

FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

Email: clerk@farringdonpc.org

Website: farringdonpc.co.uk

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, 31st May 2017, commencing at 7.30pm.

Present: Cllr Elderton in the Chair, Cllrs Durrant, Mrs Farris, Ms de Ledesma and Cllr Williams. Also present: one member of the public (for part of the meeting) and Mrs Claire Gibbs Parish Clerk.

Annual Council Meeting held in accordance with the Local Government Act 1972, Schedule 12, Part II, s1.

AGENDA

167/17 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND WELCOME

Apologies for absence were received from Cllrs Newens, Bevan and Batley. 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)

168/17 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))

169/17 ELECTION OF VICE CHAIR

A proposal for Cllr Tony Batley 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))

170/17 DELIVERY OF DECLARATIONS OF ACCEPTANCE OF OFFICE

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.

171/17 COUNCILLOR TRAINING REQUIREMENTS

A list of the remaining HALC training courses was circulated at the end of April and will be circulated again following the meeting.

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172/17 TO RECEIVE AND APPROVE DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

No disclosable pecuniary and non-pecuniary interests were received.

173/17 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)

174/17 TO RECEIVE RESOLUTION TO SUSPEND STANDING ORDERS TO ALLOW PUBLIC QUESTION TIME

The member of the public did not wish to ask questions, so it was not necessary to suspend standing orders.

175/17 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS

176/17 TO APPROVE THE MINUTES OF THE MEETING HELD ON 2ND MARCH 2017 (for accuracy)

The Chair itemised the minutes. A proposal was received, seconded and voted in favour that the minutes of the meeting held on 2nd March 2017 be approved.

RESOLVED: That the minutes of the meeting held on 2nd March 2017 be accepted as a true record of the meeting.

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

177/17 MATTERS ARISING FROM PREVIOUS MEETING (for information only)

No matters from the previous meeting were raised.

178/17 STANDING ORDERS, FINANCIAL REGULATIONS & POLICIES

The following documents were updated following the latest model templates, from either ALC (Association of Local Councils) or HALC (Hampshire Association of Local Councils). The documents were circulated to the Farringdon Councillors prior to the meeting and were as follows:

The Council's

- Standing Orders
- Financial Regulations
- Policy for dealing with the press/media
- Grant application form and policy
- Code of Conduct

In addition, the following documents were circulated to the Farringdon Councillors, unchanged, prior to the meeting:

The Council's:

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- Risk Assessment policy
- Complaints procedure
- Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

Due to the number and size of the documents circulated prior to the meeting, the documents will be reviewed and if necessary changes made before endorsement at the next Council meeting on 5th July 2017.

179/17 COMMITTEES

The Council agreed to continue with existing arrangements for the Village Hall Charitable Trust, and elected Cllr Elderton as Chair, Cllr Batley as Vice-Chair and with the Clerk as ex-officio Secretary and Treasurer.

The Council re-elected Cllr Durrant as the Chair of the Village Hall Working Group, appointed Cllr Bevan and Cllr Elderton to be members of the Group, with the former to be Vice-Chair, and the Clerk will remain in the ex-officio role of Secretary and Treasurer.

180/17 REPRESENTATION ON EXTERNAL BODIES

A discussion was had regarding representation of Farringdon Parish Council on a number of external bodies.

As a result of that discussion:

- Cllr Mrs Farris was appointed the Parish Council representative on the Farringdon School Playground Charitable Trust.
- It was agreed Cllr Williams would continue as the Parish Council's representative on the A32 Flood Action Group.
- It was agreed Cllr Durrant would continue to represent the Parish Council on the Alton and Surrounding Villages Community Forum.

Parish Council representation on the South Downs National Park Authority was also discussed. It was resolved that the Clerk would investigate the terms of reference for that group as well as the date and location of the next meeting of that group. The results of this investigation would be reported to the Council's next meeting on 5th July 2017.

