

FARNHAM ROYAL PARISH COUNCIL

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MINUTES OF A MEETING OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 26 NOVEMBER AT 7.30 P.M. IN FARNHAM ROYAL VILLAGE HALL

Present

Mr. Paul Rowley (Chairman) Mr. Bob Milne
Mrs. Judy Tipping Mr. Richard Thomas
Mrs. Marilyn Rolfe Mrs. Jennifer Jebson
Mr. Clive Robinson Mrs. Judith Hall – Clerk

Four members of the public and District Councillors Dev Dhillon and Marlene Lewis.

The Chairman declared the meeting open at 7.30pm. The meeting was adjourned for OPEN FORUM noted at the end of these minutes. The Chairman reconvened the meeting.

18/137/PC Apologies for absence

Mr. John Hodges and Mr. Roger Home

18/138/PC Declarations of Interest

Mr. Thomas declared an interest in item 142.5 (To consider purchasing the external wall mounted defibrillator at FCSC) and item 142.6 (To consider purchasing four dog glove dispensers & waste bags at FCSC).

18/139/PC To confirm the minutes of the meeting held on 22 October 2018

Mrs. Tipping requested that 'Park' be removed from 'Farnham Park Road' on page five of the minutes. The minutes were then **approved** and signed by the Chairman.

18/140/PC Matters Arising (not covered on the agenda and for information only)

The chairman advised that prior to the meeting all councillors had been provided with a report detailing the items under this section. The report can be downloaded from the Parish Council website or a hard copy can be requested from the clerk.

140.1 Update on Kingsway Green Working Group ("KGWG") inc. donation of bench – report noted

140.2 Update on Neighbourhood Plan Steering Group ("NPSG") – report noted

140.3 Update on Facebook page – report noted and Mrs. Jebson advised that the Clerk, Mr. Thomas and she were exploring all avenues with Facebook and evaluating whether a closed group or page would be the most appropriate. Mr. Thomas advised that the Farnhams Community Group was a closed group but that Stoke Poges Parish Council had a page. He felt that the right approach was to publish a page and then, after three months, review how long it was taking to moderate the page.

140.4 Update on relocation of lamp post at 18 Kemsley Chase – report noted and it was agreed that it was no longer necessary to discuss this item at Parish Council meetings as the action had been agreed.

140.5 Update on community litter picking initiative – report noted and Mrs. Tipping advised that at a recent clearing up working party at the Church only four people attended.

140.6 SBDC Community Governance Review – 2nd Consultation – report noted

140.7 Confirmation of Christmas Tree and Christmas Lights arrangements – report noted

140.8 Beeches Road consultation – report noted and the Chairman advised that it was right for the Parish Council to implement the action plan that was initially agreed, which started with a questionnaire to local residents. Mrs. Jebson asked what the questionnaire would contain and the Chairman asked Mrs. Rolfe to circulate a copy to all councillors, which she agreed to do. Mrs. Rolfe mentioned that this had already been done previously.

140.9 Next steps regarding The Broadway Car Park – report noted

140.10 Update on councillor vacancies – report noted and Mr. Robinson advised that the Parish Council's Standing Orders allowed for only one more vacancy to be filled by co-option.

18/141/PC Open Spaces

The chairman advised that prior to the meeting all councillors had been provided with a report detailing the items under this section. The report can be downloaded from the Parish Council website or a hard copy can be requested from the clerk.

141.1 To consider the quote(s) received for completing the work identified in the September 2018 Verges Survey – report noted and **it was agreed** that Progress Services would be engaged to carry out the work for £3,200 plus VAT.

141.2 To consider the quote received for the annual tree survey and additional work – report noted and **it was agreed** that Pyramid Consulting would be engaged to carry out the work for £1,080.

141.3 To consider the quote received for cutting back trees/hedging in Frensham Walk – report noted and the Clerk confirmed that, to date, no quote had been received. The Chairman asked councillors who was responsible for the trees/hedges. Mrs. Tipping stated that L & Q was responsible but that at a previous site visit a lady from L & Q advised that they were only responsible for the trees/hedges on the ends of the row but not those in the middle. Mrs. Tipping advised that the residents from Warren Court were now unable to walk along the path and were being forced into the middle of the road. Mr. Milne advised that as the trees/hedges were the responsibility of L & Q, this was an enforcement issue for the Parish Council and stated that BCC should be asked to enforce its policy. Mrs. Tipping advised that the previous clerk had already written to L & Q and that she had visited the office of L & Q on more than one occasion. Mr. Milne suggested that he and the Clerk review the devolution agreement to see what could be done. Mrs. Tipping advised that all of the trees were subject to TPOs. Mr. Milne stated that he did not believe that the Parish Council should assume responsibility for maintaining the trees/hedges but Ms. Tipping felt that action should be taken in the interests of residents' health and safety.

