

## Information for the Parish Council Meeting on 24 June 2019

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

#### 3.1 Tendering Update

Invitations to tender for firstly the maintenance of the open spaces and secondly the maintenance of physical assets such as playground equipment and bus shelters were issued on 14 June 2019.

The tender timeline is as follows:

Release of Invitation to Tender	-	14 June 2019
Period for Queries	-	17 June 2019 to 4 July 2019
Tender Return	-	Midday 5 July 2019
Evaluation	-	Week commencing 8 July 2019
Interviews	-	Week commencing 15 July 2019
Tender Award	-	19 July 2019

#### 3.2 Constitution and policy documents rolling review programme update

At the Annual Meeting of the Parish Council held on 20 May 2019, it was agreed that an annual rolling programme should be put together for the review of all constitution and policy documents. The Finance Regulations and the finance and administration elements of the Risk Register will be reviewed at the next meeting of the Finance Committee, which is on 22 July 2019. The Committee's Terms of Reference and the Reserves, Grants and Expenses policies will also be reviewed.

It is suggested that the open spaces and asset elements of the Risk Register should be reviewed at the next routine meeting of the Open Spaces Working Group, which is on 16 September 2019. The Working Group's Terms of Reference and the Signage, Promotional Materials and Tree Safety Management policies will also be reviewed.

The remaining policies will be reviewed later in the year.

#### 3.3 Update on the Neighbourhood Plan Steering Group

The Neighbourhood Plan Steering Group last met on 3 June 2019 at which they discussed their initial thoughts on the Draft Chiltern and South Bucks Local Plan 2036 which had just been released. The review process is ongoing and the Communication Working Group attached to the Steering Group is currently putting together a programme for consulting with residents. The next meeting is scheduled for July 2019.

#### 3.4 BCC Consultation of LAF projects on The Broadway

BCC is currently consulting for no loading at any time restrictions and two additional parking bays on The Broadway following the Parish Council's successful application to the Beeches Local Area Forum (managed by BCC). The consultation ends on Friday 28 June 2019.

### 3.5 Update on purchase of external wall mounted defibrillator

The defibrillator and external cabinet have been delivered and should be fitted on Thursday 20 June 2019.

### 3.6 Update on Unitary Authority from Parish Council Perspective

Paul Rowley and Bob Milne attended a workshop on 10 June 2019 held by BCC to help design how town or parish councils will work with the new Buckinghamshire Council from 1 April 2020. A verbal report will be provided at the meeting.

### 3.7 Update on Draft Chiltern and South Bucks Local Plan 2036 and Community Infrastructure Levy consultations

It is suggested that a meeting is arranged for all councillors and the Neighbourhood Plan Steering Group to discuss the above documents and formulate the Parish Council's response for the consultations. The relevant documents will be forwarded to councillors separately and the Clerk requests availability for councillors for weeks commencing 1 July 2019 and 8 July 2019 so a meeting can be arranged.

### 3.8 Update on LAF Projects 2020/21

Usually bids for LAF funding need to be submitted by 31 August in the year prior to the year the work would be carried out so for projects to be carried out in 2020/21 the Parish Council would need to apply by 31 August 2019. I have spoken to BCC to see what the process will be this year for such bids as nothing has been received from them and I was advised that they are still unsure due to the uncertainty of the new unitary authority. The Clerk will continue to monitor the position and should she received notice that funds are available she will circulate all councillors with further details including the funding criteria.

## 4 **Road safety issues identified by the community**

Over the last few months the Parish Council has received several comments from the community regarding vehicles speeding in the villages. The Clerk has been investigating what action can be taken to tackle this dangerous and antisocial behaviour.

Community Speedwatch: This is a scheme operated by the Police and BCC but is managed and run by volunteers in the community. The registration number of the speeding vehicle is recorded and warning letters are sent out by the Police to the registered keepers stating that their vehicle has been reported as speeding and if a speed problem is identified enforcement by the Police may follow.

The Parish Council jointly owns Speedwatch equipment and used to have a volunteer team of four who would operate in areas highlighted for review. Unfortunately, this team has now reduced to one member and urgently needs new volunteers to enable this useful tool to be used in the community. The Clerk is keen to hear from those willing to join and also from councillors or residents wishing to suggest appropriate sites.

Mobile Vehicle Activated Sign: The Parish Council owns one of these signs which displays the speed limit when approaching motor vehicles are exceeding it. Locations have to be agreed following a site survey with TfB.

Currently the sites identified in The Farnhams are:

Parsonage Lane Farnham Common set at 30mph facing north to record southbound  
One Pin Lane Farnham Common set at 30mph facing east to record westbound traffic  
Collum Green Road Farnham Common set at 40mph facing southeast to record north west traffic  
A355 Farnham Royal set at 40mph facing north to record southbound traffic  
A355 Farnham Royal set at 40mph facing south to record northbound traffic  
Parish Lane Farnham Common set at 40mph facing northwest to record southeast traffic

Blackpond Lane Farnham Royal set at 30mph facing north to record southbound traffic

It has been suggested that these sites are reviewed and surveys are requested on any new sites. The Clerk is keen to hear from councillors or residents wishing to suggest appropriate sites.

