

# FARTHINGHOE PARISH COUNCIL MINUTES OF MEETING

held on Wednesday, 8<sup>th</sup> November at 7.00pm  
in the Beasley Room at Farthinghoe Village Hall



Councillors present: Mr Mick Morris (Chair) (MM)  
Mr John Grant (JG)  
Mrs Sally Thomas (ST)  
Mrs Jenny Forbes (JF)  
Mr Henry Bankes-Jones (HBJ) (part)  
Mrs Philippa Clayton (Clerk) (PC)

Guest: Mrs Rebecca Breese (RB)

Apologies: Mr David Dashwood (Vice Chair) (DD)  
Mr Ross van Geest (RVG)

ITEM		ACTION
17/11/407	To receive and approve apologies for absence:  It was <b>resolved</b> that apologies from Cllrs Dashwood and van Geest be accepted.	
17/11/408	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.)  There were no declarations of interest.	
17/11/409	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.	
17/11/410	To receive an update from District & County Councillor Rebecca Breese on planning issues with which she is currently involved.  With reference to the two storage bases at Hinton Airfield, it was agreed that DC Breese would contact Dave Morrin to enquire about the latest status of the enforcement notice.  DC Breese explored the financial challenges faced by Northants County Council, due in part to a significant increase in the number of children in care. Where children are deemed to have special needs and attend specialist schools, it is the council's responsibility to pay for this care. She explained that the council tax funding formula is based on an out-of-date census and that population growth has exceeded expectations. There is currently work being conducted on a fairer funding programme to bring Northamptonshire more in line with other counties in the UK.  The roads budget is c. £46M, with the County Council looking at ways of delivering the same service more efficiently utilising new technology. It is anticipated that the Empowering Councillors Fund may be discontinued. DC Breese has received a mixture of small and large projects for her fund for this year and committed to responding with a fair allocation across the requests by Christmas.  With reference to the bypass, there has been constant email traffic between DC	

	<p>Breese, Cllr Ian Morris and Cllr Mick Morris. A £1B pinch point alleviation fund from central Government was announced in July, which will not be on stream until 2020 and will be used for quick delivery projects which are already fully prepared. DC Breese has been keeping pressure on Chris Wragg to push forward with the Farthinghoe project and to ensure that when 2020 comes, we are ready to progress and take advantage of the above fund.</p> <p>The question was asked as to what had happened to the funding originally planned for the initial investigation stages of the bypass. DC Breese stated she had been told that funding for other priority projects had not come in, so the funds for Farthinghoe could not be released. It was agreed that Cllr Grant would email Ian Morris to ask why funds were no longer available and to enquire how pressure can be applied to keep the project in mind.</p> <p>The county budget is £1.4B, of which domestic rates provide around 30%. The balance is redistributed from central Government. Local business rates are sent to central Government, we get back in South Northants about 23% of this. As we are a high performing council in economic growth terms, we are tariffed and don't get to keep 100% of the business rates charged. Some other counties get as much as 60% back.</p> <p>With reference to the New Homes Bonus, the central grant from government is dropping year on year, and it is anticipated that by 2020, this will be 0. The New Homes Bonus related to 100% of council tax for new properties being paid back for 5 years (used to be 6), of which 50% goes to parish council for community works. The inducement was to keep increasing housing to keep money flowing into the district council.</p> <p>The Community and Infrastructure Levy relates to any buildings which aren't owner occupied or annexed. The levy is paid to the local council to deliver infrastructure projects and core services to keep a community running; some of this comes back to the Parish Council.</p> <p>Farthinghoe air quality monitoring will start in January with equipment to be located adjacent to London Barn on Main Road.</p>	JG
17/11/411	<p>To receive an initial proposal from the Chairman of the Village Hall Committee regarding an upgrade to heating within the hall</p> <p>As the Chairman was unavailable, the Clerk presented the initial proposal for the upgrade to the heating within the hall. It was proposed that the Village Hall Committee would provide fully costed ideas which would be paid through the Parish Council accounting process to ensure VAT can be reclaimed. In addition, the Village Hall Committee would investigate possible sources of funding. All of the councillors present were in favour of the Village Hall Committee proceeding with further investigations to be presented at a future meeting before committing to a final plan of action.</p>	PC
17/11/412	<p>To receive and approve for signature the minutes of the meeting held on Wednesday 11<sup>th</sup> October 2017:</p> <p>It was <b>resolved</b> that the minutes of Wednesday, 11<sup>th</sup> October 2017 were taken as read, duly signed by the Chairman and were adopted as approved.</p>	
17/11/413	<p>To review any actions arising from the minutes of 11<sup>th</sup> October 2017 not included on this agenda for report only:</p> <p>It was reported that the hedge on the A422 at the entrance to Hinton airfield is</p>	DD

