

Information for the Parish Council Meeting on 25 March 2019

3 Matters Arising (not covered elsewhere on the agenda - for information only)

3.1 Update on tree work that was not included in arboriculturalist's report

As reported at the last meeting, the Clerk has received a quote in respect of the coppicing of the over mature Hawthorn at FCSC (35 on the map). At the last meeting it was agreed that Mr. Milne would review the work being suggested prior to the Parish Council considering the quote received. Mr. Milne carried out the agreed review and determined that the trees do not need cutting down. As a result, this matter will be added to the agenda for the Open Spaces Working Group meeting in May 2019 to discuss further.

3.2 Update on historic pension liability

It was reported at the last meeting that the terms of the Deficit Arrangements Agreement between BCC and the Parish Council had been agreed. I can confirm that the Agreement was executed on 11 March 2019 and that £15,000, being the first payment required, was paid on 15 March 2019. The next payment, being £8,500, is due on 5 April 2019. Following this second payment 75% of the liability will have been settled. The final payment, being £7,500 is due on 5 April 2020.

3.3 Update from the Kingsway Green Working Group

A meeting of this group is scheduled for Monday 25 March 2019 and a verbal report will be presented at the Parish Council meeting.

3.4 Update from the Neighbourhood Plan Steering Group

The steering group met most recently on 4 March 2019 and agreed that they required an experienced planning adviser and communications adviser. They also want to meet with individuals who have already prepared neighbourhood plans for other communities in order to learn from their experiences. The group felt that the development of the Local Plan and the unitary authority decision would impact the work of the group but that there were still steps that could be taken despite the uncertainty.

3.5 Update on tent encampments

The Clerk has discussed the encampments in Boundary Copse and in a field in Blackpond Lane opposite Fairfield Drive with the Environmental Health department at SBDC. The department agreed to review the matter and report back. The clerk is chasing a meaningful response and if one is received prior to the meeting a verbal report will be presented.

3.6 Update on contract renewals

The invitation to tender documents are almost ready for issue. As previously discussed, current contracts expire on 31 March 2019 and new contracts will obviously not be in place before then. All contractors have therefore been contacted with a request for a contract extension until 31 July 2019 to allow time for the tender process. All but two have agreed to this. One has requested a meeting and the other has not yet replied.

3.7 Update from the Farnhams Magazine

The following update has been provided by Jerry Houdret, Chairman of the Management Committee, on behalf of the Farnhams Magazine:

During the year Paula Morris and Jenny Harper-Jones, the two main editors have continued to produce the magazine to a high quality of which we think the village and the PC should be rightly proud. Jessica Houdret remains as editorial advisor where they have needed it.

The advertisers seem happy with the result, and have even accepted a small rate hike for adverts. This has been successfully implemented by our new advertising manager, Dan Harrison. Luckily for us, Dan was "volunteered" to do this job by Paula Morris when she became engaged to Dan, and Paula is now Mrs Harrison. We wish them well in the future.

Thanks to Dan working with Barrie Luscombe our treasurer, the advertising rate increases have kept pace with increased costs and the increase in number of magazines we need during the 2018/2019/2020 years.

Also the reading public, who already had expressed their pleasure with the changes over the last three years, continue to show appreciation and interest. The magazine continues on line via the Parish Council website.

With increased numbers of dwellings in the area, and new people coming in who do not know the village, our Farnhams Magazine is the only method for promulgating information about what goes on in the villages to previous and new residents, with telephone numbers to contact and Church and Parish Council information. This makes our Magazine the only Parish Magazine of its type around the Farnhams.

Barrie Luscombe, the treasurer, has looked at the 2018 accounts, and reviewed the extra printing and delivery costs that we predicted. I shared this with Councillor Paul Rowley, who has explained the Parish Council support position for 2019/2020.

The magazine finances rely on PC involvement, and we are grateful that in the last three years the Parish Council have allowed the Magazine Committee to build a small surplus to meet extra costs, which will also meet a reduction in support for this year ahead.

We understand the change that will be implemented for the year April 2019 to March 2020.

The PC are thanked for their continuing support.

We believe we must not forget that our "free" magazine, in 2019, will be going absolutely FREE to 4,400 homes and businesses in our villages, 4 times a year. We believe this level of contact with Parishioners is vital to the wellbeing and future of our Parish and hope you will continue to think so as well.

The Civil Parish is actually around 2,600 homes whereas the Ecclesiastical Parish is larger and has 3,800 homes, plus shops and businesses.

According to the agreed budget, the Parish Council will provide £2,000 in financial support for 2019/20. A copy of the magazine's accounts will be forwarded to councillors separately.

4 To consider the terms of the new lease for 1st Floor, Sherriff House, The Broadway, Farnham Common

As discussed at the last meeting, the Chairman continued to negotiate the terms of the new lease with Paul Sherriff and the following terms were agreed:

- Rent to increase to £6,950pa plus VAT starting on 25th March 2020 and ending on the 25th March 2024
- Solicitors cost to be split between Landlord and Tenant
- Landlord to allow sink basin to be installed in the boiler cupboard at Tenants cost.
- Removal of the sink basin will not be required at the end of the tenancy.
- Landlord to extend the new lease to 7 years with a four year break clause and five year rent review
- The above terms to be read in conjunction with and forms part of the Lease dated 13th March 2009
- Landlord will pay the building insurance and cleaner.

The landlord has instructed his solicitor to prepare an addendum to the lease, which should be received prior to the meeting.

5 To consider amendments to the Neighbourhood Plan Steering Group terms of reference

For practical reasons, the Steering Group has requested two changes to its terms of reference which were originally approved by the Parish Council on 24 September 2018. The first seeks to change the requirement for the SG to send minutes agreed by all SG members present to the Parish Council within 10 working days of the meeting. The proposed amendment provides that the minutes will be sent to the Parish Council within five working days of the meeting at which the minutes are formally agreed. It is envisaged that minutes of a meeting will be agreed at the next meeting in the usual way. The second seeks to reduce the number of members that must be present for a meeting to be held from five to four.

A copy of the revised terms of reference will be forwarded to councillors separately.

6 Finance

6.1 To approve payments and note receipts, as per the cashbook

The cashbook will be forwarded to councillors separately.

6.2 To consider quotes for installing a sink in the office and a budget for the project

As discussed during lease negotiations, it has been agreed that a sink can be installed in the cupboard in the Parish Council Office. The landlord suggested engaging Stows Plumbing and Heating to carry out the work and Nigel Stow has attended the office and a quote is expected before the Parish Council meeting. In addition, a further quote from a party suggested by the Chairman is also expected before the Parish Council meeting. Details of both quotes will be forwarded to councillors as soon as possible. In addition to the plumbing work the Parish Council would be required to purchase certain items such as the sink, tap, cabinets, doors, hinges, handles and a work surface. Having reviewed a couple of supplier websites, it would appear that a sensible budget for purchasing these items would be £300 including VAT.

6.3 To ratify the purchase of a new office fridge

Unfortunately, the office fridge broke on Friday 8 March 2019. At the time of writing the agenda, it was anticipated that the Chairman would have purchased a replacement but the Clerk now believes that it would be prudent to fit the new base cabinet for the sink first to confirm the space available for a fridge. The chosen fridge was £99 from Robert Dyas.

7 Planning

7.1 To note comments on recent applications

The schedule of comments submitted to the planning authority following agreement by the Parish Council's planning committee will be forwarded to councillors separately.

7.2 To note recent planning decisions

The schedule of planning authority decisions will be forwarded to councillors separately.