

FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

Email: clerk@farringdonpc.org

Minutes of the Annual Council Meeting of Farringdon Parish Council held in the Function Room, The Golden Pheasant, Gosport Road, Farringdon, GU34 3DJ, on Wednesday, 23rd May 2018, commencing at 7:45pm.

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

MINUTES

01/18 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND WELCOME

Apologies were received from Cllrs Batley 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)

02/18 ELECTION OF CHAIR

A proposal for Cllr Clive Elderton to remain in the Chair for the forthcoming Council year, was received, seconded and passed.

RESOLVED: That the appointment of Cllr Elderton be re-elected as Chair of the Council for the forthcoming Council year.

(Power used: Local Government Act 1972 s15(1) &(2))

03/18 ELECTION OF VICE CHAIR

A proposal for Cllr Tony Batley, in his absence, to remain in the vice-chair for the forthcoming Council year, was received, seconded and passed.

RESOLVED: That the appointment of Cllr Batley be re-elected as vice-chair of the Council for the forthcoming Council year.

(Power used: Local Government Act 1972 s15(7))

04/18 DELIVERY OF DECLARATIONS OF ACCEPTANCE OF OFFICE - CHAIR

Under the Local Government Act 1972 16(3) only the Chairman is required to renew a Declaration of Acceptance of Office. The Chairman's declaration has been received by the Clerk.

05/18 COUNCILLOR TRAINING REQUIREMENTS

A list of the remaining HALC training courses was included in the 7th March 2018 agenda and will be circulated again following this meeting.

06/18 TO RECEIVE AND APPROVE DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

No disclosable pecuniary and non-pecuniary interests were received.

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07/18 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)

08/18 TO RECEIVE RESOLUTION TO SUSPEND STANDING ORDERS TO ALLOW PUBLIC QUESTION TIME

PUBLIC QUESTION TIME

A discussion followed regarding the Farringdon Business Park due to one of the members of the public being the Managing Director of the Company that owns the Business Park. The discussion covered how the Business Park is an important part of the Village and the help that could be provided to Farringdon from the Business Park in an emergency. Also, when the Clerk arranges further training to use the defibrillators in the village the employees of the Business Park will be invited.

09/18 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS

Standing Orders were resumed following the conclusion of public question time.

10/18 TO APPROVE THE MINUTES OF THE MEETING HELD ON 7TH MARCH 2018 (for accuracy)

The Chair itemised the minutes. A proposal was received, seconded and voted in favour that the minutes of the meeting held on 7th March 2018 be approved. However, as Cllr Elderton, the Chair, was not present at the 7th March meeting, Cllr Batley, who Chaired that meeting, but was absent from this meeting will be asked to sign the minutes.

RESOLVED: That the minutes of the meeting held on 7th March 2018 be accepted as a true record of the meeting. The Clerk to meet with Cllr Batley for him to sign the minutes.

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

11/18 MATTERS ARISING FROM PREVIOUS MEETING (for information only)

No matters from the previous meeting were raised.

12/18 STANDING ORDERS, FINANCIAL REGULATIONS & POLICIES

Councillors considered Farringdon Parish Council's Standing Orders, Committee's Terms of Reference and Council Policies documents and adopted the Parish Council's Constitution comprising:

- Standing Orders - updated May 2018
- Financial Regulations - updated March 2018 for debit card
- Risk Assessment No change from May 2017
- The complaints procedure
- The Council's procedures for handling requests made under the Freedom of Information Act 2000

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- The Council's policy for dealing with the press/media; and
- To note that work is ongoing to ensure that the Parish Council is compliant with the General Data Protection Regulations (GDPR) which come into force on 25th May 2018 and an appropriate policy will be drafted following receipt of the National Association of Local Councils GDPR policy model.

RESOLVED: The Parish Council adopted the Standing Orders which had been amended to reflect the latest National Association of Local Councils (NALC) model Standing Orders and the revised Financial Regulations which were amended, in March 2018, to reflect the use of the Parish Council's debit card. The other Council Parish Council's Constitutional documents were adopted, unchanged from those adopted in May 2017. The Clerk will draft a GDPR policy that is in line with the NALC GDPR policy model and bring that policy back to Council for approval and adoption.

