

FARNHAM ROYAL PARISH COUNCIL

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MINUTES OF THE ANNUAL MEETING OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 20 MAY 2019 AT 6.30 P.M. IN FARNHAM COMMON VILLAGE HALL

Present

Mr. Paul Rowley (Chairman) Mrs. Marilyn Rolfe
Ms. Jennifer Jebson Mr. Richard Thomas (from 7.10pm)
Mr. Bob Milne Mrs. Judy Tipping
Mrs. Judith Hall – Clerk
Sixteen members of the public and District Councillor Dev Dhillon

The Chairman declared the meeting open at 6.30pm.

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

19/28/PC To elect a Chairman

Mr. Milne proposed Mr. Rowley continue as Chairman. This was seconded by Mrs. Tipping. Mr. Rowley confirmed that he was happy to be elected if nobody else wanted the role. No alternative nominations were received so **it was agreed** that Mr. Rowley would be elected Chairman.

19/29/PC To elect a Vice Chairman

Mr. Rowley proposed Mr. Milne continue as Vice Chairman. This was seconded by Mrs. Jebson. Mr. Milne confirmed that he was happy to be elected if nobody else wanted the role. No alternative nominations were received so **it was agreed** that Mr. Milne would be elected Vice Chairman.

19/30/PC Apologies for absence

Mr. John Hodges, Mr. Clive Robinson and Mr. Roger Home

19/31/PC Declarations of Interest

There were no declarations of interest.

The Clerk asked all councillors to complete and return the Declaration of Interest form circulated to all councillors within the meeting pack as some of the forms held by SBDC had not been reviewed and/or updated since the 2015 election.

19/32/PC To confirm the minutes of the meeting held on 29 April 2019

The minutes were **approved** and signed by the Chairman.

19/33/PC To review the Standing Orders and Code of Conduct

33.1 Mr. Milne advised that the Standing Orders are based on the standard document provided by the National Association of Local Councils and that he had gone through them with the former clerk before they were originally adopted. Mr. Milne asked the Clerk whether any changes had been made since adoption and she confirmed not. Mrs. Tipping felt that they should be reviewed at the time any issues arose. The Standing Orders **were approved**.

33.2 The Clerk asked whether those present were happy to approve the Code of Conduct. The Code of Conduct **was approved**.

19/34/PC To review the terms of reference and appoint members to serve on the following Committees

34.1 Finance Committee

Membership of this committee **was agreed** as Mr. Milne, Mr. Rowley, Mr. Hodges and Mrs. Rolfe.

It **was agreed** that the existing terms of reference would continue but that these would be added to a rolling annual review programme.

34.2 Planning Committee

Membership of this committee **was agreed** as Mrs. Rolfe, Mrs. Tipping, Mr. Milne and Mr. Rowley.

It **was agreed** that the existing terms of reference would continue but that these would be added to a rolling annual review programme.

19/35/PC To review the terms of reference and appoint members to serve on the following Working Groups

35.1 Open Spaces Working Group

Councillor membership of this working group **was agreed** as Mr. Milne, Mr. Robinson, Mr. Home and Mr. Rowley.

It **was agreed** that the existing terms of reference would continue but that these would be added to a rolling annual review programme.

35.2 Kingsway Green Working Group

Councillor membership of this working group **was agreed** as Mrs. Rolfe and Mrs. Tipping.

It **was agreed** that the existing terms of reference would continue but that these would be added to a rolling annual review programme.

19/36/PC To appoint representative on the following Outside Bodies:

The following representatives **were agreed**:

36.1 Farnham Royal Charities – Mr. Hodges and Mrs. Rolfe

36.2 Burnham Beeches Local Area Forum (BCC) – Mrs. Rolfe and Mrs. Jebson

36.3 Rights of Way Liaison Group (BCC) – Mr. Home and Mr. Milne

36.4 Farnham Common Sports Club – Mr. Rowley and Mrs. Tipping

36.5 Farnhams Magazine – Mr. Home and Mr. Rowley

36.6 Burnham Beeches and Stoke Common Consultation Group (CofL) – Mrs. Tipping and Mrs. Jebson

36.7 South Bucks Association of Local Councils – Mr. Rowley, Mr. Milne and Mrs. Jebson

36.8 East Burnham Gravel Liaison Group – Mrs. Tipping

19/37/PC To review the Asset Register and Risk Assessment

The Clerk had reviewed and circulated the Asset Register and Risk Assessment to all councillors prior to the meeting. These **were approved** but the clerk recommended that the Risk Assessment was added to a rolling annual review programme. This **was agreed**.

19.38/PC To review the following policies:

38.1 Signage - approved

38.2 Promotional Materials - approved

38.3 Grants - approved

38.4 Tree Safety Management - approved

38.5 Communication and Involvement - approved

38.6 Recording, Photography and Use of Social Media at Meetings - approved

38.7 Dignity at Work/Bullying and Harassment - approved

38.8 Pre Application Meetings with Developers - approved

38.9 Information and Data Protection - approved

38.10 Document Retention and Disposal - approved

38.11 Expenses - approved

38.12 Co-option - approved

It **was also agreed** that all policies would be added to a rolling annual review programme.

19/39/PC To agree meeting dates and times for Parish Council meetings and committee meetings for 2020

The Clerk had circulated a list of dates before the meeting. These were **approved** and are attached to these minutes.

19/40/PC Open Spaces:

To consider engaging Capability Landscapes Ltd to maintain St. Mary's Churchyard from 20 May 2019 to 31 July 2019 at a cost of £1,000 plus VAT per visit.

