

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, 7th March 2018, commencing at 7:30pm.

Present: Cllr Batley in the Chair, Cllrs Ms de Ledesma, Messers Durrant, Mossman, Ray and Williams. Also present: the Clerk, Mrs Claire Gibbs.

C. Gibbs

Mrs Claire Gibbs, Parish Clerk

MINUTES

319/17 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND WELCOME

Apologies were received from Cllr Elderton, Bevan and Mrs Farris. 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)

320/17 TO RECEIVE AND APPROVE DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

Cllr Batley raised the issue that a cheque for Cllr David Williams was due for approval later in the meeting, but it was not felt necessary for Cllr Williams to leave the meeting at that point.

RESOLVED: The situation was noted.

321/17 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)

322/17 TO RECEIVE RESOLUTION TO SUSPEND STANDING ORDERS TO ALLOW PUBLIC QUESTION TIME

There were no members of the public at the meeting so the meeting was not suspended.

323/17 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS

The meeting continued without suspension.

324/17 TO APPROVE THE MINUTES OF THE MEETING HELD ON 3RD JANUARY 2018 (for accuracy)

The Chair itemised the minutes from the previous meeting. A proposal was received, seconded and voted in favour that the minutes of the Full Council meeting on held on 3rd January 2018 be approved.

RESOLVED: That the minutes of the Full Council meeting held on 3rd January be accepted as a true record of the meeting.

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

325/17 MATTERS ARISING FROM PREVIOUS MEETING (for information only)

No matters were raised.

326/17 ANNUAL PLAY INSPECTION - APPOINTMENT OF INSPECTOR

The Parish Council has an obligation to have any play areas inspected annually by a qualified inspector. The Parish Council uses Mr Nick Adams to carry out this service. Approval is needed so that Mr Adams can carry out the playground and Multi-Use Games Area inspection for 2018. The Clerk will carry out an investigation into alternative inspectors for the inspection for 2019. In addition, the Clerk was asked to request that Mr Adams inspect the “kickabout” area on Parsonage Close during his inspection this year.

RESOLVED: The Parish Council approved that the playground inspection for 2018 be carried out by Mr Nick Adams and that he extend his inspection to include the “kickabout” area on Parsonage Close. The Clerk was asked to investigate other playground inspectors for 2019.

327/17 NEW CHILD’S SWING FOR SHIRNALL MEADOW PLAY GROUND

During one of the Clerk’s regular inspections of the Shirnall Meadow play area it was discovered that one of the child’s swings needed replacement due to age and wear and tear. Please see photograph of the swing below:



Last year the other child swing was replaced at a cost of £299.70 plus VAT (£359.64 inc VAT). The company, HAGS have quoted the same price to replace the swing.

Cllr Williams had sent the Clerk an internet search he had carried out that had resulted in a very similar swing seat from a supplier called Online Playgrounds for £70 plus VAT. This swing seat conformed to EN 1176, which is the European Standard relating to the safety of playground equipment. The meeting agreed that the HAGS swing was too expensive and if an alternative, possibly the one found by Cllr Williams, can be found that complies to EN1176, then that should

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be purchased instead of the HAGS one. In addition, the meeting approved that the new swing seat should cost no more than £100 plus VAT.

RESOLVED: The Clerk to investigate alternative swing seats that comply with EN1176 and purchase one at a cost up to £100 (excluding VAT).

328/17 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNTS

The table below shows payments made since the last meeting.

