

FRPC Parish Council for The Farnhams

Information for the Parish Council Meeting on 26 November 2018

3. Matters Arising

3.1 Update on Kingsway Green Working Group (“KGWG”) inc. donation of bench

Two members of the KGWG are currently working on designs and once these have been prepared the group will review them at their next meeting.

As previously reported, a resident has donated funds to purchase a roll top bench which will be positioned around the oak tree in the centre of the green. The bench has been purchased and delivered to Capability Landscapes Limited and they are currently considering the most appropriate way of installing it to ensure it remains on the green.

3.2 Update on Neighbourhood Plan Steering Group (“NPSG”)

The NPSG met for the first time on 12 November 2018 and appointed Phil Rudd as Chairman and Judith Hall as Clerk. The group spent the evening discussing the main objectives and vision for the Neighbourhood Plan and identifying the likely main themes of the plan such as housing, retail, leisure, transport and education etc. The next meeting has been arranged for 4 December 2018.

3.3 Update on Facebook page

The FRPC Facebook page is currently under construction.

3.4 Update on relocation of lamp post at 18 Kemsley Chase

The resident is currently making contact with our electrical contractor who has unfortunately been very busy due to Christmas light installations for other local councils.

Mr. Milne has again attended the property and identified a proposed new location for the lamp post, which would see it move approximately three metres so it is sited between the BT flagstone and the highway boundary marker.

3.6 Update on community litter picking initiative

The Clerk has pre-registered for next year's Great British Spring Clean which takes place from 22 March 2019 to 23 April 2019 as this could be used to launch the Parish Council's new litter picking initiative. All equipment can be borrowed from SBDC. It could also be a way of getting all groups within the community to work together on a project.

3.7 SBDC Community Governance Review – 2nd Consultation

As part of the Community Governance Review for Denham, Farnham Royal and Stoke Poges Parish Councils, South Bucks District Council is undertaking a second round of Consultation until Friday 14 December 2018.

At this stage, SBDC is seeking the views of local residents and stakeholders, including elected Members, on the following draft recommendations, which were agreed by the Governance & Electoral Arrangements Committee for consultation on 29 October 2018:

- Denham Parish Council – removal of all Parish Wards
- Farnham Royal Parish Council – removal of 1 Parish Ward (by combining Farnham Royal South and Farnham Royal Central) to create a total of 2 Parish Wards
- Stoke Poges Parish Council – reduction in Council size from 13 to 11 Parish Councillors

As with the first consultation stage, full details of the review are available on the SBDC website at www.southbucks.gov.uk/cgr2018.

Submissions on the above recommendations can be made either via the online form on the webpage, via email to elections@southbucks.gov.uk or by post to: Democratic & Electoral Services Manager, South Bucks District Council, Capswood, Oxford Road, Denham, UB9 4LH. Please note that all representations made will be published on the Council's website.

As a Parish Councillor, SBDC would like to invite you to submit your views on the above recommendations and would also ask you to encourage the local government electors in your area to submit their views as well.

3.8 Confirmation of Christmas Tree and Christmas Lights arrangements

The Christmas tree, a 18ft Norway Spruce, is being delivered on Wednesday 28 November 2018. Capability Landscapes Limited will install the tree and Lamps & Tubes Illuminations Ltd will install the tree lights.

The column decorations have been installed and will be switched on at 4pm on 1 December 2018.

3.9 Beeches Road consultation

Following representations made by Mrs. Rolfe and Mr Howden (a member of the public who attended the last meeting) the Parish Council needs to decide how this issue will be taken forward.

3.10 Next steps regarding The Broadway Car Park

District Councillor Trevor Egleton is currently attempting to arrange a meeting between the Chairman and Clerk of the Parish Council and the District Councillor with the portfolio for car parks and the Car Park Manager to discuss both parking charges and security for the site.

3.11 Update on councillor vacancies

The Parish Council has been approached by two individuals who may be interested in joining. Meetings are currently being arranged for the Chairman and Clerk to meet with the individuals to discuss this further.

4. Open Spaces

4.1 To consider the quote(s) received for completing the work identified in the September 2018 Verges Survey

On 10 October 2018, the Clerk sent the schedule of works identified to Amersham Town Council, Capability Landscapes Limited and Progress Services with a request for quotes by close of business on 1 November 2018. By the deadline one quote had been received. This was submitted by Progress Services in the sum of £3.200. The Clerk has contacted Amersham Town Council and Capability Landscapes Limited and both have confirmed that they do not wish to quote for the work at this time.

4.2 To consider the quote received for the annual tree survey and additional work

The Clerk has received the arboriculturist's fee proposal for this year's survey together with the logging of all trees at the FCSC as previously requested. The Fees are:

Survey: £690
FCSC Trees: £300
Total: £990

In addition, there is a charge of £90 for him to re-inspect after Capability Landscaping Limited cut some ivy. This is an outstanding issue from a previous Open Spaces Working Group meeting.

