

FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

Email: clerk@farringdonpc.org

Minutes of the Full Council Meeting of Farringdon Parish Council held in the Function Room, The Golden Pheasant, Gosport Road, Farringdon, GU34 3DJ, on Wednesday, 6th September 2017, commencing at 7.30pm.

Present: Cllr Elderton in the Chair, Cllrs Ms de Ledesma, Mrs Farris, Durrant and Bevan.
Also present: one member of the public (for part of the meeting) and Mrs Claire Gibbs Parish Clerk.

C. Gibbs

Mrs Claire Gibbs, Parish Clerk

MINUTES

225/17 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND WELCOME

Apologies for absence were received from Cllrs Williams, Batley and Newens. A proposal was received, seconded and voted in favour of accepting the apologies received.

RESOLVED: That the apologies received be accepted.

(Power used: Local Government Act 1972 s85)

226/17 TO RECEIVE AND APPROVE DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

No disclosable pecuniary and non-pecuniary interests were received.

227/17 TO APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS UNDER SECTION 33 OF THE LOCALISM ACT 2011

This was not required for this meeting.

(Power used: Localism Act 2011 s 33)

228/17 TO RECEIVE RESOLUTION TO SUSPEND STANDING ORDERS TO ALLOW PUBLIC QUESTION TIME

The member of the public did not ask any questions, so the meeting was not suspended.

229/17 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS

The meeting continued without suspension.

230/17 TO APPROVE THE MINUTES OF THE MEETING HELD ON 5th JULY 2017 AND THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 27TH JULY 2017 (for accuracy)

The Chair itemised the minutes of the two meetings. A proposal was received, seconded and voted in favour that the minutes of the Full Council meeting on held on 5th July 2017 and the minutes from the Planning Committee held on 27th July 2017 be approved.

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RESOLVED: That the minutes of the meetings held on 5th July 2017 and 27th July 2017 be accepted as a true record of the meetings.
(Power used: Local Government Act 1972 Schedule 12 Para 41(1))

231/17 MATTERS ARISING FROM PREVIOUS MEETING (for information only)

No matters from previous meetings were raised.

232/17 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNTS

Agenda No	Chq No:	Date	Payee	Item	Total (£)
	000707	07/07/2017	All Saints Church Parochial Church Council	Grant for grass cutting	300.00
	000708	24/07/2017	Claire Gibbs	Monthly salary & expenses	823.73
	000709	24/07/2017	HALC	Training - The Knowledge (Mrs Farris)	108.00
Total payments made since last meeting					1,231.73

Two payments were approved at the meeting, they were as follows:

Agenda No	Chq No:	Date	Payee	Item	Total (£)
	000710	06/09/2017	David Williams	Travel to FAG meeting	16.20
	000711	06/09/2017	Claire Gibbs	August salary and expenses	836.57
Total payments approved at this meeting					852.77

RESOLVED: Payments made since the last meeting on 5th July and the payments approved at this meeting be noted.

233/17 TO RECEIVE THE BANK STATEMENT (TO DATE), ACCOUNTS (TO DATE) & ANNUAL RETURN

Farringdon Parish Council bank reconciliation summary 2017/18					
Bank Account(s): (list all bank accounts)					
			Treasurer's Account		81,352.09
			Bank Account Bus instant access 2		27,807.52
			Bank Account Treasurer's Deed account 3		25,000.00
					134,159.61
Less unrepresented cheques (list):					
24/07/2017	709	HALC	Training - The Knowledge (Mrs Farris)	108.00	
					- 108.00
Add uncleared payment (list):					
					Adjusted bank balance
					134,051.61
Adjusted Closing Bank Balance as at				30/08/2017	134,051.61
for Full Council meeting on 6th September 2017					

Cllr Mrs Farris initialled the bank statements to confirm that the above bank reconciliation agreed to the bank statements.