Agenda No	Chq No:	Date	Payee	Item	Total (£)
	732	20/12/2017	HMRC	Quarterly NI	119.97
		11/12/2017	NEST	Direct Debit of Clerk's Pension contribution	25.05
	733	03/01/2018	Claire Gibbs	January Salary	818.07
		05/01/2018	NEST	Direct Debit of Clerk's Pension contribution	25.05
	734	25/01/2018	David Williams	FAG meeting mileage & phone box repairs	37.07
	735	25/01/2018	DM Scholes & Mrs MJ March	Use of the Golden Pheasant function room	107.50
		12/02/2018	NEST	Direct Debit of Clerk's Pension contribution	26.04
	736	08/02/2018	Claire Gibbs	February Salary and expenses	868.36
304/17	737	27/02/2018	Harry Stebbing Workshop*	New noticeboard for Parsonage Close	1,454.40
	738	27/02/2018	HALC	Audit event Oct 2017	48.00
			Total payments made since last meeting		£3,529.51

*The Harry Stebbing Workshop invoice for new noticeboard for Parsonage Close, for £1,454.40 (£1,212 before VAT) was put to the meeting for approval. For information, grants for £700 from HCC Councillor Mark Kemp-Gee has been and £500 from EHDC Councillor Tony Costigan have been received. So the cost to the Parish Council for the noticeboard will be the residual cost after grants of £12 before VAT and the installation cost (please see paragraph below).

The meeting approved the payments made since the last meeting and the cheque for Harry Stebbing Workshop.

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

- A cheque payable to Cllr David Williams for £131.11 was approved. This was payment of his invoice, number 7830, which itemises the costs he incurred and time spent on the preparation of the two telephone boxes for the installation of the defibrillators as well as the installation of the new noticeboard on Parsonage Close; and
- The Clerk's salary for March and costs totalling £905.63.

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FARRINGDON PARISH COUNCIL BUDGET MONITORING AS AT 28th February 2018						
Summary	Actual 2016/2017	Budget 2017/2018	Actual Expenditure 2017/2018	Committed Expenditure	Total Estimated Expenditure/Income 2017/2018	(Underspend/ Overspend)
	£	£	£	£	£	£
Expenditure						
1 Staff costs	7,988	14,204	9,221	2,396	11,617	(2,587)
2 Clerk's telephone, computer software renewals and printing	893	1,240	867	139	1,006	(234)
3 Insurance, hall hire for meetings and website maintenance	892	1,370	1,336	410	1,746	376
4 Grass cutting, general maintenance and annual Playground inspection	4,272	10,225	7,942	4,617	12,559	2,334
5 Grants, Village plan implementation and new Village Hall costs	280	2,000	730	250	980	(1,020)
6 Audit fees, subscriptions, potential election costs and other professional fees	1,346	1,533	1,020	300	1,320	(213)
7 Councillor's training and travel costs and Chair's allowance for Annual meeting	451	1,350	192	30	222	(1,128)
8 Capital Purchases	4,329	3,564	11,102	-	11,102	7,538
9 Net VAT	507	-	(1,666)	(250)	(1,917)	(1,917)
10 Total Expenditure	20,957	35,485	30,744	7,891	38,635	3,150
Income						
11 Precept	(35,535)	(35,000)	(35,000)	-	(35,000)	-
12 Grant Income	(2,500)	-	(6,631)	-	(6,631)	(6,631)
13 Interest	(14)	-	(12)	(2)	(14)	(14)
14 Total Income	(38,049)	(35,000)	(41,643)	(2)	(41,645)	(6,645)
15 (Surplus)/Deficit	(17,092)	485	(10,899)	7,889	(3,009)	(3,494)

Notes on the above Budget Monitoring report (the number relates to the numbered line in the table above):

- 1 Allows for the increase of the Clerk's salary to £10,312, from 1st February 2018 and the associated increase in pension costs.
- 2 Includes paper and print cartridges costs - cartridges and paper purchased for each meeting at a cost of £3.50 paper and £25 for two print cartridges - one colour and one black and white. Also included in this line is the mobile telephone cost of £19 per month.
- 3 Includes the Council's annual insurance of £739 (17/18) and room hire for Parish Council Meetings. The anticipated overspend of £376 is as a result of the Council's insurance being £29 more than budgeted and an unbudgeted £252 for the defibrillator annual support, £70 for the setup of the VETS telephone system for the defibrillators and the carriage of £25 of the defibrillators cost paid to the Community Heartbeat Trust (CHT) - the annual support cost & VETS set up cost is grant funded.
- 4 Grass cutting is the main item of expenditure. However, the carousel works in October which cost £3,219 (exc. VAT) is the main reason for the overspend of £2,334 for this budget area.
- 5 Although the Parish does not currently have a village hall £250 from the £500 budget has been allowed to cover any costs incurred by the Parish Council for investigatory and/or preliminary works for the new Village Hall. The anticipated underspend in this area is as a result of a £250 saving on the Village Hall budget (of £500) and £1,000 saving on the Village Plan implementation budget (of £1,000), these savings have been offset by an overspend of £230 on the grant budget (of £500). During the year the grants made were as follows: £300 for grass