	<p>still to be cut back.</p> <p>Updated 16/11/2017 – the hedge has now been cut down and the visibility is much improved.</p>																	
17/11/414	<p>To receive the correspondence register since 11<sup>th</sup> October 2017 requiring action:</p> <p>The Clerk confirmed that she will respond to the Rough Sleeper Estimate survey for the night of 9<sup>th</sup> November 2017, confirming that there are no rough sleepers in the parish.</p> <p>The Clerk will re-send the information on the council’s Medium Term Financial Plan and will ensure the councillors are aware when the consultation launches.</p> <p>There will be no councillors attending the Community Safety Event on 23<sup>rd</sup> November.</p> <p>There will be no councillors attending the Police Commissioner meeting on 15 November.</p> <p>The Clerk will decline participation in consultations on Body Worn Video Cameras, Adult Social Care Charging Policy, Phase 1 of County Council’s budget proposals and Northamptonshire Libraries and Information Service Review.</p> <p>The Clerk will include the centenary tribute on 11 November 2018 as an agenda item for the January meeting.</p>	<p>PC</p> <p>PC</p> <p>PC</p> <p>PC</p>																
17/11/415	<p>To consider financial matters from the RFO:</p> <p>415/1 To receive the financial report for October 2017</p> <p>It was <b>resolved</b> that the financial report for October 2017 was presented and was duly accepted.</p> <p>415/2 To approve bills for payment</p> <p>It was <b>resolved</b> 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>100762</td> <td>TexPrep</td> <td>£66.30</td> <td>Local Gov’t Act 1972 s142</td> </tr> <tr> <td>100763</td> <td>Pawle &amp; Co</td> <td>£402.00</td> <td>Local Gov’t Act 1972 s142</td> </tr> <tr> <td>100754</td> <td>Jon Hampson</td> <td>£150.00</td> <td>Open Spaces Act 1906 s9&amp;s10</td> </tr> </tbody> </table> <p>415/3 To approve the external audit report</p> <p>The Clerk reported that a number of issues had resulted in the annual return being qualified. These were:</p> <p>“The completion of the 2016 audit and the external auditor’s report for the year to 31 March 2016 has not been minuted as considered by the smaller authority” The Clerk acknowledged that whilst the audit and report had been considered, it had not been clearly minuted as such. This would be rectified for future years.</p> <p>“The smaller authority has not included all additions ore replacements of fixed assets, in the year in box 9 of Section 2 of the Annual Return”. The Clerk explained that this referred to the purchase of the laptop which the Clerk had not included in error, believing that due to the rapid depreciation of IT items, it should not be included as an asset. This would be rectified for the next accounts.</p> <p>“The smaller authority did not undertake a risk assessment as part of its review</p>	Chq	Payee	Amount	Power	100762	TexPrep	£66.30	Local Gov’t Act 1972 s142	100763	Pawle & Co	£402.00	Local Gov’t Act 1972 s142	100754	Jon Hampson	£150.00	Open Spaces Act 1906 s9&s10	<p>PC</p> <p>PC</p>
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	<p>of effectiveness of its system of internal control during the year” This had been pointed out the by internal auditor and the Clerk had immediately included it on the agenda at the next Parish Council meeting, where no issues had been identified in the risk assessment. The Clerk will ensure this issue does not recur.</p> <p>415/4 To review the draft budget for 2018/2019 The Clerk presented the initial draft budget, emphasising that this document was intended to prompt discussion at this stage. Cllr Grant pointed out some errors in the spreadsheet calculations, which the Clerk confirmed would be amended.</p> <p>Cllr Grant challenged the mowing of the area on Queens Street/Charlton Road and it was agreed this should be discussed when Cllr Dashwood is present. Cllr Grant confirmed he would be happy to support the mowing of the additional Main Road area if the other area is dropped.</p> <p>Cllr Morris asked if there were provision for the repair of the bus shelter to remove foliage properly, fix slats and paint. It was agreed that it would be possible to use this year’s contingency fund for this project.</p> <p>Cllr Grant asked if it would be possible to look at the cost of providing wifi in the village hall. It was suggested that Cllr van Geest could be asked to look at quotes for this work.</p> <p>The Clerk confirmed that due to the qualified audit report, it would be necessary to include an external audit fee into the budget.</p> <p>The Clerk will also need to add £100 into the budget for the annual upkeep of the defibrillator.</p> <p>An figure should also be included in the budget for potential legal work relating to drawing up replacement documentation regarding the village hall.</p>	<p>PC</p> <p>PC</p> <p>RvG</p> <p>PC</p> <p>PC</p> <p>PC</p>
17/11/416	<p>To determine responses to recent planning applications: There were no planning applications for consideration.</p>	
17/11/417	<p>To receive a proposal on the APM format</p> <p>Cllr Thomas presented the proposal for amendments to the APM format, explaining that the aim is for the meeting to be more relevant and encourage participation.</p> <p>It was requested that the Chairman’s report be circulated to all councillors for comment/additions prior to the APM.</p> <p>It was agreed that the use of a microphone is important.</p> <p>Part of the proposed new format is to introduce a special topical subject which will be of great interest to the whole village and with this in mind, it was agreed that Cllr Morris would invite Steve Sneath to do a presentation on the “Farthinghoe in Photographs project”, for up to 30 minutes, potentially including a slide show.</p> <p>The proposed format was agreed and will be adopted for the next APM.</p>	<p>MM</p> <p>MM</p>
17/11/418	<p>To approve the application letter for the change of name from Farthinghoe</p>	