Mr. Milne advised that the previous contractor was offered an extension to his contract until 31 July 2019 whilst the Parish Council was carrying out the tendering process but declined. As a result, Capability Landscapes Ltd, the Parish Council's main contractor for open spaces, was asked to carry out the work specified in the contract on a temporary basis. Mr. Milne expressed his feeling that £1,000 plus VAT per visit was steep but advised that he was confident that all work would be done. The Chairman advised that during the recent Open Spaces Working Group meeting, the Clerk had expressed concern regarding the condition of the churchyard as no maintenance had been carried out since the beginning of April 2019 and there were concerns that the vegetation would get out of hand. Mr. Milne therefore proposed the engagement of Capability Landscapes Ltd and Mr. Rowley seconded this. **It was agreed** that Capability Landscapes Ltd would maintain St. Mary's Churchyard from 20 May 2019 to 31 July 2019 at a cost of £1,000 plus VAT per visit. Mrs. Tipping stated that as Capability Landscapes Ltd does the rest of the open spaces it would be good to keep all maintenance with one company. Mr. Milne confirmed that the intention was to tender for all open spaces in one contract rather than several smaller contracts as had been done previously. The Chairman took this opportunity to thank Mrs. Jebson for overseeing the tendering process and expressed his feeling that it looked more organised and structured now which should help with the performance management of the contract. Mrs. Jebson thanked the Clerk for her efforts.

19/41/PC Finance:

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

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

41.2 To review the Finance Regulations

The Clerk had reviewed and circulated the Finance Regulations to all councillors prior to the meeting. These **were approved** but the Clerk recommended that the Finance Regulations were added to a rolling annual review programme. This **was agreed** and **it was further agreed** that they would be reviewed in detail at the next Finance Committee meeting.

19/42/PC Planning:

42.1 To ratify comments on recent applications

The Planning Comments **were ratified**.

42.2 To note recent planning decisions

The Planning decisions **were noted**

42.3 Update on concrete crusher at Bishops Farm

Mrs. Rolfe reminded those present that there is a concrete crushing operation trading from the back of the garden centre in Crown Lane and that the application that was recently considered was a retrospective application and advised that it had been declined by BCC. The matter is now with the BCC Enforcement Officer but the operators have been given two weeks to clear the site. It was also stated that the operator may appeal this decision. Cllr. Dhillon advised that although he knew the application was going to be refused, he felt it was important to go to the committee meeting so that the inspector could see the level of public feeling. He advised that flooded representations were made on behalf of the applicant. His understanding is that the Enforcement Officer will be contacting The Environment Agency regarding the operating licence. Mr. Rowley asked whether the operator can continue if an appeal is lodged. Cllr. Dhillon advised that they could but that BCC have the power to fine the operator if they do. He also advised that there are no grounds for another application and that it is Bishops Farm's responsibility to clear the site.

19/43/PC Any Other Business (for information only)

Mrs. Tipping asked the public whether they were aware of the site of the concrete crusher. Ruth Stephens

(Blackpond Lane) advised that she wasn't but that she was now.

19/27/PC Next meeting

The meeting closed at 7.40pm. The next meeting will be on 24 June 2019 at 7.30pm at Farnham Royal Village Hall.

OPEN FORUM

Veronica Mayer (Rosewood Way) wanted to know how much longer the scaffolding at Warren Court would be in situ as the work seemed to have stopped. She stated that she had been advised that the residents of Warren Court had not been kept up to date and that a lady from L & Q had visited but wouldn't talk to them. Mrs. Tipping advised that the first team of workmen worked quickly and finished the roof but the new team of workmen aren't so good and agreed that the scaffolding and rubbish shoots had not been taken down. The Chairman advised that the Clerk would ask L & Q for an update. Ruth Stephens (Blackpond Lane) advised that if calling L & Q it is best to wait until the end of the options rather than selecting one as you then speak to the chief. Mrs. Tipping commented that L & Q was notoriously dreadful. Nigel Crompton of L & Q advised that to the best of his knowledge residents of Warren Court were being kept up to date and the delay in removing the scaffolding was being caused by a delay in Southern Electricity signing off the newly installed solar panels.

Nick Greatorex (Scott Close) advised that he had spoken to the operator of the planned care home on the former Haymill Garage site and that they had promised to write to the Parish Council. The Clerk confirmed that she had received an introductory letter from them. Mr Greatorex continued that Celtic would be appointed by the operator to clean the site prior to any building work and that the strategy would be reviewed by the SBDC Environmental Health, The Environment Agency and a BCC Contaminated Land Officer. He further advised that he would be writing to BCC and stressed the importance of making sure the clean-up is done right and the land is tested.

Mr. Greatorex also wished to provide an update regarding the speeding motorcycles on the A355. He advised that there had been two aborted attempts to fix the speed camera by the former Haymill Garage site after it was set alight six months ago. He further advised that over a 45 days period there had been 26 instances of speeding motorcycles and that the majority of these occurred on a Thursday or Friday between 10pm and 11pm. Finally, he confirmed that he had not yet reported the instances by calling 101. The Clerk advised that the Speedwatch equipment had now been fixed and that she would ask Mr. Robinson whether the Speedwatch team would be willing to monitor activity over one or two evenings. The Clerk also appealed for volunteers to join the group as one member had stood down leaving only two individuals.

Liz Rhodes (Blackpond Lane) wished to thank the Parish Council for listening to the representations made by her previously regarding a planning application at a neighbouring property and for acting to object to the building of a substantial bungalow which would have changed the rural feel of the road. She particularly thanked Mrs. Rolfe and Mrs. Jebson as they used personal time to visit the area. The Chairman advised that the Parish Council now has a Planning Committee which looks at all applications and appeals.