13/18 COMMITTEES

Members were asked to review the Terms of Reference and Delegation arrangements of the Planning Committee. The Planning Committee meets to discuss Planning Applications, when their consultation periods falls between Full Council meetings. The membership of the Planning Committee is all available Parish Cllrs. The Parish Council agreed to continue with the current arrangements for the Planning Committee.

RESOLVED: The Parish Council agreed to continue with the arrangements for the Planning Committee, as detailed above.

The appointments of Chair, Vice-Chair, Secretary and Treasurer of the Village Hall Charitable Trust (VHCT) were reviewed by the Parish Council. Cllr Elderton was reappointed to the Chair, Cllr Batley to the Vice-Chair and the Clerk Mrs Claire Gibbs was reappointed as Secretary to the Trust. In addition the Clerk was confirmed as the Treasurer to the Trust, her appointment to that role being approved at the meeting of the VHCT which was held just prior to this meeting.

Members were asked to review the Terms of Reference of the Village Hall Working Group and to approve the 3 core Members. The Village Hall Working Group was established to identify a site, design then build a new Village Hall for Farringdon. The core members of the Working Group are Cllrs Elderton, Durrant and Bevan, they agreed to continue for the forthcoming year. This was approved by the Cllrs. The Working Group's core members will call in other Cllrs of the Parish Council as and when they are required.

RESOLVED: The Terms of Reference for the Village Hall Working Group were not changed and the 3 core members, Cllrs Elderton, Durrant and Bevan were re-elected for the forthcoming year.

14/18 **REPRESENTATION ON EXTERNAL BODIES**

- Members were asked to nominate a Parish Council representative to the Trustees of Farringdon School Playground Charity (272320). Cllr Mrs Farris had represented the Parish Council on the School Playground Charity since May 2017. The Parish Council agreed to continue with this arrangement.

RESOLVED: Cllr Mrs Farris to continue to represent the Parish Council on the Farringdon School Playground Charity for the forthcoming year.

- Members were asked to nominate a Parish Council representative to attend the A32 Flood Action Group (FAG) meetings. Cllr Williams had represented the Parish Council at the FAG meetings for many years. The Parish Council agreed to continue with this arrangement.

RESOLVED: Cllr Williams to continue to represent the Parish Council at the A32 Flood Action Group for the forthcoming year.

- Members considered nominating a candidate as Parish Council representative on the South Downs National Park Authority (SDNPA) but at this time decided not to nominate a representative. This decision will be reviewed if representation is deemed necessary in the future.

RESOLVED: The Parish Council decided not to appoint a representative to the SDNPA for the forthcoming year, this however, will be reviewed if representation is deemed necessary.

- Members were asked to nominate a candidate as Parish Council representative on the Alton and Surrounding Villages Community Forum. Cllr Durrant had been the Parish Council's representative to the Community Forum for the last few years and agreed to continue for the forthcoming year.

RESOLVED: Cllr Durrant to continue to represent the Parish Council on the Alton and Surrounding Villages Community Forum for the forthcoming year.

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15/18 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNTS

Agenda No	Chq No:	Date	Payee	Item	Total (£)
	Direct Debit	06/04/2018	NEST	Clerk's pension	26.04
	742	06/04/2018	HMRC	PAYE NI	137.01
	744	09/04/2018	Claire Gibbs	Clerk's monthly salary and telephone	887.71
327/17	Debit Card	09/04/2018	FENLANDLEISURE.CO.U CD 2317	New child's swing seat	99.60
	743	16/04/2018	Baudelaire	Defibrillator installation	212.64
	745	30/04/2018	Wettone Matthews	Payroll services Oct 17 to March 18	180.00
	746	02/05/2018	Claire Gibbs	Clerk's monthly salary and telephone	778.40
	747	02/05/2018	Clive Elderton	Annual Village Meeting costs	60.00
	748	02/05/2018	DM Scholes & Mrs MJ March	Use of the Golden Pheasant function room	101.70
	Debit Card	17/05/2018	Wildly Upbeat Printers	Playground signs	50.00
Total payments made since last meeting					£2,533.10

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The following cheque had been written but need approval at this meeting:

Agenda No	Chq No:	Date	Payee	Item	Total (£)
338/17	749	16/05/2018	Carl Saunders	Website design	420.00
				Total	420.00

The first instalment (£17,500) of the precept was paid into the Parish's bank account on 26th April 2018. The second instalment is due to be paid in September/October.

