

# FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

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## 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, 1<sup>st</sup> November 2017, commencing at 7.30pm.

**Present:** Cllr Elderton in the Chair, Cllr Batley vice-chair, Cllrs Ms de Ledesma, Durrant and Williams. Also present: three members of the public (for part of the meeting) and Mrs Claire Gibbs Parish Clerk.

*C. Gibbs*

Mrs Claire Gibbs, Parish Clerk

### MINUTES

#### **249/17 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND WELCOME**

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

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

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

#### **250/17 TO RECEIVE AND APPROVE DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS**

No disclosable pecuniary and non-pecuniary interests were received.

#### **251/17 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)*

#### **252/17 TO RECEIVE RESOLUTION TO SUSPEND STANDING ORDERS TO ALLOW PUBLIC QUESTION TIME**

The members of the public did not ask any questions at this point, so the meeting was not suspended. However, they were invited to speak later in the agenda when the Planning Applications were considered.

#### **253/17 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS**

The meeting continued without suspension.

#### **254/17 TO APPROVE THE MINUTES OF THE MEETING HELD ON 6<sup>th</sup> SEPTEMBER 2017 (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 6<sup>th</sup> September 2017.

**RESOLVED:** That the minutes of the meetings held on 6<sup>th</sup> September 2017 be accepted as a true record of the meeting.

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

**255/17 MATTERS ARISING FROM PREVIOUS MEETING (for information only)**

No matters from previous meetings were raised.

Agenda item 261/17 Planning Applications was moved forward to be considered at this point.

Once that item had been discussed and resolved the meeting returned to the original Agenda order.

**256/17 FARRINGDON MEMORIAL ROSE GARDENS**

The rose gardens either side of the bus stop at the War Memorial on the A32, Gosport Road, had been tended by a couple of members of the Village for a number of years. However, they are no longer able to carry on looking after the roses. The Council thanked the couple for all their work. The areas of the Village to be included in the new grounds maintenance contract from January 2018 will be considered later, at agenda item 274/17, the Councillors agreed to include the rose gardens in the schedule of works for the new contract.

**Addendum**

Following the meeting further clarification was received regarding the tending of the Farringdon Memorial Rose Gardens. The members of the public are still able to tend the rose gardens, just not for July and August each year. The schedule of works will be amended to reflect this.

**RESOLVED: To include the Farringdon Memorial Rose Gardens in the schedule of works for the new grounds maintenance contract, for July and August only each year, from January 2018.**

**257/17 GRANT APPLICATIONS**

The Council had received a grant application from All Saints Church for the felling of a dead Cedar of Lebanon tree located in the churchyard. Accompanying the grant application was a quote for the tree felling for £810. The grant amount requested was £600. The Council considered the grant application as well as the legality of the Council supporting the Church.

Under the Local Government Act 1972 s214(1) Parish Councils are burial authorities. As a burial authority a Parish Council “may contribute towards any expenses incurred by any other person in providing or maintaining a cemetery in which the inhabitants of the authority’s area may be buried.” (s214(6) LGA 1972)

Having established that the Parish Council could grant aid the removal of the tree in the churchyard, the amount of grant was discussed. As identified above, the grant requested was £600, however, the Cllrs agreed that the Church should at least match-fund any grant provided by the Parish Council. Therefore, an amount of £400 was suggested. The five Cllrs present, were asked to vote on the proposal to grant aid the Church £400 towards felling the dead Cedar of Lebanon tree in the churchyard. The result of the voting was three in favour, one against and one

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Cllr abstained. Therefore, the proposal to grant aid the Church £400 to fell the tree was passed.

The Church had also submitted papers to the Council regarding works that are required for the churchyard to comply with disability regulations, these works were likely to be in the region of £10,000. The Parish Council noted these longer term plans and stated that any plans would be subject to a detailed planning application. In addition, the Church should seek financial assistance from various appropriate grant aiding bodies as a part of their overall delivery plan.

**RESOLVED:** A grant of £400 towards the felling of the dead Cedar of Lebanon tree in the churchyard of All Saints Church, Upper Farringdon, Hampshire be made.

