

Farthingstone Parish Council

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Minutes of the Meeting of Farthingstone Parish Council held in the Village Hall on Monday 21st May 2018 at 8.00pm

Min No		Action
32/18	Attendance: <ul style="list-style-type: none"> • Present: Jennie Miller, John Church, Susan Castle, Stewart Summers, Peter Stanton and Sarah Hyatt • In attendance: Councillor Johnnie Amos (part) 	
33/18	Election of Chair: <ul style="list-style-type: none"> • Peter Stanton was elected as Chairman – proposed Jennie Miller and seconded Susan Castle. Peter Stanton signed the Acceptance of Office. • Jennie Miller was elected as Vice Chairman – proposed Susan Castle and seconded Sarah Hyatt. • Planning and Cemetery Committees – as in previous years it was agreed that the full council would deal with these matters. • Appointment of Responsible Officer/Responsible Financial Officer – Sarah Hyatt was appointed – proposed Jennie Miller and seconded Peter Stanton. 	
34/18	Apologies and Approval of Absence: <ul style="list-style-type: none"> • None 	
35/18	Members Disclosable Pecuniary and other Disposable Declarations of Interest in agenda items: <ul style="list-style-type: none"> • No declarations made 	
36/18	Minutes of the last Meeting: <ul style="list-style-type: none"> • The Minutes of the Farthingstone Parish Council Meeting of 19th March 2018 were reviewed for accuracy. The Minutes were signed by the Chair as a true and accurate record. Proposed John Church and seconded Stewart Summers. 	
37/18	Matters Arising: <ul style="list-style-type: none"> • VDS Mapping – SH reported that she has not had time to complete this work. SH and SC requested an idea of the cost of DDC doing this work for the Parish Council (they had indicated at a previous meeting that this was possible). An estimate of circa £156.00 had been received to convert the map to an electronic map rather than the hand drawn version which is scanned. It was agreed that this work was not essential and that no further action would be taken. SH to advise DDC. • CIL Notice on FPC website – SH reported that this has not happened yet – she is meeting with Debbie Mason to review the information currently held and will deal with the matter at that point. • Non-Material Amendment to Planning Application at Littlecourt House – following our submission of comments on this NMA – nothing further has been received from DDC. • Casual Vacancy for Parish Councillor – agreed to do an “advertisement” to go out with the June Parish Magazines to include two casual vacancies as well as a vacancy for a Parish Clerk. PS to draft. 	<p>SH</p> <p>SH</p> <p>PS</p>
38/18	Annual Items to review and adopt for 2018/19: <ul style="list-style-type: none"> • Model Standing Orders – SH noted that these have been updated slightly to reflect small changes made to the NALC Model Standing Orders. These are principally around the inclusion of the Transparency Code and GDPR requirements. Standing Orders form the basis for how the council manages its business matters • Financial Regulations 2016 – SH noted that these have been updated slightly and form the basis for how the council manages its financial matters. • Code of Conduct for Councillors – which is based on the DDC Code of Conduct. • Complaints Procedure. • All the above documents were reviewed and agreed for adoption in 2018/19. Proposed by Susan Castle and seconded by Peter Stanton. • Parish Councillor Responsibilities – these were reviewed and amended to reflect the change in Chair and Vice Chair. • Annual Risk Assessment (part of Financial Regulations) – SH reported that she has reviewed the Risk Assessment and included the Transparency Code and GDPR as risks 	