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181/17 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNTS

Agenda No	Chq No:	Date	Payee	Item	Total (£)
117/17	000673	02/03/17	HAGS SMP Ltd	Baby swing	359.64
121/17	000674	02/03/17	Claire Gibbs	February salary and costs	1,123.50
N/A	000675	03/03/17	David Williams	Mileage to HCC	16.20
N/A	000676	09/03/17	Sue Hobbs	Final Invoice (SLH/24/2017)	142.50
N/A	000677	09/03/17	David Williams	Repair works to playground	20.00
121/17	000678	09/03/17	HALC	Clerk Transparency training	18.00
121/17	000679	09/03/17	HALC	Clerk Update training	48.00
N/A	000680	16/03/17	DM Scholes & Mrs MJ Hatch (Golden Pheasant)	Use of The Golden Pheasant's function room	123.00
121/17	000681	16/03/17	HMRC	C Gibbs PAYE	69.38
140/17	000682	16/03/17	British Telecommunications Plc	Telephone adoption (Parsonage Close)	1.00
121/17	000683	23/3/17	HALC	Training for Members – The Knowledge (Ms A Ledesma)	108.00
N/A	000684	Cancelled	Cancelled	Cancelled	0
121/17	000685	29/3/17	Claire Gibbs	Salary and expenses March	888.70
N/A	000686	29/3/17	Web Directions	2 Months hosting of the Council's website before the Council moves to a free domain host	16.00

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Agenda No	Chq No:	Date	Payee	Item	Total (£)
N/A	000689	20/4/17	DM Scholes & Mrs MJ Hatch	Use of The Golden Pheasant's function room on 23/3/17 for a Planning Committee meeting	13.00
	000690	20/4/17	PJ Grace	Ditchworks near telephone box at Shirnall's Meadow	144.00
121/17	000691	20/4/17	HALC	Local Council Finance Training – for year end requirements	90.00
	000692	20/4/17	Wettone Matthews Ltd	Payroll services to March 2017	144.00
	000693	09/5/17	Westcotec Ltd	Traffic management system	7,080.00
	000694	09/5/17	Clive Elderton	Reimbursement for refreshments for village meeting	53.30
	000695	09/5/17	Clive Elderton	Reimbursement for padlocks to secure the traffic management system	35.16
	000696	09/5/17	Claire Gibbs	April wages and expenses	864.68
				Sub-Total	£11,358.06

The following cheques had been written but were approved at the meeting:

188/17	000687	20/4/17	HALC	HR Advice service	180.00
188/17	000688	20/4/17	HALC	ALC and HALC affiliation	260.00
				Total	£11,798.06

Four further payments were approved at the meeting. They were as follows:

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Agenda No	Chq No:	Date	Payee	Item	Total (£)
	000697	31/5/17	Claire Gibbs	May Salary	793.85
185/17	000698	31/5/17	Came and Company Insurance	The Council's annual insurance renewal	739.19
	000699	31/5/17	DM Scholes and Mrs MJ Hatch (Golden Pheasant)	Room hire and refreshments for Traffic meeting 11/5/17	10.00
182/17	000700	31/5/17	Do the Numbers Ltd	Internal Audit fee	235.00
				Total	£1,778.04

A proposal was received, seconded and voted in favour of accepting the accounts as presented for payment.

RESOLVED: That payment of the accounts as presented between 3rd March 2017 and 31st May 2017 be approved.

182/17 TO RECEIVE THE BANK STATEMENT (to date, AUDITED SUMMARY ACCOUNTS FOR 2016/2017, THE AUDITORS REPORT AND THE ANNUAL RETURN FOR 2016/2017

The bank statement and bank reconciliation to date were reviewed and signed by Cllr Williams.

A discussion followed regarding the auditor's report see below:

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Control area	Issue	Recommended Action
Signing of minutes 1	It is a legal requirement that every page of every set of minutes is initialled by members and that the last page is signed and dated. The council has not been consistently complying with this requirement. <i>(also raised last year)</i>	Please could the members ensure that the rules are adhered to from now on.
Meeting location 2	The council appears to be holding meetings in a pub. Councils are not permitted to meet in licensed premises where other options are available.	The council should return meetings to a non licensed premises to comply with the law.
Bank reconciliation 3	It is good practice for each the members to check the bank reconciliation back to the original statement. <i>(also raised last year)</i>	This should be done by the members in rotation at each meeting from now on.
Precept request 4	The budget that supported the precept request was not included as a page of the signed minutes.	The budget should be uploaded to the website and included with the signed minutes from now on.
Budget 5	The budget appears very complex for a parish as small as FPC and is not directly based on actual figures. <i>(also raised last year)</i>	The checked spreadsheet for 2016/17 has space for the clerk to correctly draft the budget
Bank statements 6	It appears that some bank statements are being addressed to the home of a Councillor rather than the Clerk. This is not good practice. <i>(also raised last year)</i>	All statements should be sent to the proper officer of the council.
TSB Deposit account 7	A separate bank account has been opened for the Solar Farm money which does not appear to earn interest. <i>(also raised last year)</i>	The council should move the funds into the interest bearing account until they are spent.
Pay rates 8	It is good practice to annually minute the hours, rate and terms of all employees. <i>(also raised last year)</i>	This can be done as part of budget setting.
Reserves 9	The reserves held by the council are very significantly in excess of the 3-6 months guidance, with no projects clear from the minutes. <i>(also raised last year)</i>	The council should urgently review spending the excess reserves for the benefit of electors.
Key messages 10	It is unclear why agreed actions of the meeting are duplicated at the end of the minutes.	This minute item serves no purpose and should be discontinued.
Standard documents 11	The council has had three clerks in the past year. <i>(also raised last year)</i>	In light of that it would be beneficial to review all of the standard documents over the coming months.
Audit reports 12	The council does not appear to have minuted or acted upon the audit reports received.	All internal and external audit reports should be minuted and action plans agreed.
Transparency code 13	The council is not bound by the transparency code but good practice would suggest adhering to it.	The website operated by the council does not contain the required information. AS part of bringing the systems and records of the council up to best practice, the clerk can populate the website.

