

# FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

Email: [clerk@farringdonpc.org](mailto: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, 4<sup>th</sup> July 2018, commencing at 7:30pm.

**Present:** Cllr Elderton in the Chair, Cllrs Mrs Farris, Durrant, Bevan, Ray and Williams. Also present: the Clerk, Mrs Claire Gibbs and one member of the public.

Prior to the start of the Parish Council meeting, there was an update on the new Village Hall project, by members of the Village Hall Charitable Trust Working Group, Parish Cllrs Elderton, Durrant and Bevan. Please see the Communications, Key Messages item, 53/18 for the key points from the update.

### MINUTES

- 31/18 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND WELCOME**  
Apologies were received from Cllrs Ms Ledesma, Batley and Mossman. 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)*
- 32/18 TO RECEIVE AND APPROVE DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS**  
No disclosable pecuniary and non-pecuniary interests were received.
- 33/18 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)*
- 34/18 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.
- 35/18 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS**  
The meeting continued without suspension.
- 36/18 TO APPROVE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 23<sup>rd</sup> MAY 2018 (for accuracy)**  
The Chair itemised the minutes of the meeting. A proposal was received, seconded and voted in favour that the minutes of the Annual Council meeting on held on 23<sup>rd</sup> May 2018 be approved.

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**RESOLVED:** That the minutes of the Annual Council meeting held on 23<sup>rd</sup> May 2018 be accepted as a true record of the meeting.

*(Power used: Local Government Act 1972 Schedule 12 Para 41(1))*

**37/18 MATTERS ARISING FROM PREVIOUS MEETING (for information only)**

No matters from previous meetings were raised.

**38/18 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNTS**

Minute Ref No	Chq No:	Date	Payee	Item	Total (£)
19/18	750	23/05/2018	Came & Company	Insurance premium 2018/2019	768.76
21/18	751	23/05/2018	HALC	HALC & NALC Affiliation fees 2018/2019	269.00
21/18	752	23/05/2018	HALC	HR service	180.00
22/18	Debit Card	30/05/2018	Information Commissioner's Office	Information Commissioner's Office, data protection fee	40.00
	754	01/06/2018	Claire Gibbs	June Salary & costs	852.65
341/17	Debit Card	06/06/2018	Anti-virus software supplier	Anti-virus software subscription	25.00
200/17	Direct Debit	08/06/2018	NEST Pension	Clerk's pension	52.08
<b>Total payments made since last meeting</b>					<b>£2,187.49</b>

For information cheque number 753 was cancelled.

In addition to the payments shown in the above table, further cheques had been written, which were approved by the Cllrs, those cheques are shown below:

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Minute Ref No	Chq No:	Date	Payee	Item	Total (£)
	755	28/06/2018	HMRC	Quarterly NI	128.49
	756	28/06/2018	David Williams	Mileage to FAG Meeting	16.20
	757	28/06/2018	Do the Numbers Ltd	Internal Audit 2017/2018	240.00
	758	28/06/2018	NW Adams	Annual Play area inspection 2018	242.46
	759	28/06/2018	Claire Gibbs	Clerk's Salary and expenses	849.07
Total cheques approved at this meeting					<b>£1,476.22</b>

Finally, in addition to the payments and written cheques shown above, a transfer was approved to pay £547.20 for the annual subscription for Microsoft Office 365, for 10 licences, the Clerk and nine Parish Cllrs, to 21<sup>st</sup> June 2019.

## 39/18 TO RECEIVE THE BANK STATEMENT TO DATE AND RECONCILIATION, THE ASSET REGISTER AS AT 31<sup>ST</sup> MARCH 2018 AND THE BUDGET MONITORING STATEMENT TO DATE

Please find below a summary of the bank reconciliation:

		£	£
Bank Account(s): (list all bank accounts)			
	Treasurer's Account	91,746.41	
	Bank Account Bus instant access 2	28,366.47	
	Bank Account Treasurer's Deed account 3	25,000.00	
			145,112.88
Less unrepresented cheques (list):			
Add uncleared payment (list):	Adjusted bank balance		145,112.88
	Adjusted Closing Bank Balance as at	27/06/2018	145,112.88

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

The Asset Register, for the Parish Council's assets as at 31<sup>st</sup> March 2018, was handed round at the meeting and is shown at Annexe 1.