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cutting and £400 for tree felling, both to All Saints Church and £30 for a Remembrance Day wreath.

- 6 This budget area is anticipated to be underspent by £413 at the end of the year. This is due to 3 budgets of £50 each not being spent and the remaining 3 budgets in this area being £313 underspent against total budgets of £1,020. However, this underspend of £463 has been offset by an estimated unbudgeted cost of £50 for defibrillator training - this training has been grant aided.
- 7 The budget covers Councillor's mileage to travel on Council business as well as Councillor training. The budget also provides for the Chairman's allowance mainly used for the Annual Village meeting in April each year. All the budgets in this area are underspent resulting in an anticipated underspend of £1,128.
- 8 Please see table on next page for a breakdown of Capital Expenditure for the year.

Capital expenditure and grant aid received						
	Total Cost	Grant aid received this financial year	Grant aid received last financial year	Net cost to the Parish Council	Budget 2017/2018	Over/ (under) spend
	£	£	£	£	£	£
Westcotec traffic management signs	5,900.00	-	(1,500.00)	4,400.00	-	4,400.00
Defibrillators	3,990.00	(3,990.00)	-	-	1,200.00	(1,200.00)
New Parsonage Close noticeboard	1,212.00	(1,200.00)	-	12.00		12.00
					2,364.00	(2,364.00)
	11,102.00	(5,190.00)	(1,500.00)	4,412.00	3,564.00	848.00

- 9 & 12 VAT Paid on certain expenditure can be reclaimed, this is done periodically. VAT refunds received during this financial year total £5,080, a remaining £250 (to date) will be claimed before the end of the financial year.
- 11 The Precept for 2017/2018 is £35,000 was paid in 2 instalments of £17,500, one in April, the other in October.
- 12 The grant aid of £6,631 received during the year is broken down as follows: £5,431 from the Big Lottery Fund for the defibrillators, both capital and reveue, £700 HCC Cllr Kemp-Gee & £500 EHDC Cllr Costigan both for the new noticeboard in Parsonage Close.
- 14 The Council receives minimal interest on it's bank accounts, as a result it is not budgeted for.
- 15 All of the above transactions have led to an anticipated underspend of £3,519.

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A discussion regarding the costs shown in the above Budget Monitoring statement followed. Particularly regarding the relatively high costs associated with printing. The Parish printer, which is made by Canon, is at least two years old and the Clerk purchases Canon printer cartridges. It was suggested that in the future non-branded, but compatible, cartridges should be purchased. The Clerk agreed to this suggestion.

RESOLVED: the budget monitoring statement was noted and in the future the Clerk will purchase non-branded compatible print cartridges when replacements are required.

330/17 PARISH COUNCIL DEBIT CARD & UPDATED FINANCIAL REGULATIONS

The Clerk has investigated obtaining a debit card for the Parish Council. The debit card would be used for the payment of subscriptions such as Office 365 -that have been paid on the credit cards of previous Clerk's, as well as larger payment. This has meant that on renewal their credit cards have automatically been charged and the Parish Council then has had to reimburse those payments. If the Parish Council had a debit card this process would be avoided.

Councillors are being asked to approve the application for a debit card on the Parish Council's current account. If approved, Councillors need also to approve an amendment to the Parish Council's Financial Regulations.

