

FARRINGDON PARISH COUNCIL

Parish Clerk: Mrs Claire Gibbs

Tel: 07765 129409

Email: clerk@farringdonpc.org

Members of the Parish Council - Full Council Meeting

Cllr Batley (Vice-Chair)
Cllr Elderton (Chair)
Cllr Mossman

Cllr Bevan
Cllr Mrs Farris
Cllr Ray

Cllr Durrant
Cllr Ms de Ledesma
Cllr Williams

You are hereby summoned to attend a Full Council Meeting of Farringdon Parish Council to be held in the Function Room, The Golden Pheasant, Gosport Road, Farringdon, GU34 3DJ, on Wednesday, 7th March 2018, commencing at 7:30pm.

C. Gibbs

Mrs Claire Gibbs, Parish Clerk

Members of the public are very welcome to attend, but may only speak at the invitation of the Chair

AGENDA

319/17 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND WELCOME

320/17 TO RECEIVE AND APPROVE DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

321/17 TO APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS UNDER SECTION 33 OF THE LOCALISM ACT 2011

322/17 TO RECEIVE RESOLUTION TO SUSPEND STANDING ORDERS TO ALLOW PUBLIC QUESTION TIME

PUBLIC QUESTION TIME

323/17 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS

324/17 TO APPROVE THE MINUTES OF THE MEETING HELD ON 3RD JANUARY 2018 (for accuracy)

325/17 MATTERS ARISING FROM PREVIOUS MEETING (for information only)

326/17 ANNUAL PLAY INSPECTION - APPOINTMENT OF INSPECTOR

The Parish Council has an obligation to have any play areas inspected annually by a qualified inspector. The Parish Council uses Mr Nick Adams to carry out this service. Approval is needed so that Mr Adams can carry out the playground and Multi-Use Games Area inspection for 2018. The Clerk will carry out an investigation into alternative inspectors for the inspection for 2019.

327/17 NEW CHILD'S SWING FOR SHIRNALL MEADOW PLAY GROUND

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During one of the Clerk's regular inspections of the Shirnall Meadow play area it was discovered that one of the child's swings needed replacement due to age and wear and tear. Please see photograph of the swing below:



Last year the other child swing was replaced at a cost of £299.70 plus VAT (£359.64 inc VAT). The company, HAGS have quoted the same price to replace the swing. The Parish Council are being asked to approve the purchase, from HAGS, of the child's swing.

328/17 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNTS

The table below shows payments made since the last meeting.

Agenda No	Chq No:	Date	Payee	Item	Total (£)
	732	20/12/2017	HMRC	Quarterly NI	119.97
		11/12/2017	NEST	Direct Debit of Clerk's Pension contribution	25.05
	733	03/01/2018	Claire Gibbs	January Salary	818.07
		05/01/2018	NEST	Direct Debit of Clerk's Pension contribution	25.05
	734	25/01/2018	David Williams	FAG meeting mileage & phone box repairs	37.07
	735	25/01/2018	DM Scholes & Mrs MJ March	Use of the Golden Pheasant function room	107.50
		12/02/2018	NEST	Direct Debit of Clerk's Pension contribution	26.04
	736	08/02/2018	Claire Gibbs	February Salary and expenses	868.36
304/17	737	27/02/2018	Harry Stebbing Workshop*	New noticeboard for Parsonage Close	1,454.40
	738	27/02/2018	HALC	Audit event Oct 2017	48.00
			Total payments made since last meeting		£3,529.51

*The Harry Stebbing Workshop invoice for new noticeboard for Parsonage Close, for £1,454.40 (£1,212 before VAT) needs Council approval. For information, grants for £700 from HCC Councillor Mark Kemp-Gee has been and £500 from EHDC

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Councillor Tony Costigan have been received. So the cost to the Parish Council for the noticeboard will be the residual cost after grants of £12 before VAT and the installation cost, which is estimated to be approximately £250.

329/17 TO RECEIVE THE BANK STATEMENT (TO DATE), BANK RECONCILIATION & BUDGET MONITORING (TO DATE)

Bank Reconciliation

Farringdon Parish Council bank reconciliation summary 2017/18				£	£
Bank Account(s): (list all bank accounts)					
			Treasurer's Account	82,004.26	
			Bank Account Bus instant access 2	28,361.80	
			Bank Account Treasurer's Deed account 3	25,000.00	
					135,366.06
Less unrepresented cheques (list):					
23/02/2018	737	HALC	Audit event Oct 2017	48.00	
27/02/2018	739	Harry Stebbing Workshop	New noticeboard for Parsonage Close	1,454.40	
					- 1,502.40
Add uncleared payment (list):					
Adjusted bank balance					133,863.66
Adjusted Closing Bank Balance as at				28/02/2018	133,863.66

Budget Monitoring

FARRINGDON PARISH COUNCIL BUDGET MONITORING AS AT 28th February 2018						
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	9,221	2,396	11,617	(2,587)
2 Clerk's telephone, computer software renewals and printing	893	1,240	867	139	1,006	(234)
3 Insurance, hall hire for meetings and website maintenance	892	1,370	1,336	410	1,746	376
4 Grass cutting, general maintenance and annual Playground inspection	4,272	10,225	7,942	4,617	12,559	2,334
5 Grants, Village plan implementation and new Village Hall costs	280	2,000	730	250	980	(1,020)
6 Audit fees, subscriptions, potential election costs and other professional fees	1,346	1,533	1,020	300	1,320	(213)
7 Councillor's training and travel costs and Chair's allowance for Annual meeting	451	1,350	192	30	222	(1,128)
8 Capital Purchases	4,329	3,564	11,102	-	11,102	7,538
9 Net VAT	507	-	(1,666)	(250)	(1,917)	(1,917)
10 Total Expenditure	20,957	35,485	30,744	7,891	38,635	3,150
Income						
11 Precept	(35,535)	(35,000)	(35,000)	-	(35,000)	-
12 Grant Income	(2,500)	-	(6,631)	-	(6,631)	(6,631)
13 Interest	(14)	-	(12)	(2)	(14)	(14)
14 Total Income	(38,049)	(35,000)	(41,643)	(2)	(41,645)	(6,645)
15 (Surplus)/Deficit	(17,092)	485	(10,899)	7,889	(3,009)	(3,494)

Notes on the above Budget Monitoring report (the number relates to the numbered line in the table above):

- Allows for the increase of the Clerk's salary to £10,312, from 1st February 2018 and the associated increase in pension costs.

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- 2 Includes paper and print cartridges costs - cartridges and paper purchased for each meeting at a cost of £3.50 paper and £25 print cartridges. Also included in this line is the mobile telephone cost of £19 per month.
- 3 Includes the Council's annual insurance of £739 (17/18) and room hire for Parish Council Meetings. The anticipated overspend of £376 is as a result of the Council's insurance being £29 more than budgeted and an unbudgeted £252 for the defibrillator annual support, £70 for the setup of the VETS telephone system for the defibrillators and the carriage of £25 of the defibrillators cost paid to the Community Heartbeat Trust (CHT) - the annual support cost & VETS set up cost is grant funded.
- 4 Grass cutting is the main item of expenditure. However, the carousel works in October which cost £3,219 (exc. VAT) is the main reason for the overspend of £2,334 for this budget area.
- 5 Although the Parish does not currently have a village hall £250 from the £500 budget has been allowed to cover any costs incurred by the Parish Council for investigatory and/or preliminary works for the new Village Hall. The anticipated underspend in this area is as a result of a £250 saving on the Village Hall budget (of £500) and £1,000 saving on the Village Plan implementation budget (of £1,000), these savings have been offset by an overspend of £230 on the grant budget (of £500). During the year the grants made were as follows: £300 for grass cutting and £400 for tree felling, both to All Saints Church and £30 for a Remembrance Day wreath.
- 6 This budget area is anticipated to be underspent by £413 at the end of the year. This is due to 3 budgets of £50 each not being spent and the remaining 3 budgets in this area being £313 underspent against total budgets of £1,020. However, this underspend of £463 has been offset by an estimated unbudgeted cost of £50 for defibrillator training - this training has been grant aided.
- 7 The budget covers Councillor's mileage to travel on Council business as well as Councillor training. The budget also provides for the Chairman's allowance mainly used for the Annual Village meeting in April each year. All the budgets in this area are underspent resulting in an anticipated underspend of £1,128.
- 8 Please see table on next page for a breakdown of Capital Expenditure for the year.

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Capital expenditure and grant aid received						
	Total Cost	Grant aid received this financial year	Grant aid received last financial year	Net cost to the Parish Council	Budget 2017/2018	Over/ (under) spend
	£	£	£	£	£	£
Westcotec traffic management signs	5,900.00	-	(1,500.00)	4,400.00	-	4,400.00
Defibrillators	3,990.00	(3,990.00)	-	-	1,200.00	(1,200.00)
New Parsonage Close noticeboard	1,212.00	(1,200.00)	-	12.00		12.00
					2,364.00	(2,364.00)
	11,102.00	(5,190.00)	(1,500.00)	4,412.00	3,564.00	848.00

- 9 & 12 VAT Paid on certain expenditure can be reclaimed, this is done periodically. VAT refunds received during this financial year total £5,080, a remaining £250 (to date) will be claimed before the end of the financial year.
- 11 The Precept for 2017/2018 is £35,000 was paid in 2 instalments of £17,500, one in April, the other in October.
- 12 The grant aid of £6,631 received during the year is broken down as follows: £5,431 from the Big Lottery Fund for the defibrillators, both capital and reveue, £700 HCC Cllr Kemp-Gee & £500 EHDC Cllr Costigan both for the new noticeboard in Parsonage Close.
- 14 The Council receives minimal interest on it's bank accounts, as a result it is not budgeted for.
- 15 All of the above transactions have led to an anticipated underspend of £3,519.

330/17 PARISH COUNCIL DEBIT CARD & UPDATED FINANCIAL REGULATIONS

The Clerk has investigated obtaining a debit card for the Parish Council. The debit card would only be used for the payment of subscriptions such as Office 365 and other annual subscriptions that have been paid on the credit cards of previous Clerk's. This has meant that on renewal their credit cards have automatically been charged and the Parish Council then has had to reimburse those payments. If the Parish Council had a debit card this process would be avoided.

Councillors are being asked to approve the application for a debit card on the Parish Council's current account. If approved, Councillors need also to approve an amendment to the Parish Council's Financial Regulations.

A suggested wording for the amendment, taken from the National Association of Local Councils model Financial Regulations is as follows:

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“Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.” However, it is suggested, to ensure more security that all transactions on the debit card be approved before they are made.

Therefore, the following wording is suggested: “Any Debit Card issued for use will be specifically restricted to the Clerk and any transaction should be approved, by 2 authorised signatories, other than the Clerk, prior to the payment being made, using a purchase order specifically designed for this purpose.” Please see Annexe 1 for a suggested purchase order.

The Parish Councillors are asked to approve the debit card amendment to the Financial Regulations and to approve the application for the debit card.

331/17 PLANNING APPLICATIONS:

Application no: SDNP/18/00893/TCA

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

Proposal: Fell self seeded Sycamore tree and replace with Hawthorn

Planning Officer: Maria Stewart

Planning Officer’s comments: No Comments made

Closing date for comments: 15th March 2018

Application no: SDNP/18/00579/TCA

Location: Gills House The Street Upper Farringdon Alton GU34 3DU

Proposal: Leylandii (T1) Fell because of excessive shading and low amenity value, Leylandii (T2) Fell because of excessive shading and low amenity value

Planning Officer: Stewart Garside

Planning Officer’s comments: No Comments made

Closing date for comments: 14th March 2018

Application no: SDNP/18/00691/TCA

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

Proposal: T1 Hawthorn - Fell. T2 Purple Leaf Plum - Fell. T3 Cherry - Fell

Planning Officer: Maria Stewart

Planning Officer’s comments: No Comments made

Closing date for comments: 5th March 2018 (extended to 8th March 2018)

332/17 HALC TRAINING COURSES

Please see next page.