## 40/18 BANKING ARRANGEMENTS

Following an investigation it was discovered that changes requested by the Parish Council had not been made by the Parish Council's bank TSB. These changes had been requested over a number of years. In addition, TSB has recently been having some well publicised (in the news) difficulties due to a software change that has caused many security breaches, loss of money and inaccuracies with their customer's accounts. The Parish Council has not lost any money due to TSB's

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recent difficulties, but because the bank has not made the changes requested by Cllrs, this represents a security risk to the Council's funds held at the bank. . A discussion followed, which covered alternative banks such as Barclays and HSBC and whether the Parish Council's three bank accounts should be moved away from TSB.

The Parish Cllrs agreed that the Council should move its bank three accounts away from TSB to an alternative bank.

Due to the good experience had by the Chair, Cllr Elderton at HSBC, the Parish Council agreed for the Clerk to set up a meeting between the Clerk, Cllr Elderton and Bevan (the Parish Council Finance Lead) and HSBC to discuss the Parish Council and the Village Hall Charitable Trust's banking requirements.

**RESOLVED:** The Parish Council agreed to move the Parish Council's money away from TSB. The meeting also agreed for the Clerk to set up a meeting between the Clerk, Cllrs Elderton and Bevan with HSBC to discuss the Parish Council's

**The Parish Council meeting as Trustees of the Village Hall Charitable Trust (VHCT)**

The VHCT's money, like the Parish Council, is held with TSB and also, like the Parish Council, changes had been requested and not made by the bank. The Cllrs, in their capacity as Trustees of the VHCT, agreed that to move the Trust's money from TSB to the same bank that, following investigations, the Parish Council moves to.

**RESOLVED:** The VHCT agreed to move the Trust's bank to the same bank that the Parish Council moves to.

### **41/18 TO NOTE THE SENDING OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/2018 TO THE EXTERNAL AUDITORS PKF LITTLEJOHN & THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS & THE INTERNAL AUDITOR'S DO THE NUMBERS REPORT (to follow)**

The completed Annual Governance and Accountability Return (AGAR) for 2017/2018 has been sent to the External Auditors, PKF Littlejohn. The Parish Council will be informed when the audit has been concluded.

In addition, the period for the exercise of the public rights in relation to the annual accounts has begun. During this period, which for Farringdon Parish Council, runs from Monday 18<sup>th</sup> June to Friday 27<sup>th</sup> July, the accounting records for the financial year to which the audit relates (in this case 2017/2018) and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested.

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At the time of the meeting, the Clerk had not been contacted by any members of the public who wished to view the accounts.

A table of the findings from the internal auditors, Do the Numbers, will be circulated, for discussion, at the meeting.

Control Area	Issue	Recommended Action	Parish Council Response
Confidential minutes	Contracts for work should not be awarded in closed session.	If the "A-B-C" method is used for quotes and tenders, then name and value of the successful company can be easily minuted.	The Parish Council noted this recommendation, but commented that if the tenderers for the contracts were present at the meeting, it may be difficult to remain impartial. So, contracts would continue to be awarded in closed session, if the circumstances required it.
Reserves	The reserves of the council are very high, but the village hall project has not been earmarked. <i>(also raised last two years)</i>	The council should review all planned projects and reserves and ensure that all reserves are properly quantified.	Noted.
Annual Return	In 2017/18 the approval of sections 1 and 2 of the annual return was not clearly minuted.	The minutes from now on should clearly state the decision made - in case the external auditor asks for proof.	Noted and changes have been made.
Grant applications	The council should ensure that all grants to external bodies are on the basis of	When the new website comes live, the form should be uploaded and all grants assessed	A standard grant form, was used for all Parish Council grants made during

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	a standard form and regulations, supported by accounts that prove need for a grant from public funds.	according to the same criteria.	2017/18. This grant form will be available on the new website.
VAT reclaim	As at the date of audit, the VAT reclaim to March had not been submitted.	The reclaim should be submitted as soon as the final March payments are made.	Noted.
GDPR	It appears that there is a mailing list called Farringdon.net which has been used by the council to contact residents. It is unlikely that this list is maintained in accordance with the GDPR.	The council should use methods that do not involve the storage of personal information (website, social media, newsletter, noticeboards) to contact residents.	Farringdon.net is an effective method of informing the residents of Farringdon Parish Council updates. As Farringdon.net has taken steps to ensure compliance with GDPR it will be continued to be used for the PC updates.
TSB Deposit account	A separate bank account has been opened for the Solar Farm money which does not appear to earn interest. ( <i>also raised last two years</i> )	The council should move the funds into the interest bearing account until they are spent.	Investigations are ongoing regarding moving the PC's bank accounts to another bank (please see 40/18 above). The Solar Farm money will be transferred to an interest earning account, providing this does not contravene any of the conditions of the granting of the Solar Farm money.