BCC Speed Survey: During her research the Clerk has discovered that TfB will conduct a seven day Speed Survey at the request of the Parish Council and/or a Community Group. Further details of what this actually is, what data will be provided and how the data can be used have been requested from TfB and if these are received prior to the meeting a verbal update will be provided. The cost of the survey is £400 plus VAT.

Roadside Speed Cameras: Following a report that the camera at the site of the former Haymill Garage is not working, the Clerk has requested that this is fixed or replaced and has asked whether additional cameras could be installed in the villages if relevant.

Neighbourhood Policing Team: The Clerk has raised the speeding motorcycles on the A355 at night with the Team and the advice received is that witnesses should call 101 at the time of the incident. The schedule of incidences provided by a parishioner at the Annual Meeting of the Parish Council has also been forwarded to the Team and should any further information be received a verbal update will be provided at the meeting.

Additional Road Signs: The Clerk has contacted BCC to find out whether, and if so how, additional road signs can be fitted at appropriate sites.

## **5 Open Spaces:**

### **5.1 Right of Way Issues:**

#### **5.1.1 Ingrams Copse from Warren Court**

Previously the Parish Council instructed Buchanans Solicitors to advise on access rights and to write letters asserting those rights on behalf of the Parish Council. Unfortunately, despite repeated chasing by email and telephone no progress has been made. The Clerk therefore seeks agreement to disinstruct Buchanans Solicitors and approach BP Collins, who have been recommended to her.

#### **5.1.2 Boundary Copse from Bishop's Orchard**

Previously the Parish Council instructed Buchanans Solicitors to advise on access rights and to write letters asserting those rights on behalf of the Parish Council. Unfortunately, despite repeated chasing by email and telephone no progress has been made. The Clerk therefore seeks agreement to disinstruct Buchanans Solicitors and approach BP Collins, who have been recommended to her.

#### **5.1.3 Footpath linking Ingleglen and Stewarts Drive**

For many decades, residents have walked to Burnham Beeches via the footpath at the far end of Ingleglen linking to Stewarts Drive. Even though there was no legal right of way there was no barrier to the use of this route until a locked gate was installed by Ingleglen Estates Limited. It has been suggested that the Parish Council place an article in the Farnhams Magazine to see whether sufficient residents wish the Parish Council to apply to BCC for the footpath to be included on the rights of way definitive map. A copy of the proposed notice will be forwarded to councillors separately.

#### **5.1.4 Langtons Meadow to Ingrams Copse**

At the recent Open Spaces Working Group meeting it was suggested that the Parish Council may wish to see whether sufficient residents wish the Parish Council to apply to BCC for one or more of the entrances to Ingrams Copse from Langtons Meadow to be included on the rights of way definitive map.

### **5.2 Request for Geocache in Ingrams Copse**

The Clerk received, via The Woodlands Trust, a request from a resident for a geocache to be placed in Ingrams Copse. Geocaching is a real-world, outdoor treasure hunting game

using GPS-enabled devices. Participants navigate to a specific set of GPS coordinates and then attempt to find the geocache hidden at that location. A geocache is typically a container holding a number of items. Participants then take an item and leave something new.

### 5.3 Playgrounds

#### 5.3.1 Mound Repairs in Farnham Park Playing Fields

Part of the Mound is currently cordoned off due to rotten and collapsed retaining timbers. The Clerk has received a quote of £2,664.52 plus VAT from the Company who fitted the playground equipment to supply new timbers and install them thus returning the Mound to its previous state. Progress Services, who carry out the routine maintenance at the playground, has suggested removing all timbers and rounding off the Mound down to the ground to remove the requirement for future repairs on these or other timbers. This would require the removal of some climbing bars and a climbing net. Progress Services have provided a quote of £2,200 to carry out this work. Photographs showing the damage will be forwarded to councillors separately.

#### 5.3.2 Inspection Reports

The annual playground inspections were circulated to all councillors on 14 June 2019. The next Open Spaces Working Group meeting is 16 September 2019 so Bob Milne has suggested that a special meeting of the Working Group is held in June/July 2019 to review the reports in detail so recommendations can be put forward at the Parish Council meeting on 29 July 2019.

#### 5.3.3 2020/21 Inspections

The inspections were carried out this year by the Play Inspection Company Ltd, the same company as last year. There is a rolling repeat order in place and councillors are asked whether they would like this to continue for the 2020 annual inspection. The cost is £130 plus VAT.