### **258/17 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNTS**

Agenda No	Chq No:	Date	Payee	Item	Total (£)
	000710	06/09/2017	David Williams	Reimbursement of travel costs to FAG meeting	16.20
	000711	06/09/2017	Claire Gibbs	Monthly salary & expenses	836.57
	000712	19/09/2017	BDO LLP	External Audit fees 16/17	240.00
	000714	28/09/2017	HMRC	Quarterly NI	113.16
	000715	29/09/2017	Claire Gibbs	Monthly salary & expenses	816.07
237/17	000716	02/10/2017	Clive Elderton	Reimbursement for Poppy Wreath	30.00
	000717	02/10/2017	Cato Computers	New battery for Parish laptop	25.22
	000718	02/10/2017	DM Scholes and Mrs MJ Hatch	Use of the Function room at the Golden Pheasant	77.50
	000719	02/10/2017	Claire Gibbs	Reimbursement for padlocks for play area and 2 for the traffic management signs	96.00
	000720	05/10/2017	Wettone Matthews	Payroll services	240.00
			Total payments made since last meeting		£2,490.72

Following the conclusion of the carousel ground works at the Shirnall Meadow play area, the invoice for £3,219 excluding VAT (£3,862.80 including VAT) needed approval for payment. For information, the invoice total has been reduced by £150 to reflect the issues encountered during the works. The Cllrs acknowledged the reduction to the cost of the carousel works and approved the payment of the invoice.

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In addition to the above invoice, an invoice had been received from Mr A Newens, for £1,056 including VAT for the installation of fence posts at Shirnall Meadow. The Cllrs were very happy with the work done and approved the payment of Mr Newens' invoice.

Agenda No	Chq No:	Date	Payee	Item	Total (£)
241/17	000713	19/09/2017	The Community Heartbeat Trust	Managed Defibrillator solution	5,431.00
	000721	11/10/2017	Helen Brown	Tree survey for village hall project	320.00
			Balance from above		2,490.72
			Total cheques written since last meeting		£8,241.72

The cheque, above, for the Community Heartbeat Trust, had not yet been paid over to the Trust as the Clerk needed to finalise the details of the managed solution for the provision of the Parish's 2 new defibrillators. Once the details have been finalised the payment will be made to the Community Heartbeat Trust.

The cheque, above, for Helen Brown due to a misunderstanding, was incorrectly written to come from the Parish's bank account. The tree survey is a cost for the Village Hall Charitable Trust. The cheque number 721 has been cancelled.

**RESOLVED: Payments made since the last meeting on 6<sup>th</sup> September and the payments approved at this meeting be noted.**

## **259/17 TO RECEIVE THE BANK STATEMENT (TO DATE), BANK RECONCILIATION, BUDGET MONITORING (TO DATE) & PROPOSED DRAFT 2018/2019 BUDGET**

### **Bank Reconciliation**

Bank Account(s): (list all bank accounts)					
			Treasurer's Account	96,671.99	
			Bank Account Bus instant access 2	27,808.78	
			Bank Account Treasurer's Deed account 3	25,000.00	
					149,480.77
Less unrepresented cheques (list):					
19/09/2017	713	Community Heartbeat Trust	Managed Solution to the defibrillator project	5431.00	
					- 5,431.00
Add uncleared payment (list):				Adjusted bank balance	144,049.77
			Adjusted Closing Bank Balance as at	25/10/2017	144,049.77
			for Full Council meeting on 1st November 2017		

Cllr Batley agreed the bank statements to the above bank reconciliation and initialled the bank statements.

### **Budget Monitoring**

The Cllrs considered the budget monitoring as shown below.