The Council approved the payments made since the 7th March meeting and the cheque for Carl Saunders was approved.

RESOLVED: The payments made since the last Full Council meeting and the payment to Carl Saunders were approved.

16/18 TO RECEIVE THE BANK STATEMENT TO DATE AND RECONCILIATION, THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/2018, THE ASSET REGISTER AS AT 31ST MARCH 2018 AND THE BUDGET MONITORING STATEMENT TO DATE

				£	£
Bank Account(s): (list all bank accounts)					
			Treasurer's Account	94,403.90	
			Bank Account Bus instant access 2	28,365.26	
			Bank Account Treasurer's Deed account 3	25,000.00	
					147,769.16
Less unrepresented cheques (list):					
16/05/2018	749	Carl Saunders	Design of a new website for Farringdon Parish Council	420.00	
					- 420.00
Add uncleared payment (list):			Adjusted bank balance		147,349.16
Adjusted Closing Bank Balance as at				17/05/2018	147,349.16

The Clerk provided copies of the bank accounts featured in the above bank reconciliation. Cllr Ms Ledesma agreed the statements to the reconciliation and initialled them.

The Annual Governance and Accountability Return (AGAR) was audited by the Internal Auditor, Eleanor Greene at Do the Numbers, on 22nd May, the day before this meeting. Whilst the official audit report had not been received before this meeting, the informal observations that the Auditor gave the Clerk, were all procedural. The AGAR was signed by the Auditor.

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The next stage required for the AGAR was for the Chair of the Parish Council, Cllr Elderton, to separately approve Section 1 of the AGAR, the Annual Governance Statement 2017/18 and Section 2 the Accounting Statements 2017/18. Following the agreement of the Council, Cllr Elderton signed both sections.

The Asset Register as 31st March 2018 had been produced for the year end accounts and the AGAR. The Clerk had omitted to bring a copy of the Asset Register to this meeting, but it will be circulated to Cllrs following the meeting and included on the agenda for the 4th July Parish Council meeting.

A Budget Monitoring statement for the expenditure made and income received to 17th May 2018 was passed round, by the Clerk, at the meeting and is included at Annexe 1 to these Minutes.

RESOLVED: 16A/18: The bank reconciliation was agreed by Cllr Ms Ledesma.
16B/18: Section 1 of the AGAR, the Annual Governance Statement 2017/18 was approved by the Council and signed by Cllr Elderton.
16C/18: Section 2 of the AGAR, the Accounting Statements 2017/18 were approved by the Council and signed by Cllr Elderton.
16D/18: The Budget Monitoring statement to 17th May was noted.

17/18 TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS ON 28TH SEPTEMBER 2017 AND 8TH FEBRUARY 2018 - APPROVAL OMITTED FROM PREVIOUS MEETINGS

The Chair itemised the Planning Applications covered by the minutes of the Planning Committees held on 28th September 2017 and 8th February 2018. A proposal was received, seconded and voted in favour that the minutes of both meetings be approved as accurate records of the meetings.

RESOLVED: That the minutes of the Planning Committees held on 28th September 2017 and 8th February 2018 be accepted as true records of those meetings.

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

18/18 PLANNING APPLICATIONS:

The Parish Council reviewed the following Planning Applications:

Application: SDNP/18/01763/LIS

Address: Hardings Church Road Upper Farringdon Alton GU34 3EG

Proposal: Listed building consent for - External alterations including roof works, rebuilding and or repointing chimney and installation of additional soakaways.

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internal works to repair damaged plaster in back sitting room, hall, study area and downstairs wc by damp proofing system.