A suggested wording for the amendment, taken from the National Association of Local Councils model Financial Regulations is as follows:

“Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.” However, it is suggested, to ensure more security that all transactions on the debit card be approved before they are made.

Therefore, the following wording is suggested: “Any Debit Card issued for use will be specifically restricted to the Clerk and any transaction should be approved, by 2 authorised signatories, other than the Clerk, prior to the payment being made, using a purchase order specifically designed for this purpose.” Please see Annexe 1 for a suggested purchase order.

RESOLVED: The Cllrs approved the wording regarding the debit card to add to the Financial Regulations. The meeting also approved the use of the purchase order, shown at Annexe 1, without amendment and the application, by the Clerk of a Parish debit card.

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331/17 PLANNING APPLICATIONS:

Application no: SDNP/18/00893/TCA

Location: The Cross The Street Upper Farringdon Alton Hampshire GU34 3DT

Proposal: Fell self seeded Sycamore tree and replace with Hawthorn

Planning Officer: Maria Stewart

Planning Officer's comments: No Comments made

Closing date for comments: 15th March 2018

The above application was withdrawn on 22nd February 2018.

Application no: SDNP/18/00579/TCA

Location: Gills House The Street Upper Farringdon Alton GU34 3DU

Proposal: Leylandii (T1) Fell because of excessive shading and low amenity value,
Leylandii (T2) Fell because of excessive shading and low amenity value

Planning Officer: Stewart Garside

Planning Officer's comments: No Comments made

Closing date for comments: 14th March 2018

Application no: SDNP/18/00691/TCA

Location: The Croft The Street Upper Farringdon Alton Hampshire GU34 3DT

Proposal: T1 Hawthorn - Fell. T2 Purple Leaf Plum - Fell. T3 Cherry - Fell

Planning Officer: Maria Stewart

Planning Officer's comments: No Comments made

Closing date for comments: 5th March 2018 (extended to 8th March 2018)

The Cllrs discussed the above applications, including SDNP/18/00893/TCA, The Cross and had no objection to any of the applications.

RESOLVED: The Clerk to contact the relevant planning officers to report that there were no objections to any of the above applications.

332/17 HALC TRAINING COURSES

Please see next page.

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Training & Events Programme 2018