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FARRINGDON PARISH COUNCIL BUDGET MONITORING AS AT 25th October 2017						
Summary	Actual 2016/2017	Budget 2017/2018	Actual Expenditure 2017/2018	Committed Expenditure	Total Estimated Expenditure/Income 2017/2018	(Underspend)/ Overspend
	£	£	£	£	£	£
<b>Expenditure</b>						
1 Staff costs	7,988	14,204	5,447	6,728	12,175	(2,029)
2 Clerk's telephone, computer software renewals and printing	893	1,240	735	429	1,165	(75)
3 Insurance, hall hire for meetings and website maintenance	892	1,370	804	595	1,399	29
4 Grass cutting, general maintenance and annual Playground inspection	4,272	10,225	238	11,062	11,300	1,075
5 Grants, Village plan implementation and new Village Hall costs	280	2,000	330	-	330	(1,670)
6 Audit fees, subscriptions, potential election costs and other professional fees	1,346	1,533	695	773	1,468	(65)
7 Councillor's training and travel costs and Chair's allowance for Annual meeting	451	1,350	176	978	1,153	(197)
8 Capital Purchases	4,329	3,564	5,900	6,631	12,531	8,967
9 Net VAT	507	-	(399)	(1,486)	(1,885)	(1,885)
<b>10 Total Expenditure</b>	<b>20,957</b>	<b>35,485</b>	<b>13,926</b>	<b>25,710</b>	<b>39,636</b>	<b>4,151</b>
<b>Income</b>						
11 Precept	(35,535)	(35,000)	(35,000)	-	(35,000)	-
12 Grant Income	(2,500)	-	(5,431)	-	(5,431)	(5,431)
13 Interest	(14)	-	(1)	(2)	(3)	(3)
<b>14 Total Income</b>	<b>(38,049)</b>	<b>(35,000)</b>	<b>(40,432)</b>	<b>(2)</b>	<b>(40,434)</b>	<b>(5,434)</b>
<b>15 (Surplus)/Deficit</b>	<b>(17,092)</b>	<b>485</b>	<b>(26,506)</b>	<b>25,708</b>	<b>(798)</b>	<b>(1,283)</b>

## Notes on the above Budget Monitoring report:

- The above statement represents in year expenditure and income. Reserves or the bank balances will be shown at note 7.
- The estimated net expenditure at the end of this financial year (2017/2018) is £39,598, which is an £836 underspend.
- The Staff costs at line 1 are estimated to be slightly over £2,000 underspent due to the new Clerk's salary not at the budgeted level.
- The Grass cutting and general maintenance line is estimated to be £1,075 overspent. The expenditure in this category is as follows:

Description	Amount (£)	Committed or Actual
Annual grass cutting payable in December	3,858	C
Shirnall Meadow carousel works	3,219	C
Shirnall Meadow replacement fence posts	880	C
Contribution to the Dilapidation reserve	3,105	C
Playground inspection	83	A
General Costs	155	A
	<b>£11,300</b>	

- The Grants and Village Plan Implementation line at line 5, is showing an estimated underspend of £1,700, this is due to an underspend of £200 on the Grant budget of £500 (a £300 grant for grass cutting was made to All Saints Church), the £1,000 budget for Village Plan implementation and the £500 Proposed village hall budget being expected to be unspent. However, this underspend may be made available for any further grants or costs relating to the proposed village hall.
- The Capital purchases at line 9 is estimated to be £12,531 at year end, this is made up by the following items:

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Description	Amount (£)	Committed or Actual
Traffic Management Signs	5,900	A
Defibrillator project	6,631	C
	£12,531	

The Parish Council received £1,500 in grant funding, £1,000 from East Hants District Council and £500 from Hampshire County Council, towards the traffic management signs, which means that the Parish Council funded £4,400 of the costs of the signs. However, this funding was received in the last financial year, 2016/2017 so is not shown in the budget monitoring statement.

The defibrillator project was budgeted at £1,200, based on one defibrillator for the Village. However, grant funding of £5,431 was received for 2 defibrillators and the associated costs. The total expenditure on the project is estimated to be £6,631, which represents the original budget plus the grant.

7 The Parish Council's reserves (bank balances) are as follows:

Description	Amount (£)
Solar Farm	25,000
Deposit Account	27,808.78
Current Account	96,671.99
	£149,480.77

Please see Annexe 1 for the proposed draft budget for 2018/2019. The budget for 2018/2019 will be redrafted in order to make savings, if possible and further detail provided so that the Cllrs have all the information they need to consider the final draft of the Budget for 2018/2019 at the Full Council Meeting on 3<sup>rd</sup> January 2018.