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	<p>together with the controls in place. Councillors reviewed and agreed the risk assessment; and it was signed by the Chair.</p> <ul style="list-style-type: none"> • SH asked that councillors consider the internal controls outlined in the Financial Regulations and note that these are complied with by the following: <ul style="list-style-type: none"> ○ A budget report is presented at every council meeting, with a bank reconciliation; ○ There is separation of duties – the RFO is not a cheque signatory and each cheque is signed by two signatories; and ○ An annual risk assessment is undertaken • SH to update the FPC webpage with the 2018/19 documents accordingly. 	SH
39/18	<p>Annual Accounts 2017/18 and Internal Audit Report:</p> <ul style="list-style-type: none"> • SH presented the annual accounts for 2017/18, which included the Bank Reconciliation and the Asset Register. She asked councillors to note the following: <ul style="list-style-type: none"> ○ That the closing balance was £6,276.62, which is very similar to 2017/18, and comprised £1,319.72 in the current account and £4,956.90 in the deposit account; ○ That the bank reconciliation included 3 unrepresented cheques totalling £59.18; ○ That the asset register has increased by £1,182.00 with the addition of the defibrillator and cabinet to a total of £5,142.00. ○ The significant variances report shows variances largely due to specific projects undertaken in 2016/17 (Church Wall Restoration) and in 2017/18 (purchase and installation of defibrillator). Two other variances were noted specifically – ACRE subscription for 2018/19 was paid in 2017/18 in error so two subscriptions show in the same financial year; and electricity charges have increased due to increased charges and two street light repairs (£56.32) where there were none in 2016/17. • The Internal Audit Report was received by councillors (Page 4 of the AGAR return). The internal audit was undertaken by Dr John Mole and confirmed that appropriate internal controls are in place with no matters for concern. Councillors thanked Dr Mole for undertaking this work. • The annual accounts and internal audit report were approved by councillors – proposed by Stewart Summers and seconded by John Church. 	SH
40/18	<p>Annual Governance and Accountability Return (AGAR) 2017/18 Annual Governance Statement:</p> <ul style="list-style-type: none"> • Councillors received the Annual Governance Statement (Page 5 of the AGAR) and agreed with the statements contained within it. The Annual Governance Statement was approved by councillors, proposed by Susan Castle and seconded by John Church. The Chair and Clerk signed the Annual Governance Statement. 	
41/18	<p>Annual Governance and Accountability Return (AGAR) 2017/18 Annual Accounts Statement:</p> <p>Councillors received the Annual Accounts Statement (Page 6 of the AGAR) as prepared by the RFO. The Annual Accounts Statement was approved by councillors, proposed by Jennie Miller and seconded by Stewart Summers. The Annual Accounts Statement was signed by the Chair.</p>	
42/18	<p>Annual Governance and Accountability Return (AGAR) 2017/18 Exemption Certificate:</p> <ul style="list-style-type: none"> • SH reported to councillors that Farthingstone Parish Council meets the criteria to declare itself exempt from a limited assurance review. The criteria are: <ul style="list-style-type: none"> ○ The authority has been in existence since before 1st April 2014; ○ In the financial year 2017/18, the authority's gross income or gross annual expenditure did not exceed £25,000; ○ Our annual accounts were not qualified in any way in the preceding financial year (2016/17) • Councillors approved the recommendation to complete the Certificate of Exemption, proposed by Susan Castle and seconded by John Church; and the Chair and RFO signed the Certificate. 	
43/18	<p>Public Rights:</p> <ul style="list-style-type: none"> • Councillors agreed and noted the Public Rights dates proposed of Monday 4th June to Friday 13th July. SH to post notice accordingly. • Councillors noted the statutory deadline of Sunday 30th November for the publication of 	SH

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	the AGAR and Notice of Conclusion of Audit on the council webpage.	
44/18	<p>Budget Report YTD 2018/19:</p> <ul style="list-style-type: none"> • SH presented the budget report for the year to date – the balance on the ledger at 21st May is £7,306.67; cash at bank is £7,779.17 (current account £2,822.05 and deposit account £4,957.12), the variance being represented by unrepresented cheques to the value of £472.50 not yet shown on the bank statement. • SH requested signatures on one cheque: <ul style="list-style-type: none"> ○ BHIB Parish Council Insurance for 2018/19 – cheque number 796 for £464.50. SH noted that BHIB have taken over as Parish Council insurers from AON UK and the premium (for the same level of cover) is £58.75 less than in 2017/18. • These were approved for signature and signed by JC/JM <p>The budget report was approved by councillors – proposed by Jennie Miller and seconded by Peter Stanton.</p>	
45/18	<p>Clerking Arrangements for 2018/19:</p> <ul style="list-style-type: none"> • Councillors noted that it will be necessary to secure a clerk when SH moves away from the village. • SH reported that HMRC state that a Parish Council Clerk cannot be considered self employed and that a council must operate PAYE. • PS suggested that an “advert” is circulated to the village (see Casual Vacancy item under 37/18) for a clerk. If this is unsuccessful to advertise the post through NCALC emails. • SH reported that she could be in Farthingstone for the July meeting but probably not beyond that. 	PS/SH
46/18	<p>General Data Protection Regulations 2018:</p> <ul style="list-style-type: none"> • SH reported that GDPR comes into force on 25th May 2018 and local councils, including parish councils regardless of size, will need to demonstrate compliance with these regulations. NCALC have helpfully provided template policies and procedures and these have been adapted for use by Farthingstone Parish Council. • Farthingstone Parish Council must appoint a Data Protection Officer (DPO) as part of compliance. NCALC have offered a Service Level Agreement (SLA) where councils can appoint NCALC to act as their DPO. This is one-year agreement and there is no cost in the first year. Depending on the amount of work generated by GDPR, NCALC may levy a charge in future years. SH recommended that Farthingstone Parish Council sign up to this SLA. Councillors discussed this and resolved to do so. Proposer John Church, seconder Jennie Miller. The Clerk and Chair signed the SLA. • A suite of policies and procedures need to be in place as follows: <ul style="list-style-type: none"> ○ Data map ○ Data Protection Policy ○ Subject Access Request Procedure ○ Data Breach Policy ○ Records Retention Policy ○ Privacy Notices (one for councillors and one for residents and others) • These documents were reviewed and agreed by councillors, proposed by Stewart Summers and seconded by Peter Stanton. • NCALC also recommend that each councillor completes a Security Compliance Checklist – these were reviewed, and some amendments agreed – SH to amend and circulate for completion. • Councillors resolved that the Parish Council will register with the Office of the Information Commissioner. SH to action. • SH requested that the Farthingstone Village email news system be brought under the umbrella of the Parish Council to ensure compliance with GDPR. This was agreed, and consent will be sought from those people on the database to continue sending them information in line with GDPR. SH to action. 	SH SH SH
47/18	<p>Cemetery Matters:</p> <ul style="list-style-type: none"> • The Cemetery Rules and Fees were reviewed by councillors and it was agreed that these would remain the same for 2018/19. • Councillors noted that Plot N11 has been reserved and the appropriate fee paid. 	

