

Farthingstone Parish Council

Please note that these minutes are draft until approved at the next meeting of Farthingstone Parish Council

Minutes of the Meeting of Farthingstone Parish Council held in the Village Hall on Monday
16th November 2015 at 8.00pm

Minute No		Action															
	<p>Attendance and Apologies: Present: Jennie Miller, Peter Stanton, Stewart Summers, Susan Castle, John Church, Stephen Batterby and Sarah Hyatt Apologies: None</p>																
41/15	<p>Members Disclosable Pecuniary and other Disposable Declarations of Interest in agenda items: None declared</p>																
42/15	<p>Minutes of the last Meeting: The Minutes of the Farthingstone Parish Council Meeting of 21st September 2015 were reviewed for accuracy. The Minutes were then signed by the Chair as a true and accurate record.</p>																
43/15	<p>Matter Arising not covered by the agenda:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 10%; text-align: center;">22/15</td> <td> <p>Church Wall</p> <ul style="list-style-type: none"> • SH reported that Moulton College are unable to help with this as it is too big a project to fit into a student work programme. The Stonemasonry Lecturer has recommended a stonemason specialising in ecclesiastical buildings and a quote has been requested from him (Andrew Taylor) • Linda Mayne has advised that information from the Diocese is that the churchyard was closed in 1902 and responsibility was passed to the Parish Council for the maintenance of closed churchyards including any boundary walls. • Faculty – LM reported that if the works are under £2,500 no faculty is required, just the Archdeacon’s permission. Over £2,500 requires a faculty. • It was agreed to continue to research funding/grant routes for contributions including Councillor Robin Brown, Farthingstone Foot Festival and ACRE/CPRE for advice. • Agenda item for January 2016 meeting. </td> <td style="text-align: center; vertical-align: middle;">JM/LM /SH</td> </tr> <tr> <td style="text-align: center;">23/15</td> <td>Burial Fees – Agenda Item 9</td> <td></td> </tr> <tr> <td style="text-align: center;">33/15</td> <td>Transparency Code – SH reported that subject to the agreement of councillor responsibilities at agenda item 6, Farthingstone Parish Council is now compliant with the Code.</td> <td></td> </tr> <tr> <td style="text-align: center;">35/15</td> <td>Cemetery Roadside Hedge – after discussion it was agreed that the conifer trees and elder would be removed. SS offered to dispose of the waste. PS/SS to co-ordinate removal in the New Year. Proposed Stewart Summers, seconded Susan Castle.</td> <td style="text-align: center; vertical-align: middle;">PS/SS</td> </tr> <tr> <td style="text-align: center;">37/15</td> <td>Neighbourhood Watch – JM reported that Colin Benham no longer wishes to continue as Co-Ordinator. JM offered to take up the role. Proposed John Church, seconded Stephen Batterby SH to ask Debbie Mason to update the website accordingly</td> <td style="text-align: center; vertical-align: middle;">SH SB</td> </tr> </tbody> </table>	22/15	<p>Church Wall</p> <ul style="list-style-type: none"> • SH reported that Moulton College are unable to help with this as it is too big a project to fit into a student work programme. The Stonemasonry Lecturer has recommended a stonemason specialising in ecclesiastical buildings and a quote has been requested from him (Andrew Taylor) • Linda Mayne has advised that information from the Diocese is that the churchyard was closed in 1902 and responsibility was passed to the Parish Council for the maintenance of closed churchyards including any boundary walls. • Faculty – LM reported that if the works are under £2,500 no faculty is required, just the Archdeacon’s permission. Over £2,500 requires a faculty. • It was agreed to continue to research funding/grant routes for contributions including Councillor Robin Brown, Farthingstone Foot Festival and ACRE/CPRE for advice. • Agenda item for January 2016 meeting. 	JM/LM /SH	23/15	Burial Fees – Agenda Item 9		33/15	Transparency Code – SH reported that subject to the agreement of councillor responsibilities at agenda item 6, Farthingstone Parish Council is now compliant with the Code.		35/15	Cemetery Roadside Hedge – after discussion it was agreed that the conifer trees and elder would be removed. SS offered to dispose of the waste. PS/SS to co-ordinate removal in the New Year. Proposed Stewart Summers, seconded Susan Castle.	PS/SS	37/15	Neighbourhood Watch – JM reported that Colin Benham no longer wishes to continue as Co-Ordinator. JM offered to take up the role. Proposed John Church, seconded Stephen Batterby SH to ask Debbie Mason to update the website accordingly	SH SB	
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		and SH to post notice in village notice board.	
	38/15	DDC Planning Training – SB confirmed that he will attend	
	39/15	(a) Big Bag Sellers – PS reported that Councillor Amos has investigated this issue. The Probation Office have heard about these individuals and confirmed that they are nothing to do with them and are a commercial venture and should not be encouraged.	
	39/15	(b) Church Clock – SH reported that The Cumbrian Clock Company advise that the overwind switch had been actuated. They will show SH or Graham Baseley how to correct if this happens again.	
44/15	Budget Report:		
	<ul style="list-style-type: none"> • SH presented the Budget Report (which had been circulated in advance of the meeting) showing the position as at 30th October 2015. Cash at bank is £6,139.89 (Current Account £1,746.99 and Deposit Account £4,392.90). • The report includes all payments to date. • SH presented clerk's expenses to 15th November 2015 of £37.47 (postage, stationery supplies and a printer cartridge). This was approved for payment and a cheque raised. • SH asked councillors to note that the receipts include two years' worth of VAT recovery. • It was resolved to accept the entire Budget Report – proposed Peter Stanton and seconded John Church. 		
45/15	Governance Report:		
	<p>SH provided a verbal report covering three aspects:</p> <ul style="list-style-type: none"> • Policies – SH presented three documents for approval (which had been circulated in advance of the meeting): (a) Freedom of Information Procedure and Publication Scheme. This was discussed and agreed, subject to some minor amendments. This will be posted on the Parish Council webpage. (b) Complaints Policy. This was discussed and agreed. This will be posted on the Parish Council webpage. (c) Financial Regulations. These were discussed and agreed. • Councillor Responsibilities – The table showing individual councillor responsibilities was approved. This will be posted on the Parish Council webpage to complete compliance with the Transparency Code <p>It was resolved to approve the entire verbal report including all three documents – proposed Stephen Batterby and seconded Peter Stanton.</p>		SH
46/15	BDO Audit Report:		
	<ul style="list-style-type: none"> • SH reported that the final audit report has been received from BDO. The annual return for 2014/15 has been qualified because of two procedural weaknesses (budgetary process and risk assessment) and one minor issue (stating clerk's salary in incorrect box on return). • SH presented an action plan with appropriate actions to correct these weaknesses. • SH presented a Financial Risk Assessment for consideration and approval to address the second point of the action plan. This was discussed and approved. The remaining two points will be addressed in 2016; at the January 2016 Parish Council Meeting when a full budget proposal for 		