Planning Officer: Luke Turner

Planning Officer's comments: No Comments made

Closing Date (for comments): 17th May extended to 24th May 2018 for this meeting

Application: SDNP/18/02112/HOUS

Address: 12 Eastview Gardens Crows Lane Farringdon Alton GU34 3ED

Proposal: Single storey side and two storey rear extension following demolition of existing shed

Planning Officer: Luke Turner

Planning Officer's comments: No Comments made

Closing Date (for comments): 28th May 2018

Application: SDNP/18/02433/HOUS

Address: 14 Parsonage Close Upper Farringdon Alton GU34 3EQ

Proposal: Single storey rear extension and removal of chimney together with alterations to fenestration (windows).

Planning Officer: Luke Turner

Planning Officer's comments: No Comments made

Closing Date (for comments): 13th June 2018

RESOLVED: the Parish Council had no objections to any of the above Planning Applications.

19/18 2018/2019 INSURANCE RENEWAL

The Parish Council's insurance policy is due for renewal on the 1st June 2018. The renewal premium is £768.76, including insurance premium tax (IPT). This takes into consideration the Council's long-term agreement with Came and Company, insurance brokers, which expires on 31st May 2019. The policy itself is with Hiscox.

The Parish Council was asked to approve the renewal of the insurance policy which runs until 31st May 2019.

RESOLVED: The Parish Council approved the renewal of the insurance policy for the forthcoming year, at a cost of £768.76.

20/18 BANKING ARRANGEMENTS - REVIEW SIGNATORIES

The following are signatories to Farringdon Parish Council's bank account:

- Mr Clive Elderton (Chair)
- Mr Tony Batley (Vice-Chair)
- Mr David Williams

- Mr Hugh Bevan
- Mrs Claire Gibbs (Clerk)

The Clerk was required to be a signatory to the accounts in order to be able to view the Council's accounts on-line. The Council approved that the signatories to the bank account should continue as shown above.

RESOLVED: there were no changes to the signatories to the Parish Council's bank accounts.

21/18 REVIEW MEMBERSHIP SUBSCRIPTIONS:

- Hampshire Association of Local Councils (HALC)* - £231 (no VAT)
- National Association of Local Councils (NALC)* - £38 (no VAT)
- HALC HR Service - £150 plus VAT (£180 total)

* Please note that the HALC affiliation fees and the NALC Levy for 2018/19 are invoiced in one invoice for £269 (no VAT).

The Cllrs agreed to renew the membership subscriptions as listed above.

RESOLVED: The HALC, HALC HR Service and the NALC membership subscriptions were approved for renewal for the forthcoming year.

22/18 GENERAL DATA PROTECTION REGULATIONS

The General Data Protection Regulations (GDPR) come into force on 25th May. In preparation for this the Clerk had been on training to understand the implications of the regulations on the Parish Council. Following that training, the Clerk has started a data audit of all the personal information held by the Parish Council and requested that all Cllrs should review the personal information they hold, for Parish business. If the information should be held, it should be sent to the Parish Clerk so that it can be included in the data audit. If there is not a good reason to retain the information it should be deleted.

A discussion regarding the actions that the Parish Council should take in relation to the GDPR followed. As a result of this discussion the following actions were agreed:

- A disclaimer will be added to all Parish Council emails in the "signature", the Clerk will be assisted by the Cllrs in drafting the disclaimer.

- A Privacy Statement for the Parish Council needs to be drafted. Once available the privacy statement should be displayed in the noticeboards in the Village as well as on the Parish Council website - once it has gone live.
- If possible, a pictogram setting out the flow of personal data within Farringdon Parish Council should be drafted and displayed with the Privacy Statement.
- Following the guidance from the Clerk's GDPR training Farringdon Parish Council should register with the Information Commissioner's Office (www.ico.org.uk) and pay the required fee (£40) by the end of May 2018.
- GDPR should remain on the Parish Council's meeting agendas until all the requirements of the GDPR have been met.

RESOLVED: That the actions in response to the GDPR, as listed above, should be carried out.

