

# FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

Email: [clerk@farringdonpc.org](mailto:clerk@farringdonpc.org)

Website: [www.farringdonpc.org](http://www.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, 6<sup>th</sup> March 2019, commencing at 7:55pm.

**Present:** Cllr Elderton in the Chair, Cllrs Batley, Durrant, Mossman, Williams and Ms de Ledesma. Also present: the Clerk, Mrs Claire Gibbs and one member of the public.

### MINUTES

The start of the meeting was delayed due to the previous meeting, an update meeting of the Village Hall Charitable Trust, overrunning

#### **149/18 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND WELCOME**

An apology was received from Cllr Mrs Farris. A proposal was received, seconded and voted in favour of accepting the apology received.

**RESOLVED:** That the apologies received be accepted.

*(Power used: Local Government Act 1972 s85)*

#### **150/18 TO RECEIVE AND APPROVE DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS UNDER 1972 LOCAL GOVERNMENT ACT (CLERK)**

None

#### **151/18 TO APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS UNDER SECTION 33 OF THE LOCALISM ACT 2011 (COUNCILLORS)**

None

#### **152/18 TO RECEIVE RESOLUTION TO SUSPEND STANDING ORDERS TO ALLOW PUBLIC QUESTION TIME**

The member of the public did not want to raise any questions for the meeting was not suspended.

#### **153/18 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS**

The meeting was not suspended so this was not required.

#### **154/18 TO APPROVE THE MINUTES OF THE FARRINGDON PARISH COUNCIL MEETING HELD ON 2<sup>nd</sup> JANUARY 2019 AND THE PLANNING COMMITTEE MEETING ON FEBRUARY 7<sup>TH</sup> FEBRUARY 2019 (for accuracy)**

The Chair itemised the minutes of the Full Parish Council meeting on 2<sup>nd</sup> January 2019 and the Planning Committee on 7<sup>th</sup> February 2019. A proposal was received, seconded and voted in favour that the minutes of both meetings be approved.

**RESOLVED:** That the Minutes of the Full Council Meeting held on 2<sup>nd</sup> January 2019 and the Planning Committee Minutes of the meeting held on 7<sup>th</sup> February be accepted as true records of those meetings was approved.

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

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**155/18 MATTERS ARISING FROM PREVIOUS MEETING (for information only)**

None were raised.

**156/18 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNTS**

| Agenda No | Chq No:      | Date       | Payee                                  | Item  | Total (£) |
|-----------|--------------|------------|--|---|-----------|
|           | Direct Debit | 07/01/2019 | NEST Pension                           | Clerk's pension                                   | 52.08     |
|           | 782          | 02/01/2019 | Westcotec                              | 2 x new batteries for traffic management signs    | 201.00    |
|           | 783          | 02/01/2019 | Claire Gibbs                           | Clerk's salary and expenses                       | 893.15    |
|           | 784          | 23/01/2019 | EAST HANTS DC                          | New waste bin for Parsonage Close                 | 381.69    |
|           | 785          | 23/01/2019 | DM Scholes & Mrs MJ March              | Use of the Golden Pheasant function room          | 92.50     |
|           | 6            | 30/01/2019 | Claire Gibbs                           | Clerk's salary and expenses                       | 841.73    |
|           | Direct Debit | 19/02/2019 | NEST Pension                           | Clerk's pension                                   | 52.08     |
|           | 9            | 28/02/2019 | Parochial Church Committee             | Use of the church for 2018 Annual Village meeting | 30.00     |
|           | 11           | 28/02/2019 | Claire Gibbs                           | Clerk's salary and expenses                       | 889.54    |
|           |              |            |  |   |           |
|           |              |            | Total payments made since last meeting |   | £3,433.77 |

**RESOLVED:** The payments made since the last meeting were noted.



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Notes on the Budget Monitoring report can be found on Annexe 1 however in summary, the underspend is anticipated to be nearly £14,000, which is mainly due to the receipt of CIL in December 2018.

Following the review of the budget monitoring report, Cllr Elderton reminded the meeting that the Clerk has experienced problems with the existing Parish printer, such as getting jammed and not printing out. Cllr Elderton asked the meeting to give the Clerk authority to purchase a new printer, upto the value of £150. The meeting agreed, though it was suggested that Cato Computers be consulted regarding make model and whether the printer should be an inkjet or a laser printer.

**RESOLVED:** the bank reconciliation was initialled by Cllr Batley and will be kept on file with these minutes. The budget monitoring report was noted by the meeting. The Cllrs agreed that the Clerk be authorised to spend up to £150 on a new printer, after getting advice from Cato Computers in Medstead.

