



**MINUTES OF EAST FARLEIGH FULL PARISH COUNCIL HELD ON
TUESDAY 9 JANUARY 2024 AT 18.30PM IN EAST FARLEIGH
PRIMARY SCHOOL**

Present: Cllr A Fullwood, Cllr A Palmer, Cllr D Abbott, Cllr P Tranter, Cllr D Hussein
Cllr G Ashcroft

Officer: Clerk, Nina Henley,

External Attendees: None

Apologies: Cllr P Billanie, Cllr B Older, Cllr S Shearman

External Apologies: None

- 119-FCM/01/24 **To receive apologies for absence**
Cllr P Billanie (Ill) Cllr B Older (Family) Cllr S Shearman (Unavailable)
- 120-FCM/01/24 **To receive declarations of interests and lobbying**
None
- 121-FCM/01/24 **Minutes**
Approval and signing of the minutes of the Full Council meeting held on 7 November 2023 and Extra Ordinary meeting 5 December 2023.
Proposed by Cllr Fullwood seconded by Cllr Palmer.
Approved unanimously.
- 122-FCM/01/24 **Public Participation**
There was 1 member of the public present from The Highways Working Group.
Cllr Fullwood proposed a motion to move agenda item 126-FCA/01/24 III to discuss Highway Working Group update. Seconded by Cllr Palmer. Unanimous.
Member of HWG gave verbal update of plans for speed lowering in locations in East Farleigh and to confirm the £10000.00 delegated spend agreed minute reference 43-FCM/06/23.
Cllr Fullwood proposed to approve the new road narrowing sign for Lower Road with costing agreed at up to £600. Seconded by Cllr Abbott. Unanimous.
Next meeting for Highways Working Group agreed for Tuesday 6 February at 18.00 at East Farleigh School.
- 123-FCM/01/24 **External Reports**
There were none.
- 124-FCM/01/24 **Correspondence**
- I. Email communication from MBC with Precept request and tax base information. Clerk to investigate with MBC regarding boundary changes. Cllr Fullwood signed precept request form. Noted.
 - II. Email communication from planning company regarding 23/505523. Noted
 - III. Email communication from Play Inspection Company with report. Noted. To be discussed agenda item 126-FCA/01/24 IV (b).
 - IV. Email communication from Filming Company for additional filming in EF Car Park. Noted.
 - V. Email communication from Rob Jarman MBC. Noted.
 - VI. Email communication from Beams Charity. Noted. To be discussed agenda item 127-FCA/01/24 IV.
- 125-FCM/01/24 **Planning**

- I. 23/505523/FULL Little Court Lodge Farm, Lower Road, East Farleigh. Reconfiguration of existing dwelling and associated cold store to provide 1no. two-bedroom dwelling, 1no. one-bedroom holiday let, and retention of store at ground floor alongside associated works.
EFPC has no objections.
- II. 23/505119/FULL Ferlaga Vicarage Lane, East Farleigh Single storey front and rear extension, front basement extension and alterations to elevations, and addition of chimney breast
EFPC has no objections.
- III. 23/505525/FULL Foxgloves, Workhouse Lane. Erection of single storey side extension.
EFPC has no objections but would like the Tree Preservation Officer to be consulted regarding potential damage to flora and fauna. EFPC would like the neighbours comments to be taken into consideration.

126-FCM/01/24 **East Farleigh Parish Council Reporting – Agree any actions**

- I. Pearsons
 - (a) Worksheets approved. Cllr Hussein requested that cleaning the defibrillator storage be added to the schedule.
- II. Flood Plan

It was requested to update the Flood Wardens. Clerk to confirm all existing Flood Wardens are still happy to continue with this role and if not to advertise for new Flood Wardens – free training will be received.
- III. Highways – to receive update
 - (a) Highways working Group discussed minute reference 122-FCM/01/24
- IV. Village Carpark and Rec/Play area –
 - (a) Play area –It was reported that the gate fixing issue still ongoing Cllr Ashcroft to email contractor.
 - (b) Inspection Report from The Play Inspection company received and discussed. Clerk to review options for entrance to play area and other low risk options deferred to next meeting. It was proposed by Cllr Fullwood to replace the Frog Bin as damaged seconded by Cllr Palmer. Unanimous.
- V. Footpaths –
 - (a) KCC Pathways no updates.
 - (b) Public Footpaths. Cllr Hussien has reported footpath AC32.
- VI. Community Events –
 - (a) D-Day 80 Anniversary to be considered as part of the East Farleigh Fete, Cllr Palmer reported the fete committee will look into the possibility of holding the annual fete on Saturday 9 June 2024. To be advertised in Spring Newsletter. Noted.
- VII. KALC – to receive nominations for KALC Community award.
 - (a) Nominations discussed and approved. Clerk to advise KALC by 2 February.
- VIII. Village Defibrillators – no issues reported.

127-FCM/01/24 **Finance Reporting**

- I. Review of Bank Reconciliation and Bank Statements. Signed by Cllr Hussein.
- II. Payments for approval
- III. Financial receipts.
- IV. S137 Payments approved as previous list with addition of Beams Charity £100
Payment to East Farleigh Pre-School to be reviewed 24/25
Proposed by Cllr Fullwood, seconded by Cllr Abbott. Unanimous.

Payee	Date	Method	Reference	Reason	Amount
Pearsons	09/01/24	BACS	4655	Landscape Contract	£ 1830.36
Acuit	09/01/24	BACS	9378	IT Contract	£ 89.26
Lloyds Credit card	11/12/23	PAID		123 Reg -email	£ 57.59
				Fee TOTAL £60.59	£ 3.00
Unity Bank	31/12/23	PAID		Bank charge	£ 18.00
Play Inspection Co	09/01/24	BACS	65894	Play area inspection	£ 99.00
Paper Mountain	09/01/24	BACS	22392	Shredding	£ 48.00
NPower	09/01/24	BACS	9358361	Electricity	£ 34.89
Clerk Expenses	09/01/24	BACS		Postage	£ 9.20
Staff Costs					£ 2195.60
Receipts					
Unity Bank		REC		Interest	£ 302.40
CCLA		REC		Interest	£ 134.30

Handwritten signature/initials

All Payments agreed proposed by Cllr Ashcroft seconded by Cllr Abbott.
Members resolved to approve the schedule of payments. Unanimous.

- 128-FCM/01/24 **Member updates from externally attended meetings**
There were none.
- 129-FCM/01/24 **Clerk Updates**
Internal Audit report received – no issues reported. Noted.
- 130-FCM/01/24 **Parish Newsletter**
It was reported that the new EFPC Newsletter was well received in the community. It was noted that a request to advertise has been received – this is to be investigated and previous advertisers in the community reviewed and approached. Advertising revenue to be sought to cover costs of distribution – clerk to investigate distribution options. The Chair thanked the council members for their efforts distributing the Autumn Newsletter. Next Newsletter Spring 2024.
- 131-FCM/01/24 **Recreation Ground Container**
Following a discussion, it was resolved for Clerk to gain more information on what is currently stored in the container before options to upgrade / replace were considered. Deferred to next meeting.
- 132-FCM/01/24 **Staffing Matters**
Confirmation of employee review. Noted.
- 133-FCM/01/24 **Items to be considered for inclusion on the next Full Council agenda**
Email received on Conservation area. Update from the Bull Inn Working Group.
- 134-FCM/01/24 **Date of next meetings**
Tuesday 5 March Full Council
Tuesday 6 February Planning Meeting (if needed)
Tuesday 6 February Highways Working Group
Tuesday 26 March Parish Meeting.
- 135-FCM/01/24 **Meeting Close**
Meeting closed 20.45pm

East Farleigh Parish Council

BUDGET 24/25

Clerk Salary	18,000.00
NI / PAYE	1,600.00
Car Park Attendant wages	6,000.00
Employers Pension contribution	1,800.00
Clerks expenses	200.00
Clerks home office allowance	600.00
Office supplies	200.00
Printing Stationery photocopy	400.00
Accounts support	600.00
IT	2,000.00
Training	300.00
Subs & Membership	800.00
Insurance	2,000.00
Audit Fees	800.00
Bank Charges	150.00
Councillors expenses	200.00
Chairman's expenses	200.00
Hall Hire	450.00
Parish Office	200.00
Defib maintenance	2,000.00
Entertaining	400.00
Community Activities	250.00
Grants (137)	1,100.00
Street Lighting	90.00
Highways Maintenance	
Maintenance Contract	12,000.00
Litter Picking Contract	10,000.00
Flood Pod	100.00
Police Speed Checks	1,000.00
Traffic Measures Loan Capital	800.00
Traffic Measures Loan interest	2,000.00
Projects	
Repairs and renewals fund	500.00
Contingency	3,000.00



Recreation Areas

Regular mowing VL / GL	1,000.00
Recreation areas other costs	3,000.00
Recreation Ground trees	1,000.00
Inspection of play areas	500.00

Village Scene

Pictorial Signs	1,000.00
Planting flowers / bulbs	150.00
Car Park Maintenance	2,000.00
Car Park Loan capital repaid	1,000.00
Car park loan interest	1,100.00

80,490.00

RECEIPTS

Administrative Costs

MBC Parish Services	3,015.00
Horse Wash Rent	2,500.00
Bank interest	1,500.00
	7,015.00