EVENT TYPE	EVENT/COURSE/SESSION	DATE	LOCATION/TIME	COST
Councillor Development	<u>The Knowledge & Core Skills (Parts 1 & 2)</u>	07 March 2018	Eastleigh (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Qualification Preparation	<u>CILCA Portfolio 3</u>	13 March 2018	Eastleigh (09.30-16.30)	£340 (SLCC Member) £390 (SLCC Non-Member) (4 sessions - Book direct with SLCC)
Information & Networking Event	<u>Breakfast Briefing - External Funding</u>	14 March 2018	Test Valley (08.30-10.00)	£20
Information & Networking Event	<u>Annual Conference</u>	21 March 2018	Southampton (09:30 - 16:00)	£75
Qualification Preparation	<u>CILCA Portfolio 4</u>	17 April 2018	Eastleigh (09.30-16.30)	£340 (SLCC Member) £390 (SLCC Non-Member) (4 sessions - Book direct with SLCC)
Officer Development	<u>Local Council Finance for Officers</u>	17 April 2018	Eastleigh (10:00 - 15:00)	£75 (incl. a light lunch)
Development For All	<u>Basic Planning for Parish Councils</u>	19 April 2018	Eastleigh (10.00-12.00)	£40
Development For All	<u>First Aid - HSE approved</u>	25 April 2018	Eastleigh (09:30 - 16:30)	£90 (Incl. a light lunch)
Councillor Development	<u>The Knowledge & Core Skills (Parts 1 & 2)</u>	23 May 2018	Winchester (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Officer Development	<u>What You Need to Know (Part 1 of 2)</u>	13 June 2018	Eastleigh (10:00 - 12:00)	£75 (Parts 1 & 2)
Councillor Development	<u>Local Council Finance for Councillors</u>	21 June 2018	Eastleigh (18.30-20.30)	£40
Officer Development	<u>What You Need to Know (Part 2 of 2)</u>	28 June 2018	Eastleigh (10:00 - 12:00)	£75 (Parts 1 & 2)
Councillor Development	<u>The Knowledge & Core Skills (Parts 1 & 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 & 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)
Councillor Development	<u>Core Skills (Part 2 of 2)</u>	27 September 2018	Eastleigh (18.30-20.30)	£90 (Parts 1 & 2)
Officer Development	<u>Minute Taking</u>	10 October 2018	Eastleigh (10:00 - 12:30)	£40
Qualification Preparation	<u>Introduction to CILCA</u>	17 October 2018	Eastleigh (10:00 - 12:30)	£40
Information & Networking Event	<u>Officers' Update</u>	30 October 2018	Basingstoke (10:00 - 12:30)	£40
Officer Development	<u>What You Need to Know (Part 1 of 2)</u>	31 October 2018	Winchester (10:00 - 12:00)	£75 (Parts 1 & 2)
Councillor Development	<u>Chairing Skills (Parts 1 & 2)</u>	07 November 2018	Winchester (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Information & Networking Event	<u>AGM</u>	10 November 2018	Chandlers Ford (09.00-13.00)	Free
Development For All	<u>Introduction to Appraisals</u>	13 November 2018	Eastleigh (10.00-12.30)	£40
Councillor Development	<u>The Knowledge & Core Skills (Parts 1 & 2)</u>	14 November 2018	Eastleigh (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Development For All	<u>Basic Planning for Parish Councils</u>	15 November 2018	Winchester (18.30-20.30)	£40
Information & Networking Event	<u>Employment Workshop</u>	20 November 2018	Eastleigh (10:00 - 12:30)	£40
Officer Development	<u>Local Council Finance for Officers</u>	21 November 2018	Winchester (10:00 - 15:00)	£75 (incl. a light Lunch)

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Training & Events Programme 2018				
EVENT TYPE	EVENT/COURSE/SESSION	DATE	LOCATION/TIME	COST
Officer Development	What You Need to Know (Part 2 of 2)	22 November 2018	Winchester (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 2018 training and events at www.hampshirealc.org.uk or email sue.ramage@eastleigh.gov.uk

The new Cllrs, Cllrs Mossman and Ray, would like to attend The Knowledge training course, however, they are unable to attend any of the dates and times of the courses in the HALC training schedule. It has been investigated whether the training could be held in Farringdon, but at £800 for what could be no more than 3 delegates it is not an option that the Parish Council can consider at the moment. If additional training dates for The Knowledge are arranged during the year, by HALC, the Cllrs will be informed.

333/17 CLERK'S TRAINING: CiLCA UPDATE

It is a requirement of the Clerk's post that she attain the Certificate in Local Council Administration (CiLCA). However, all the HALC CiLCA training courses for 2018 were full. The Clerk will investigate whether the SLCC is conducting any of CiLCA training in other counties bordering Hampshire which she may attend in lieu of the fully-booked HALC courses.

The CiLCA qualification costs £250 to register and the training costs £340 for SLCC members or £390 for non-members. Once registered the CiLCA qualification must be attained within 12 months. It is recommended that anyone interested in doing the CiLCA qualification attends at least one of the four CiLCA portfolio training sessions before registering for CiLCA.

The Clerk updated the meeting that she had heard, just prior to this meeting that there are new HALC CiLCA training dates starting in September and as they hadn't been advertised yet they were unlikely to be fully booked. The Clerk will contact the Society of Local Council Clerks (SLCC) to book a place.

RESOLVED: The update on the Clerk's CiLCA training be noted.

334/17 REPORTS AND ISSUES (for information only, unless received under separate agenda items)

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

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Cllr Williams presented the report that he had circulated prior to this meeting, please see the report attached to these minutes.

(ii) Emergency Plan

The Emergency Plan had been submitted to HCC.