4.3 To consider the quote received for cutting back trees/hedging in Frensham Walk

Mrs. Tipping has requested that Capability Landscapes Limited quote for cutting back some trees along a chain link fence in Frensham Walk. Although it is believed that the trees are owned by L&Q, residents are now having to walk along the road as they cannot access the pavement. It is therefore proposed that the Parish Council takes steps to resolve this issue on health and safety grounds. At the time of writing this, the Clerk is waiting for Capability Landscapes Limited's quote.

4.4 To consider the quotes received for a new swing seat in the FR Playing Fields playground

Progress Services has reported that a new seat is required for the junior swing in the playground at Farnham Royal Playing Fields.

The clerk has obtained the following quotes:

Wicksteed – Seat £40.00, delivery £11.50 = £51.50 plus VAT
Sutcliffe Play – Seat £62.00, delivery £15.00 = £77.00 plus VAT

4.5 To consider the extension of contracts 1, 5, 14 and 15 (Devolution contracts)

As per the Clerk's email of 19 November 2018, BCC is only issuing a one year devolution contract to Parish Councils and as such the Parish Council needs to consider what steps to take regarding the relevant contracts with Capability Landscaping Limited and Whitby Partnership Limited as the existing contracts expire on 31 March 2019.

4.6 To consider the renewal of contracts 2,3,4,6,7,8,9,10,11,13

In addition to the contracts above, the Parish Council has contracts with Capability Landscaping Limited, Charles Hazell, Leigh (Electrical), Lushglen and Progress Services in order to maintain the open spaces, street lights, playgrounds, bus shelters and benches etc.

All of these contracts also expire on 31 March 2019 and the Parish Council needs to consider what steps to take regarding these services.

4.8 To receive report following meeting with enforcement company and agree next steps

There will be a verbal report on this item during the meeting.

4.9 To consider quote for cleaning One Pin Lane bus shelter

In the September 2018 bus shelter report, Progress Services highlighted that the bus shelter on One Pin Lane would benefit from a clean. The cost of this will be £30.

5. Finance

5.1 To receive a report of the earlier Finance Committee meeting

There will be a verbal report on this item during the meeting.

5.3 To consider the request of Craft & Chatter for a grant

The Clerk has received a request for a £500 grant from the lady who runs the Craft & Chatter Group every Wednesday in the FCVH.

The lady has advised that the activity lasts for 1.5 hours and typically has 12/13 adults regularly attending who are either elderly or people at home (mums and dads). The group has been running for about three years and until recently was subsidised by the Community Church but this is no longer possible. The group tries new

crafts whilst enjoying tea, coffee, biscuits and friendly conversation.

The funds would be used to settle the hall hire charges (£280 a quarter) with the balance being spent on new craft supplies. The lady believes that these funds would enable the group to save up the £2 per person per week charge she has had to implement since the subsidy stopped so they can be self-funding in the future. She is also looking at having stalls at local events to sell crafts to raise money.

The Clerk has reviewed the Grants Policy and the first principle is that the Parish Council can only make a grant where it has the statutory power to do so. Having looked at the statutory powers, it could be argued that the activity carried out by the group provides entertainment and supports the arts and therefore any grant would fall within Section 145(1)(d) of the Local Government Act 1972 '*the development and improvement of the knowledge, understanding and practice of the arts and the crafts which serve the arts*' but the Clerk is not totally convinced by this and would suggest that the grant, if awarded, is made under Section 137 of the Local Government Act 1972 which simply requires the Parish Council to form the opinion that making the grant '*is in the interests of, and will bring direct benefit to some of its inhabitants*'.

Under the Parish Council's policy, grants are open to established voluntary or community groups and the Parish Council may award a grant subject to all or some of the following conditions.

- the constitution and/or membership rules should be available for inspection by FRPC. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.
- FRPC may ask to inspect the audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.
- An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
- All applications must demonstrate clearly how a grant will be of benefit to the local community within the Parish.
- Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive should be declared to FRPC when the application is made.

To be eligible for the award of a grant an organisation must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
- have a constitution, or set of rules, which define its aims, objectives and operational procedures;

To be considered for a grant the project should:

- be something which makes the local community a better place in which to live, work or visit;
- benefit people who live in the parish; and
- there must be clear evidence that local people support the project and are involved in carrying it out;

The following are not eligible for a grant:

- support for individuals or private business projects;
- the running costs of any organisation;
- projects which are the prime statutory responsibility of other government bodies;
- projects which improve or benefit privately owned land or property;
- projects which have already been completed or will have been completed by the time the grant is made.
- Organisations or individuals intending to support or oppose any particular political party or to discriminate on the grounds of race, religion, age, gender, sexual orientation, marital status, or any disability. This is in accordance with the duty the Parish Council has to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.
- "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
- Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations; unless funds are not available from their national bodies or the funds available are inadequate for a specified project.
- Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.