**RESOLVED:** The budget monitoring report to 25<sup>th</sup> October 2017 be noted and the Clerk to investigate whether savings can be made to the 2018/2019 Budget before it is reconsidered at the next Full Council Meeting on 3<sup>rd</sup> January 2018.

### 260/17 ELECTRONIC BANKING ARRANGEMENTS - UPDATE

The Clerk reported that the electronic banking welcome pack had been received and she will shortly be looking to log onto view the Parish's bank account transactions.

**RESOLVED:** The progress with regard to electronic banking be noted.

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### 261/17 **PLANNING APPLICATIONS:**

This agenda item was brought forward to be considered before agenda item 256/17. Standing Orders were suspended and the members of the public raised their objections to planning application number SDNP/17/04147/HOUS, below. Standing orders were resumed and the Cllrs considered the objections from the public.

**Application no:** SDNP/17/04147/HOUS

**Location:** Land rear of Kingsbridge The Street Upper Farringdon Alton, Hampshire GU34 3DT

**Proposal:** Retrospective approval for new summerhouse

**Planning Officer:** Hannah Goldsmith

**Planning Officer's comments:** None made

**Closing date for comments:** 2<sup>nd</sup> November 2017

**RESOLVED:** The Council **objects** to the application, for the following reason:

This plot sits well within the SDNP, is just within the settlement policy boundary, as shown on the latest local area plan, and borders on the conservation area. It has been subject to considerable recent development with the construction of a large detached residence with accompanying large garage block with integral accommodation and now a large detached summerhouse/office building. The Parish Council are of the firm opinion that to properly discharge their responsibility to uphold planning law, ensure adherence to the planning policy guidelines of the SDNP and to ensure that the special qualities of the National Park are preserved a holistic, coherent approach to planning approvals must be taken. The incremental and retrospective approach taken in this case has led to the situation where planning policy guidance has been breached and the special qualities of the Park have been compromised by over development of the site and the erection of buildings which overlook and cause distress to neighbours.

In addition to the above decision, the Cllrs agreed to invite the Senior Planning Officer from East Hampshire District Council to the Village to look at the planning issues affecting the Parish.

**Application no:** SDNP/17/04944/HOUS

**Location:** 1 West Cottages, Shirnall Hill, Upper Farringdon, Alton, GU34 3DS

**Proposal:** Detached single storey wooden garden room

**Planning Officer:** Hannah Goldsmith

**Planning Officer's comments:** None made

**Closing date for comments:** 16<sup>th</sup> November 2017

**RESOLVED:** No objection

The members of the public left the meeting at this point and the meeting resumed at item 256/17.

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### **262/17 COUNCILLOR VACANCY**

This is a standing item on the agenda until the vacancy is filled. The Parish Council is made up of 9 Councillors, currently there is one vacancy. If you are interested in becoming a Parish Councillor or just learning more about what the role entails, please contact the Clerk on [clerk@farringdonpc.org](mailto:clerk@farringdonpc.org) or telephone 07765 129409.

In addition to the existing vacancy on the Parish Council, a decision was made to contact Cllr Nick Newens to inform him that under the Local Government Act 1972 s85 subsections (1) and (2), due to none attendance at six consecutive months of meetings, he has ceased to be a member of the Council. As Chair of the Council, Cllr Elderton will contact Mr Newens with the news and thank him for his work with the Council.

A discussion regarding how to raise the profile of the Parish Council followed, this was further discussed at Item 265/17 in this agenda.

**RESOLVED:** Cllr Elderton to contact Mr Nick Newens to inform him that he is no longer a member of the Council.

### **263/17 ROAD CLOSURE & TRAFFIC MANAGEMENT CONSULTANTS FOR REMEMBRANCE DAY 12<sup>TH</sup> NOVEMBER 2017**

The A32 Gosport from the crossroads at Brightstone Lane and The Street, Farringdon, to the crossroads at Manor Farm Road and Woodside Lane, Farringdon will be closed between 10:40 and 11:20 on Sunday 12<sup>th</sup> November to enable the public to pay their respects at the War Memorial. For the second year, the Parish Council has contracted traffic management consultants Forrest to manage the closure.