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The accounts were not presented at this meeting, but a discussion followed as to the format and content to be included reported to future meetings. Cllrs Elderton, Bevan and the Clerk agreed to meet to discuss the accounts.

The Clerk reported that the Council's external auditors BDO had concluded their audit and would be issuing their opinion of the accounts and Annual Return within a couple of weeks. It was noted that the Council's Asset Register should be reviewed prior to the next annual return and any roundings removed, as the Annual Return should be shown to the nearest pound (£) rather than thousand pounds as had been done previously. In addition, the valuations of the assets on the Register should be investigated and depreciated, if necessary, before the completion of the 2017/2018 accounts and Annual Return.

RESOLVED: The bank statement, bank reconciliation to 6th September and the Asset Register reviewed before the end of the financial year. Additionally, that Cllrs Elderton, Bevan and the Clerk meet prior to the next meeting to agree a format for the presentation of the Parish Council's accounts for future meetings.

234/17 ELECTRONIC BANKING ARRANGEMENTS

The Clerk reminded the Council that in order to be able to view the Council's accounts online, she needed to be made a signatory to the accounts. An application form to add her as a signatory had been completed and Cllrs Elderton and Bevan signed the form. The form will be submitted to the Council's bank, TSB and once the Clerk had been confirmed as a signatory she will start to process of applying for online access. The Clerk will report back progress to the next Full Council meeting on 2nd November 2017.

RESOLVED: The application to access the accounts, online, be started once the Clerk is confirmed as a signatory to the accounts.

235/17 PLANNING APPLICATIONS:

Two planning applications were considered at this meeting:

Application no: SDNP/17/03700/HOUS

Location: 2 The Orchards Shirnall Hill Lower Farringdon Alton GU34 3DR

Proposal: Rear extension and alterations to doors and windows on eastern elevation following demolition of back room and greenhouse

Closing date for comments: 7th September 2017

RESOLVED: No objection

Application no: SDNP/17/04021/HOUS

Location: Farringdon House Kitcombe Lane Farringdon Alton GU34 3ND

Proposal: single storey extension to the south along with re-introducing the balcony /veranda to the front elevation.

Closing date for comments: 21st September 2017

RESOLVED: No objection

236/17 COUNCILLOR VACANCY

The Councillor vacancy had been advertised on the Parish Council noticeboards around the Village. One member of the public had expressed an interest in the role and they had come to the meeting to help understand the responsibilities of the Council and of a Councillor.

The Clerk raised the need to put together a “New Councillor Welcome” pack as these had been recommended, at training sessions she had attended, and were a useful introduction to the Council. Cllr Mrs Farris reinforced the importance of Councillor welcome packs as they had been discussed at “The Knowledge” HALC Councillor training session she had attended in July. It was mentioned that the village used to have “Welcome” pack for new villagers who had moved into the village and perhaps this pack could be brought back into use. Councillors agreed to look into these two packs, what should be included and to send their suggestions for the content of the packs, to the Clerk, before the next meeting. It was also agreed to include an item on the agenda of the next meeting.

RESOLVED: That the Councillor Vacancy be a standing item on the agenda until the position is filled. Also, that the contents of welcome packs for new Councillors and new villagers be investigated, with suggestions by Councillors to be submitted to the Clerk prior to the next meeting on 2nd November and an item be put on the agenda for the November meeting, to discuss the packs.

237/17 REMEMBRANCE DAY: WREATH FOR THE RBL POPPY APPEAL, ROAD CLOSURE & TRAFFIC MANAGEMENT CONSULTANTS

Cllr Elderton raised the issue of the annual contribution by the Parish Council of £30 to the Royal British Legion’s Poppy Appeal. It was seconded by Cllr Mrs Farris, the Cllrs then voted and the contribution was approved.

The Remembrance Day road closure order had been applied for, with the proposal that the A32 Gosport Road from the crossroads at Brightstone Lane and The Street, Farringdon, to the crossroads at Manor Farm Road and Woodside Lane, Farringdon, be closed to enable the public to pay their respects at the War Memorial on Remembrance Sunday between 10:40am and 11:20am on 12th November 2017.