5.4 To consider a training budget for Councillors and the Clerk

Given that the Parish Council is now a member of BMKALC and councillors can obtain training it may be sensible to allocate funds to a councillor training budget.

At the last meeting, for instance, councillors discussed that all those on the new planning committee would need to undertake training. Following the clerk's emails to councillors with various training opportunities, one councillor has asked to be booked onto a course.

Having looked at the 3 courses on the first email, they range in price from £38.32 to £59.88 each.

It might be sensible to set a budget that allows each councillor to attend two courses a year so £120 per councillor and £1,320 in total and then round up to say £1,500 to allow for any higher priced courses.

5.5 To consider purchasing the external wall mounted defibrillator at FCSC

As per the Clerk's email of 30 October 2018, she has reviewed the device, storage box and registration document for the defibrillator in Farnham Common and it appears that they are an AED iPad SP1 Semi Automatic Defibrillator and a Defibsafe.

Having looked on the internet, the Clerk can get the following from First Aid Warehouse:



AED iPad SP1 Fully
Automated External
Defibrillator £910 plus VAT (£1,092)



Defibsafe DS2 Locked
Outdoor Cabinet £460 plus VAT (£552)

The difference between semi automatic and fully automated is that with a semi automatic unit the user must press a button to deliver the shock but on the fully automated unit this is not necessary, the unit will deliver the shock without a button being pressed. There does not appear to be a difference in price.

The Clerk can email the order and they will raise a proforma invoice for payment by cheque.

In addition, the cabinet has to be installed. Last time the Parish Council used Progress Services who in turn used Bannister & Co Limited to install a RCD spur. The cost in March 2017 for installing two units was £140 for Progress Services and £306.92 plus VAT for Bannister & Co Limited. The Clerk has spoken to Progress Services and they felt the cost would be close to half of these amounts subject to the location of the cabinet which would need to be agreed between the Parish Council, FCSC and Progress Services.

The cost is therefore estimated at £1,593.46 plus VAT.

5.6 To consider purchasing four dog glove dispensers & waste bags at FCSC

As per the Clerk's email of 30 October 2018, she spoke with SBDC and they do not have any recommendations regarding these items. The Clerk therefore reverted to the supplier suggested by Mr. Thomas. The information sheet previously circulated is attached.

It is thought that four dispensers on their own posts would be needed. The costs are as follows:

	<u>Each</u> (plus VAT)	<u>For Four</u> (plus VAT)
Dispenser	£79.00	£316.00
Galvanised post (2.5m)	£28.50	£114.00

The Clerk has obtained a quote of £65 per post to fit the dispensers and posts from Progress Services. This would be a total of £260.

Each dispenser holds 200-300 bags so we would need 800 – 1,200 bags for the initial fill and the Clerk is suggesting purchasing the same again so there are enough to completely refill all dispensers whilst it is seen how quickly they are used during the colder/wetter months. A case contains 800 bags so this would be two cases (1,600) or three cases (2,400). The cost of one case is £26.00 plus VAT so another £52.00 plus VAT or £78.00 plus VAT.

The cost is therefore estimated at £742 with two cases of bags or £768 with three cases of bags.

Delivery is approximately two to five working days from order/payment.

The only other issue is to decide on the colour: red or green?

5.7 To consider purchasing an updated copy of Arnold-Baker on Local Council Administration

The eleventh edition of Arnold-Baker on Local Council Administration was published in September 2018. This book has long been established as the key text for parish councils. It comprehensively covers all aspects of this specialist area of local government law in a reader-friendly style. The previous Clerk advised the current Clerk that a new edition would be published before the end of the year and that a copy should be purchased. The price is £129.99.

5.8 To authorise payment of an employer's NIC underpayment

HM Revenue & Customs have advised the Parish Council that there is a £26.16 Employer's National Insurance Contribution underpayment which needs to be settled. The debt is in respect of the August 2018 payroll, which was calculated in advance in July 2018. Interest is also accruing daily but will equate to less than £1.

6. Planning

6.3 To constitute the Planning Committee

At the last two Parish Council meetings, councillors have discussed adopting a different strategy when dealing with planning applications. It appears that at the last meeting those present were in favour of constituting a planning committee, which would review all applications received and decide the appropriate action to take. This action would be to either allocate the application to one or two councillors for review and comment or in more complex applications instruct a planning consultant to review the application and formulate a response on behalf of the Parish Council. The committee membership proposed at the last Parish Council meeting was Mr. Milne, Mrs. Rolfe, Mr. Rowley and Mrs. Tipping. Mr. Home was also nominated in his absence.

A first draft of the terms of reference is being prepared and will need to be considered at the next meeting.