

FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL  
Minutes of the meeting held Monday 13 January 2020 at the Riverside Centre

Present: Councillors Ian Norman, Gordon Gilbert, Ian Tayler, Jill Pass, Rosemary Conibeer, Richard Ayres

Apologies: Tim Plant, Councillor Andrew Reid (SCC)

In attendance: Parish clerk Debbi Tayler, Councillor Carol Poulter (ESC)

**79/19 Apologies**

Apologies were received from Councillors Plant and Reid.

**80/19 Declarations of Interest**

There were no declarations of interest.

**81/19 Minutes of meeting held 9 December 2019**

The minutes of the meeting were unanimously approved and signed.

**82/19 Questions from the public**

Councillor Norman reported there had been complaints from some parishioners about shooting in local fields. It is not clear from the complaints if any rules have been broken.

**83/19 Reports from County and District Councillors**

Councillor Poulter provided a report that has been circulated. She advised that she has money in her locality budget. The PC may apply for some funding for the VE Day celebrations and/or consumables for the defibrillator. Councillor Poulter will forward the work Marlesford PC is doing around the Sizewell C plans.

**84/19 Clerk's Report**

The correspondence log was circulated.

A date for a litter pick was discussed, this will be finalised at the February meeting. Applications for the parish councillor vacancy will be discussed and decided at the February meeting. The clerk advised she has reported the loose manhole covers in Farnham on several occasions and been advised by Highways they are not a priority. However, work is going on this week on this stretch of road but there is uncertainty if this will include the covers. Councillor Norman reported the theft of oil and gas cylinders at Pond Farm Cottages in Farnham.

**85/19 RFO's report**

The meeting agreed that SALC should provide the internal audit service for this year. The clerk advised that the internal audit report for 2018/19 said that the clerk's salary needs to be formally approved by the council. She said that NALC has reported that salaries will not be reviewed by the NJC until next year. She had received guidance from SALC that the PC can remunerate a clerk as they feel fit under s.112(2) of the Local Government Act 1972. Councillor Conibeer said she felt it was timely that the clerk's salary be reviewed now to take into account the complexity of the work carried out particularly around the EDF proposals for Sizewell C. After some discussion it was agreed by a majority that the clerk's salary should be set at spine point 25 of the national salary payscales.

On 29 November there was £7882.83 in the council's bank account.

There were two invoices for approval.

DRAFT UNTIL SIGNED

Clerk's salary	116.18	Legal power
PAYE Month 10	29.00	LGA 1972 s.112
		LGA 1972 s.112

The invoices were all approved. The balance in the account is now £7737.65. There were two receipts from the Riverside Centre of £675.51 and £683.37 in lieu of the Public Works loan, these amounts will be paid to PWLB in January.

**86/19 Expenditure v budget report 31 December 2019**

The clerk presented the latest report which shows that 47.2% of the budget and 24.6% of available funds have been spent in 75% of the year. Maintenance fees are still to be paid in this financial year. The report was approved.

**87/19 Budget planning 2020/21**

The clerk presented the budget for 2020/21. It was agreed that the clerk's salary will be increased in line with today's review of her salary. It was also agreed to add an amount for consumables for the defibrillator and for an emergency box that Councillor Ayres is putting together. It was also agreed that an amount will be included for training for a new councillor and that this may comprise a refresher workshop for all councillors who wish to attend. The budget was approved.

**88/19 Precept 2020/21**

The precept rate was unanimously approved at the current rate of £4500.

**89/19 Asset Register 2019/20**

The clerk presented the up to date asset register which was approved.

**90/19 Risk assessment**

The clerk presented the risk assessment which was approved.

**91/19 Reports from external meetings**

Councillors Conibeer and Tayler attended a meeting with representatives from the Riverside Centre to arrange a community event for VE Day which is on 8 May. A further meeting is scheduled later this month.

Councillor Norman had attended a meeting of the Sizewell C Community Forum about the Stage 4 public consultation. EDF advised they are considering routes for the two village bypass.

**92/19 Items for future meetings**

To include the annual internal control report and a review of the Standing Orders and Financial Regulations.

Date of next meeting 10 February.

The meeting was closed at 21.19.

Signed.....Date: \_\_\_\_\_