The Clerk reported that two quotations had been received for the provision of the management of the road closure, with the lowest quote (of £325 excluding VAT) being offered by the contractors who provided the road management services for Remembrance Sunday 2016. Those contractors, Forest Support Services, have been appointed.

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RESOLVED: A contribution of £30 to the Royal British Legion was approved, the appointment of Forest Support Services to manage the road closure and the road closure application was noted.

238/17 RELOCATION OF THE TELEPHONE BOX LIBRARY

A discussion followed regarding the library or book exchange currently housed in the telephone box near the crossroads with the A32, Gosport Road, at Shirnall Hill. The relocation of the library is required due to the imminent installation of defibrillators in each of the adopted telephone boxes (at Parsonage Close and Shirnall Hill) in the village. It was agreed that the books be removed from the telephone box, at Shirnall Hill and be stored until an alternative location can be identified.

RESOLVED: The books in the telephone box at Shirnall Hill be removed and stored until an alternative location can be identified.

239/17 HALC TRAINING COURSES

Local Council People & Development				
Training & Events Programme 2017				
EVENT TYPE	EVENT/COURSE/SESSION	DATE	LOCATION/TIME	COST
Officer Development	What You Need to Know (Part 1 of 2)	07 September 2017	Winchester (10:00 - 12:00)	£75 (Parts 1 & 2)
Councillor Development	The Knowledge (Part 1 of 2)	12 September 2017	Basingstoke (18.30-20.30)	£90 (Parts 1 & 2)
Councillor Development	Local Council Finance for Councillors	14 September 2017	Eastleigh (18.30-20.30)	£40
Officer Development	Minute Taking	19 September 2017	Eastleigh (10:00 - 12:30)	£40
Councillor Development	Core Skills (Part 2 of 2)	26 September 2017	Basingstoke (18.30-20.30)	£90 (Parts 1 & 2)
Officer Development	Budgeting - Tips and Tricks	27 September 2017	Eastleigh (10:00 - 15:00)	£75 (incl. a light lunch)
Officer Development	What You Need to Know (Part 2 of 2)	28 September 2017	Winchester (10:00 - 12:00)	£75 (Parts 1 & 2)
Development For All	Basic Planning for Parish Councils	04 October 2017	Winchester (18.30-20.30)	£40
Councillor Development	Chaining Skills (Parts 1 & 2)	04 October 2017	Winchester (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Information & Networking Event	Officers' Update	18 October 2017	Basingstoke (10:00 - 13:30)	£40
Development For All	Introduction to Appraisals	19 October 2017	Eastleigh (10.00-12.30)	£40
Councillor Development	The Knowledge & Core Skills (Parts 1 & 2)	01 November 2017	Eastleigh (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Information & Networking Event	Employment Workshop	02 November 2017	Eastleigh (10:00 - 12:30)	£40
Information & Networking Event	AGM	04 November 2017	Chandlers Ford (09.00-13.00)	Free
Information & Networking Event	Focus on	20 November 2017	Winchester (10.00-12.30)	£40

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Officer Development	What You Need to Know (Part 1 of 2)	22 November 2017	Eastleigh (10:00 - 12:00)	£75 (Parts 1 & 2)
Officer Development	Local Council Finance for Officers	23 November 2017	Winchester (10:00 - 15:00)	£75 (incl. a light Lunch)
Officer Development	What You Need to Know (Part 2 of 2)	29 November 2017	Eastleigh (10:00 - 12:00)	£75 (Parts 1 & 2)

* All prices apply to Hampshire ALC members only and are subject to VAT

You can find out more information and book for all 2017 training and events at
www.hampshirealc.org.uk or email sue.ramage@eastleigh.gov.uk

The HALC courses were noted.

