

Farthingstone Parish Council (DRAFT)

Minutes of the Meeting of Farthingstone Parish Council held in the Village Hall on Monday
20th July 2015 at 8.00pm

| Minute No | | Action |
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| | <p>Attendance and Apologies: Present: Jennie Miller, Peter Stanton, Stewart Summers, Susan Castle, John Church, Stephen Batterby and Sarah Hyatt Apologies: Councillor Robin Brown</p> | |
| 20/15 | <p>Members Disclosable Pecuniary and other Disposable Declarations of Interest in agenda items: None declared</p> | |
| 21/15 | <p>Minutes of the last Meeting: The Minutes of the Farthingstone Parish Council Meetings of 19th May and 17th June 2015 were reviewed for accuracy. It was noted that there was an omission to the minutes of the 19th May when it should have been recorded that there was an agreement to share the various roles undertaken by the Clerk between councillors who were now retired to share the workload. The Minutes of the Farthingstone Annual Parish Meeting of 19th May were also reviewed. Subject to noting the omission above, all three sets of Minutes were then signed by the Chair as a true and accurate record.</p> | |
| 22/15 | <p>Matter Arising not covered by the agenda:</p> <ul style="list-style-type: none"> (a) SC reported that she had not yet set a date for a churchyard clean up – all agreed 10am Monday 17th August 2015. (b) Church wall – SC reported that she had contacted Moulton College and ACRE in respect of advice on repairs to the church wall but had received no response as yet. SS to seek three quotes from Peter Manning, Leatherlands and Martin Parratt for both patch up and full repair options. SC to speak to Linda Mayne to brief her about our actions, and about how this might be funded jointly once costs are known. (c) SB will speak to Paul Edgerton about the Kings Arms chimney and report back. (d) SB will speak to Colin Benham and report back on any progress with alternative broadband provision. (e) In regard to the changed clerking arrangements it was agreed that the agreed six month review would take place at the November Parish Council meeting. | <p style="text-align: right;">SS</p> <p style="text-align: right;">SC</p> <p style="text-align: right;">SB</p> <p style="text-align: right;">SB</p> |
| 23/15 | <p>Budget Report: SH presented a budget report which has been previously circulated by email to councillors. She reported that it contained two elements:</p> <ul style="list-style-type: none"> (a) An income and expenditure report detailing cash at bank at the start of the year, all income and expenditure to date and the current cash at bank position. This report includes details of all cheques paid to date, which were noted by councillors. | |

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| | <p>(b) The second element was an annual budget, using all the information known about income and expenditure for this financial year in order to provide an indication of whether we can “live within our means” on a year on year basis and included comparisons with the previous two financial years. This contained a number of assumptions but currently demonstrated a small underspend on budget for 2015/16.</p> <p>A number of questions of clarity were raised and answered, including a query about burial fees which it was felt seemed low. SH to investigate and report back to next full meeting.</p> <p>Cheque signatories were confirmed as Jennie Miller, Susan Castle and John Church and it was agreed to leave unchanged unless significant difficulties were regularly encountered in securing signatures in a timely way.</p> <p>SH requested permission to change to correspondence address for the current and deposit accounts. This was agreed.</p> <p>SH reported that a second short audit review questionnaire had been received from BDO (the external auditors for parish council annual returns). BDO had requested further detail on payment and receipts which SH had provided, but also further evidence to support receipt of budget reports during 2014/15 and evidence of a risk assessment in 2014/15 which cannot be provided. SH advised that this lack of evidence will lead to a qualified audit opinion being received and that a response to BDO acknowledging this had been sent.</p> <p>Councillors thanked SH for producing a useful and informative report. It was resolved to accept and approve the whole written and verbal report. Proposer John Church; seconded by Steve Batterby.</p> | <p>SH</p> |
| <p>24/15</p> | <p>Governance Report:</p> <p>Councillors noted the Best Practice briefing paper which SB had produced which had been circulated by email in advance of the meeting. All were strongly supportive of the majority of the elements of the paper and it was agreed that the council would work in a way that reflected the key principles which are:</p> <ul style="list-style-type: none"> • Clear accountability; • Objectivity; • Openness and transparency wherever this is possible (including in dealing with planning applications); • All decisions will be based on good information and full discussion and consideration leading to a clear rationale for the decision, with briefing papers circulated in advance of a meeting wherever this is possible; <p>There were a number of suggestions relating to the management of planning applications which were not agreed at the meeting and will require further discussion.</p> <p>Farthingstone Parish Council Standing Orders – SH explained that these have been based on NALC Model Standing Orders and will provide the organisational structure to how parish council meetings are run. There are a number of local discretionary elements and these were agreed as follows:</p> <p>SO 1(t) 3 minutes</p> | |

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| | <p>SO 2(f) 15 minutes SO 2(g) 3 minutes SO 2 (i) by raising hand SO 2(w) 1.5 hours SO 4(a) 4 councillors SO 9(b) 3 clear days SO 9(d) 3 clear days SO 13(e) The Chair SO13 (g) At the beginning of the meeting SO15(b) 3 clear days SH to amend the Standing Orders and re-circulate.</p> | SH |
| 25/15 | <p>Planning Applications: None</p> | |
| 26/15 | <p>Neighbourhood Watch Report: None</p> | |
| 27/15 | <p>Any Other Business:</p> <ul style="list-style-type: none"> (a) NCC grant to Joymeard (PS and SH declared an interest as Joymeard Trustees and the Chair agreed they could remain in the meeting). It was noted that £500 has been received from NCC as a grant towards repairs to the Joymeard Gardens. It was agreed that Farthingstone Parish Council would match fund this, making a total grant of £1000. It was agreed that Joymeard should be required to provide a short report advising how it proposed that the grant should be spent. SH to raise cheque and request report. (b) SB reported that he had attended some planning training on the new planning rules and advised that these new rules are not currently working effectively or consistently. (c) SS reported a broken stile on the footpath running up from the golf course drive behind the Church and Church Farm, which was dangerous. PS to investigate and try to secure replacement stile. (d) PS requested a note to Karen Rawden to confirm the status of the telephone kiosk project and the remaining funds and whereabouts of the key. SH to email and report back. (e) PS reported he had received an anonymous letter raising a concern to the Parish Council. All agreed that any anonymous letter would be disregarded and no discussion would take place. All complaints or concerns must be signed before any action can be taken. | <p>SH</p> <p>PS</p> <p>SH</p> |
| | <p>Date of the Next Meeting: Monday 21st September 2015 8.00pm Farthingstone Village Hall</p> | |
| | <p>The Meeting closed at 9.40 pm.</p> | |