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Control Area	Council's response
1	Noted.
2	Since the sale of the village hall, there are no other appropriate premises in which to hold the Parish Council meetings, so they will continue to be held in the Function Room of the Golden Pheasant, or the Parish Church, for the foreseeable future.
3	This point was noted and the Clerk will ensure that the bank statement and bank reconciliation are provided for review at each full Council meeting and that they are signed by a different Councillor as correct, each meeting.
4	The Clerk will ensure that the Budget is minuted and provided in the minutes of the relevant meeting in the future.
5	This point was noted. The Councillors are happy with the detail for the budget, but the Clerk will investigate the scope to reducing the complexity when compiling the 2018/2019 Budget.
6	A change in the correspondence address for the bank statement was requested in March, this has not appeared to have been actioned by TSB.
7	This point was noted and the Clerk will investigate transferring the Solar Farm money to an interest generating account.
8	This point was noted and details of the Clerk's pay rates will be provided to the Budget setting Council meeting and minuted.
9	This point was noted.
10	This point was noted, however, the Key Messages are felt to be a concise way of informing the local population of the business of the meeting so will continue to be included in the minutes.
11	The standard documents are covered in these minutes at 178/17.
12	This item addresses that point
13.	The Council's website is currently under review. The new website will comply with all the relevant and appropriate guidance and regulations, including the Transparency Code

RESOLVED: The responses to the Internal Auditor's report be noted.

183/17 TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS ON 9TH & 23RD MARCH 2017

A proposal was received, seconded and voted in favour that the minutes of the meetings held on 9th and 23rd March 2017 be approved.

RESOLVED: That the minutes of the meetings held on 9th and 23rd March 2017 be accepted as a true records of the meetings.

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

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184/17 PLANNING APPLICATIONS:

SDNP/17/02252/TCA

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

Proposal: Cypress - remove; Mature Cherry - remove branch and prune to re-shape; Cherry (near house) - remove branch growing towards house ; Scots Pine - remove; prune hedge to leave finished height of 5-6m

RESOLVED: No objection

SDNP/17/02224/TPO

Location: 3 Aylwards Drive Farringdon Alton GU34 3DN

Proposal: Oak (T4) - remove front fork; Beech (T5) - reduce height to approx 12m and shape canopy to an approx width of 6m, crown raise off garage roof by approx 2m

RESOLVED: No objection

SDNP/17/01452/HOUS

Location: The Beeches Gaston Lane Farringdon Alton Hampshire GU34 3EE

Proposal: Single storey extension to side following demolition of wooden lean-to

RESOLVED: No objection

185/17 2017/2018 INSURANCE RENEWAL

Insurance renewal has been received for £739.19, this is part of a 3 year agreement with Came and Company, which expires on 31st May 2019. Cover has been extended for the traffic management signs at no increase to the premium. A proposal was raised, seconded and voted in favour of renewing the Council's insurance with Came and Company.

RESOLVED: That the Council's insurance be renewed with Came and Company for the 2017/2018 Council year.

186/17 OFFICE 365 AND KASPERSKY RENEWAL (for information)

The subscription for Office 365 (£456 for 10 licences) is due for renewal on 21st June 2017 whilst the renewal for Kaspersky anti-virus subscription (£24.99 inc. VAT) is due for renewal on 6th June 2017. The Office 365 subscription covers the email addresses for Farringdon's Councillors and the Clerk. The Kaspersky subscription is necessary to protect the Council's files and the Clerk's laptop computer from online attacks.