### **158/18 PLANNING APPLICATIONS:**

**Application no:** SDNP/19/00781/TCA

**Location:** Hall Farm The Street Upper Farringdon Alton GU34 3DT

**Proposal:** Cedar - Fell, replace with cedar further away from house. Ash -Fell.

**Planning Officer:** Maria Stewart

**Planning Officer's comments:** No comments made

**Closing date for comments:** 21<sup>st</sup> March 2019

**Parish Council decision:** No objection

**Application no:** SDNP/19/00813/TCA

**Location:** Cruck Cottage Church Road Upper Farringdon Alton Hampshire GU34 3EG

**Proposal:** T1 Birch - Fell. T2 Cypress - Fell. Replace with Cypress. T3 Ash - Fell. Replace with Ash.

**Planning Officer:** Maria Stewart

**Planning Officer's comments:** No comments made

**Closing date for comments:** 21<sup>st</sup> March 2019

**Parish Council decision:** No objection

### **159/18 ANNUAL PLAY INSPECTION - APPOINTMENT OF INSPECTOR**

Currently the Parish Council uses Mr N W Adams who is a member of RPII (Register of Play Inspectors International). For the play inspection for 2018 the cost was £202.05 (£242.46 including VAT), it is estimated that the play inspection for 2019 will cost £259.45 (£311.34 including VAT) an increase of £57.43. It is understood that this increase is due in part to the need for all play inspectors to increase their Professional Indemnity Insurance from £500,000 to £2,000,000. The Clerk suggested that the Parish Council stays with Mr Adams for this year and then look to an alternative inspector for 2020 onwards.

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**RESOLVED:** The Parish Council agreed to appoint Mr Adams again as the playground inspector for 2019 and for the Clerk to investigate alternative inspectors for 2020.

### **160/18 SELECTION OF NEW INTERNAL AUDITOR FOR 2018/2019 ACCOUNTS AND ANNUAL RETURN**

The outgoing auditor Eleanor Greene from Do the Numbers provided the Clerk with valuable advice, however, it is good practice to change internal auditors every few years to ensure that the accounts and annual return are looked at with fresh eyes.

Quotes have been received from four internal auditors and following the advice of Eleanor, quotes should be anonymised and dealt with in open meeting rather than in confidential session. Therefore the quotes are shown in the following table:

|           | Annual Fee                                  | No of other TC/PCs audited if known | Experience   | Qualifications?   |
|-----------|---|-------------------------------------|--|---|
| Auditor 1 | £250 (includes expenses and year end visit) | 61                                  | 29 years as internal auditor with HCC, from 2011, has conducted internal audits for Parish and Town Councils | Fellowship membership of AAT (Association of Accounting Technicians) Affiliate member of SLCC and Chartered Institute of Internal Auditors (CIIA) |

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|           | Annual Fee   | No of other TC/PCs audited if known | Experience  | Qualifications?   |
|-----------|--|-------------------------------------|---|---|
| Auditor 2 | £195 - £225 (price if I go to the auditor)<br>£335 - £345 (price if the auditor comes to me) | -                                   | Was an auditor with District Audit<br>Was a Clerk from 1975 to 2008 | Chartered Institute of Public Finance and Accountancy (CIPFA) qualified |
| Auditor 3 | £245 plus VAT (will arrange collection and delivery of the required documentation)           | 100+                                | Five years  | Chartered Institute of Management Accountancy (CIMA) qualified          |
| Auditor 4 | £240 plus VAT & travel from Farnham (approx £10)   | -                                   | -   | -   |

Based on the quotations received and the interactions the Clerk had with the auditors, the Clerk advised the meeting to appoint auditor 1.

The Parish Council may also wish to consider when a decision has been made to appoint an auditor that they are appointed for at least three financial years (i.e. for the 2018/2019 accounts to the 2020/2021 accounts).

**RESOLVED:** The Parish Council agreed to appoint Auditor 1 and for the Clerk to investigate agreeing the fees for Auditor 1 to carry out the audit of Farringdon Parish Council's accounts and AGAR from 2018/2019 to 2020/2021.

## 161/18 MAP OF THE PARISH

The Clerk had been approached, by email, by a company who can make a map of the Parish. The company would charge £500 for a bespoke map. This idea was put to the Cllrs and it was unanimously declined.