240/17 REPORTS AND ISSUES (for information only, unless received under separate agenda items)

(i) Natural Environment Report - FAG meeting & Flood Action Plan

- Cllrs Elderton and Williams attended a Flood Action Group (FAG) meeting on 31st August in Winchester. At that meeting Hampshire County Council had confirmed that work to repair and restore the existing drainage system astride the A32 would be completed before the end of the year. The work would invariably create some disruption in the village because temporary traffic controls would be necessary on the A32 to enable safe working. Further details would be promulgated shortly. It was further noted that work to identify potential longer term flood alleviation options remained ongoing but should be concluded by mid-next year.

(ii) Emergency Plan

- An emergency plan, incorporating a flood action plan, had been started, although there were gaps that needed filling in such as the identification and details of villagers or other persons nearby who had access to equipment such as pumps, 4 x 4 vehicles and potential rest centres in and around the village. With the assistance of the Cllrs, the Clerk will complete the emergency plan.

RESOLVED: The emergency plan be completed by the Clerk, with the assistance of Cllrs.

(iii) Planning issues - Maplecombe Gates

- A letter had been hand delivered to Mr Chris Murray at East Hants District Council's (EHDC), Planning Enforcement section to request enforcement action at Maplecombe, Shirnall Hill, Lower Farringdon regarding the Heras fencing on the site. Over the past four years Farringdon Parish Council have received numerous complaints from local residents that the Heras fencing is an eyesore and a potential hazard to road users because it protrudes onto the boundary of the highway. However, following a site inspection, by EHDC, it was concluded that the Heras fencing was not a breach of planning and the

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Local Planning Authority (EHDC) was unable to take any action. But, it was suggested that the Parish Council may wish to contact the Highways Authority if it was felt that the fence is causing a hazard to road users. The Clerk agreed to do this on behalf of the Parish Council.

RESOLVED: The Clerk to contact the Highways Authority on behalf of the Parish Council to seek removal of the Heras fencing due to being a hazard to road users.

(iv) Village Hall Report

- Cllr Durrant updated the meeting on the progress of the Village Hall project. Due to the sensitivity of the negotiations and enquiries being carried out the member of the public was asked to leave the meeting for a few minutes.

The Village Hall Charitable Trust Trustees agreed to make limited funding, of £1,500, available from the Village Hall Charitable Trust accounts to enable outline ground plans for a new hall to be drawn up which were now necessary to further develop future options.

The meeting of the Village Hall Charitable Trust was closed and the member of the public was invited back to the meeting.

TRUSTEES OF THE VILLAGE HALL CHARITABLE TRUST RESOLVED: to make available £1,500 to outline ground plans for a new hall to be drawn up.

(v) Traffic & Transport Report - Traffic Management System

- Following the granting, by Hampshire County Council, of the licence to operate the traffic management signs, the signs were installed temporarily at two sites in the village in July. After two weeks the signs were taken down, however, the data is yet to be analysed due a problem with one of the leads supplied with the signs. The lead had been replaced, but not tested before the meeting. It is anticipated that the data from the initial installation of the signs will be presented to the Parish Council at the next meeting in November.

(vi) Community projects - no community projects were discussed

241/17 UPDATE ON DEFIBRILLATOR INSTALLATION PROJECT

The grant from the Big Lottery Fund for £5,431 for two defibrillators for the village, had been received on 21st July 2017. The next step is to pay the grant to The Community Heartbeat Trust (Solutions) Ltd who will be managing the installation of the defibrillators in Farringdon on behalf of the Parish Council. Cllr Elderton proposed that the grant be transferred to the Trust, it was seconded and approved, by the other Cllrs at the meeting. The Clerk will initiate the process to pay over the grant monies to the Trust.

RESOLVED: the grant of £5,431 be paid over to the Community Heartbeat Trust to enable the Trust to start the project to install the defibrillators in the telephone boxes in the village.