The renewal of both of these subscriptions are administrative, so do not need to be approved by the Council. However the payment of both has been made in the past by credit cards, registered to an ex-Clerk (Office 365) and an ex-Councillor

(Kaspersky). At the moment both of those cards will be automatically charged for the renewals. The current Clerk has contacted Microsoft and Kaspersky to request that payment be made by cheque, following receipt of an invoice, though no reply has yet been received from either.

RESOLVED: The Office 365 and Kaspersky renewals be noted.

187/17 BANKING ARRANGEMENTS - REVIEW SIGNATORIES AND CONSIDER VIEW ONLY ELECTRONIC ACCESS TO THE PARISH'S BANK STATEMENTS

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

- Cllr Clive Elderton (Chair)
- Cllr Tony Batley (Vice-Chair)
- Cllr David Williams
- Cllr Hugh Bevan
- Cllr Nick Newens

The Council discussed the number of signatories and their availability. A proposal was received, seconded and voted in favour of Cllr Newens being removed as a signatory to Farringdon Parish Council's bank accounts when changes are next made.

RESOLVED: That Cllr Newens be removed as a signatory to Farringdon Parish Council's bank accounts.

188/17 REVIEW MEMBERSHIP SUBSCRIPTIONS:

The following memberships needed to be reviewed:

- Hampshire Association of Local Councils (HALC)
- HALC HR Service
- Hampshire Playing Fields
- Association of Local Councils (ALC)

The Council discussed the relevance and benefits of renewing each of the memberships listed above. A proposal was received, seconded and voted in favour of renewing all the memberships except the Hampshire Playing Fields as it was felt that this membership was not relevant to the Parish.

RESOLVED: That the HALC, HALC HR and ALC memberships be renewed for the forthcoming Council year.

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189/17 COUNCILLOR VACANCY

The Councillor vacancy was raised but no one from the Parish had come forward to fill it.

RESOLVED: That the Councillor Vacancy be a standing item on the agenda until the position is filled.

190/17 REPORTS AND ISSUES (for information only, unless received under separate agenda items)

- (i) Natural Environment Report - Cllr Williams reported on a recent Flood Action Group that he attended in Winchester. Hampshire County Council confirmed that they will complete Phase 1 of the mitigation works by November 2017. Local footpaths will be cut in July 2017.
- (ii) Village Hall Report - Cllr Durrant updated the Council on the progress of the village hall project.
- (iii) Traffic & Transport Report - Westcotec Traffic Management System - The Chairman updated the meeting on the new traffic management system from Westcotec. The system needed software to be installed onto a laptop computer and Cllr Batley had been working to achieve this. In addition, a licence was required from Hampshire County Council to legally operate the system. The Clerk had applied to the County Council for the licence but at the time of the meeting the licence had not been received. Brackets had been attached to poles erected by the County Council, at five locations around the Parish and once the licence has been received the system would be put into operation.

191/17 UPDATE ON DEFIBRILLATOR INSTALLATION PROJECT

Cllr Batley circulated a report to update the Council on the progress of the defibrillator project. Please see Appendix 1.

RESOLVED: Cllr Batley's report was received and noted.

The member of the public thanked the meeting and left the meeting at this point.

192/17 PARISH COUNCIL WEBSITE

The Clerk updated the Council on the website. The website is due to be moved to a new domain host - Hugofox - who will not charge to host the website (the Council's web hosting renewal was £80 plus VAT, so £96). This move has been delayed as the website address is also being reviewed and the possibility of having

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a “.gov.uk” website address for the Council. Once the website address issue has been resolved a new website will be built, using the previous one as a base, that complies with all the necessary guidance and regulations.

RESOLVED: The Clerk’s update on the website be noted.

193/17 TELEPHONE BOX ON PARSONAGE CLOSE

The Clerk updated the meeting that the Parish Council had formally adopted the Parsonage Close telephone box and that the box would be decommissioned. Approval had been given by British Telecom that the Parish Council could site a defibrillator in either the newly adopted telephone box or the other box near Shirnall’s Meadow, or both.

RESOLVED: The Clerk’s update on the telephone boxes be noted.

194/17 REMEMBRANCE SUNDAY ROAD CLOSURE

It was agreed that in order to ensure public safety and to comply current road traffic regulations at the annual Remembrance Sunday service at the war memorial on the A32, it was necessary to employ the services of a professional traffic management company. The alternative was that the event, which in recent years has attracted up to 70 villagers of all ages, could not take place. It was further agreed that a road closure order be submitted and that the services of a professional traffic management company be sought to close the road to ensure public safety from 10:30am to 11:30am.