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	<p>2016 will be discussed in order to set the 2016/17 Precept; and when the annual return for 2015/16 is completed in April/May 2016.</p> <ul style="list-style-type: none"> SH reported that each Parish Council has some discretion in completing their annual return and deciding the inspection period for electors for the 2015/16 return and recommended a timetable for the annual return process and submission. This was approved. <p>The governance report including acceptance of the auditor's report, acceptance of the action plan, acceptance of the risk assessment and proposed timetable for submission of 2015/16's annual return, was approved. Proposed John Church and seconded Stephen Batterby.</p>	
47/15	<p>To review clerking arrangements for Farthingstone Parish Council: After discussion, it was agreed that the current arrangements will continue for a further six months when they will be reviewed again.</p>	SH
48/15	<p>To review and agree proposed burial fees and cemetery rules: JM/SC and SH presented a proposal for a set of rules and fees for Farthingstone Cemetery. A Parish Council is able to set any level of fees that it feels appropriate to support the maintenance of a cemetery and there are wide differences across many local cemeteries. The proposed fees and rules were discussed and agreed, subject to a slight amendment to point 6 where forms of enclosure such as kerbstones or gravelling may be agreed at the discretion of the Parish Council. SH to amend and post on Parish Council webpage and on the Cemetery notice board The proposal was approved. Proposed Stephen Batterby, seconded Peter Stanton.</p>	SH
49/15	<p>Planning Applications: DA/2015/0951 – Work to a tree subject to a TPO at “The Acorns” Everdon Road, Farthingstone. To minute the Parish Council response dated 28th October 2015 (and agreed at that time via email) which was in support of the application but in line with the recommendations made by Mr Michael Venton, DDC TPO Officer.</p>	
50/15	<p>Neighbourhood Watch Report: None on this occasion. JM suggested that a short paragraph is put into the Parish Magazine advising residents of the change of Co-Ordinator and requesting vigilance in reporting (to the Police and the NW Co-Ordinator) any suspicious incidents. SH to draft for agreement and forward to Dorothy Fitzgerald for inclusion.</p>	SH
51/15	<p>Speeding in the Village: Concerns have been raised concerning the speed of cars entering the village on the Litchborough, Everdon and Maidford Roads. Councillors discussed options such as traffic calming, more obvious signage at the entrances to the village, replacing the hedge on the Litchborough Road and trimming regularly to keep under control and how these could be used without losing the rural charm of the village. Concerns were raised about legal liability if any accidents occurred involving any such measures. It was agreed to bring ideas about options to the January 2016 meeting and, in the meantime, to put a paragraph in the Parish Magazine reminding all residents to adhere to the speed limits and to ask any visitors to do the same. SH to draft as with NW notice.</p>	SH
52/15	<p>Correspondence:</p> <ul style="list-style-type: none"> Councillors noted a letter from Mr Adam Simmonds, Police and Crime Commissioner which updated parishes on his work programme. 	

