for the August meeting.</p>	MM JG

The meeting closed at 9.25pm.

There will be no Parish Council meeting in July 2017. The next meeting will take place on Wednesday, 9th August 2017 at 7.00pm in the Beasley Room at Farthinghoe Village Hall.

Correspondence from 9 May 2017 to 11 June 2017

Received from	Details	Action
Rural Services Network	Weekly Email News Digest x 4 Hinterland newsletter x 5 Rural Vulnerability Service x 3 Invitation to Rural Conference 2017 Rural Opportunities Bulletin Rural Spotlight on Young People	Hyperlinks uploaded to dropbox
Public Sector Network	Newsletter – April 2017 Newsletter – May 2017	
Northamptonshire County Council	In Northamptonshire newsletter May	
Northants CALC	Email confirming appointment of Dr Lesley Sambrook Smith to the position of Deputy Chief Executive Officer for Northants CALC. Vacancy for Clerk in Syresham Parish Council. Information on Agendas and Minutes Training on 13 June 2017. NCALC eUpdate newsletter Vacancy for a Clerk in Thrapston Town Council	Circulated to all councillors
Northamptonshire Highways	Email from Rebecca Miller, detailing changes to the structure and contact details for the Rights of Way team	Circulated to all councillors
Cllr Mick Morris	Email to Cllr Breese, requesting update on air pollution query original made on 19 April 2017 Email to Chairmen of Chacombe, Middleton Cheney, Chipping Warden & Edgcote, Cropredy and Wardington Parish Councils, suggesting a meeting to discuss impact of J11 development. Planning applications received on 12/5/17 Email to Rebecca Miller of Highways, requesting update on Community Enhancement gangs work. Response received that it will be programmed for August/September. Complaint to Street Doctor concerning damage to road surface on Queens Street Email to Julian Smith, SNC, concerning storage compound on Hinton Airfield.	Circulated to all councillors by MM Response from Wardington, confirming interest Circulated to all councillors Circulated to all councillors

	<p>Email to all councillors, confirming replacement of stiles in field off Cockley Road.</p> <p>Email exchanges with Zoe Fawcett-Eustace concerning parking for vehicles attending Abbey Lodge</p> <p>Email to all councillors, providing an update on the street lighting project</p> <p>Email correspondence with Cllr Breese concerning increased lorry traffic through the village</p> <p>Email to all councillors, suggesting amendment to APM draft minutes</p> <p>Email exchanges with Ian Smith of Highways concerning weed treatment and mowing</p>	<p>Circulated to all councillors by MM</p> <p>To be included on a future agenda</p> <p>Circulated to all councillors by MM</p> <p>On June agenda for consideration</p> <p>Circulated to all councillors by MM On June agenda</p>
John Boyd, Farthinghoe resident	Email sent to Cllr Breese requesting urgent action regarding safety at pedestrian crossing. Email forwarded by Cllr Breese to Chris Wragge.	Copied to all councillors
Nick King, Village Networks, Towcester Volunteer Centre	Confirmation of attendance at meeting on 14 June.	Held on file
Kerry Palmer, Northants Highways	Acknowledgment of receipt of email from the Clerk confirming that the PC would not be licensing the planting on Queens Street.	
Cllr Sally Thomas	<p>Report on village walk with PCSO Jen Harrison and PCSO Graham Suppiah, concerning parking in the village</p> <p>Contact details for Gary Wright, Safer Roads Team, regarding involvement with Community Speed Watch</p> <p>Update on discussions with Mike Phipps on Path Warden opportunity, including contact details for appointing Mike as Path Warden</p>	<p>Circulated to all councillors by Cllr Thomas</p> <p>Circulated to all councillors by Cllr Thomas</p> <p>Circulated to all councillors by Cllr Thomas Clerk has sent email to Katie Angel, approving Mike's appointment.</p>
Northants Police	Email re-arranging Councillor meeting from 6 th June to 7 th June. Subsequent email received cancelling date altogether and providing future dates.	Forwarded to Cllrs Morris and Grant for consideration.
Lynn Lavender, NCALC internal auditor	<p>Email advising that there is a formal process for changing the name of a council, which NCALC can talk through.</p> <p>Email copy of internal audit report</p>	<p>Circulated to all councillors</p> <p>Circulated to all councillors</p>

FARTHINGHOE PARISH COUNCIL FINANCIAL REPORT



BANK STATEMENTS AT 31.05.2017

Business Saver Account	£200.50
Community Account	£10,650.77

DIRECT DEBITS PRESENTED IN MONTH

CPRE	36.00
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CHEQUES PRESENTED SINCE 01.06.2017

Jon Hampson	100736	(£105.00)
Jon Hampson	100738	(£105.00)

UNPRESENTED CHEQUES

Land Registry	100701	(£30.00)
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ACTUAL FUND POSITION AT 9 JUNE 2017 **£10,611.27**

PRECEPT FUND POSITION AT 9 JUNE 2017 £8,418.93

PLAYPARK FUND POSITION AT 9 JUNE 2017 £2,192.34

DEFIBRILLATOR FUND POSITION AS AT 9 JUNE 2017 £101.40 (Clerk holding cash)

PRECEPT FUND

BILLS FOR PAYMENT 14 JUNE 2017

Texprep	(£132.60)	Chronicle
Community Lincs Insurance Services	(£749.64)	Insurance

Total value of payments (£882.24)

CLOSING PRECEPT FUND POSITION AT 14 JUNE 2017 **£7,536.69**

PLAYPARK FUND

BILLS FOR PAYMENT 14 JUNE 2017

None

CLOSING PLAYPARK FUND POSITION AT 14 JUNE 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	