23/18 GRANT FUNDING OF ALTON CA

The Clerk had been approached in relation to the Parish Council grant funding the Alton Citizens Advice. In response further information particularly financial for Alton Citizens Advice had been requested. Once this information has been received the Parish Council can have an informed discussion about grant funding Alton CA at a future Full Council meeting.

RESOLVED: the grant funding of Alton Citizens Advice should be put back on the agenda once the requested further information is received.

24/18 REMEMBRANCE SUNDAY ROAD CLOSURE

The Cllrs discussed whether to seek a road closure order for the A32, Gosport Road, on Remembrance Sunday to enable members of the Village to pay their respects at the War Memorial. In addition, the Cllrs discussed whether to fund professional traffic management services to manage the road closure.

The Cllrs voted on the road closure and the funding of professional traffic management services. Cllr Ms Ledesma abstained, the other Cllrs voted in favour, so by five Cllrs in favour, none against and one abstention the road closure and the funding of professional traffic management services was agreed..

RESOLVED: The Parish Council agreed to apply for a road closure order to close the A32, Gosport Road, on Remembrance Sunday to enable the annual act of remembrance to take place at the War Memorial and to fund professional traffic management services to ensure the safety of those taking part in the act of remembrance.

25/18 WASTE BINS

Cllr Ms Ledesma had been investigated the location and use of the bins in the Village that are provided for mixed use but particularly the disposal of dog waste. As a result of her investigation she had concluded that an existing bin, currently located on Shirnall Hill, should be relocated to the end of Stank Lane, where it would be better used and hopefully help prevent dog waste being left on and around Stank Lane. The meeting agreed with the proposal to ask East Hampshire District Council (EHDC) to move the existing bin.

In addition, Cllr Williams had recently emptied the wheelie bin located in the play area on Parsonage Close. He had found over 60 dog waste bags in the bin. A discussion then followed regarding whether a new bin is required near to the play area to help prevent this occurring again. Cllr Ms Ledesma had enquired how much a new bin would be, if purchased through the District Council, she was told with installation it would be about £300. Cllr Elderton proposed that EHDC be approached, in the first instance, to provide a new bin to be located near the Parsonage Close play area. If the District Council would not provide a new bin, then the Parish Council would purchase a new bin for up to £500, to allow if the bin and installation is more than £300. These proposals were seconded by Cllr Mrs Farris and all the other Cllrs present agreed.

RESOLVED: that the Clerk will contact EHDC to request that the bin on Shirnall Hill be relocated to the end of Stank Lane. Also, the District Council will be asked to provide a new bin, to be located near the play area on Parsonage Close. If EHDC will not agree to provide the new bin then the Parish Council will purchase one at a cost of up to £500.

26/18 WEBSITE - UPDATE

A new website had been designed by Carl Saunders. The Clerk is still working with Carl to finalise the website, but in the meantime website had been reviewed by the Parish Cllrs. All were generally very happy with the “look and feel” of the website, however, it was agreed that it was a little confusing as there were many ways of getting to the same item or page of the website and that it needed simplifying.

RESOLVED: the Clerk to continue to work with Carl Saunders and to try to simplify the website before it is launched.

27/18 POTENTIAL S106 FUNDED PROJECTS

The Clerk had been contacted by Mark Alden from South Downs National Park Authority (SDNPA) regarding an amount of Section 106 monies, that had been paid by a developer of a property in Farringdon, to mitigate the impact of the new property on the infrastructure in the Village. There was £2,499 from the Stable Cottage development (ref: 24598/003). This money is broken down over the

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following headings: £1,195 from Transport, £1,277 for Public Open Space and £27 for Environmental Improvements. SDNPA contacted the Clerk because if the monies are not used in the next few months the developer may wish to request that the monies be repaid to them.