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Transparency code	The council is not bound by the transparency code but good practice would suggest adhering to it.	The new council website should be set up to comply with the codes as far as possible.	The new website will comply with the transparency code.
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## 42/18 PLANNING APPLICATION:

For information

**Application:** SDNP/18/02879/FTP

**Address:** Farringdon Business Park

**Proposal:** Informal consultation on diversion of footpath no.1

**Planning Officer:** Matthew Harding

**Planning Officer's comments:** None

**Closing Date (for comments):** 27<sup>th</sup> June 2018 - please note, although this date has past this was an informal consultation, a formal consultation will be carried out if the SDNP Authority deems it necessary.

**Parish Council's response:** No objection to this application.

## 43/18 PLAYGROUND INSPECTION REPORT

Nick Adams the Playground Inspector has produced the report on his 2018 inspection. The Clerk produced a summary of the main findings of the report, this is shown at Annexe 2. Cllr Williams agreed to go through summary report to identify what works could be resolved immediately and whether there are items on the report that require further works to be done.

**RESOLVED:** Cllr Williams to report back to the Clerk and Cllrs once he has worked through the summary report.

## 44/18 PROPOSED NEW ROAD NAME FOR THE DEVELOPMENT AT LAND NORTH OF SOUTHERNHAY, CROWS LANE

The developer of the eight houses on the Land north of Southernhay, Crows Lane has contacted East Hampshire District Council (EHDC) regarding road names for the development. The developer has suggested the following road names for the development:

- Lavender View;
- Harvest View; or
- Deer Leap.

EHDC has requested that the Parish Council discuss the proposed road names at this meeting, to put forward any other names that could be considered and to identify their preferred road name.

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Prior to the meeting a member of the public, from the Village, emailed the Clerk with some alternative suggestions for the development. The alternative names are as follows:

- Blackbirds Meadow
- Robins Meadow
- West View
- Westview Gardens

The Cllrs discussed all the suggested names for the development. None of the developer's names were considered to be in keeping with the Village. However, the Cllrs all agreed that Westview Gardens, suggested by the member of the Village, as there is a collection of houses opposite the development called Eastview Gardens.

**RESOLVED:** The Parish Council's preferred name for the development on Crow's Lane is Westview Gardens. The Clerk will inform EHDC of the decision.

### **45/18 GENERAL DATA PROTECTION REGULATIONS (GDPR) - UPDATE ON PARISH COUNCIL'S PROGRESS**

The Clerk has begun an audit of the names of members of the public, why the names are held and the purpose for the names being held. If the names do not need to be held any longer, the names will be deleted. Once the audit has been completed, the members of the public whose names need to be retained, will be contacted to gain their approval for their names to be retained.

In addition to the audit, a disclaimer has been added to the Clerk's emails and the Cllrs are advised to do likewise. Finally, a Privacy Statement has been drafted and once finalised will be put onto the Parish Council's new website.

**RESOLVED:** The progress regarding GDPR was noted.

### **46/18 WASTE BINS - UPDATE**

The Clerk has contacted Katie Ennis at EHDC regarding moving the bin from Shirnall Hill to the end of Stank Lane and the purchase of a new bin that could be used for dog waste to be located next the play area on Parsonage Close. At the time of this meeting a response had not been received.

### **47/18 WEBSITE - UPDATE**

The new website is being finalised before it can be launched.

### **48/18 POTENTIAL S106 FUNDED PROJECTS - UPDATE**

Following on from the approval at the 23<sup>rd</sup> May Annual Parish meeting (item 27/18), such that a project be launched to design, manufacture and two pairs of Village Gates for the A32, to be funded from S106 money held by the South Downs National Park on behalf of Farringdon. At the Annual Parish meeting the Parish

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Council also agreed to fund any shortfall in the project's funding after all available S106 monies had been used, to a maximum of £7,500.