**RESOLVED:** The road closure of the A32 on 12<sup>th</sup> November was noted.

**264/17 HALC TRAINING COURSES**

Local Council People & Development				
Training & Events Programme 2017				
EVENT TYPE	EVENT/COURSE/SESSION	DATE	LOCATION/TIME	COST
Information & Networking Event	<u>AGM</u>	04 November 2017	Chandlers Ford (09.00-13.00)	Free
Information & Networking Event	<u>Focus on</u>	20 November 2017	Winchester (10.00-12.30)	£40
Officer Development	<u>What You Need to Know (Part 1 of 2)</u>	22 November 2017	Eastleigh (10:00 - 12:00)	£75 (Parts 1 & 2)
Officer Development	<u>Local Council Finance for Officers</u>	23 November 2017	Winchester (10:00 - 15:00)	£75 (Incl. a light Lunch)
Officer Development	<u>What You Need to Know (Part 2 of 2)</u>	29 November 2017	Eastleigh (10:00 - 12:00)	£75 (Parts 1 & 2)
<p>* All prices apply to Hampshire ALC members only and are subject to VAT</p> <p>You can find out more information and book for all 2017 training and events at <a href="http://www.hampshirealc.org.uk">www.hampshirealc.org.uk</a> or email <a href="mailto:sue.ramage@eastleigh.gov.uk">sue.ramage@eastleigh.gov.uk</a></p>				

**RESOLVED:** The HALC training courses were noted.

**265/17 COUNCILLOR WELCOME PACK & NEW VILLAGER WELCOME PACK**

Following some successful training (The Knowledge, a HALC Councillor course), in order to engage with the Village, Cllr Mrs Nadine Farris, although not present at this meeting, had requested that her colleagues on the Parish Council consider providing photographs of each Cllr and a short piece of information about each Cllr. A discussion followed and it was agreed that information on the Parish Council and Cllrs could be provided, but any information should tie in with the Emergency Plan.

**RESOLVED:** The Clerk to collate information on the Cllrs, together with information for the Emergency Plan.

**266/17 REPORTS AND ISSUES (for information only, unless received under separate agenda items)**

(i) **Natural Environment Report - FAG meeting & Flood Action Plan**  
Cllr Williams presented his report on the Parish's roads and environmental issues in need of attention, which he had circulated to all Cllrs.

(ii) **Emergency Plan**  
The emergency plan for the Parish is being finalised. There are a number of gaps of the details of members of the village who may be able to offer their services in the event of an emergency, for example, for assistance with 4x4 transport or the availability of local professional expertise. The Clerk will liaise with Cllr Elderton to come up with an approach to complete the emergency plan.

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**(iii) Planning issues - Maplecombe Gates**

The Clerk will contact East Hampshire District Council to request that they serve a section 215 notice. Section 215 of the Town & Country Planning Act 1990 (the Act) provides a local planning authority (LPA) with the power, in certain circumstances, to take steps requiring land to be cleaned up when its condition adversely affects the amenity of the area. If it appears that the amenity of part of their area is being adversely affected by the condition of neighbouring land and buildings, they may serve a notice on the owner requiring that the situation be remedied.

**(iv) Village Hall Report**

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

**(v) Traffic & Transport Report - Traffic Management System**

Cllr Batley circulated the latest data from the traffic management system. There was a wide spread of speeds and timings of vehicles exceeding the 30 mile per hour, so there did not seem to be any discernible times that needed to be targeted. However, the data has been sent onto Hampshire Police and Hampshire County Council to aid their traffic management decisions for the Village.

**(vi) Community projects - there were no community projects**

### **267/17 UPDATE ON DEFIBRILLATOR INSTALLATION PROJECT**

The Clerk updated the meeting on the defibrillator installation project.

The Parish Council had, due to the work of Cllr Batley, managed to gain £5,431 Big Lottery funding for the installation of 2 defibrillators, to be located in the 2 decommissioned telephone boxes in the Parish - Shirnall's Meadow and Parsonage Close.