The Clerk had met with Mark Alden and Chris Paterson from SDNPA to discuss what may be an appropriate project to spend the monies on. The Parish Council had previously looked into purchasing village gates at either end of the Village on the A32, Gosport Road, but this project had not progressed due to cost as the gates were estimated to be up to £10,000 for two pairs of gates. The Officers from SDNPA felt that this was a project that would satisfy the requirements that the monies be spent on Transport, Public Open Space and Environmental Improvements. Particularly because the village gates had been mentioned in the Farringdon Village plan. In addition the gates could be personalised to reflect the character of Farringdon. The monies need to be spent this Summer, so a plan for the new gates would need to be brought to the next Full Council meeting on 4th July. The Clerk asked the Officers to confirm whether there are any further Section 106 monies for Farringdon that could be used for this project. The Officers agreed to investigate and respond to the Clerk.

The Cllrs agreed for a project to be launched to design, manufacture and install two pairs of Village Gates for the A32. The Cllrs also agreed that, in the event that there are no further Section 106 monies due for Farringdon that could be put towards this project, then the Parish Council would pay the shortfall providing that the project not exceed the previous estimated price of £10,000.

RESOLVED: a project be launched to design, manufacture and two pairs of Village Gates for the A32. The Parish Council also agreed to fund any shortfall in the project's funding after all available S106 monies had been used, to a maximum of £7,500.

28/18 REPORTS AND ISSUES (for information only, unless received under separate agenda items)

- (i) Natural Environment Report
- (ii) Village Hall Report
- (iii) Traffic & Transport Report

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29/18 FUTURE MEETING DATES:

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Primary Purpose</u>
4 th July 2018	7:30pm	Golden Pheasant Function Room	Full Council Meeting
5 th September 2018	7:30pm	Golden Pheasant Function Room	Full Council Meeting
7 th November 2018	7:30pm	Golden Pheasant Function Room	Full Council Meeting
2 nd January 2019	7:30pm	Golden Pheasant Function Room	Full Council Meeting and VHCT Annual 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

30/18 COMMUNICATIONS: Key messages from the meeting

- The following appointments were made:
 - The Parish Council re-elected Cllr Clive Elderton as Chair and Cllr Tony Batley as Vice-Chair of both the Parish Council and Farringdon Village Hall Charitable Trust.
 - The Parish Clerk, Mrs Claire Gibbs, will continue to serve as Honorary Secretary of the Village Hall Charitable Trust (VHCT) and is now also Honorary Treasurer to the Trust.
 - Cllrs Clive Elderton, Peter Durrant and Hugh Bevan would continue as core members of the Village Hall Working Group.
 - Cllr Mrs Nadine Farris to continue to be the Parish Council's representative to the Farringdon School Playground Charity (272320).
 - Cllr David Williams to continue to represent the Parish Council's interests on the A32 Flood Action Group (FAG).
 - Cllr Peter Durrant to continue to represent Farringdon Parish Council on the Alton and Surrounding Villages Community Forum.

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- The Parish Council approved the adoption of:
 - The Parish Council Standing Orders which had been amended to reflect the latest National Association of Local Councils (NALC) model Standing Orders.
 - Revised Financial Regulations amended to reflect the use of the Parish Council's debit card.
- The Parish Council noted the introduction of General Data Protection Regulations (GDPR) on 25th May 2018 and is working up appropriate safeguarding processes and procedures which are based on the direction and guidance emerging from NALC.
- The meeting dates for the forthcoming year were agreed.
- The following Planning Applications were considered and no objections raised:
 - SDNP/18/01763/LIS, Hardings Church Road Upper Farringdon. Listed building consent.
 - SDNP/18/02112/HOUS, 12 Eastview Gardens Crows Lane. Single storey side and two storey rear extension following demolition of existing shed.
 - SDNP/18/02433/HOUS, 14 Parsonage Close Upper Farringdon. Single storey rear extension and removal of chimney together with alterations to fenestration (windows).
- Following a review of dog waste bins throughout Farringdon it was agreed that the bin currently located on Shirnall Hill be moved to Stank Lane and it was agreed that a new bin be located at the corner of the fenced play area behind Parsonage Close.
- Finally it was agreed to fund professional traffic management services to close the A32 on Remembrance Sunday to enable the annual act of remembrance to take place at the War Memorial in safety.

The meeting finished at 9:35pm