Some gates had been found, however, whilst the Cllrs liked the style but the cost at over £2,000 per pair of gates, (so over £4,000 just for the four gates required) was considered too high by the Cllrs, as in addition to the gates, eight hardwood posts would need to be purchased and there would be additional costs for the installation of the gates.

The Cllrs asked the Clerk to investigate gates from other suppliers, in a similar style to those costing £2,000 per pair and should try the Farm and Country store on the Selborne Road. The Cllrs agreed that if the Clerk could find alternative gates, she was given approval to buy the gates for upto a maximum of £750 per gate.

**RESOLVED:** the Clerk to further investigate hardwood gates for the Village Gates and to purchase gates in a similar style (to those found for £2,000 per pair) for a maximum of £750 per gate, so £1,500 per pair of gates and £3,000 in total.

## 49/18 ACKNOWLEDGEMENT OF MAINTENANCE OF THE MEMORIAL ROSE GARDENS

The maintenance of the War Memorial and the tending of the adjacent rose beds on the Gosport Road had been carried out by a couple in the Village. However they are unable to continue the work. The Cllrs acknowledged their outstanding work.

## 50/18 HALC TRAINING PROGRAMME 2018 REMAINING DATES

Local Council People & Development				
Training & Events Programme 2018				
EVENT TYPE	EVENT/COURSE/SESSION	DATE	LOCATION/TIME	COST
Councillor Development	<u>The Knowledge &amp; Core Skills (Parts 1 &amp; 2)</u>	04 July 2018	Basingstoke (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Councillor Development	<u>Chairing Skills (Parts 1 &amp; 2)</u>	11 July 2018	Eastleigh (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Information & Networking Event	<u>Focus on - TBC</u>	19 July 2018	Eastleigh (10.00-12.30)	£40
Development For All	<u>The Planning Framework</u>	12 September 2018	Winchester (18.30-21.00)	£60
Councillor Development	<u>The Knowledge (Parts 1 of 2)</u>	13 September 2018	Eastleigh (18.30-20.30)	£90 (Parts 1 & 2)
Councillor Development	<u>Local Council Finance for Councillors</u>	20 September 2018	Eastleigh (18.30-20.30)	£40
Officer Development	<u>Budgeting - Tips and Tricks</u>	26 September 2018	Eastleigh (10:00 - 15:00)	£75 (incl. a light Lunch)

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Local Council People & Development				
Training & Events Programme 2018				
EVENT TYPE	EVENT/COURSE/SESSION	DATE	LOCATION/TIME	COST
Councillor Development	<a href="#">Core Skills (Part 2 of 2)</a>	27 September 2018	Eastleigh (18.30-20.30)	£90 (Parts 1 & 2)
Officer Development	<a href="#">Minute Taking</a>	10 October 2018	Eastleigh (10:00 - 12:30)	£40
Qualification Preparation	<a href="#">Introduction to CILCA</a>	17 October 2018	Eastleigh (10:00 - 12:30)	£40
Information & Networking Event	<a href="#">Officers' Update</a>	30 October 2018	Basingstoke (10:00 - 12:30)	£40
Officer Development	<a href="#">What You Need to Know (Part 1 of 2)</a>	31 October 2018	Winchester (10:00 - 12:00)	£75 (Parts 1 & 2)
Councillor Development	<a href="#">Chairing Skills (Parts 1 &amp; 2)</a>	07 November 2018	Winchester (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Information & Networking Event	<a href="#">AGM</a>	10 November 2018	Chandlers Ford (09.00-13.00)	Free
Development For All	<a href="#">Introduction to Appraisals</a>	13 November 2018	Eastleigh (10.00-12.30)	£40
Councillor Development	<a href="#">The Knowledge &amp; Core Skills (Parts 1 &amp; 2)</a>	14 November 2018	Eastleigh (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Development For All	<a href="#">Basic Planning for Parish Councils</a>	15 November 2018	Winchester (18.30-20.30)	£40
Information & Networking Event	<a href="#">Employment Workshop</a>	20 November 2018	Eastleigh (10:00 - 12:30)	£40
Officer Development	<a href="#">Local Council Finance for Officers</a>	21 November 2018	Winchester (10:00 - 15:00)	£75 (incl. a light Lunch)
Officer Development	<a href="#">What You Need to Know (Part 2 of 2)</a>	22 November 2018	Winchester (10:00 - 12:00)	£75 (Parts 1 & 2)

**RESOLVED:** The remaining HALC training dates were noted.

## 51/18 REPORTS AND ISSUES (for information only, unless received under separate agenda items)

- (i) Natural Environment Report - Cllr Williams had circulated a report on the roads and environment around the Village, prior to the meeting. The report is at Annexe 3.