In addition, Hampshire County Councillor Cllr Kemp-Gee gave the Parish Council £1,000 for a replacement child's swing in the Shirnall Meadow play area with the balance of £700 to be put towards the defibrillator installation project. For the current financial year, the Parish Council had budgeted £1,200 for the defibrillator installation.

The total funding available for the project is therefore as follows:

Description	Amount (£)
Big Lottery Fund	5,431
HCC Cllr Kemp-Gee grant balance	700
Farringdon Parish Council budget	1,200
Total Defibrillator funding	£7,331

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The Parish Council approved at its meeting on 6<sup>th</sup> September 2017 at agenda item 241/17 for the Community Heartbeat Trust (CHT) to provide a managed solution for the installation of the 2 defibrillators.

The costs for the defibrillator project are estimated to be as follows:

	Cost per unit	Number	Total Cost	Provided by CHT	Not provided by CHT	Provided by CHT
<b>Lottery Grant Funded costs</b>	<b>£</b>		<b>£</b>			
Community Access Defibrillators	975.00	2	1,950.00			Y
Defibrillator cabinets	795.00	2	1,590.00	3,540.00		Y
5 Year VETS Basic Subs	200.00	5	1,000.00	1,000.00		Y 1st year free
VETS set up cost	70.00	1	70.00	70.00		Y
Public Awareness Campaign (500 leaflets)			76.00		76.00	N
Electrical Installation	250.00	2	500.00		500.00	N
Venue Hire for training events	35.00	2	70.00		70.00	N
Community training session			175.00	175.00		Y
			<b>5,431.00</b>	<b>4,785.00</b>	<b>646.00</b>	

As the above table shows, the managed solution by CHT will provide most of the items (£4,785) for the defibrillator project which were funded by the Big Lottery grant. The remaining items amounting to £646 will be organised by the Parish Clerk.

The amount payable to CHT to begin the managed solution is being finalised but it will be no more than the £4,785 identified in the above table.

The Cllrs agreed that they would over the weeks following this meeting, prepare the telephone boxes for the installation of the defibrillators. This included the removal of the books from the Shirnall Meadow telephone box and a small amount of repairs to the Parsonage Close box. To enable the repairs to be carried out and the boxes to be prepared for the defibrillators, approval was given to make £50 available.

**RESOLVED:** The Council approved, that once costs had been finalised with CHT, payment should be made to CHT, following receipt of an invoice, to enable the installation of the defibrillator project to be begin. In addition, £50 was approved to enable the telephone boxes to be prepared for the installation of the defibrillators.

## 268/17 PARISH COUNCIL IT

The new Parish Council website is still being finalised and it is anticipated that the new website will be launched in December 2017. Cllrs have been invited to test out the new website so that it can be thoroughly tested before it goes live.

**RESOLVED:** The progress made on the Parish's new website be noted and Cllrs to test the new website prior to its launch in December 2017.

**269/17 CLERK'S TELEPHONE**

**Background**

The current Parish mobile telephone is a pay as you go Nokia 6310i, the handset was kindly donated by a Parish Councillor in 2014. The Parish mobile telephone number is given as the contact number for the Clerk and will also be the main contact for the Parish Council in the event of an emergency. Also, as there is no longer a Parish office for the Clerk to work from, the Parish mobile needs to offer more than just a phone such as internet browsing. However, the current handset has limitations, such as the battery life, there is no ability to go onto to internet and there is no camera.

Paying for the telephone on a pay as you go basis has also caused some problems as often the telephone is on charge when people ring it, their messages go to voicemail and it uses up credit to retrieve the messages. Also, as the Clerk needs to have a receipt for all Parish costs the phone can only be topped up in a shop, rather than the more convenient facility through the phone itself. This means that the phone can be without credit for up to a day until a top up has been purchased.

The Clerk has investigated a new mobile phone for the Parish mobile and the following are the findings of that investigation:

- The best coverage is provided by either O2 or Vodafone at both the Clerk's home address and within Farringdon village.
- Due to the limitations of pay as you go a monthly contract would enable the phone to be available when required. However, a debit or credit card is currently required to take out a mobile phone contract and the Parish Council does not have any such cards.
- A couple of quotes were obtained for a monthly "smart" mobile phone handset, one was £17.99 a month and the other was £20 per month. Neither had an "upfront" cost.
- The contracts generally last for 24 months.

