

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, 3rd January 2018, commencing at 8pm.

Present: Cllr Elderton in the Chair, Cllr Batley vice-chair, Cllrs Ms de Ledesma, Mrs Farris, Messers Bevan, 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

Meeting started at 8pm due to the preceding Village Hall Charitable Trust meeting finishing later than expected.

293/17 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND WELCOME

There were no apologies so this was not required for this meeting.

(Power used: Local Government Act 1972 s85)

294/17 TO RECEIVE AND APPROVE DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

No disclosable pecuniary and non-pecuniary interests were received.

295/17 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)

296/17 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.

297/17 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS

The meeting continued without suspension.

298/17 TO APPROVE THE MINUTES OF THE MEETING HELD ON 1ST NOVEMBER 2017 AND THE PLANNING COMMITTEE MINUTES FROM THE MEETINGS ON 16TH NOVEMBER AND 13TH DECEMBER 2017(for accuracy)

The Chair itemised the minutes of the meetings. A proposal was received, seconded and voted in favour that the minutes of the Full Council meeting on held on 1st November 2017 and the Planning Committee meetings from 16th November and 13th December 2017 be approved.

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RESOLVED: That the minutes of the Full Council meeting held on 1st November 2017 and the Planning Committee meetings from 16th November and 13th December 2017 be accepted as a true record of the meeting.

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

299/17 MATTERS ARISING FROM PREVIOUS MEETING (for information only)

Cllr Williams requested that the Clerk investigate whether the Parish Council's Planning Committee had considered a list of Planning Applications decided by East Hampshire District Council since April 2017. The Clerk will investigate and report back to the Parish Council at the next meeting on 7th March 2018.

300/17 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNT S

Agenda No	Chq No:	Date	Payee	Item	Total (£)
	Direct Debit	13/09/2017	NEST	Clerk's Pension Contributions	25.05
	Direct Debit	29/09/2017	NEST	Clerk's Pension Contributions	25.05
	Direct Debit	23/10/2017	NEST	Clerk's Pension Contributions	25.05
	722	01/11/2017	Alan Newens	Fence posts	1,056.00
	723	01/11/2017	Playground Services Ltd	Carousel works	3,862.80
	724	09/11/2017	Community Heartbeat Trust	Defibrillator donation	4,060.00
	725	09/11/2017	Community Heartbeat Trust	Annual defibrillator support	302.40
	726	09/11/2017	All Saints Church Parochial Church Council	Grant for tree felling	400.00
	727	09/11/2017	Claire Gibbs	November salary & exps	853.95
	728	16/11/2017	PJ Grace	Annual invoice	4,185.60
	729	06/12/2017	Forest Traffic Services Ltd	Remembrance Day road closure management	390.00
	730	20/12/2017	HALC	10 copies of the "Good Councillor's Guide"	50.00
	731	20/12/2017	HMRC	Quarterly NI	119.97
			Total payments made since last meeting		£15,355.87

RESOLVED: Payments made since the last meeting on 1st November were noted.

301/17 TO RECEIVE THE BANK STATEMENT (TO DATE), BANK RECONCILIATION, BUDGET MONITORING (TO DATE) & PROPOSED 2018/2019 BUDGET

Bank Reconciliation

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Farringdon Parish Council bank reconciliation summary 2017/18					
Bank Account(s): (list all bank accounts)					
			Treasurer's Account	80,910.27	
			Bank Account Bus instant access 2	28,357.05	
			Bank Account Treasurer's Deed account 3	25,000.00	
				134,267.32	
Less unrepresented cheques (list):					
06/12/2017	729	Forest Traffic Services Ltd	Remembrance Day road closure management	390.00	
20/12/2017	730	HALC	10 copies of the "Good Councillor's Guide"	50.00	
20/12/2017	731	HMRC	Quarterly NI	119.97	
				- 559.97	
Add uncleared payment (list):			Adjusted bank balance	133,707.35	
Adjusted Closing Bank Balance as at				20/12/2017	133,707.35

Cllr Bevan agreed the main current account bank statement to the above bank reconciliation and initialled the bank statement.

The Cllrs considered the budget monitoring as shown below.

Budget Monitoring

FARRINGDON PARISH COUNCIL BUDGET MONITORING AS AT 20th December 2017							
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	6,630	5,228	11,858	(2,346)	
2 Clerk's telephone, computer software renewals and printing	893	1,240	822	338	1,161	(79)	
3 Insurance, hall hire for meetings and website maintenance	892	1,370	1,134	518	1,651	281	
4 Grass cutting, general maintenance and annual Playground inspection	4,272	10,225	7,921	4,617	12,538	2,313	
5 Grants, Village plan implementation and new Village Hall costs	280	2,000	730	-	730	(1,270)	
6 Audit fees, subscriptions, potential election costs and other professional fees	1,346	1,533	1,020	525	1,545	13	
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	9,960	2,571	12,531	8,967	
9 Net VAT	507	-	1,278	(3,163)	(1,885)	(1,885)	
10 Total Expenditure	20,957	35,485	29,671	11,612	41,283	5,798	
Income							
11 Precept	(35,535)	(35,000)	(35,000)	-	(35,000)	-	
12 Grant Income	(2,500)	-	(5,431)	-	(5,431)	(5,431)	
13 Interest	(14)	-	(7)	(5)	(12)	(12)	
14 Total Income	(38,049)	(35,000)	(40,438)	(5)	(40,443)	(5,443)	
15 (Surplus)/Deficit	(17,092)	485	(10,767)	11,607	840	355	