(iii) Planning issues

The Clerk had contacted EHDC Planning Compliance to raise a Section 215 notice in respect of the temporary gates at Maplecombe. A Section 215 notice is as follows: If the Local Planning Authority considers that the condition of land or buildings is having a harmful effect on the area they may serve a Notice under Section 215 of the Town and Country Planning Act 1990. The Notice may require certain steps to be undertaken by the owner of the land to remedy its condition. Unfortunately the District Council did not feel that a Section 215 notice was appropriate. The Clerk will contact EHDC for their decision in writing.

(iv) Village Hall Report

Cllr Durrant updated the meeting with the progress on the new Village Hall project.

(v) Traffic & Transport Report - Traffic Management System

Cllr Batley had previously circulated the most recent data from the traffic management system. Please see the report attached to these minutes. Cllr Mossman queried some of the data for apparent inconsistencies. Cllr Batley explained the process for obtaining the data and will investigate whether the data looks valid.

(vi) Community projects - Litter pick

Cllr Batley reported that due to the snowfall experienced over the couple of days preceding the litterpick date of 3rd March, he took the decision to reschedule the event for the morning of 24th March.

335/17 UPDATE ON DEFIBRILLATOR INSTALLATION PROJECT

The installation of the 2 defibrillators has been postponed until the end of March, to enable the preparation of the telephone boxes, particularly the Parsonage Close one for the installation. Cllr Williams has prepared the telephone boxes for the installation of the defibrillators. Training dates are being arranged by the Community Heartbeat Trust and the Clerk let the volunteers (who had already come forward to be trained to use the defibrillators) know of the dates as soon as they are available. Further volunteers are requested.

RESOLVED: The progress on the defibrillator project be noted.

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336/17 FUTURE MEETING DATES:

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Primary Purpose</u>
4 th April 2018	7:30pm	All Saints Church	Annual Village Meeting
23 rd May 2018	7:30pm	Golden Pheasant Function Room	Annual Meeting

337/17 ANNUAL VILLAGE MEETING 4TH APRIL 2018 DRAFT AGENDA

The draft agenda for the Annual Village meeting is shown at Annexe 2. The meeting is to be held at All Saint's Church on Wednesday 4th April at 7:30pm, refreshments will be available from 7pm.

RESOLVED: the agenda for the Annual Village meeting on Wednesday 4th April be noted.

338/17 PARISH COUNCIL WEBSITE

The Parish Council has been without a website since April 2017, a website is a vital tool for a Parish Council and it is expected that a Parish Council will have a website and that the website will comply with all the necessary regulations, especially the Transparency Code. The Clerk has been building the new Parish Council website however has encountered with the website building tool which is provided by Fasthosts, the company who hosts the website. The Parish Council has paid for Fasthosts to host the website until June 2019 at a cost of £179.98 for 2 years.

The Clerk reminded the meeting that there is an unspent budget of £360 for website maintenance.

There are options regarding the website and they are as follows:

1. continue designing the website with Fasthosts, with the possibility of moving away from Fasthosts when the hosting agreement ends; or
2. Cllr Ray raised the possibility of Carl Saunders, who designed Chawton Parish Council's website, designing a new website for Farringdon Parish Council.

Option 1

The Clerk can continue to design the website using Fasthosts web designing tool, however, it is not user friendly. In addition, the tool is not Wordpress (which is the industry standard for website design) which means that the website, once designed, would not be transferable away from Fasthosts without being set up from scratch. Another benefit of Wordpress is that as it is widely used, so that the skills gained can be used on other websites and also help with the website will be more readily available than for the Fasthosts website tool.

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Option 2

Mr Saunders is a website designer based in Alton. He has quoted an amount of £350 plus VAT to design and implement a new website for Farringdon. Part of the agreement would be to transfer the hosting of Farringdon's domain and website to Mr Saunders' server. For the hosting of the website, Mr Saunders will not charge until January 2019, then it would be £125 per annum.