**RESOLVED:** The Cllrs unanimously declined a map of the Parish for £500.

## 162/18 PLAY AREAS: REPLACEMENT OF BROKEN BRAKE TYRE ON ZIPWIRE, CLEANING OF THE MUGA AND REPLACEMENT OF THE MUGA GOAL MOUTH WITH ASTROTURF

The Clerk had investigated replacing the split brake tyre on the zipwire in the Shirnall Meadow play area. The split in the tyre, does not seem to affect the

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braking of the zipwire, but it was identified as needing attention in the 2018 Play Inspection report.

HAGS who make the zipwire (known as cableway by HAGS) had quoted £120 for a new tyre. The Clerk had sent a photograph of the zipwire to HAGS, to explain the tyre that needed mending and HAGS suggested that two tyres could be replaced at the same time as the cable was retensioned. For this work they would charge £240 for two new tyres and £825 labour for the retensioning of the cable. This would all be subject to VAT. So, in total the works would be £1,065 (of £1,278 including VAT).

The Cllrs felt that the quote was too much and that alternative quotes for the work should be sought. However, it was suggested that Cllr Williams should look at the split tyre and advise the Clerk what works would be required to rectify the problem. Then the Clerk could seek three quotes for the work.

**RESOLVED:** The Clerk to seek three quotes for the works required to resolve the split tyre, following advice from Cllr Williams.

### 163/18 GRANT REQUEST FROM VICTIM SUPPORT

£100 has been requested by Victim Support for the financial year 2019/2020. The Council discussed the application, but whilst the Cllrs felt that Victim Support does a valuable job for victims of crime, the Parish Council unanimously did not support the application for grant funding.

**RESOLVED:** the application, by Victim Support, for £100 was declined.

### 164/18 HALC TRAINING COURSES

| Local Council People & Development |  |               |                                       |   |
|------------------------------------|--|---------------|---------------------------------------|---|
| Training & Events Programme 2019   |  |               |                                       |   |
| EVENT TYPE                         | EVENT/COURSE/SESSION   | DATE          | LOCATION/TIME                         | COST  |
| Qualification Preparation          | <a href="#">CILCA Portfolio 3</a>  | 05 March 2019 | Eastleigh (09.30-16.30)               | <a href="#">£340 (SLCC Member)</a><br><a href="#">£390 (SLCC Non-Member) (4 sessions - Book direct with SLCC)</a> |
| Information & Networking Event     | <a href="#">Annual Conference</a>  | 13 March 2019 | Ageas Bowl - West End (09:30 - 16:00) | £75   |
| Officer Development                | <a href="#">Minute Taking</a>  | 26 March 2019 | Eastleigh (10:00 - 12:30)             | £45   |
| Development For All                | <a href="#">An Introduction to Health &amp; Safety for Parish Councils</a>   | 27 March 2019 | Eastleigh (10:00 - 16:00)             | £95 (Incl. a light lunch)   |
| Development For All                | <a href="#">Inspection training for Children's Play area, MUGA &amp; Wheeled Sports and Outdoor gym facilities</a> | 28 March 2019 | Eastleigh (10.00-13.00)               | £60   |
| Qualification Preparation          | <a href="#">CILCA Portfolio 4</a>  | 02 April 2019 | Eastleigh (09.30-16.30)               | <a href="#">£340 (SLCC Member)</a><br><a href="#">£390 (SLCC Non-Member) (4 sessions - Book direct with SLCC)</a> |