The Cllrs discussed the Clerk's findings and suggested that the Clerk investigate the issue regarding requiring a debit or credit card to take out a mobile phone contract. The Cllrs approved that, providing the card issue can be resolved and the legality of the Clerk taking out a mobile phone contract on behalf of the Parish be thoroughly investigated, then providing it is legally acceptable, the Clerk can take out a mobile phone contract for a Parish mobile phone for no more than £20 per month.

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**RESOLVED:** The Clerk further investigates the legality of taking out a mobile telephone contract as well as the need for a debit or credit card. If these issues can be resolved then approval has been given for the Clerk to take out a mobile phone contract, on behalf of the Parish, for no more than £20 a month (with no upfront cost).

## 270/17 CIL UPDATE

The Clerk has received notification that Farringdon Parish Council that from April 2018, the Parish Council will be receiving twice yearly payments (at the end of April and end of October each year) from the South Downs National Park Authority in accordance with Community Infrastructure Levy (CIL) Regulations 2010 (as amended). Within the Regulations, this is referred to as the 'Neighbourhood Portion'.

The CIL payments Farringdon Parish Council receives will depend upon the developments (granted planning permission by the South Downs National Park Authority) which have commenced within the Village in the preceding six months. As the Parish Council does not have a neighbourhood plan for Farringdon, the Parish Council will receive 15% of the total money collected for developments within the village.

A schedule to enable Farringdon's share of the CIL to be paid to the Parish will be completed by the Clerk and submitted to the South Downs National Park Authority.

**RESOLVED:** The CIL update was noted and the Clerk will complete the schedule to enable payments of CIL to be paid to the Parish.

## 271/17 FUTURE MEETING DATES:

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

272/17 COMMUNICATIONS: Key messages from the meeting

- It was agreed to make a grant of £400 to the PCC to meet half of the cost of felling the dead Cedar tree in the Churchyard which presented a potential hazard from falling branches etc.
- To prepare for the forthcoming installation of defibrillators, in the redundant BT boxes at Parsonage Close and adjacent to Shirnall Meadow, the library facility in the latter box would be suspended until further notice. Councillors would be carrying out essential refurbishment work of the boxes prior to the installation. Invitations would soon be issued to the community seeking volunteer responders.
- The PC considered two planning applications:
  - SDNP/17/04944/HOUS, garden room at 1 West Cottages, Shirnall Hill, Upper Farringdon - no objection.
  - SDNP/17/04147/HOUS, retrospective planning permission for a summerhouse in the grounds of the land to the rear of Kingsbridge, The Street- objection on grounds of over development of the site and impact on privacy of neighbouring properties.
- The Council expressed concern over the apparent lack of engagement by the SDNPA in planning applications and the incoherence between the application of planning policy guidance by EHDC within the National Park and their own approach. A further concern was the willingness to adopt an incremental and retrospective approach to applications. The Council agreed to take these issues up with the Planning Departments of SDNPA and EHDC.
- Community Engagement will soon be invited on the following range of issues:
  - The PC are developing a community welcome and information leaflet/flyer for distribution. This aide memoire which will provide households with useful contact details for such as the emergency services, local surgeries, schools, transport etc. and what to do in an emergency.
  - The PC are finalising the emergency plan for the village and will shortly be inviting members of the community to offer their services in the event of an emergency, for example, for assistance with 4x4 transport or the availability of local professional expertise.

## FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

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

- The PC will be seeking Volunteers for first responder training with the defibrillators.
- The Parish Council is carrying two vacancies. If you are interested in becoming a Parish Councillor or just learning more about what the role entails, please contact the Clerk on [clerk@farringdonpc.org](mailto:clerk@farringdonpc.org) or telephone 07765 129409.
- It was noted that residents affected would soon be contacted by HCC to inform them of the imminent Phase One flood alleviation work astride the A32.