	Parish council to Farthinghoe and Steane Parish Council	
	The proposed letter was approved and it was <b>resolved</b> that the Clerk would submit the application.	PC
17/11/419	<p>To determine a process for the use of the defibrillator including training</p> <p>Cllr Thomas confirmed that the cabinet has been delivered but that there is no confirmed delivery date on the rest of the equipment as yet.</p> <p>It was confirmed that the electrics in the Fox will need to be installed at a time when no-one is using the bedrooms. When the balance of the equipment arrives, Cllr Thomas will liaise with Steve Manning and the Fox to agree installation.</p> <p>The Clerk reported that to date, Sue Abbiss-Stubbs is the only person to volunteer for the training. Tanita and Tom in the Fox are believed to be trained, but it was agreed that they could be offered refresher training. Cllr Grant, Forbes and the Clerk all offered to be included in the training session and Cllr Thomas confirmed she would also attend.</p>	ST
17/11/420	<p>Maintenance matters:</p> <p>420/1 To receive an update on the street lighting upgrade</p> <p>This item was deferred to the next meeting.</p>	
17/11/421	<p>Traffic matters: to receive updates from Cllr Grant</p> <p>Bypass update: Cllr Grant confirmed that he had sent a letter to Andrea Leadsom as tasked at the last meeting, which had been circulated to all councillors. He has also prepared a letter to Ian Morris, the portfolio holder for Highways for NCC, reminding him of the requirement for the Farthinghoe Bypass.</p> <p>Cllr Grant reported that the speed equipment was installed on Queens Street on Monday 6<sup>th</sup> November and it would be removed on 14<sup>th</sup> November.</p> <p>There was no news to report from the school on the petition for a 20mph speed limit past the school. It was agreed that the school should be encouraging the parents to organise the petition, rather than the school being responsible for this.</p>	
17/11/422	<p>Village hall matters:</p> <p>422/1 To receive the report from the Village Hall Committee meeting</p> <p>The Clerk presented the minutes from the last Village Hall Committee meeting. It was reported that the finances are looking more positive with income increasing year on year by around £800 and costs decreasing in the region of £1,800, mainly due to the high cost of improvements in the previous year. With more detail now reported, the committee are confident that they have increased visibility and can make informed decisions.</p> <p>It was asked whether it is possible to adjust the coin operated electricity meter rates to ensure that payment is sufficient. The Clerk reported that this had previously been investigated, but would raise the question again.</p> <p>422/2 To receive an update on progress with Land Registry</p> <p>The Clerk reported that Cllr van Geest had spoken to the Land Registry who had stated that without the original document, rather than a copy, they would not</p>	PC