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| Local Council People & Development |   |                   |   |  |
|------------------------------------|---|-------------------|---|--|
| Training & Events Programme 2019   |   |                   |   |  |
| EVENT TYPE                         | EVENT/COURSE/SESSION  | DATE              | LOCATION/TIME                             | COST                                       |
| Development For All                | <a href="#">Emergency First Aid - HSE approved</a>                | 03 April 2019     | Eastleigh (09:30 - 16:30)                 | £95 (Incl. a light lunch)                  |
| Officer Development                | <a href="#">Local Council Finance for Officers</a>                | 04 April 2019     | Eastleigh (10:00 - 15:00)                 | £95 (incl. a light lunch)                  |
| Development For All                | <a href="#">Basic Planning for Parish Councils</a>                | 23 May 2019       | Eastleigh (10:00-12:00)                   | £45  |
| Councillor Development             | <a href="#">The Knowledge &amp; Core Skills (Parts 1 &amp; 2)</a> | 05 June 2019      | Eastleigh (10:00-15:00)                   | £95 (Parts 1 & 2)<br>(Incl. a light lunch) |
| Councillor Development             | <a href="#">The Knowledge &amp; Core Skills (Parts 1 &amp; 2)</a> | 12 June 2019      | Winchester (10:00-15:00)                  | £95 (Parts 1 & 2)<br>(Incl. a light lunch) |
| Officer Development                | <a href="#">What You Need to Know (Part 1 of 2)</a>               | 18 June 2019      | Eastleigh (10:00 - 12:00)                 | £85 (Parts 1 & 2)                          |
| Information & Networking Event     | <a href="#">Officers Update</a>                                   | 26 June 2019      | Eastleigh (10:00 - 12:30)                 | £45  |
| Councillor Development             | <a href="#">Local Council Finance for Councillors</a>             | 27 June 2019      | Eastleigh (18.30-20.30)                   | £45  |
| Officer Development                | <a href="#">What You Need to Know (Part 2 of 2)</a>               | 02 July 2019      | Eastleigh (10:00 - 12:00)                 | £85 (Parts 1 & 2)                          |
| Councillor Development             | <a href="#">Chairing Skills</a>                                   | 10 July 2019      | Eastleigh (10:00-13:00)                   | £60  |
| Qualification Preparation          | <a href="#">Introduction to CILCA</a>                             | 17 July 2019      | Eastleigh (10:00 - 12:30)                 | £45  |
| Councillor Development             | <a href="#">The Knowledge &amp; Core Skills (Parts 1 &amp; 2)</a> | 31 July 2019      | Eastleigh (10:00-15:00)                   | £95 (Parts 1 & 2)<br>(Incl. a light lunch) |
| Councillor Development             | <a href="#">The Knowledge (Parts 1 of 2)</a>                      | 03 September 2019 | Eastleigh (18.30-20.30)                   | £95 (Parts 1 & 2)                          |
| Development For All                | <a href="#">The Planning Framework</a>                            | 16 September 2019 | Winchester (18.30-21.00)                  | £60  |
| Councillor Development             | <a href="#">Local Council Finance for Councillors</a>             | 18 September 2019 | Eastleigh (18.30-20.30)                   | £45  |
| Officer Development                | <a href="#">Budgeting and Financial Control</a>                   | 19 September 2019 | Eastleigh (10:00 - 13:00)                 | £60  |
| Councillor Development             | <a href="#">Core Skills (Part 2 of 2)</a>                         | 01 October 2019   | Eastleigh (18.30-20.30)                   | £95 (Parts 1 & 2)                          |
| Officer Development                | <a href="#">Minute Taking</a>                                     | 09 October 2019   | Eastleigh (10:00 - 12:30)                 | £45  |
| Qualification Preparation          | <a href="#">Introduction to CILCA</a>                             | 16 October 2019   | Eastleigh (10:00 - 12:30)                 | £45  |
| Information & Networking Event     | <a href="#">Officers' Update</a>                                  | 22 October 2019   | Basingstoke (10:00 - 12:30)               | £45  |
| Officer Development                | <a href="#">What You Need to Know (Part 1 of 2)</a>               | 23 October 2019   | Winchester (10:00 - 12:00)                | £85 (Parts 1 & 2)                          |
| Councillor Development             | <a href="#">Chairing Skills</a>                                   | 30 October 2019   | Winchester (10:00-13:00)                  | £60  |
| Development For All                | <a href="#">Introduction to Appraisals</a>                        | 05 November 2019  | Eastleigh (10:00-12:30)                   | £45  |
| Councillor Development             | <a href="#">The Knowledge &amp; Core Skills (Parts 1 &amp; 2)</a> | 06 November 2019  | Eastleigh (10:00-15:00)                   | £95 (Parts 1 & 2)<br>(Incl. a light lunch) |
| Information & Networking Event     | <a href="#">AGM</a>   | 09 November 2019  | Holiday Inn - Winchester<br>(09.00-13.00) | Free                                       |
| Officer Development                | <a href="#">Local Council Finance for Officers</a>                | 12 November 2019  | Winchester (10:00 - 15:00)                | £95 (incl. a light lunch)                  |
| Officer Development                | <a href="#">What You Need to Know (Part 2 of 2)</a>               | 13 November 2019  | Winchester (10:00 - 12:00)                | £85 (Parts 1 & 2)                          |
| Development For All                | <a href="#">Basic Planning for Parish Councils</a>                | 20 November 2019  | Winchester (18.30-20.30)                  | £45  |

**164/18 SUMMARY OF THE ELECTION PROCESS & KEY DATES, COUNCILLOR WELCOME PACK & COUNCILLOR VACANCIES**

A summary of the key election dates had been circulated on Farringdon.net, an updated version was circulated following this meeting.