As shown in the bank reconciliation, above, the Parish Council's balances are as follows:

	£
Treasurer's Account	80,910.27
Bank Account Bus instant access 2	28,357.05
Bank Account Treasurer's Deed account 3	25,000.00
	£134,267.32

In addition, the Cllrs considered the proposed draft budget for 2018/2019 at Annexe 1. After some discussion the Cllrs voted on the Budget level, 6 voted for the Precept to remain at £35,000 (Cllrs Elderton, Batley, Bevan, Durrant, Ms De Ledesma and Mrs Farris), whilst Cllr Williams voted against. So on a majority vote the Council approved the Budget for 2018/2019 with the Precept unchanged at £35,000.

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302/17 CONCLUSION OF EXTERNAL AUDIT OF THE ANNUAL RETURN 2016/2017, APPOINTMENT OF EXTERNAL AND INTERNAL AUDITORS FOR THE 2017/2018 FINANCIAL YEAR

The external audit of the Parish Council's Annual Return 2016/2017 was concluded on 11th September 2017, the audit was conducted by the outgoing auditors BDO.

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

The new external auditors for the current financial year, 2017/2018 and until 2021/2022, have been appointed by the SAAA and they are PKF Littlejohn LLP (PKF). The main role for PKF will be to audit the Annual Governance and Accountability Return, the new name for the Annual Return following the end of each financial year.

The contact details for PKF are as follows: **PKF Littlejohn LLP**
SBA Team,
1 Westferry Circus,
Canary Wharf,
London E14 4HD
sba@pkf-littlejohn.com
020 7516 2200

The Cllrs noted the appointment of the Parish Council's External Auditors PKF Littlejohn, until 2021/2022.

The Parish Council agreed to re-appoint Eleanor Greene from Do the Numbers as the Parish Council's Internal Auditors for the 2017/2018 financial year.

RESOLVED: The Cllrs noted the appointment of the External Auditors as PKF Littlejohn, until 2021/2022 and confirmed the appointment Eleanor Greene, from Do the Numbers, as the Parish Council's Internal Auditors for the 2017/2018 financial year.

303/17 PLANNING APPLICATION

Application: 20926/006 VOC

Address: Land North of Southernhay, Crows Lane, Farringdon, Alton

Proposal: Variation of condition 16 of 20926/005 to allow substitution of plans

PL02: Rev A - proposed site layout & location plan with 147.17-101 Site plan

Replace PL03 - proposed floor plans with 147.17-201, 202, 203, 211, 212, 213,

221, 222, 223, 231, 232, 233, 241,242,243 & 250 Replace PL05 - elevations sheet

1, PL07 - elevations sheet 3 & PL06 - elevations sheet 2 with 147.17-

206,218,226,238 & 246

Planning Officer: Simon Jenkins - Head of Planning

Planning Officer's comments: None made

Closing Date (for comments): 25th January 2018

The variation of the conditions were required to provide more detailed plans than those that were available when the initial application,

RESOLVED: The Parish Council considered the variations of conditions and had no objection.

304/17 NEW NOTICEBOARD

Two noticeboards were discussed:

1. Next to the telephone box in Parsonage Close.
2. A replacement noticeboard for the Village noticeboard opposite the end of Church Road.

1. Parsonage Close Noticeboard

As well as Parish Council notices, the noticeboard would hold guidance for the use of the defibrillator due to be installed in the telephone box. During the last financial year, the Parish Council purchased a new noticeboard, from a company called "Harry Stebbing Workshop" (HSW), this noticeboard is located near the junction of Shirnall Hill and the A32, Gosport Road.

The Councillors are happy with the quality of the Shirnall Hill noticeboard. To purchase a new noticeboard from HSW for Parsonage Close would be from £1,212 plus VAT. Grant funding, to assist with the purchase, is being sought from the District and County Councils.

The Parish Council considered the HSW noticeboard and the investigation regarding alternative noticeboards, handed round, by the Clerk at the meeting. After discussion, the Cllrs approved a new noticeboard from HSW. The Clerk should liaise with Cllr Williams regarding the location of the new noticeboard.

2. Noticeboard opposite the end of Church Road

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Cllr Mrs Farris raised the issue of the Village noticeboard which is located opposite the end of Church Road, outside Hawthorn Cottage on Shirnall Hill. This noticeboard is widely used to advertise community events as well as Parish Council notices. The current noticeboard is not protected from the weather which that notices either have to be laminated or placed in plastic pockets to protect the documents. In addition, due to the lack of protection the noticeboard is quite weathered and is now in need of either a full refurbishment or a complete replacement purchased.