	<p>progress with the request. It was agreed that the Clerk would cancel the cheque and remove it from the accounting process.</p> <p>The Clerk will investigate further to see if it is possible to find the name of the solicitor originally involved and request the original document from them.</p> <p>The suggestion was made that it might be possible to draw up a new agreement between the Parish Council and the Village Hall Committee. The question was asked as to whether the charity commission needed to be involved and the Clerk took an action to investigate further. It was agreed that it might be necessary to include a figure in the budget for this legal work. It was agreed that this matter should be discussed and the most effective route forward, determined when Cllr Bankes-Jones is available.</p> <p>The Clerk agreed to investigate the benefits of being a charity to see whether it is necessary for the village hall to remain as a charity and whether there are land registry implications involved.</p> <p>422/3 To agree Parish Council representation at the November Village Hall Committee meeting</p> <p>The Clerk confirmed that the next meeting will take place on Wednesday 29<sup>th</sup> November at 7.30pm in Oak House. The Chair confirmed his availability to attend.</p>	<p>PC</p> <p>PC</p> <p>PC</p> <p>PC</p> <p>MM</p>
	<p><b>Round the Table</b></p> <p>There were no round the table discussion items.</p> <p>Items for future agendas:  January -budget for 2018-2019  January/February – heating project at the Village Hall  January – November centenary celebrations</p>	

The meeting closed at 9.35pm.

The next Parish Council meeting will take place on Wednesday, 10<sup>th</sup> January 2018 at 7.00pm in the Beasley Room at Farthinghoe Village Hall.

DRAFT

**Correspondence from 9 October 2017 to 5 November 2017**

Received from	Details	Action
Rural Services Network	Weekly Email News Digest x 4 Hinterland newsletter x 4 Rural Vulnerability Service x 5	Hyperlinks uploaded to dropbox
Cherwell & South Northants DC	Notification of New Homes Bonus Local Community Grant budget  Request to update contact details on South Northants website  Request to respond to Rough Sleeper Estimate survey, for night of 9 <sup>th</sup> November 2017	Circulated to all councillors by PC  Clerk responded  Clerk to respond
CLlr Sally Thomas	Email confirmation that there is a no distance limit on the defibrillator.  Email to councillors, confirming defibrillator costs.  Confirmation from supplier of receipt of order for defibrillator and cabinet	
Northants CALC	Advertising Admin Officer for Higham Ferrers Town Council and Town Clerk for Rothwell Town Council  Information on new courses available  Link to council's Medium Term Financial Plan concerning public consultation on proposals for cuts in services. Email highlights areas of concern for Parish Councils: bus subsidies, removal of Empowering Councillors fund, withdrawal of mobile library, removal of parish enhancement gang, reduced weed killing treatment, reduced winter gritting, reduced Public Right of Way	Filed  Filed  Circulated to councillors         Filed



	<p>staff levels. Further info to follow when consultation launches.</p> <p>Vacancies in Irthlingborough Town Council and Towcester Town Council</p> <p>Invitation to Community Safety Event for Parish Councils taking place on 23<sup>rd</sup> November</p> <p>Budgeting and precept information 2018/2019</p>	<p>Agree any attendance</p> <p>Circulated to all councillors</p>
<p>Cllr Mick Morris</p>	<p>Response from EON providing prices for staggered replacement of lamps plus costs of repairs when no maintenance contract in place.</p> <p>Email from Peter Mordaunt on usage of Hinton Airfield for storage, resulting in heavy traffic on Hinton Road.</p> <p>Email from Rebecca Breese, confirming an enforcement notice has been sent to James Harrison concerning Hinton Airfield storage issue.</p> <p>Email from Andrew Bowe of Cherwell and South Northants Council, suggesting a breach of planning control may have occurred at Hinton Airfield.</p> <p>Email from Julian Smith, confirming a notice will be served on Mr Harrison requiring details of all those with an interest in the land at Hinton Airfield.</p> <p>Circulating email from Cllr Rebecca Breese concerning proposed J11 development</p>	<p>Circulated to all councillors</p> <p>Circulated to all councillors</p> <p>Circulated to all councillors</p> <p>Held on file</p> <p>Held on file</p> <p>Circulated to all councillors</p>
<p>David Mellor</p>	<p>Email informing that street light 3 on Queens Street has</p>	<p>Clerk informed E.ON</p>