141.4 To consider the quotes received for a new swing seat in the FR Playing Fields playground – report noted and **it was agreed** that the seat would be purchased from Wicksteed Leisure Limited for £51.50 plus VAT.

141.5 To consider the extension of contracts 1, 5, 14 and 15 (Devolution contracts) – report noted and **it was agreed** that a one year extension of these contracts would be offered to contractors due to the uncertainty caused by BCC's decision.

141.6 To consider the renewal of contracts 2,3,4,6,7,8,9,10,11,13 – report noted and **it was agreed** that these contracts would be put out to tender.

141.7 To receive report following meeting with enforcement company and agree next steps – Mr. Thomas advised that the Chairman, Clerk and he had met with Constant & Co, an enforcement company who claim to ethically remove 99% of illegal encampments using civil law within 24 to 48 hours of being notified. The company also claimed to know many of the travelling families. For the small number where they were unsuccessful, the company would guide the Parish Council through the court process, which would take no more than two and a half weeks. There is no requirement to pay a retainer to the company, they just request exclusivity. **It was agreed** that an emergency plan would be drafted, Constant & Co would be retained, an experienced solicitor would be identified to assist with any future court process, the new plan would be promoted to neighbouring parish councils and efforts would be made to persuade SBDC to engage with the plan. Mrs. Tipping asked whether this was not the responsibility of SBDC. Cllr. Lewis advised that SBDC had new protocols, an enforcement policy and a new coordinated approach. Mr. Thomas asked why, if all this is in place, it wasn't used during the Summer. Cllr. Lewis advised that these initiatives were put in place following what happened in the Summer. Mr. Thomas asked whether an emergency plan had been published or communication strategy devised. Cllr. Lewis advised that SBDC will act straightaway with the police. A notice to leave would be issued and then most leave in due time (eight or nine days). The Chairman advised that he would like to recommend the Parish Council's new strategy and would be seeking to promote it with the South Bucks Association of Local Councils (SBALC). Mr. Thomas advised that he did not feel that SBDC had been particularly effective and that eight to nine days was too long when it could be done on 24 to 48 hours. The Chairman confirmed that the process adopted by the enforcement company included risk assessments, site visits and surveys. Mr. Robinson asked what costs were involved and Mr. Thomas advised £500 to £1,000 depending on the number of caravans.

141.8 To consider quote for cleaning One Pin Lane bus shelter – report noted and **it was agreed** that Progress Services would be engaged to clean the One Pin Lane bus shelter for £30.

18/142/PC Finance

The chairman advised that prior to the meeting all councillors had been provided with a report detailing the items under this section. The report can be downloaded from the Parish Council website or a hard copy can be requested from the clerk.

142.1 To receive a report of the earlier Finance Committee meeting – Mr. Milne advised that the Clerk would circulate all councillors with a copy of the revised annual forecast and highlighted unbudgeted expenditure in respect of LAF projects, the public conveniences, the Christmas lights, playground repairs, the neighbourhood plan, the historic pension liability and the Clerk's salary. Mr. Milne advised that the year end position had changed from an estimated surplus of £17,000 to an estimated deficit of £64,000 with the estimated deficit being offset against brought forward reserves of £118,000 resulting in estimated carried forward reserves of £54,000. The Chairman stated that some of the costs suffered during the year were not recurring costs and this would be reflected in next year's budget. Mr. Robinson asked whether the Parish Council applied for two LAF projects in August 2018. Mrs. Rolfe confirmed that it did and that there was a LAF meeting scheduled for January 2019 following which more would hopefully be known. Mr. Milne confirmed that the next Finance Committee meeting would be held on 21 January 2019 and that the purpose of that meeting was to agree next year's budget for recommendation to the Parish Council meeting on 28 January 2019. He continued that care would need to be taken when setting this budget and he shared that his personal preference was for the precept not to be increased.

142.2 The payments and receipts, as per the cashbook, **were approved**.

142.3 To consider the request of Craft & Chatter for a grant – report noted and Mrs. Rolfe advised that she had discussed the request and running of the group with the organiser as she felt the group was a valuable resource for the community. Following a discussion, **it was agreed** that whilst councillors did not want to see the activity finish, it was not currently appropriate to make the grant as a significant proportion of the amount sought was to satisfy outstanding running costs i.e. rent, which the Council's Grant Policy states is not eligible. In addition, it was unclear whether the conditions stated in the policy were being met in other areas.