With the deadline for the nominations for the Parish Council elections in May, approaching (on 3<sup>rd</sup> April at 4pm), it is likely that there will be some new Councillors on the Parish Council. In addition, the Clerk, as part of her CiLCA training, needs to put together a Councillor welcome pack which can be given to all the Parish Councillors following the election. The Councillor welcome pack can help orientate new councillors in the first few months/meetings after joining the Parish Council. This was noted by the meeting and the Clerk agreed to put a pack together for each of the Parish Councillors elected onto Farringdon Parish Council.

A new electoral register will be available on 22<sup>nd</sup> March, the Clerk will send the candidates for the Parish Council election, the electoral register number and those of their proposers, seconders and witnesses following the receipt of the new register.

**RESOLVED:** an updated election summary will be sent round after the meeting to Farringdon.net. In addition, the Clerk will put together a Councillor welcome pack for each of the elected Councillors. The Clerk will send the Parish Council election candidates the electoral register number for the candidates, the candidates proposers, seconders and witnesses following the receipt of the new electoral register, which is due out on 22<sup>nd</sup> March 2019.

**165/18 REPORTS AND ISSUES (for information only, unless received under separate agenda items)**

- (i) **Natural Environment Report - FAG meeting & Flood Action Plan**  
Cllr David Williams presented the natural environment report, which he had circulated prior to the meeting. It had been mentioned to Cllrs of the Parish Council, that a fence and hedge alongside a property on the A32 was falling onto the pavement next to the A32. This was causing pedestrians to walk into the road to avoid the hedge and fence. The Clerk was asked to write a letter, on behalf of the Parish Council, to the owner of the property to request that they cutback the hedge and repair the fence.

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**RESOLVED:** the natural environment report was noted. The Clerk will write a letter regarding the hedge and fence.

- (ii) **Emergency Plan** - not covered at this meeting
- (iii) **Village Hall Report** - an update on the village hall project was given, by Cllrs Elderton and Durrant, prior to the start of this meeting, so a further update was not given at this meeting.
- (iv) **Traffic & Transport Report - Traffic Management System** - Cllr Batley gave a short update on the traffic management signs. A question was asked regarding additional sites for the signs. Cllr Batley explained that any additional sites needed to be approved by Hampshire County Council and that the licence for the use of the traffic management signs will need to be updated for the new sites. It was suggested that the traffic management signs could be sited on the new village signs, this led to a question regarding the height of the signs. Cllr Batley agreed to investigate the required heights for the deployment of the signs. Finally, Cllr Batley reported that the signs would soon be redeployed.  
**RESOLVED:** the update and questions regarding the traffic management signs were noted and Cllr Batley agreed to investigate the required heights for the signs.

### 166/18 FUTURE MEETING DATES:

| <u>Date</u>                | <u>Time</u> | <u>Venue</u>                  | <u>Primary Purpose</u> |
|----------------------------|-------------|-------------------------------|------------------------|
| 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         |

### 167/18 COMMUNICATIONS: Key messages from the meeting:

- Two planning applications were considered at the meeting: SDNP/19/00781/TCA Hall Farm The Street Upper Farringdon - proposal to fell a Cedar tree and replace and fell an Ash tree; and SDNP/19/00813/TCA Cruck Cottage Church Road Upper Farringdon - proposal to fell a Birch, a Cypress (and replace with a Cypress) and fell an Ash (and replace with an Ash). No objections were raised for either application.
- Funding was agreed to carry out the repair and refurbishment of equipment in the Shirnall Meadow play area, specifically to the zip wire and to the Multi Use Games Area (MUGA). The turf is to be replaced in the MUGA goal mouth and it would be appreciated if this area could be avoided until this work is complete and the new turf is established.

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- The Parish Council elections are fast approaching, on Thursday 2<sup>nd</sup> May. All nine seats on Parish Council are up for election as a part of the four year cycle and therefore if you are interested in becoming a Parish Councillor, please contact the Parish Clerk, Claire Gibbs on 07765 129409 or by email [clerk@farringdonpc.org](mailto:clerk@farringdonpc.org). or make contact with an existing Councillor to learn more. Nominations for Councillors need to be received by East Hampshire District Council no later than 4pm on Wednesday 3<sup>rd</sup> April.
- All members of the community are encouraged to attend the Annual Village meeting on Wednesday 3<sup>rd</sup> April to make their views about Farringdon known and to hear updates from HCC, EHDC, SDNPA, Hampshire Police etc on issues which affect the Village. Refreshments will be available from 7pm, with the meeting starting at 7:30pm - all are welcome.

The meeting finished at 9:30pm.