	failed.	
Northants Police	Information on next Police Commissioner meeting taking place on 15 November. Also change of date in December from 21 <sup>st</sup> to 20 <sup>th</sup> .	Decide on attendance
Northants County Council	<p>Email from Public Health team, inviting participation in consultation on Body Worn Video Cameras for parking enforcement officers.</p> <p>Email from Public Health team, inviting participation in consultation on Adult Social Care Charging Policy.</p> <p>Email inviting participation in consultation on Phase 1 of the County Council's budget proposals.</p> <p>Invitation to consult on Northamptonshire Libraries and Information Service Review</p>	<p>Decide on response</p> <p>Decide on response</p> <p>Decide on response</p> <p>Decide on response</p>
Northamptonshire Association for the Blind	Information on mobile unit, latest edition of Viewpoint and advertising Christmas Fayre.	Held on file
Virtual Names	Confirmation of domain renewal for one year	Filed
John Grant	Email correspondence with councillors concerning proposed article for the Chronicle on dog fouling.	
Northamptonshire Highways	<p>Email correspondence with Cllr Morris concerning replacement of kissing gates on footpaths</p> <p>Proposed Prohibition of Commercial Vehicles over 7.5tonnes for Chapel Lane, Baker Street and Old Lane. Response required by 7<sup>th</sup> November 2017 to highways authority advertising public notices.</p>	Circulated to all councillors by PC

	<p>Email from David Dashwood, expressing concern over implications of above proposed prohibition</p> <p>Response from Mick Morris, suggesting an existing definition which covers derogations mentioned by DD</p> <p>Email correspondence with Kerry Palmer, confirming details of planting licence.</p> <p>Email concerning repairs to Cockley Road</p>	<p>Held on file</p> <p>Clerk forwarded to email database participants</p>
Enforcement Bailiffs Ltd	Email offering services for the removal of trespassers and travellers from unauthorised encampments.	Filed
Northants Police	Safety Newsletter	Filed
Nigel Strickland, parishioner	Email correspondence concerning decision not to licence planting on Queens Street.	Circulated to all councillors by PC
Bruno Peek, Pageantmaster	Guide to taking part in centenary tribute, 11 November 2018	Discuss possibility of working party headed up by one councillor
CPRE	Invitation to Autumn Road Show, 9 November 2017	Circulated to councillors
Request to be added to parish council email database	Received from a non-resident of the parish	Clerk responded that inclusion on the database is limited to members of the parish only.
CLlr Sally Thomas	Proposed format for 2018 APM	Circulated to all councillors for consideration at November meeting

# FARTHINGHOE & STEANE PARISH COUNCIL FINANCIAL REPORT



## BANK STATEMENTS AT 27.10.2017

Business Saver Account	£200.50
Community Account	£11,821.54

## DIRECT DEBITS PRESENTED IN MONTH

None

## RECEIPTS DURING MONTH (FOR INFO ONLY)

### CHEQUES PRESENTED SINCE 28.10.2017

UK Servers 100761 (£52.02)

### UNPRESENTED CHEQUES

Land Registry 100701 (£30.00)

### RECEIPTS SINCE 28.10.2017

None

### ACTUAL FUND POSITION AT 3 NOVEMBER 2017

**£11,940.02**

### PRECEPT FUND POSITION AT 7 OCTOBER 2017

£8,362.20

### PLAYPARK FUND POSITION AT 7 OCTOBER 2017

£2,156.34

### DEFIBRILLATOR FUND POSITION AS AT 7 OCTOBER 2017

£1,421.48

### PRECEPT FUND

#### BILLS FOR PAYMENT 8 NOVEMBER 2017

TexPrep (£66.30) Chronicle

Total value of payments (£66.30)

### CLOSING PRECEPT FUND POSITION AT 8 NOVEMBER 2017

**£8,295.90**

### PLAYPARK FUND

#### BILLS FOR PAYMENT 8 NOVEMBER 2017

None

### CLOSING PLAYPARK FUND POSITION AT 8 NOVEMBER 2017

**£2,156.34**

### PROJECTED PLAYPARK FUND POSITION

Ramp regulations (£200.00)

### PROJECTED POSITION

**£1,956.34**

### DEFIBRILLATOR FUND

#### BILLS FOR PAYMENT 8 NOVEMBER 2017

Pawle & Co Ltd (£402.00) Cabinet

### CLOSING DEFIBRILLATOR FUND AT 8 NOVEMBER 2017

**£1,019.48**

### PROJECTED DEFIBRILLATOR FUND POSITION

Defibrillator unit, accessories & training (£780.00)

### PROJECTED POSITION

**£239.48**