242/17 PARISH COUNCIL IT

The Clerk reported that work had started on the Council's new website and it should be available by the next Full Council meeting on 2nd November 2017. The new website will need photographs of Farringdon and perhaps a logo. A discussion followed regarding whether Farringdon Parish Council had a logo and it was suggested that the Village archives may have a picture that could be used as a logo for the Parish Council.

The battery for the Parish's laptop needs to be replaced and additional back up facilities need to be achieved to protect the Parish IT from being successfully targeted by hackers or ransomware. The age of the laptop was questioned and a suggestion was made that the Clerk should get external IT advice as to whether the laptop needed to be replaced, also the advice should cover methods of increasing the IT security.

RESOLVED: The village archives be investigated to find a suitable logo for the Parish for the Parish website. The Clerk to obtain external IT advice regarding the replacement of the Parish laptop and increasing IT security.

243/17 INFRASTRUCTURE PROJECTS SDNPA AREA

No projects were identified.

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244/17 FUTURE MEETING DATES:

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Primary Purpose</u>
1 st November 2017	7:30pm	Golden Pheasant Function Room	Full Council Meeting
3 rd January 2018	7:30pm	Golden Pheasant Function Room	Full Council Meeting
7 th March 2018	7:30pm	Golden Pheasant Function Room	Full Council Meeting
4 th April 2018	7:30pm	All Saints Church	Annual Village Meeting
23 rd May 2018	7:30pm	Golden Pheasant Function Room	Annual Meeting

245/17 COMMUNICATIONS: Key messages from the meeting

- It was agreed that the most competitive quotations for the repair of the carousel in the children's play area at Shirnall Meadow would be accepted and funded. Until such time as the repairs were complete the Carousel would remain out of bounds and parents were urged to ensure their youngsters did not use it.
- It was noted that HCC had confirmed that work to repair and restore the existing drainage system astride the A32 would be completed before the end of the year. The work would invariably create some disruption in the village because temporary traffic controls would be necessary on the A32 to enable safe working. Further details would be promulgated shortly. It was further noted that work to identify potential longer term flood alleviation options remained ongoing but should be concluded by mid-next year.
- Trustees agreed to make limited funding available from the Village Hall Charitable Trust to enable outline ground plans for a new hall to be drawn up which were now necessary to further develop future options.
- It was agreed that with the HLF grant towards the installation of defibrillators in the two disused BT phone boxes at Parsonage Close and Shirnall Hill, both now owned by the Parish Council, they would no longer be available for the residents book exchange.
- The Council considered the planning applications SDNP/17/03700/HOUS The Orchards, Shirnall Hill, and SDNP/17/04021/HOUS Farringdon House, Kitcombe Lane, and raised no objections.
- The Council noted that it was still carrying a vacancy for a Parish Councillor and would welcome expressions of interest from local residents.

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246/17 TO RECEIVE RESOLUTION TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS FROM CONFIDENTIAL MATTERS TO BE DISCUSSED 'THAT IN VIEW OF THE CONFIDENTIAL/SPECIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW'

The member of the public left the meeting at this point.

247/17 REVIEW OF THE QUOTATIONS RECEIVED FOR REPLACEMENT POSTS/FENCING AT SHIRNALL MEADOW PLAYING FIELD

Work was identified in the Annual Playground Inspection report 2017 that many of the posts between the playing field and the road, at Shirnall Meadow, were rotten or loose and needed replacing to prevent unauthorised access to the playing field.

Three quotes for the work had been received, these are shown in the following table:

	Option 1	Option 2	Other Works	Notes	Option 2
	£	£	£		80 metres
A	384.00	930.00	192.00	Have added VAT to all prices, option 2 price given for 80 metres	
B	614.40	2,131.44	204.00	Have added VAT to all prices, option 1 150mm diameter posts, option 2 83 metres of 600mm high knee rail 75mm rails.	2,054.40
B	554.88	2,320.68		Have added Vat to all prices, option 1 125mm diameter posts, option 2 83 metres of 600mm high knee rail 100mm rails	2,236.80
C	620.00	1,695.00	100.00	All prices include VAT, option 2 price for 81 metres of 450mm high knee rail - all posts to be concreted into ground at a depth of 450mm	

The contractors were asked to provide quotations for three items; Option one, to remove and dispose of existing rotten or loose posts and install 16 new posts. Option two was to remove and dispose of all the existing posts and supply and install knee rails and posts, potentially at the top of the bank close to the road. The third works that they were asked to provide a quote for was to replace broken or rotten knee rails and posts round the flowerbeds near the playground at Shirnall Meadow, these works were also identified as needing attention in the Annual Playground Inspection Report.