142.4 To consider a training budget for Councillors – report noted and **it was agreed** to include £1,000 in this regard in the 2019/20 budget.

142.5 To consider purchasing the external wall mounted defibrillator at FCSC – report noted and Mr. Milne asked Mr. Thomas (in his capacity as Chairman of FCSC) whether FCSC was able to contribute anything towards the cost given that the Parish Council had previously provided funds towards the cost of removing sheds from FCSC, which FCSC had previously budgeted to do themselves. Mr. Thomas advised that no funds were available and although it was possible for FCSC's defibrillator to be externally wall mounted it had been provided by the RFU for FCSC use not public use and is maintained by FCSC. He continued that the defibrillator being sought was for the community not FCSC. Mrs. Tipping stated that she felt that as the FCSC is on Parish Council land and is used by people of the parish, the Parish Council had a responsibility to do this. **It was agreed** that the Parish Council would facilitate and fund the purchase and fitting of a defibrillator in an external wall mounted cabinet but that this would be deferred until after 1 April 2019.

142.6 To consider purchasing four dog glove dispensers & waste bags at FCSC – report noted and Mr. Thomas confirmed that the units could be fixed to existing poles and that FCSC would maintain and refill the units and store the consumables. **It was agreed** to purchase four green dispensers with fixings but no posts and three cases of bags. In addition, **it was agreed** that Progress Services would be engaged to fix the units.

142.7 To consider purchasing an updated copy of Arnold-Baker on Local Council Administration – report noted. Mr. Robinson asked what the difference was between the new edition and the previous edition. The Clerk agreed to make enquires with the publisher and revert to councillors by email.

5.8 To authorise payment of an employer's NIC underpayment – report noted and **it was agreed** that payment should be made.

18/143/PC Planning

143.1 The Planning Comments were **approved** and the Planning decisions were noted. There was then a discussion regarding SBDC's new planning portal and difficulties in accessing documents. Mrs. Tipping advised that

she felt the villages were experiencing too many applications and were becoming overrun. Mr. Robinson advised that 301 new homes had been allocated to the villages and the number actually built was closer to 350 and therefore the allocation had been exceeded. Mrs. Tipping asked whether this created a legitimate reason for rejecting future applications. Mr. Robinson advised that it did not.

143.2 To constitute the Planning Committee – report noted and the membership of the committee **was agreed** as Mr. Milne, Mrs. Rolfe, Mr. Rowley and Mrs. Tipping.

18/144/PC Any Other Business (for information only)

144.1 Mr. Thomas advised that the sheds at FCSC were due to be demolished in the next week with diggers onsite this week or next. The cost was just over £5,000 in total.

144.2 Mrs. Rolfe raised the condition of the verges in Crown Lane where a new development is situated past the garden centre and Allerds Farm. She believes that the damage has been caused by vehicles being parked on the verges whilst working at the development. Mrs. Rolfe asked whether it was appropriate for the Parish Council to write to the developers requesting repairs are carried out within seven days. Mr. Milne advised that this was an issue for BCC not the Parish Council. The Clerk advised that she would register the issue on 'Fix My Street'.

144.3 Mrs. Rolfe advised that preparations for Carols Not on the Green were progressing well but that the Ofcom licence does not allow calls to the North Pole as hoped.

144.4 Mrs. Tipping stated that she felt the Parish Council should compile a list of people who own shops and buildings etc. as it would be good to know who owns what in the villages. Mr. Milne stated that he did not feel that this was something for the clerk to do and that if such a list was to be compiled, the idea should be added to an agenda for a subsequent meeting.

144.5 Mr. Robinson advised that he liked the format of the new report provided ahead of the meeting and suggested providing copies for the public. The Clerk advised that whilst events had prevented that this time in future, the report would be available on the website when the agenda was published and hard copies would be available for those that attended the meeting.

18/145/PC Next meeting

The meeting closed at 9.10pm. The next meeting will be on Monday 28 January 2019 at 7.30pm at Farnham Common Village Hall.

OPEN FORUM

Mr Foulds asked the District Councillors present how much parking revenue was generate from the travellers who stayed in the car park during the Summer as he felt that it should be one rule for all. The Chairman advised that Mr. Thomas would be discussing enforcement action regarding traveller encampments later in the meeting. Cllr. Dhillon stated that he did not have an answer to Mr Foulds question but that the travellers invaded the car park.

Cllr. Dhillon advised that objection letters in respect of planning applications were now being displayed on the SBDC planning portal and that Mark Jaggard (Head of Planning and Economic Development at SBDC) had advised that this was being done to come in line with national policy and that the names and addresses of those objecting would be blanked out.