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	<ul style="list-style-type: none"> • SC requested that councillors permit a marker to be laid to mark reserved plots to avoid errors in the future. She suggested that a small paver no more than 12" x 12" engraved with the Plot Number and Reserved is laid – flush with the ground so mowing is easy. SC has costed these at about £10 each and suggested that these are funded by the Parish Council from the reservation fee. If the Parish Council commissions these then we can be sure that they are consistent in size, style and font. Councillors agreed this suggestion and an addition will be made to the Cemetery Rules to reflect this. SH to action. • SC noted that the mowing does not seem to be going to the back of the cemetery – to ask RDL to do this – and review the cost of mowing if necessary. 	<p style="text-align: right;">SH</p> <p style="text-align: right;">SH</p>
<p>48/18</p>	<p>Correspondence:</p> <ul style="list-style-type: none"> • SH reported that all correspondence is forwarded by email. • All noted the OVO Energy Women’s Tour (cycling) which will pass through the village at about 1.09pm on 14th June. 	<p style="text-align: right;">SH</p>
<p>49/18</p>	<p>Any Other Business:</p> <ul style="list-style-type: none"> • Debbie Mason has requested support from the Parish Council for a grant application to the Garfield Weston Anniversary Fund. Grants are available for up to £150,000 so Joy Mead are applying for funds to replace the Cloister roof. Councillors expressed their support of the application. • SC suggested letters of thanks to RD Landscapes (mowing Churchyard and Cemetery), Graham Baseley (Church Clock) and John Mole (Internal Audit) for this support in various tasks during 2017/18. SH to action. • SC noted that the “Hawker Hurricane” cycling event is happening again on 27th October and will pass through Farthingstone. FPC to ask advice from Police about how best to avoid the issues that occurred during the race last year. • SC reported that she has been approached by a resident asking if a dog poo bin could be located somewhere in the village – she is approached by many walkers with dogs asking if there is one. Councillors discussed this and agreed that the nature of the village, ie linear, would mean that more than one bin would be needed to be effective – possibly three or four. It was felt that this was not a significant enough issue to merit considering this number of bins and the possible cost. • SS reported that the timber cladding on the rear of Littlecourt House has been completed and looks pleasant. He felt that timber cladding on the front of the property would be preferable to white render and asked for the view of other councillors. After discussion, Councillors felt that this would be contrary to the Village Design Statement (VDS), as we have stated in all our responses to date and that to change our views now would be inappropriate. • PS reported that the warning sign on the Everdon Road at the top of the hill above the crossroads was missing the warning triangle at the top (beware of deer). SH to request replacement from Northants Highways. 	<p style="text-align: right;">SH</p> <p style="text-align: right;">SH</p> <p style="text-align: right;">SH</p>
	<p>Date of the Next Meeting:</p> <ul style="list-style-type: none"> • Parish Council Meeting Monday 16th July 2018 8.00pm Farthingstone Village Hall. <p>The Meeting closed at 9.33pm.</p>	

Signed as a true record:

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Date: