

Minutes of the Annual Meeting of Farndon Parish Council held on Monday, 23rd May 2022 following the Annual Parish Meeting

Present: **Councillor M Baker,**
 Councillor Mrs Bayne
 Councillor Duckmanton
 Councillor Mrs Kingston
 Councillor Parker

Also present, District Councillor I Walker, County Councillor Mrs Saddington and one member of the public

FPC22-1 Apologies for absence
 There were none.

FPC22-2 To Elect a Chairman of the Council – Civic Year 2022/23
 The Clerk called for nominations to the position of Chairman of the Parish Council for the Civic Year 2022/23

Councillor Duckmanton proposed Councillor Baker, seconded by Councillor Mrs Kingston.

A vote was taken on this nomination and the proposal was carried UNANIMOUSLY.

The Clerk declared that Councillor Baker was duly elected as Chairman of the Parish Council. The Declaration of Acceptance of Office was signed.

FPC22-3 To Elect a Vice-Chairman of the Council – Civic Year 2022/23
 The Chairman called for nominations to the position of Vice-Chairman of the Parish Council for the Civic Year 2022/23.

Councillor Baker proposed Councillor Mrs Kingston, seconded by Councillor Duckmanton.

A vote was taken on this nomination and the proposal was carried UNANIMOUSLY.

The Chairman declared that Councillor Mrs Kingston was duly elected as Vice-Chairman of the Parish Council. The Declaration of Acceptance of Office was signed.

FPC22-4 Declarations of Interest
 It was AGREED that any declarations of interest would be stated by Members as required during the meeting.

FPC22-5 To appoint Councillor Areas of Responsibility for the 2022/23 Civic Year

Councillors were allocated the following areas of responsibility:

Planning	Councillor Parker
General Purposes	Councillor Mrs Kingston
Cemetery	Councillor Mrs Bayne
Playing Field	Councillor Duckmanton
Ponds & Riverside	Councillor Parker

FPC22-6 To Review and Determine Representation on Outside Bodies

(a) **Farndon Residents Environment Group**

It was noted that Councillor Teixeira-Gomes had been the Parish Council's representative on FREG for many years and it would be difficult for him to be replaced. Members noted that there was a good relationship with FREG and resolved not to appoint a nominated representative at this time.

(b) **Farndon Memorial Hall Trustees**

It was noted that the Parish Council could have up to six representatives. The Trustees currently were Dave Everington and Cllr Mrs Kingston.

The Clerk advised that there was a resident interested in being nominated but they had a concern about liability as a Trustee. Councillor Mrs Kingston advised that the Trust were responsible for the running and upkeep of the building, but there was no financial liability.

The Clerk to discuss further with the resident.

Members agreed that the two current Trustees be reaffirmed as representatives

(c) **Newark Healthcare Group**

It was AGREED that the representatives should remain as Councillor Mrs Bayne.

(d) **Newark Municipal General Charities**

Members noted that, with the passing of Mr Aslin, there was now a vacancy. It was AGREED that Councillor Mrs Bayne be nominated to the Trustees as Mr Aslin's replacement.

(e) **Staythorpe Power Steering Group**

It was AGREED that the representative should remain as Councillor Baker.

FPC22-7 **To Review and Adopt Standing Orders and Financial Regulations**

The Clerk confirmed there had been no changes to Standing Orders or Financial Regulations.

FPC22-8 To review the following Policies:

- Health & Safety Policy
- Equality & Diversity Policy
- CCTV Policy & Operating Policy
- Constitution Document

After discussion, it was AGREED that Members review the policy documents circulated and bring any comments back to the June meeting. Delegated authority was given to the Chair, Councillor Duckmanton and the Clerk to ensure the CCTV Policy & Operating Policy was reviewed and in place prior to the system being made live.

FPC22-9 To note the Council's Asset Register

The Clerk advised that the Asset Register had changed slightly over the year and this would be reflected in the AGAR.

FPC22-10 To confirm the dates and times of ordinary meetings of the Parish Council for the Civic Year 2022/23

The dates of the ordinary meetings for the Civic Year 2022/23 were confirmed as:

2022

Monday, 27th June 2022
Monday, 1st August 2022
Monday, 26th September 2022
Monday, 24th October 2022
Monday, 5th December 2022

2023

Monday, 23rd January 2023
Monday, 27th February 2023
Monday, 27th March 2023
Monday, 24th April 2023
Monday, 22nd May 2023 – Annual Meeting of the Parish and Annual Meeting of the Parish Council

All meetings would commence at 6.30pm.

The Clerk to circulate a schedule to Members and also to the Farndon Focus for inclusion in the next issue of the magazine.

FPC22-11 Minutes of the Parish Council – 25th April 2022

Subject to an amendment to Minute FPC21-153 to reflect that it was Cllr Mrs Bayne and not Cllr Mrs Kingston that referred to the land, the minutes of the meeting held on Monday, 25th April 2022 were accepted as a true and correct record and signed by the Chairman.

FPC22-12 County Councillor Session

The Chair suspended the meeting at 6.51pm to allow Cllr Mrs Saddington to present her report.

Cllr Mrs Saddington advised that there was a new governance system in place at the County Council, with a change from a Committee to a Cabinet structure. This should allow a quicker decision making process.

The County Council were looking to relaunch the Lengthsman Scheme. The Clerk confirmed that the Parish Council's interest had been logged and further details would be received in due course.

If the Parish Council became aware of any residents wanting to take in a Ukrainian refugee, Cllr Mrs Saddington had contact details.

Cllr Mrs Saddington extended her thanks to everyone for their hard work over the past year.

The Clerk referred to correspondence received from Via updating on the situation with the dropped kerbs on Marsh Lane.

The Chair congratulated Cllr Mrs Saddington on her appointment as Chair of Newark & Sherwood District Council and reconvened the meeting at 6.58pm.

FPC22-13 District Councillor Session

The Chair suspended the meeting at 6.59pm to allow Cllr I Walker to present his report.

Cllr Walker advised he had been privileged to second the proposal for Cllr Mrs Saddington to be Chairman of the District Council.

Last week the District Council had held a Ukrainian support tea, a social event for people from the Ukraine being hosted in the District which continues to have the largest number of refugees in the County.

The development of the former M&S building should be started soon, along with the IAASTI project. Money had also been secured for the Southern Relief Road.

Cllr Walker advised that this would be the last Annual Council Meeting he would attend as he will not be standing for re-election in May 2023. The Chair advised Members would be sorry to lose Cllr Walker's good advice, wisdom and extensive knowledge and thanked him for his service.

The meeting was reconvened at 7.04pm.

FPC22-14 Farndon Residents Environment Group

The Clerk advised that the May minutes had not yet been received. They would be forwarded to Members on receipt.

Mr Swanwick advised that FREG had undertaken the monthly litter pick and the fronds had been removed from the riverside hedge, which was now well established.

FPC22-15 Public 10 Minute Session

There were no questions raised,

FPC22-16 Parish Council Matters

(a) To note arrangements for advertising a Casual Vacancy

The Clerk updated Members on the arrangements for advertising the Casual Vacancy, following the loss of Councillor Teixeira-Gomes. The District Council would advise if any request for an election was received following the posting of the vacancy.

It was AGREED that if confirmation was received that no election had been called, the Clerk progress with placing a notice that the Council were seeking to co-opt with a closing date prior to the June meeting. The Elections team had advised that the Parish Council would also be able to co-opt to the two existing vacancies should it so wish.

The Clerk was asked to make further contact Councillor Rhodes-Yeomans, due to his non-attendance at meetings since August 2021. It was noted that no response had been received to previous communication.

(b) To receive an update on the Platinum Jubilee Celebrations and ratify expenditure to date

The Clerk updated Members on the arrangements for the commemorations for the Platinum Jubilee Celebrations and the expenditure to date.