RESOLVED: The A32 be closed for the Remembrance Day and Clerk identify road contractors for the road closure safety and contact the County Council to arrange for a road closure order.

195/17 ALTON SPORTS CENTRE

The Chair updated the meeting on the latest news regarding the new sports centre in Alton. The Parish Council agreed unanimously to support the action being taken by Alton Town Council to ensure the future Sports Centre for the town best meets the needs of men, women and young people from Alton and the surrounding villages. The Council strongly urged the local community to respond to the current referendum with their views. All residents should have received flyers giving guidance and deadlines.

RESOLVED: It was agreed that Farringdon Parish Council strongly support the action being taken by Alton Town Council to ensure that the future sports centre best meets the needs of all ages in the local area.

196/17 NEIGHBOURHOOD WATCH MEETING - (this item was renamed from LOCAL SERVICES MEETING)

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Due to a misunderstanding this item needed to be changed from Local Services meeting to Neighbourhood Watch meeting.

Cllr Mrs Farris attended the Neighbourhood Watch meeting as the Parish's representative and provided feedback from the meeting. The Parish does not currently have a village co-ordinator for Neighbourhood Watch. A discussion regarding the topics raised at the meeting was had.

RESOLVED: Cllr Mrs Farris's report on the Neighbourhood Watch meeting was noted.

197/17 **FUTURE MEETING DATES:**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Primary Purpose</u>
5 th July 2017	7:30pm	Golden Pheasant Function Room	Full Council Meeting
6 th September 2017	7:30pm	Golden Pheasant Function Room	Full Council Meeting
1 st November 2017	7:30pm	Golden Pheasant Function Room	Full Council Meeting
3 rd January 2018	7:30pm	Golden Pheasant Function Room	Full Council Meeting
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

198/17 **COMMUNICATIONS:** Key messages:

- The Chair, Cllr Clive Elderton, and Vice-chair, Cllr Tony Batley, were re-elected for the forthcoming year.
- The Council agreed not to appoint a separate Planning Committee but continue existing arrangements whereby the whole Council would act in that role as and when required.
- The Council agreed to continue with existing arrangements for the Village Hall Charitable Trust, and elected Cllr Elderton as Chair, Cllr Batley as Vice-Chair and with the Clerk as ex-officio Secretary and Treasurer.

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- The Council re-elected Cllr Durrant as the Chair of the Village Hall Working Group, appointed Cllr Bevan and Cllr Elderton to be members the Group, with the former to be Vice-Chair, and the Clerk will remain in the ex-officio role of Secretary and Treasurer.
- Cllr Mrs Farris was appointed the Parish Council representative on the Farringdon School Playground Charitable Trust.
- It was agreed Cllr Williams would continue as the Parish Council's representative on the A32 Flood Action Group.
- It was agreed Cllr Durrant would continue to represent the Parish Council on the Alton and Surrounding Villages Community Forum.
- The recent 2016/17 audit report was agreed and the annual return was signed and dated.
- No objections were made to the planning applications discussed at the meeting:

SDNP/17/02252/TCA

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

Proposal: Various tree work.

SDNP/17/02224/TPO

Location: 3 Aylwards Drive Farringdon Alton GU34 3DN

Proposal: Various tree work.

SDNP/17/01452/HOUS

Location: The Beeches Gaston Lane Farringdon Alton Hampshire GU34 3EE

Proposal: Single storey extension to side following demolition of wooden lean-to.

- The new traffic management system, from Westcotec, has been received and will be installed at various sites in Farringdon, once the licence for its use has been received from Hampshire County Council.
- It was agreed that professional traffic management services would be engaged to allow the annual village Remembrance Sunday service to be conducted safely at the War Memorial adjacent to the A32.
- The Council would be pleased to hear from anyone with an interest in serving and supporting the community as Parish Councillors.
- The Parish Council agreed unanimously to support the action being taken by Alton Town Council to ensure the future Sports Centre for the town best meets the needs of men, women and young people from Alton and the surrounding villages. The PC strongly urged the local community to respond to the current referendum with their views. All residents should have received flyers giving guidance and deadlines.

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199/17 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'

200/17 TO APPROVE A PENSION SCHEME FOR THE PARISH CLERK

Once the Clerk's salary increased past £10,000 per annum (which should happen from 1st August 2017) the Council would become required to enrol the Clerk into a pension scheme. The Clerk confirmed to the Council that she wished to join the Government's NEST pension scheme.

RESOLVED: The Clerk start the necessary arrangements to enrol into the NEST pension scheme.

The meeting finished at 10:15pm