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	<ul style="list-style-type: none"> • Councillors noted the receipt of “Outlook” the CPRE Newsletter, together with an invitation to CPRE Christmas Carols Evening. 	
53/15	<p>Any Other Business:</p> <p>(a) PS reported that Boden & Ward are commencing some repair work to the steps into the Joymead Cloisters as they have become a trip hazard; utilising the grant funding from Councillor Robin Brown and the Parish Council.</p> <p>(b) PS reported that two new kissing gates have been installed on rights of way in the Parish since the meeting with the Rights of Way Officer, although the original stile remained unrepaired. He will continue to follow up.</p> <p>(c) Telephone Kiosk - PS requested permission to buy some cork for display boards for the Kiosk utilising funds received back from Karen Rawden of £56.80. This was agreed by all councillors.</p> <p>(d) PS reported that the Farthingstone Cricket Team (The Nomads) have been given permission to continue to use the ground at Preston Capes, even though the Preston Capes Cricket Club has now folded. The team is planning to upgrade the facilities by purchasing a modular building at a cost of £3k-£4k. They have asked if the Parish Council would consider making a donation to the cost of the module. After discussion it was agreed that the main reservation was that the ground was not in the parish; however there was general support in principle. It was agreed that a detailed proposal was needed before any decision could be made about a modest donation.</p> <p>(e) SB reported that he had attended a CPRE Roadshow for Parish Councillors and wished to update on three items:</p> <ol style="list-style-type: none"> 1. Superfast Broadband – implementation is running according to plan and contractual obligations are being met. On completion of Stages 1 and 2 estimate that 96% of Northamptonshire will be covered. However 4% remains consisting of outlying properties and isolated villages where it is not economic to deliver the fibre-optic route. Unclear about whether this would include Farthingstone but SB has requested a report to confirm whether this is the case. 2. County Councillor update on transport infrastructure and funding. Message is they will “work smarter” using less money and achieving better results - e.g. do repairs properly the first time round but this may lead to a longer wait time for repairs. Equivalent of S106 funds will provide roads like Flore/Weedon bypass. 3. Neighbourhood Planning – SB asked if the Farthingstone VDS has been formally adopted by DDC. SC confirmed that it is on DDC’s website as adopted by DDC as a supplementary planning document. 	
	<p>Date of the Next Meeting: Monday 18th January 2016 8.00pm Farthingstone Village Hall</p>	
	The Meeting closed at 9.45 pm.	

Comment [SH1]:

Comment [SH2]:

Comment [SH3]: