

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 November 2018, commencing at 7:30pm.

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

MINUTES

85/18 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND WELCOME

Apologies were received from Cllrs Mrs Farris 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)

86/18 TO RECEIVE AND APPROVE DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS UNDER 1972 LOCAL GOVERNMENT ACT (CLERK)

None

87/18 TO APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS UNDER SECTION 33 OF THE LOCALISM ACT 2011 (COUNCILLORS)

Cllrs Elderton and Ms de Ledesma had a disclosable pecuniary interest in the planning application to be considered at item 98/18. It was agreed that whilst the two Cllrs could take part in any discussions regarding the planning application they would not be able to vote on the Parish Council's response.

RESOLVED: That the Cllrs be involved in the planning application discussion but not take part in the vote on the Parish Council's response.

(Power used: Localism Act 2011, S31(1) & (4b)

88/18 TO RECEIVE RESOLUTION TO SUSPEND STANDING ORDERS TO ALLOW PUBLIC QUESTION TIME

Whilst there were members of the public present at the meeting, no questions were asked so the meeting was not suspended.

89/18 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS

The meeting continued without suspension.

90/18 TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 5TH SEPTEMBER 2018 AND THE PLANNING COMMITTEE MINUTES FROM 10TH OCTOBER 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 Full Council meeting on held on 5th September 2018 be approved.

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The Clerk had omitted to circulate the minutes of the Planning Committee meeting from 10th October 2018, so these minutes will be approved at the next Full Council meeting in January 2019.

Also approved at the meeting was an amendment to the Minutes of the 4th July 2018 Full Council meeting, item 40/18 in the RESOLVED section, page 18. The words “banking arrangements” were added as the sentence was unfinished and so that the paragraph reflected the resolution agreed at the meeting. The resolution now is as follows, with the additional words in bold:

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 banking requirements.

RESOLVED: That the Minutes of the Full Council Meeting held on 5th September 2018 be accepted as a true record of the meeting also the amendment to the Minutes of the 4th July Full Council Meeting at item 40/18 was approved.
(Power used: Local Government Act 1972 Schedule 12 Para 41(1))

91/18 MATTERS ARISING FROM PREVIOUS MEETING (for information only)

None.

92/18 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNTS

The following payments had been made since the last meeting:

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Minute Ref No	Chq No:	Date	Payee	Item	Total (£)
	Debit Card	01/09/2018	NFP Workshops	Bid writing the Basics - Cllr Mossman	95.00
	Debit Card	01/09/2018	NFP Workshops	Bid writing Advanced - Cllr Mossman	95.00
	Debit Card	27/09/2018	NFP Workshops	Bid writing the Basics - Cllr de Ledesma	95.00
	Debit Card	27/09/2018	NFP Workshops	Bid writing Advanced - Cllr de Ledesma	95.00
333/17	Debit Card	27/09/2018	SLCC	Clerk's CiLCA registration	250.00
	Direct Debit	10/10/2018	NEST Pension	Clerk's pension	52.08
	762	05/09/2018	DavTee Ltd	Village Hall works	120.00
	763	25/09/2018	Phil Mossman	Training expenses	32.50
	764	20/09/2018	Nick Clarke	Transfer of Farringdon.net from D Shewan	90.00
	765	25/09/2018	Site Safety	Remembrance Day road signs x4 and hi vis vests x4	235.20
	766	02/10/2018	Claire Gibbs	Clerk's salary and expenses	886.58
	767	17/10/2018	Wettone Matthews	Payroll services Oct 18 to March 19	180.00
	768	30/10/2018	Claire Gibbs	Clerks Salary and expenses	912.47
	769	30/10/2018	Community Heartbeat Trust	Defibrillator Training	210.00
	3	14/09/2018	PKF Littlejohn	External audit 2017/2018	240.00
	4	18/09/2018	HMRC	Quarterly NI	128.49
	5	20/09/2018	DM Scholes & Mrs MJ March	Use of the Golden Pheasant function room	117.50
Total payments made since last meeting					£3,834.82

The payments since the last meeting were presented to the meeting in a hand written list which has been recreated as above. These payments were noted by the meeting.

Two payments were approved at the meeting: payment of the Society of Local Council Clerks (SLCC) invoice for the Clerk's four CiLCA (Certificate in Local Council Administration) portfolio days, £468 (£390 plus £78 VAT); and an invoice from Davtee for advice prior to the submission of the Village Hall pre-application to East Hampshire District Council, for £840 (£700 plus £140 VAT).

RESOLVED: The payments made since the last meeting were noted and the two new payments, £468 for the SLCC and £840 for Davtee were approved.

93/18 TO RECEIVE THE BANK STATEMENT TO DATE, BANK RECONCILIATION AND THE

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BUDGET MONITORING STATEMENT TO DATE

The bank reconciliation shows the amount held at the bank less any unpresented cheques or payments as at the bank reconciliation date. Therefore the bank reconciliation also shows the level of reserves as at the bank reconciliation date.

Cllr Ms de Ledesma agreed the bank reconciliation to the bank statements and initialled the reconciliation and bank statement

RESOLVED: The bank reconciliation was agreed to the bank statements and initialled by Cllr Ms de Ledesma.

94/18 TO AGREE THE 2019/2020 BUDGET AND PRECEPT LEVEL

FARRINGTON PARISH COUNCIL

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FARRINGTON PARISH COUNCIL PROPOSED BUDGET 2019/2020									
	Actual 2017/2018	Budget 2018/2019	Committed Expenditure	Total Estimated Expenditure/ Income (includes committed expenditure)	(Underspend)/ Overspend	Proposed Budget 2019/2020	Difference between 2018/2019 Budget and Proposed 2019/2020		
	£	£	£	£	£	£	£		
Summary									
Expenditure									
1 Staff costs	10,252	13,565	5,543	13,497	(68)	13,690	125	1	
2 Clerk's telephone, computer software renewals and printing	904	1,380	335	1,047	(333)	1,580	200	2	
3 Insurance, hall hire for meetings and website maintenance	1,385	1,300	190	1,880	580	1,850	550	3	
4 Grass cutting, general maintenance and annual Playground inspection	7,119	11,020	6,540	7,202	(3,818)	7,250	(3,770)	4	
5 Grants, Village plan implementation and new Village Hall costs	730	2,000	2,000	2,120	120	2,000	-		
6 Audit fees, subscriptions, potential election costs and other professional fees	1,020	1,560	450	1,349	(211)	3,150	1,590	5	
7 Councillor's training and travel costs and Chair's allowance for Annual meeting	192	1,350	800	1,379	29	1,350	-		
8 Capital Purchases	11,982	2,825	3,000	3,100	275	3,000	175	6	
9 Net VAT	(1,666)	-	-	-	-	-	-		
10 Total Expenditure	31,919	35,000	18,858	31,573	(3,427)	33,870	(1,130)	7	
Income									
11 Precept	(35,000)	(35,000)	(35,000)	(35,000)	-	(33,870)	1,130		
12 Grant Income	(6,631)	-	-	-	-	-	-		
13 Interest	(14)	-	(6)	(17)	(17)	-	-		
14 Total Income	(41,645)	(35,000)	(35,006)	(35,017)	(17)	(33,870)	1,130		
15 (Surplus)/Deficit	(9,726)	-	(16,148)	(3,444)	(3,444)	-	-		

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Notes to accompany the Draft 2019/2020 Budget	
1	Budget increased to reflect salary, NI and Pension estimated cost for Clerk
2	Budgeted for Parish mobile and estimated increase in software renewals
3	Increase reflects estimated out turn costs and estimated increased costs for new financial year.
4	Main reduction is the removal of the transfer to the Dilapidations Reserve from the budget (£3,900 2018/2019) due to financial regulations for Parish Councils not allowing non-cash items. This has been slightly offset by an increase of £130 in the playground inspection budget
5	Increase as a result of budgeting £2,000, for a contested election the worse case scenario, 2018/2019 budget is £50, so an increase of £1,950. This has been slightly offset by the removal of the road closure costs of £360.
6	Small increase to allow for replacement office equipment, if necessary.
7	The proposed budget of £33,870 represents a decrease of £1,130 from the 2018/2019 Budget, the Precept reduces by £1,130 from £35,000 to £33,870

The Clerk explained to the meeting, that she had gained further clarification regarding the transfer to the Dilapidations Reserve and it can be budgeted for, even though it is a non-cash item. It can not, however, be reported following year-end on the Annual Governance and Accountability Return (AGAR). Following some discussion regarding the Precept level, the Cllrs agreed that a transfer to the Dilapidations Reserve be reinstated at a level so that the Precept level for 2019/2020, for Farringdon Parish Council, remains at £35,000.

RESOLVED: The Cllrs agreed that subject to the reinstatement of the transfer to the Dilapidations Reserve at a lower level than for the current year, the Precept level for 2019/2020 should remain at £35,000.

95/18 EXTERNAL AUDIT PROGRESS - UPDATE

The external audit of the Parish Council's 2017/2018 Accountability and Governance Return (AGAR) has been concluded, shortly before the last Parish Council meeting in September. The findings of the Auditor PKF Littlejohn, were reported to the Parish Council at the September meeting.

The conclusion of the audit has been advertised in the Parish Council noticeboards and the AGAR, including the Auditor's certificate, has been posted onto the Parish Council's new website.

The Cllrs noted the advertisement of the conclusion of the audit.

RESOLVED: The advertisement of the conclusion of the audit was noted.

96/18 GRANT APPLICATIONS

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The Parish Council had received three grant requests:

- Farringdon Horticultural Society were seeking a grant of £100 to plant and tidy up the area around the Parsonage Close defibrillator telephone and Parish Council noticeboard;
- Parochial Church Committee (PCC) are seeking a grant towards tree felling in the Churchyard, total cost of the works £990; and
- In addition to the tree felling, the PCC is also requesting a grant towards health and safety work to the Lych gate and path, quotes for the works are currently being sought but the grant could be up to £10,000.

The Cllrs discussed the Horticultural Society's request first, agreed that the area around the telephone box and noticeboard could do with tidying up and planting and all Cllrs approved the grant request of £100.

The Cllrs then reviewed both of the PCC's grant requests. The Clerk advised the Council of the latest NALC (National Association of Local Council) advice regarding providing financial aid to churches and churchyards. The latest advice is that "...Whilst there is no consensus on this issue (providing financial aid to churches and churchyards), a council that considers making a payment in these circumstances needs to consider whether it is prudent to take a course of action that it cannot be certain is legally valid."

In response to the NALC advice, Cllr Elderton pointed out that the churchyard was an asset that had value to the wider community as it was used by many people from the village who were not necessarily church goers. This was not disputed by the Cllrs at the meeting. The tree felling works had already been carried out for health and safety reasons and had cost £990. It was mentioned, that the PCC should have applied for the grant prior to the works being carried out.

Cllr Elderton proposed that the Parish Council provide a grant towards funding the PCC's tree felling work of £400. The Cllrs voted on the grant of £400, as three voted for the grant, whilst two voted against, the grant of £400 was approved.

The second PCC application was then discussed. There are substantial health and safety works required to the area around the Church's Lych Gate. Over the years the road has been eroded and this has resulted with a steep bank between the road and the Lych Gate. The PCC is planning to carry out works up to £10,000 to ensure the safety of everyone using the Lych Gate to access the churchyard.

Cllr Williams mentioned that he believed that Hampshire County Council (HCC) were responsible for Church Green and the road next to the Lych Gate. If this is the case then HCC could be responsible for the works or at least contribute towards the works. The meeting agreed that further clarification was required regarding the responsibility for the road.

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Views were requested on whether in principle to make a contribution towards the works, although the exact costs would be required before making a final decision, the consensus was not to contribute to the Lych Gate works.

RESOLVED: The Parish Council approved two grants, one for the Horticultural Society for £100 and the other for the Parochial Church Committee for £400. The Council decided that, although exact costs are required, not to grant fund the PCC's proposed Lych Gate health and safety works, at this stage.

97/18 **HR POLICIES - DISCIPLINARY POLICY AND GRIEVANCE POLICY**

As a result of the Clerk's CiLCA (Certificate in Local Council Administration) studies, it was identified that the Parish Council needed two Human Resources related policies. A Disciplinary Policy and a Grievance Policy.

Since the last meeting, the Chair had appointed a panel of Cllrs to review any new policies. The panel consists of Cllr Ms de Ledesma and Cllrs Batley and Mossman. Their appointment to the panel was ratified at this meeting.

The panel had reviewed the two policies, which were based on model NALC policies. Both policies had been slightly amended as a result of comments from the panel, though the amendments were in the form of footnotes as some of the web addresses were no longer available. This may be an indication that NALC will be revising the model policies on which the two policies are based. As all of the Parish Council policies are reviewed for the Annual Council Meeting in May each year, if these policies have been revised by NALC, then they will be updated then.

Both of the policies made reference to the formation of a Staffing Committee. It was agreed by this meeting, that such a committee would be established on a as and when required basis. The membership of the Staffing Committee should be on a similar basis to the Planning Committee (unless there is a conflict of interest). The Planning Committee is made up of those Cllrs who are available and able to attend. Quorum for either committee is three. In the event of not enough Cllrs for quorum, due a conflict of interest, then HALC (the Hampshire Association of Local Councils) will be contacted for advice.

The policies were approved without revision, they will be published on the Parish Council's new website.

RESOLVED: The establishment of a panel to review policies and its members, Cllr Ms de Ledesma and Cllrs Batley and Mossman was ratified by the meeting. Two policies, the Grievance Policy and the Disciplinary Policy were approved by the Parish Council.

98/18 **PLANNING APPLICATION:**

Application: SDNP/18/05327/FUL

Address: Rose & Crown Crows Lane Farringdon Alton GU34 3ED

Proposal: Alterations and extensions to form a kitchen extension, restaurant extension, new disabled entrance and disabled WC

Planning Officer: Lisa Gill

Planning Officer's comments: No Comments made

Closing Date (for comments): 19th November 2018

Parish Council response: The Parish Council have no objections to this application but would welcome efforts by the owners to minimise disruption to local residents and minimise danger to traffic by ensuring that the existing car park spaces are marked-out and to encourage responsible parking at the premises by use of signage, in an effort to reduce on-street parking by customers..

99/18 REMEMBRANCE DAY ROAD CLOSURE - UPDATE

The decision not to close the road for the annual Remembrance Day event at the War Memorial on the A32, was ratified at the last Parish Council meeting on 5th September. However, the event will go ahead and the Parish Council has taken on the organisation of the event. A risk assessment for the event is shown at Annexe 1.

RESOLVED: The update on the Remembrance Day (non) road closure was noted.

100/18 PLAY AREAS -THE HOLE IN PARSONAGE CLOSE PLAY AREA

Cllr Durrant updated the Council on a meeting he had with Davtee (the Building Surveyors working with the Village Hall working Group) regarding the safety of the hole in the Parsonage Close play area. The background to the hole was reported to Council at agenda item 73/18 on the 5th September 2018 Farringdon Parish Council Minutes.

Cllr Durrant reported that Davtee had advised him that in their view the trouble that would be involved in digging out the chamber and filling it in outweighed the risk of the hole being exposed again or the risk of the chamber collapsing.

RESOLVED: The advice provided by Davtee was noted.

101/18 PARKING

Cllr Ms de Ledesma raised the issue of parking in the village. A discussion was had regarding potential solutions. Cllr Ms de Ledesma agreed that she would write an article for the January village magazine on the subject to start the discussion with the village.

RESOLVED: Cllr Ms de Ledesma to write an article on the village's parking problem for a forthcoming Parish Council meeting.

102/18 COUNCILLOR VACANCIES

The two Councillor vacancies can now be co-opted. No one had come forward to fill either of the vacancies so this item will remain as a standing item on the agenda until the vacancies are filled.

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103/18 GENERAL DATA PROTECTION REGULATIONS (GDPR) - UPDATE ON PARISH COUNCIL'S PROGRESS (Standing item)

There has not been any further progress on GDPR.

RESOLVED: This was noted.

104/18 WASTE BINS - UPDATE

The Shirnall Hill bin had been moved to Stank Lane, as requested by the Parish Council.

RESOLVED: The update on the Shirnall Hill bin was noted.

105/18 SAFE FOOTPATH/CYCLEPATH TO CHAWTON

Cllr Mrs Farris had requested this item be added to the agenda, unfortunately due to illness she was unable to attend this meeting so the item will go onto the 2nd January 2019 Farringdon Parish Council meeting agenda.

RESOLVED: The safe footpath/cyclepath item will be placed on the 2nd January 2019 agenda.

106/18 WEBSITE - UPDATE

The Chair was keen to launch the Parish Council's website, in order to do this he suggested that he and the Clerk meet with Carl Saunders who designed the website.

RESOLVED: the Clerk to arrange a meeting between herself, Carl Saunders and the Chair.

107/18 VILLAGE SIGNS - UPDATE

The Chair had contacted Joe Folland at Hampshire County Council (HCC) to try to sort out an issue with the wording on the signs and where the signs would be located. In addition to the resolution of the location of the signs, Mr Folland was to confirm the cost of employing HCC contractors to install the signs. At the time of the meeting Cllr Elderton had not heard from Mr Folland.

The South Downs National Park Authority (SDNPA) contacted the Clerk to invite Farringdon Parish Council to take part in a pilot for the development of village signs within the SDNPA. Prior to the invitation to take part in the pilot, the Clerk had contacted the Authority to enquire as to whether they would release £2,499 S106 funding that the Parish Council had wanted to put towards the purchase of the village signs.

The Cllrs discussed the invitation and asked the Clerk to thank the Authority, however, there were concerns that if the Parish Council were to be involved in the pilot project, this may delay the purchase and installation of the village signs.

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The meeting agreed to press ahead with the purchase and installation of the village signs and to contact SDNPA to enquire whether Farringdon could still be involved in the pilot if the signs were purchased independently of the pilot project.

The meeting went on to discuss whether to proceed with the purchase of the village signs if the SDNPA did not release the S106 funding. Whilst the S106 funding would be welcome if released, the meeting agreed that the signs should be purchased and installed even if the S106 funding was not released.

RESOLVED: The village signs be purchased once the location has been resolved and the cost of installation has been agreed.

108/18 COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA) CALL FOR CIL PROJECTS

The Clerk has been notified by East Hampshire District Council (EHDC) that there is £1,000 CIL that can be paid over to Farringdon Parish Council.

SDNPA has now opened the call for projects for the next round of CIL spending (2018 / 19 and beyond). The closing date for projects to be considered for CIL funding is 15th February 2019.

The SDNPA CIL project request was noted and the meeting agreed that the £1,000 CIL from EHDC be requested. The money could be put towards the purchase of the village signs.

RESOLVED: The CIL of £1,000 be requested from EHDC, the money should be used towards the purchase and installation of the village signs.

109/18 HALC TRAINING PROGRAMME 2018 REMAINING DATES

Local Council People & Development				
Training & Events Programme 2018				
EVENT TYPE	EVENT/COURSE/SESSION	DATE	LOCATION/TIME	COST
Information & Networking Event	AGM	10 November 2018	Chandlers Ford (09.00-13.00)	Free
Development For All	Introduction to Appraisals	13 November 2018	Eastleigh (10.00-12.30)	£40
Councillor Development	The Knowledge & Core Skills (Parts 1 & 2)	14 November 2018	Eastleigh (10.00-15.00)	£90 (Parts 1 & 2) (incl. a light lunch)
Development For All	Basic Planning for Parish Councils	15 November 2018	Winchester (18.30-20.30)	£40
Information & Networking Event	Employment Workshop	20 November 2018	Eastleigh (10.00 - 12.30)	£40
Officer Development	Local Council Finance for Officers	21 November 2018	Winchester (10.00 - 15.00)	£75 (incl. a light Lunch)
Officer Development	What You Need to Know (Part 2 of 2)	22 November 2018	Winchester (10.00 - 12.00)	£75 (Parts 1 & 2)

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RESOLVED: The remaining HALC training dates were noted.

110/18 REPORTS AND ISSUES (for information only, unless received under separate agenda items)

- (i) Natural Environment Report - Cllr Williams presented his report on the roads and environment in the village.
- (ii) Village Hall Report - there was no additional Village Hall report
- (iii) Traffic & Transport Report

111/18 FUTURE MEETING DATES:

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

112/18 COMMUNICATIONS: Key messages from the meeting:

- Planning Application reference (SDNP/18/05327/FUL) was considered at the meeting. The application is for alterations and extensions to form a kitchen extension, restaurant extension, new disabled entrance and disabled WC at the Rose & Crown. No objection but concern was expressed over the impact this would have on traffic and parking in the immediate vicinity. It was agreed this would be represented to the SDNPA and EHDC in the Parish Council response. The applicant's agent, who was present at the meeting, agreed that measures would be taken by the owner to optimise the use of the existing car park and to install signage encouraging considerate parking.
- The following Grants were awarded:
 - 1) Farringdon Horticultural Society £100 for planting around the Parsonage Close telephone box (which houses one of the defibrillators) and the new noticeboard.
 - 2) The PCC £400 towards urgent safety related tree felling work in the churchyard.
- The draft 2019/2020 financial year budget was reviewed and it was agreed that the Precept (amount to be raised from Council Tax) to be requested of EHDC would remain unchanged at £35,000.

The meeting ended at 10.00pm