

FARTHINGHOE PARISH COUNCIL MINUTES OF MEETING

held on Wednesday 9th May 2018 at 7.00pm
in the Beasley Room at Farthinghoe Village Hall



Councillors present: Mr Mick Morris (Chair) (MM)
Mr David Dashwood (Vice Chair) (DD)
Mr John Grant (JG)

Mrs Philippa Clayton (Clerk) (PC)

Apologies: Mrs Sally Thomas (ST)
Mr Henry Bankes-Jones (HBJ)

ITEM		ACTION
18/05/472	To appoint a Chairman for 2018/2019 Cllr Dashwood proposed Cllr Morris for the role of Chairman. The nomination was seconded by Cllr Grant. Cllr Morris accepted the appointment and was duly appointed Chairman for 2018/2019.	
18/05/473	To receive the Chairman's declaration of acceptance of office The Chairman's declaration of acceptance of office was signed by Cllr Morris and countersigned by Philippa Clayton as Proper Officer of the Council.	
18/05/474	To appoint a Vice Chairman for 2018/2019 Cllr Grant proposed Cllr Dashwood and Cllr Morris seconded the proposal. Cllr Dashwood was duly appointed as Vice Chairman.	
18/05/475	To receive and approve apologies for absence: It was resolved that apologies from Cllrs Thomas and Bankes-Jones be accepted.	
18/05/476	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.	
18/05/477	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.	
18/05/478	To consider the resignations of Cllrs van Geest and Forbes and confirm the process for recruiting new councillors The Clerk explained the process for recruitment and stated that there had been one expression of interest received. The Clerk was asked to confirm if, in the instance where two individuals came forward, the councillors would be obliged to accept both candidates. The Clerk was asked to ensure that the vacancies are advertised in the next issue of the Chronicle and to write to the interested party to acknowledge their email.	PC PC

18/05/479	<p>To review the Register of Members' Interests from Councillors and update where necessary</p> <p>Due to a number of absences, it was resolved to carry this item forward to the next meeting.</p>	PC
18/05/480	<p>To review councillors' contact details and update where necessary</p> <p>Due to a number of absences, it was resolved to carry this item forward to the next meeting.</p>	PC
18/05/481	<p>To approve the calendar of meetings to May 2019</p> <p>It was resolved to continue with the second Wednesday of the month, with no meeting in August and December.</p> <p>It was agreed to review the APM date nearer to the time, due to the way that Easter holidays fall in 2019.</p>	
18/05/482	<p>To receive and approve for signature the minutes of the meeting held on Wednesday, 18th April 2018:</p> <p>It was resolved that the minutes of Wednesday 18th April 2018 were taken as read, duly signed by the Chairman and were adopted as approved.</p>	
18/05/483	<p>To review any actions arising from the minutes of 18th April 2018 not included on this agenda for report only:</p> <p>18/01/435/2 – Cllr Morris has yet to investigate the opportunity to a 7-day free use of portable speed monitoring from Traffic Technology.</p> <p>18/03/459 – The comparison of insurance overlap between the Parish Council and the Village Hall Committee has yet to be conducted. This needs to take place at a suitable time for both parties in relation to renewal of insurance.</p> <p>The Clerk confirmed that she had written to the insurers, enquiring whether it was possible to make saving by combining insurances but had not received a response. It was resolved that the Clerk would write again to the insurers, requesting a decision by 15th May to assist in determining whether the insurance would be renewed on a one year basis or a 3 year basis.</p> <p>March Round the Table</p> <p>The article for the Chronicle on use of the defibrillator is outstanding.</p> <p>18/04/466 – The Clerk will provide Cllr Grant with a copy of the application form for the New Homes Bonus.</p> <p>"Help for Residents with 'Home Safe'" to be included on the June agenda.</p>	MM PC PC PC
18/05/484	<p>To receive the correspondence register since 14th April 2018 requiring action:</p> <p>There were no items on the correspondence register requiring action.</p>	
18/05/485	<p>To consider the resignation of the Clerk and RFO and confirm the process to recruit a replacement</p> <p>The Clerk confirmed that the vacancy had been advertised in the Chronicle and on the noticeboards. Following information received from NCALC on recommended hours for a Clerk, a discussion took place regarding the current contracted hours of 10 per month.</p> <p>It was resolved to increase the contracted hour to 15 hours per month to the end of the financial year, at which point the hours would be reviewed for the new budget. The Clerk was asked to amend the vacancy advertisement and reissue to NCALC for distribution to other Parish clerks for interest purposes.</p>	