**273/17 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'**

### **274/17 GROUNDS MAINTENANCE CONTRACT**

The grounds maintenance contract comes to an end at the end of December this year after 3 years. The schedule of works for the tenders is contained at Annexe 2, however, this has been kept confidential so that no prospective tenderer gains an unfair advantage by having sight of the schedule in advance.

The Cllrs reviewed the areas to be included in the new grounds maintenance contract and the corrections identified at the meeting will be made before the invitations to tender are sent out. The invitations will be sent out in the week following this meeting, for the tenders to be returned to the Clerk by 22<sup>nd</sup> December. The tenders will be brought to the Full Council Meeting on 3<sup>rd</sup> January 2018.

The meeting ended at 10:40pm.

## FARRINGDON PARISH COUNCIL PROPOSED BUDGET 2018/2019

Summary	Actual 2016/2017 £	Budget 2017/2018 £	Total Estimated Expenditure/Income (includes committed expenditure) 2017/2018 £	(Underspend) / Overspend £	Proposed Budget 2018/2019 £	Difference between 2017/2018 Budget and Proposed 2018/2019 £	
<b>Expenditure</b>							
1 Staff costs	7,988	14,204	12,175	(2,029)	13,565	(639)	1
2 Clerk's telephone, computer software renewals and printing	893	1,240	1,165	(75)	1,380	140	2
3 Insurance, hall hire for meetings and website maintenance	892	1,370	1,399	29	1,300	(70)	3
4 Grass cutting, general maintenance and annual Playground inspection	4,272	10,225	11,300	1,075	11,020	795	4
5 Grants, Village plan implementation and new Village Hall costs	280	2,000	330	(1,670)	2,000	-	
6 Audit fees, subscriptions, potential election costs and other professional fees	1,346	1,533	1,468	(65)	1,560	28	5
7 Councillor's training and travel costs and Chair's allowance for Annual meeting	451	1,350	1,153	(197)	1,350	-	
8 Capital Purchases	4,329	3,564	12,531	8,967	2,825	(739)	6
9 Net VAT	507	-	(1,885)	(1,885)	-	-	
10 <b>Total Expenditure</b>	<b>20,957</b>	<b>35,485</b>	<b>39,636</b>	<b>4,151</b>	<b>35,000</b>	<b>(485)</b>	<b>7</b>
<b>Income</b>							
11 Precept	(35,535)	(35,000)	(35,000)	-	(35,000)	-	
12 Grant Income	(2,500)	-	(5,431)	(5,431)			
13 Interest	(14)	-	(3)	(3)			
14 <b>Total Income</b>	<b>(38,049)</b>	<b>(35,000)</b>	<b>(40,434)</b>	<b>(5,434)</b>	<b>(35,000)</b>	<b>-</b>	
15 <b>(Surplus)/Deficit</b>	<b>(17,092)</b>	<b>485</b>	<b>(798)</b>	<b>(1,283)</b>	<b>-</b>	<b>(485)</b>	

**NOTES ON DRAFT PROPOSED 2018/2019 PARISH COUNCIL BUDGET**

- 1 Budget reduced to reflect salary, NI and Pension estimated cost for Clerk.
- 2 Budgeted for replacement telephone and potential sign up for contract.
- 3 Net reduction resulting from £40 increase in Insurance premium, offset by a £110 reduction in website maintenance.
- 4 Have increased the dilapidations reserve account (was £3,105) to £3,900 an increase of £795. The dilapidations reserve represents money set aside by the Parish Council to replace assets after their useful life has been reached. The main assets of the Parish Council are the playground and Multi Use Games Area (MUGA), both at Shirnall Meadow. The estimated life of those pieces of equipment is 20 years and their combined purchase value is listed on the Council's asset register as £78,000. The £3,900 represents 1/20th of the combined purchase value of those assets.
- 5 Increase represents 3% inflationary increase to estimated audit fees and road closure costs.
- 6 Net reduction resulting from £1,200 removal of defibrillator budget, £364 reduction in small capital projects budget from £2,364 to £2,000 and increase of £825 for purchase of a new Parish laptop and printer
- 7 The proposed budget of £35,000 represents a decrease of £485 from the 2017/2018 Budget, however, the Precept is unchanged.