**RESOLVED:** Cllr Williams' report was noted.

In addition to the roads covered in Cllr Williams' Natural Environment Report, there was a discussion about the junctions of both Hall Lane and Gaston Lane with the B3006 Selborne Road. As the speed limit on the Selborne Road at these junctions is 60 miles per hour, these junctions are very dangerous and there have been a number of accidents at or around the junctions. Both junctions are in the Parish of Selborne, so the Cllrs requested that the Clerk contact the Selborne Parish Clerk to raise their concerns and to ask that Selborne Parish Council contact Hampshire County Council to request that HCC look into how these junctions can be improved.

**RESOLVED:** the Clerk to contact the Selborne Parish Clerk to raise their concerns and to ask that Selborne Parish Council contact Hampshire County Council to request that HCC look into how these junctions can be improved.

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(ii) Village Hall Report - as previously mentioned there had been an update on the new Village Hall prior to the start of this meeting. A summary of the update can be found under the Communications agenda item 53/18.

(iii) Traffic & Transport Report - an update will be provided at the next Parish Council meeting on 5<sup>th</sup> September.

## 52/18 FUTURE MEETING DATES:

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Primary Purpose</u>
5 <sup>th</sup> September 2018	7:30pm	Golden Pheasant Function Room	Full Council Meeting
7 <sup>th</sup> November 2018	7:30pm	Golden Pheasant Function Room	Full Council Meeting
2 <sup>nd</sup> January 2019	7:30pm	Golden Pheasant Function Room	Full Council Meeting
6 <sup>th</sup> March 2019	7:30pm	Golden Pheasant Function Room	Full Council Meeting
3 <sup>rd</sup> April 2019	7:30pm	All Saints Church	Annual Village Meeting
22 <sup>nd</sup> May 2019	7:30pm	Golden Pheasant Function Room	Annual Meeting

## 53/18 COMMUNICATIONS: Key messages from the meeting to include Village Hall update

- VILLAGE HALL update by the Village Hall Charitable Trust Project Team  
The charitable purpose of the Village Hall Charitable Trust (VHCT) is to provide village hall facilities for Farringdon and the area of benefit. The funds cannot be used for other purposes and in the unlikely event that the Charity is wound up then the Charity Commission would have considerable influence over the disbursement of assets.

The VHCT funds are held by the Trust's Bank and cannot, by law, be invested in long term or high risk investment opportunities. The proceeds from the sale of Massey's Folly remain intact and to date all expenditure has come from Parish Council pump priming funds.

Sensitive and confidential negotiations are continuing with local land owners and planning authorities over the purchase of land and the associated, and essential, planning approvals necessary to deliver the plan. These negotiations are being supported by the professional agents employed to support the VHCT Project Team. It would be inappropriate and jeopardise the project if these negotiations were not kept strictly confidential.

The VHCT Project Team will keep the community fully informed as and when appropriate.

- AUDIT OF PARISH ACCOUNTS

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The Parish Council noted that the highly satisfactory Internal Audit report following the recent examination Parish Council accounts.

- DOGS

In light of several recent incidents all dog owners are reminded of their legal responsibility to keep their dogs under control at all times. All animal-related issues, such as dog fouling, noisy dogs, dangerous dogs, and animal welfare concern, such as cruelty and neglect, should be reported to EHDC Animal Welfare office on 01730 234319.

- PLAYGROUNDS

Councillors noted that the recent professional annual inspection of both Playgrounds revealed no major safety issues but will attend to a number of minor maintenance issues.

- VILLAGE ENTRANCE GATES

Councillors agreed to proceed with a project to install new village entrance gates, to be funded primarily from S106 money held by the SDNPA, on behalf of Farringdon Village. The gates will be located north and south of the village astride the A32.

- MEMORIAL ROSE GARDENS

Councillors acknowledged the outstanding work done over many years by a couple in the Village in maintaining the War Memorial and adjacent rose beds on the Gosport Road.