After discussion, the Cllrs asked the Clerk to investigate both the refurbishment of the existing noticeboard or another replacement board, this one, however, whilst it should offer the notices protection from weathering, it should not be locked as this would prevent the community groups from using it as they have the existing noticeboard. The Clerk will bring the results of that investigation to the next Full Council meeting on 7th March 2018.

RESOLVED: The Parish Council approved the purchase of a new Parish Council noticeboard from Harry Stebbings Workshop, for Parsonage Close, to replace the current one located outside Massey's Folly. The Parish Council also requested that the Clerk carry out an investigation into a replacement for the Village noticeboard located opposite the end of Church Road. The results of that investigation are to be presented to the next Full Council meeting on 7th March 2018.

305/17 HALC TRAINING COURSES

Please see Annexe 3 for the Hampshire Association of Local Councils (HALC) training Programme 2018.

306/17 REPORTS AND ISSUES (for information only, unless received under separate agenda items)

- (i) **Natural Environment Report - FAG meeting & Flood Action Plan**
Cllr Williams updated the meeting on the progress of the HCC investigation into flooding in Farringdon. Some work had already been done, a report into the findings is due on 22nd January. Phase two will follow shortly and will look into flooding in Chawton.
- (ii) **Emergency Plan**
- (iii) **Planning issues**
- (iv) **Village Hall Report**
- (v) **Traffic & Transport Report - Traffic Management System**
- (vi) **Community projects**

307/17 UPDATE ON DEFIBRILLATOR INSTALLATION PROJECT

The two defibrillators have been delivered and will be installed in January 2018. Many thanks to the volunteers who have already contacted the Clerk to register for the defibrillator training, but further volunteers are invited.

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308/17 COUNCILLOR CO-OPTION

Following the stepping down of Councillor Nick Newens, the Parish Council advertised the vacancy but it was not filled by election. This new vacancy meant that the Parish Council was carrying two vacancies.

Two members of the Village had come forward to fill the two vacancies, both satisfy the criteria for becoming a Farringdon Parish Councillor. They are Mr Richard Ray and Mr Phil Mossman.

The Chair welcomed Mr Ray and Mr Mossman and suggested that the existing Cllrs and Clerk should introduce themselves to them. Afterwards, Mr Ray and Mr Mossman introduced themselves to the meeting. Both have jobs that require a fair bit of travelling, however, they were both keen to become involved in the Parish Council. Following their introductions, they were asked to leave the meeting so that the existing Cllrs could vote. The vote was unanimously in favour of co-opting both Mr Ray and Mr Mossman to the two Cllr vacancies.

The two new Cllrs agreed to take on the following activities: Mr Ray - to help the Clerk with the new website and Mr Mossman - to look into the grant funding options for Farringdon's new village hall.

RESOLVED: The Parish Council co-opted Mr Richard Ray and Mr Phil Mossman to the two Cllr vacancies. Cllr Ray agreed to help the Clerk with the new website and Cllr Mossman will look into the grant funding options that may be available for Farringdon's new village hall.

309/17 FUTURE MEETING DATES:

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

310/17 COMMUNICATIONS: Key messages from the meeting:

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- It was agreed that the precept for Farringdon for FY 2018/19 would remain unchanged at £35,000.
- Councillors were pleased to be able to co-opt and welcome two new Councillors, Mr Phil Mossman and Mr Richard Ray, to the Parish Council.
- The two defibrillators, purchased with a generous grants from the Big Lottery fund and our HCC Cllr Mark Kemp-Gee have been received and will soon be installed into Village's two defunct phoneboxes.
- It was noted with concern that progress with the phase one flood mitigation work due to be completed before Christmas has been painfully slow. HCC have been informed of our frustration which will be the subject of a routine review meeting with HCC on 22 January. It was further noted that local subterranean water levels which were being closely monitored were no currently no cause for concern.
- It was noted that data from the Farringdon traffic management systems continued to show a considerable number of motorists were speeding throughout the village at speeds up to 70 mph in 30 mph limits. Data gathered from the monitoring systems is being passed to Hampshire Highways and Hampshire Police to inform their regional traffic management decisions.
- Four tenders were considered for the new grounds maintenance contract and it was agreed to offer the contract to the selected contractor.

311/17 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'

312/17 GROUNDS MAINTENANCE CONTRACT

The grounds maintenance came to an end on 31st December 2017. The new contract is intended to run for three years from 1st January 2018 to 31st December 2020.

Seven garden maintenance contractors were invited to tender, by the closing date of 11:59pm on 22nd December four tenders had been submitted. A comparison of those tenders is shown at Annexe 3. The details of the tenders were anonymised and the details were reviewed by the Cllrs. One was disregarded for being too high and following a review of the other three, a contractor was unanimously appointed. The successful contractor was PJ Grace.

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RESOLVED: Farringdon's Grounds Maintenance contractor from 1st January 2018 to 31st December 2020 was unanimously approved. The successful contractor is P J Grace.

Meeting ended at 10:10pm