Councillor Mrs Kingston advised that if the Memorial Hall toilets were required they would need to be manned over the period to monitor access.

The Clerk to look to update the planters with red, white and blue flowers in advance of the commemorations.

FPC22-17 Update Reports from Chairs

(a) Chairman's Report

The Chair updated Members on the situation at West End. It was understood that Police had recently been involved.

The Chair queried whether access to the footpath to Thorpe (FP12) from Farndon Road was blocked. The Clerk advised that no complaint had been received. Councillor Parker advised he would review and feedback.

- (b) Planning
22/00827/LBC – Apple Tree Cottage, 3A School Lane, Farndon – Proposed installation of boiler flue on the exterior front wall Replace the front door like for like and repointing of garden wall.

No objection was raised to the application as outlined.

22/00821/TWCA – Bramley Cottage, 6 West End, Farndon – Removal of Beech Tree
The Clerk advised that the application had now been withdrawn.

- (c) General Purposes
There were no matters to raise.

- (d) Cemetery
To receive a report on the Rialtas Cemetery Software Demonstration
Members noted that the Chair and Clerk had attended an online demonstration of the Rialtas Cemetery software.

Details of the initial cost of providing the software, and the ongoing costs had been circulated to Members for information.

After discussion, it was AGREED that the Clerk progress the purchase of the software at an initial cost of £1,539 (including the 1st year support and maintenance licence), and ongoing costs of £269 per annum. There would be an initial one off cost of a training day of £399.

- (e) Playing Field
To note the installation of the CCTV scheme on the playing field
Members noted that the contractors were on site and installation was progressing. A letter to residents who abut the playing field, outlining the plans and inviting them to come and see the extent of the coverage once complete had been sent. To date only one resident had come forward.

WaterPlus

The Clerk referred to recent correspondence with WaterPlus. After discussion it was AGREED that the Clerk should now settle the account.

Valuation Report

It was noted that the valuation report had not yet been received from Richard Watkinson & Partners. The Clerk was asked to chase.

- (f) Ponds & Riverside
Slipway

The Chair queried whether the Fire Service had a Canals & River Trust lock for the slipway. The Clerk confirmed they had but would double check.

Memorial Bench

Councillor Parker referred to the damage to the planters adjacent to the memorial bench in the Ponds. The Clerk to inform the family.

FPC22-18 Financial Matters

- (a) To consider accounts for payments in accordance with the circulated schedule
Members received and noted the accounts for payments as outlined in the circulated schedule.
- (b) To note any receipts in accordance with the circulated schedule
Members received and noted the receipts as outlined in the circulated schedule.
- (c) To note the Council's financial position as at 30th April 2022
Members noted the Council's financial position as at 30th April 2022.
- (d) To note completion of the Internal Audit & the Internal Auditor's Comments
The Clerk confirmed that the accounts for the financial year 2021/22 had been reviewed by and signed off by the internal auditor without comment.
- (e) To consider the Annual Governance Statement as at 31st March 2022
Members received and approved the Annual Governance Statement as at 31st March 2022 and AGREED that it should be signed by the Chairman.
- (f) To consider the Accounting Statements as at 31st March 2022
Members received, noted and agreed the Accounting Statement as at 31st March 2022 and AGREED that it should be signed by the Chairman.

FPC22-19 Notts Association of Local Councils

- (a) Planning Nuts & Bolts Training
Information on the training had been circulated to Members for information.

FPC22-20 Correspondence

- (a) Decision Notice
Members noted that application 22/00391/ADV (Land opposite 44 to 46 Fosse Road) had been refused.
- (b) Farndon Right of Way Claims
The Clerk referred to correspondence received requesting help from the Parish Council to assist with the campaign to promote the requirement for user forms for the right of way claims. Details to be included on the Residents page.

FPC22-21 Items for Notification

- (a) The Clerk was asked to check that the L plate was on the mower.

FPC22-22 Date of Next Meeting

Monday, 27th June 2022

The meeting closed at 8.15pm.