The quotations presented to the meeting were kept anonymous to enable them to be reviewed without prejudice. Due the quotes from Contractor A being substantially lower than the other two for Options 1 and 2, the decision was made to award the work to that contractor. However, the Council agreed to request a revised quote be obtained from Contractor A to replace all of the posts and relocate them to the top of the bank next to the road.

The knee rail option was deemed to be undesirable as it would prevent children from crossing the road from the playground and running down the bank onto the playing field, a practice that commonly takes place.

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RESOLVED: Contractor A, who is Alan Newens, be contacted to provide a revised quote to replace all the fence posts and relocate them to the top of the bank, next to the road (Shirnall Meadow).

248/17 REVIEW OF THE QUOTATIONS RECEIVED FOR PROVIDING A SOLUTION TO THE UNEVEN GROUND LEVELS BELOW THE CAROUSEL IN THE SHIRNALL MEADOW PLAY AREA

Work was identified in the Annual Playground Inspection report 2017 that the carousel in the playground at Shirnall Meadow, failed to conform with the requirements of EN1176 as the clearance between the underside of the roundabout and the ground surface was incorrect. The recommendation was to adjust the surfacing to a height of between 60-110mm. This item was identified as a medium to high safety risk.

Three contractors who specialise in playground maintenance and installation were contacted, though only two quotes were received. Each contractor had been sent the Playground Inspection Report 2017. As before the quotes were kept anonymous and they were as follows:

	Carousel £	Bob & Spring £	Cableway £	Cableway £	Notes
			Option 1	Option 2	
1 Provide heras fencing and signage during works	637.50				Council has own heras fencing
Provide security container for overnight storage	643.75				
Water Bowser	324.00				
	1,605.25				
Removal of grassguard tiles	507.00				
Supply and lay 24m2 of black wet pour at 40mm (recessed, including 100mm groundworks)	2,490.18				
Sky blue wet pour repairs		150.92			
All supplier 1 prices exclude VAT	4,602.43	150.92			
2 Preliminary works - security, welfare and set up	400.00				
Excavate 25m2 baseworks excluding edging	750.00				
Supply and lay 25m2 of black wet pour at 40mm deep, ramping down to existing grass	2,219.00				
Option 1 to remove starting platform and construct an earth mound beneath the platform using spoils from carousel base to at least 1 metre high & associated works			1,960.00		
Option 2 to supply and install 2 upright posts on either side of platform to act as balancing supports				332.00	
To supply and install complete trolley break system			537.00	537.00	
All supplier 2 prices exclude VAT	3,369.00		2,497.00	869.00	

In addition to quoting for the works to the carousel, Contractor 1 provided a quote for work to solve a dip in the surfacing below the Bob and Spring; and Contractor 2 provided quotes to reduce the risk of injury of falling from the cableway take-off platform. Neither of the additional items quoted for were identified as high risk items in the inspection report.

The Cllrs focussed on the carousel works and on comparison of the quotes, Contractor 2 was substantially more competitive, the main difference in the quotes being for the preliminary set up and excavation of the ground. Both of the contractors proposed to install black wet pour surfacing. The Cllrs decided to

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award the works to Contractor 2, with only the Carousel works to be carried out at this time.

RESOLVED: Contractor 2 or Playground Services Ltd, be awarded the Carousel works for a cost of £3,369 excluding VAT.

The meeting finished at 10:25pm.