18/05/486	To appoint NCALC as the Data Protection Officer for Farthinghoe Parish Council It was resolved that NCALC would be appointed as the Data Protection Office for Farthinghoe Parish Council. The declaration was duly signed by the Chairman and the Clerk.	
18/05/487	To review the 2018 Annual Parish Meeting and identify areas for improvement It was agreed to carry this item forward to a future meeting.	PC
18/05/488	To consider financial matters from the RFO: 488/1 To receive the internal audit report It was resolved that the internal audit report had been presented to the council and that there were no issues raised. 488/2 To consider and approve the Annual Governance Statement 2017/2018 The Clerk referred the councillors to the questions on the Annual Governance Statement and received agreement to the responses. The Statement was signed by the Chair and by the Clerk and dated 9 th May 2018. 488/3 To consider and approve the Accounting Statement 2017/2018 The councillors agreed the figures on the Statement, which was signed by the RFO and the Chair and dated 9 th May 2018. 488/4 To consider and approve the Asset Register 2017/2018 The Clerk informed the councillors that the items omitted from the previous asset register – computer equipment – had now been included and that the additional purchase of the defibrillator in 2017 also appears on the Asset Register. It was resolved that the Asset Register be approved. 488/5 To receive the financial report for April 2018 It was resolved that the financial report for April 2018 was presented and was duly accepted. 488/6 To approve bills for payment There were no bills for payment The Clerk reported that payment from the Fox for advertising in the Chronicle has now been received.	
18/05/489	To determine responses to recent planning applications. There were no planning applications for consideration.	
18/05/490	Village hall matters: 490/1 The Clerk presented the minutes from the Village Hall Committee meeting on 2 nd May 2018. The finances continue to improve and the website is taking good shape. A variety of new bookings have been made and the next organised fund raising event is the barn dance, taking place on 19 th May. 490/2 To agree Parish Council representation at the May Village Hall Committee meeting Cllr Morris agreed to attend the next Village Hall meeting on 30 th May 2018, dependent upon diary availability.	
	Round the Table There were no comments from around the table.	

The meeting closed at 8.25pm.

The next meeting will take place on Wednesday, 13th June 2018 at 7.00pm in the Beasley Room at Farthinghoe Village Hall.

DRAFT

Correspondence from 14 April to 4 May 2018

Received from	Details	Action
Rural Services Network	Weekly Email News Digest x 3 Hinterland newsletter x 3 Other newsletters & updates x 3	Hyperlinks uploaded to dropbox
Public Sector Network	Newsletters x 1	Hyperlinks uploaded to dropbox
Cherwell & South Northants DC	Updates to electoral register Remittance advice for precept payment Community Event Grant Offer for Barn Dance Notices for Parish Councillor vacancies.	Filed Filed PC actioned Posted on noticeboards
Northants CALC	Four clerk vacancies Service Level Agreement to appoint NCalc as the Data Protection Officer under GDPR Internal Audit Report New Salary Scales and New Model Standing Orders	Filed Circulated to all councillors, on agenda for discussion Circulated to all councillors Circulated to all Councillors. Standing Orders to be considered for adoption at later meeting
Brackley Town Council	Invitation to Town and Parish Council networking event	Forwarded to MM who circulated to all councillors. MM & JG attending
Cllr Mick Morris	Email to Helen Howard, Highways concerning poor road repair on Cockley Road. Response received that a road closure is booked in June to carry out repairs on Cockley Road. Email to Gary Thorp, Highways, regarding advised works for 23rd – 28 th April on the A422 and 18 th -19 th April on Hinton Airfield Road which do not appear to have been carried out. Update received back that closures will now take place on the A422 on 22-25 May. Email apologies for Parish Council attendance at Village Hall Committee meeting Report of attendance at Town and Parish Council Networking event	Filed Filed Circulated to all councillors by MM

Cllr Sally Thomas	Proposal to assist with curbing speed in Queens Street	Sent to all councillors, to be included on June agenda
INDO Lighting	Offering project support for replacing street lighting	Forwarded to MM
TWM Traffic	Offering speed display units	Circulated to all councillors
Calor Rural Community Fund	Inviting applications for community grants	Circulated to councillors and to Village Hall Committee
Clerk	Draft advertisements for Clerk vacancy sent to MM	MM circulated to councillors Ad placed in Chronicle, on noticeboards and forwarded to NCALC for circulation
	Email to Helen Dubois, Clerk to Greatworth and Helmdon, enquiring if she would be interested in clerking for Farthinghoe	Filed
	Email to MM on process of co-opting councillors	Filed
	Insurance renewal	Emailed to MM
Northants Highways	Email from Stuart Mann informing of repairs to be carried out to the road to Hinton Airfield	Circulated to all councillors
Jenny Forbes	Resignation as councillor	Filed

FARTHINGHOE PARISH COUNCIL FINANCIAL REPORT

BANK STATEMENTS AT 30.04.2018

Business Saver Account	£200.64
Community Account	£12,466.63

DIRECT DEBITS PRESENTED IN MONTH

None

RECEIPTS DURING MONTH (FOR INFO ONLY)

South Northants Council £3,950.00

CHEQUES PRESENTED SINCE 30.04.2018

Northants Calc 100780 (£422.80)

UNPRESENTED CHEQUES

None

RECEIPTS SINCE 30.04.2018

None

ACTUAL FUND POSITION AT 5 MAY 2018

£12,244.47

PRECEPT FUND POSITION AT 13 APRIL 2018

£9,651.65

PLAYPARK FUND POSITION AT 13 APRIL 2018

£2,156.34

DEFIBRILLATOR FUND POSITION AT 13 APRIL 2018

£436.48

PRECEPT FUND

BILLS FOR PAYMENT 9 MAY 2018

None

CLOSING PRECEPT FUND POSITION AT 9 MAY 2018

£9,651.65

PLAYPARK FUND

BILLS FOR PAYMENT 9 MAY 2018

None

CLOSING PLAYPARK FUND POSITION AT 9 MAY 2018

£2,156.34

PROJECTED PLAYPARK FUND POSITION

Ramp regulations (£200.00)

PROJECTED POSITION

£1,956.34

DEFIBRILLATOR FUND

BILLS FOR PAYMENT 9 MAY 2018

None

CLOSING DEFIBRILLATOR FUND AT 9 MAY 2018

£436.48