The meeting discussed the options. The Cllrs agreed that it had taken a long time to develop a new website for Farringdon Parish Council, although they did thank the Clerk for her work on the website. The meeting agreed to a variation of Option 2, they agreed that Mr Saunders' quote for the design of the website seemed to be very reasonable. However, before the quote could be accepted and in order to follow the Council's Financial Regulations, at least 2 further quotes need to be obtained. The meeting agreed that the £360 website maintenance budget to be spent on the successful quote.

RESOLVED: The Clerk to obtain at least 2 further quotes for the design of a new Parish Council website for Farringdon. The quotes should then be compared to identify the website designer that would meet the Parish Council's requirements. The Parish Council agreed that the £360 website maintenance budget be used to have a website designed by the website designer whose quote is successful.

339/17 **COMMUNICATIONS:** Key messages from the meeting

- The Parish Council approved the purchase of a new child's swing for the Shirnall Meadow play area. This swing will replace the remaining original weathered swing seat.
- A debit card was approved for the Clerk's use, with safeguards to be put in place to protect use of the card.
- The following Planning applications were discussed: SDNP/18/00893/TCA, The Cross, The Street, Upper Farringdon (to fell self seeded Sycamore tree and replace with Hawthorn), SDNP/18/00579/TCA, Gills House, The Street, Upper Farringdon (to fell 2 Leylandii due to excessive shading and low amenity value) and SDNP/18/00691/TCA, The Croft, The Street, Upper Farringdon (to fell a Hawthorn, a Purple leaf Plum and a Cherry tree). The Parish Council had no objection to any of the applications, though SDNP/18/00893/TCA had been withdrawn prior to the meeting.
- The FAG work is continuing.
- The litterpick event has been rescheduled, due to the snow. It will now be held in the morning of Saturday 24th March.

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- The Emergency Plan has been submitted to HCC.
- The defibrillators will be installed by the end of March and training sessions for the volunteers are being arranged. If there are any other people who would like to volunteer for the defibrillator training, please contact the Clerk.

340/17 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'

341/17 PARISH COUNCIL ANTIVIRUS SOFTWARE

The Parish Council was asked to review the provider of the current anti-virus software which is loaded on the Parish Council's laptop. This is being dealt with in the confidential section of the agenda to protect the Parish Council's software security.

The subscription needs reviewing for the following reasons:

- The subscription, which was renewed in June 2017 and runs until June this year, was renewed automatically on the credit used previously -this prevented the Parish Council having any choice of providers; and
- The second and possibly more important reason is that there are security concerns with the current provider.

The Clerk has carried out an investigation into the anti-virus software providers in the market and this was handed out at the meeting. (please see Confidential Annexe). As part of that investigation, a local Computer company, Cato Computers provided some advice regarding the best anti-virus software currently available. This information is displayed in a table on the confidential annexe.

The Cllrs were asked whether they wish to continue with the current anti-virus provider or whether they wish to authorise the Clerk to cancel the current subscription and subscribe to a new provider.

Having reviewed the findings on the Clerk's investigation, the Cllrs agreed that the current anti-virus software provider should be discontinued when the subscription ends in June this year. In addition, the Cllrs agreed that the new anti-virus software provider should be the one shown at position three in the Cato Computer's table.

RESOLVED: The subscription with the current anti-virus software provider be discontinued and the new anti-virus software should be as identified above. The Clerk will carry out these actions.

The meeting finished at 9:45pm

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ANNEXE 1	FARRINGDON PARISH COUNCIL	
	PURCHASE ORDER	
For payments made using the Parish's debit card		
	PO Number:	000001
Requisitioner: Claire Gibbs	Date:	
Item Description:		
Cost:		
	VAT	
	Total cost	£ -
Is this a one-off cost or a regular payment (such as an annual subscription)?	Y	
If No, please give details:		
Retailer:		
Reason for purchase		
Signature 1:		
Name:		
Date:		
Signature 2:		
Name:		
Date:		