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Training & Events Programme 2018

EVENT TYPE	EVENT/COURSE/SESSION	DATE	LOCATION/TIME	COST
Councillor Development	The Knowledge & Core Skills (Parts 1 & 2)	07 March 2018	Eastleigh (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Qualification Preparation	CILCA Portfolio 3	13 March 2018	Eastleigh (09.30-16.30)	£340 (SLCC Member) £390 (SLCC Non-Member) (4 sessions - Book direct with SLCC)
Information & Networking Event	Breakfast Briefing - External Funding	14 March 2018	Test Valley (08.30-10.00)	£20
Information & Networking Event	Annual Conference	21 March 2018	Southampton (09:30 - 16:00)	£75
Qualification Preparation	CILCA Portfolio 4	17 April 2018	Eastleigh (09.30-16.30)	£340 (SLCC Member) £390 (SLCC Non-Member) (4 sessions - Book direct with SLCC)
Officer Development	Local Council Finance for Officers	17 April 2018	Eastleigh (10:00 - 15:00)	£75 (incl. a light lunch)
Development For All	Basic Planning for Parish Councils	19 April 2018	Eastleigh (10.00-12.00)	£40
Development For All	First Aid - HSE approved	25 April 2018	Eastleigh (09:30 - 16:30)	£90 (Incl. a light lunch)
Councillor Development	The Knowledge & Core Skills (Parts 1 & 2)	23 May 2018	Winchester (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Officer Development	What You Need to Know (Part 1 of 2)	13 June 2018	Eastleigh (10:00 - 12:00)	£75 (Parts 1 & 2)
Councillor Development	Local Council Finance for Councillors	21 June 2018	Eastleigh (18.30-20.30)	£40
Officer Development	What You Need to Know (Part 2 of 2)	28 June 2018	Eastleigh (10:00 - 12:00)	£75 (Parts 1 & 2)
Councillor Development	The Knowledge & Core Skills (Parts 1 & 2)	04 July 2018	Basingstoke (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Councillor Development	Chairing Skills (Parts 1 & 2)	11 July 2018	Eastleigh (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Information & Networking Event	Focus on - TBC	19 July 2018	Eastleigh (10.00-12.30)	£40
Development For All	The Planning Framework	12 September 2018	Winchester (18.30-21.00)	£60
Councillor Development	The Knowledge (Parts 1 of 2)	13 September 2018	Eastleigh (18.30-20.30)	£90 (Parts 1 & 2)
Councillor Development	Local Council Finance for Councillors	20 September 2018	Eastleigh (18.30-20.30)	£40
Officer Development	Budgeting - Tips and Tricks	26 September 2018	Eastleigh (10:00 - 15:00)	£75 (incl. a light Lunch)
Councillor Development	Core Skills (Part 2 of 2)	27 September 2018	Eastleigh (18.30-20.30)	£90 (Parts 1 & 2)
Officer Development	Minute Taking	10 October 2018	Eastleigh (10:00 - 12:30)	£40
Qualification Preparation	Introduction to CILCA	17 October 2018	Eastleigh (10:00 - 12:30)	£40
Information & Networking Event	Officers' Update	30 October 2018	Basingstoke (10:00 - 12:30)	£40
Officer Development	What You Need to Know (Part 1 of 2)	31 October 2018	Winchester (10:00 - 12:00)	£75 (Parts 1 & 2)
Councillor Development	Chairing Skills (Parts 1 & 2)	07 November 2018	Winchester (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Information & Networking Event	AGM	10 November 2018	Chandlers Ford (09.00-13.00)	Free
Development For All	Introduction to Appraisals	13 November 2018	Eastleigh (10.00-12.30)	£40
Councillor Development	The Knowledge & Core Skills (Parts 1 & 2)	14 November 2018	Eastleigh (10.00-15.00)	£90 (Parts 1 & 2) (Incl. a light lunch)
Development For All	Basic Planning for Parish Councils	15 November 2018	Winchester (18.30-20.30)	£40
Information & Networking Event	Employment Workshop	20 November 2018	Eastleigh (10:00 - 12:30)	£40
Officer Development	Local Council Finance for Officers	21 November 2018	Winchester (10:00 - 15:00)	£75 (incl. a light Lunch)

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Officer Development	What You Need to Know (Part 2 of 2)	22 November 2018	Winchester (10:00 - 12:00)	£75 (Parts 1 & 2)

* All prices apply to Hampshire ALC members only and are subject to VAT

You can find out more information and book for all 2018 training and events at www.hampshirealc.org.uk or email sue.ramage@eastleigh.gov.uk

Please let the Clerk know if you would like to attend any of the HALC training courses.

333/17 CLERK'S TRAINING: CiLCA UPDATE

It is a requirement of the Clerk's post that she attain the Certificate in Local Council Administration (CiLCA). However, all the HALC CiLCA training courses for 2018 were full. The Clerk will investigate whether the SLCC is conducting any of CiLCA training in other counties bordering Hampshire which she may attend in lieu of the fully-booked HALC courses.

The CiLCA qualification costs £250 to register and the training costs £340 for SLCC members or £390 for non-members. Once registered the CiLCA qualification must be attained within 12 months. It is recommended that anyone interested in doing the CiLCA qualification attends at least one of the four CiLCA portfolio training sessions before registering for CiLCA.

The situation on the Clerk's training be noted.

334/17 REPORTS AND ISSUES (for information only, unless received under separate agenda items)

- (i) Natural Environment Report - FAG meeting & Flood Action Plan
- (ii) Emergency Plan
- (iii) Planning issues
- (iv) Village Hall Report
- (v) Traffic & Transport Report - Traffic Management System
- (vi) Community projects - Litter pick

335/17 UPDATE ON DEFIBRILLATOR INSTALLATION PROJECT

The installation of the 2 defibrillators has been postponed until the end of March, to enable the preparation of the telephone boxes, particularly the Parsonage Close one for the installation. The Clerk will update the meeting further regarding the defibrillators.

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336/17 FUTURE MEETING DATES:

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

337/17 ANNUAL VILLAGE MEETING 4TH APRIL 2018 DRAFT AGENDA

The draft agenda for the Annual Village meeting is shown at Annexe 1. The meeting is to be held at All Saint's Church on Wednesday 4th April at 7:30pm, refreshments will be available from 7pm.

338/17 PARISH COUNCIL WEBSITE

The Parish Council has been without a website since April 2017, a website is a vital tool for a Parish Council and it is expected that a Parish Council will have a website and that the website will comply with all the necessary regulations, especially the Transparency Code. The Clerk has been building the new Parish Council website however has encountered with the website building tool which is provided by Fasthosts, the company who hosts the website. There are options available to the Parish Council and these will be put to the Council at this meeting.

339/17 COMMUNICATIONS: Key messages from the meeting

340/17 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'

341/17 PARISH COUNCIL ANTIVIRUS SOFTWARE

The Parish Council may wish to review the provider of the current anti-virus software which is loaded on the Parish Council's laptop.

It is suggested that the subscription be reviewed for the following reasons: The subscription, which was renewed in June 2017 and runs until June this year, was renewed automatically on the credit used previously -this prevented the Parish Council having any choice of provider. The second and possibly more important reason is that there are security concerns with the current provider.

The Clerk has carried out an investigation into the anti-virus software providers in the market and this will be handed out at the meeting.

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The Cllrs are being asked whether they wish to continue with the current anti-virus provider or whether they wish to authorise the Clerk to cancel the current subscription and subscribe to a new provider.