### 5.4 Village Flowers

The Clerk has been advised that the village flowers will cost £2,484 plus VAT for the year. This includes:

<u>Items</u>	<u>Locations</u>
14 hanging baskets	Farnham Common: Post Office, Tanning Shop, Dragon Inn, Fish and Chip shop, Sheriff House, Banters Hair, Giftzees, Swinton Insurance, Kitchen Art, Ridgewell Windows, Brampton Estate Agents, Methodist Church (2). Farnham Royal: Newsagents on corner
6 brick built raised beds	outside Sainsbury's and dentist
6 barrier planters	on top of pedestrian railings on The Broadway
2 terracotta tubs	outside Aztec Sports

Historically many of the shops, businesses and freeholders have contributed to the cost of the flowers on or near their property but in recent years this has significantly reduced with only four now contributing, which equates to approximately 20% of the cost. At the recent Open Spaces Working Group meeting it was recommended that the Parish Council considers the provision of flowers in the villages.

### 5.5 Christmas Lights 2019

#### 5.5.1 Consider quote for repairs

The Clerk has received a quote of £1,550.20 plus VAT for repairs to the Christmas lights.

#### 5.5.2 Consider display for current year

The Clerk has received a quote of £7,031.73 plus VAT for this year's Christmas light display. Having compared this to the estimate provided in September 2018 it appears that the cost has increased by £550. This increase is the result of having to obtain an additional permit from BCC to access the Highways network (£150), having to conduct a health check on column power (£145) and a price increase of on average £15 per original scheme decoration in respect of installation, in season maintenance, support and removal (£255).

Also, previously decorations have been fitted on the Methodist Church. Given the significant building work currently being carried out would the Parish Council like to move these decorations to other location(s) within the villages.

## **6 Finance:**

### **6.1 To consider the annual accounts and annual return**

The annual accounts and annual return will be forwarded to councillors separately.

### **6.2 To consider the Finance Committee's recommendations following the internal audit**

The Internal Audit did not identify any significant weakness in the Parish Council's systems of internal control and decided that generally the Parish Council operates an effective and efficient set of internal controls. It has been suggested, however, that the Finance Regulations need to be updated to reflect current processes now online banking and a debit card are used as additional payment methods.

1. The Finance Regulations refer to a debit card single transaction limit of £500. The card issuer (Co-operative Bank) do not operate a single transaction limit but do operate a daily limit. The proposal is therefore that the daily limit is set at £500 and the wording of the Regulations is updated.
2. The Finance Regulations provide for the use of online banking and require evidence to be retained showing which two councillors approved any payment. The facility operated by the Bank does not provide for the Clerk to enter the payments onto the online system and then for two separate approval events. Only one approval event is required. The Clerk has therefore suggested that one of the councillors enters the payments onto the online system and then another councillor approves the payments. This would ensure that two councillors are involved in the process. The Clerk is currently awaiting the Internal Auditors comments on this proposal.

As a result of the change in payment method, the Internal Auditor has also recommended that the Risk Register is updated. The Parish Council resolved to do this at the Annual Meeting of the Parish Council held on 20 May 2019.

### **6.3 To approve payments and note receipts, as per the cashbook**

The cashbook will be forwarded to councillors separately.

### **6.4 To consider replacement for visitor PC in the office**

During an overnight Windows update, the motherboard of one of the Parish Council office's PCs became irreparably damaged. A comparable new PC can be purchased from the support company for approximately £350 plus VAT. Alternatively the support company has offered to supply a second hand machine for £75 plus VAT.

### **6.5 To ratify the purchase of items for the new kitchen at the Parish Council office**

The Clerk purchased the cabinets, sink, tap and fixings for the new kitchen using the debit card. The total cost was £227.00. The Parish council approved a budget of £300 plus VAT at the Parish Council meeting on 25 March 2019. Delivery is due to take place on Monday 24 June 2019 and installation will hopefully take place shortly after.

### **6.6 To consider councillor training on financial responsibilities**

The Internal Auditor has offered to deliver a presentation to all councillors on their duties and responsibilities in respect of Parish Council finances. The Finance Committee has considered this offer and wishes to recommend that this training is arranged and attended by all. The estimated cost is £500 plus VAT.

### **6.7 To consider quote for removing graffiti from the fascia board at the Home Meadow bus shelter**

During the latest regular inspection of bus shelters, it was noted that graffiti is on the fascia board at the Home Meadow bus shelter. A quote of £30 has been received from Progress Services, the maintenance company.

## 7 Planning:

### 7.1 To consider whether it is more appropriate for planning matters to be dealt with by a committee or working group.

The Clerk has spoken with the Society of Local Council Clerks and they have suggested that in order to increase flexibility and efficiency it may be desirable to convert the Planning Committee to a Planning Working Group. In practical terms, applications would be dealt with in largely the same way but unlike the Committee, the Group would not be authorised to submit comments on behalf of the Parish Council but would provide recommendations for consideration at Parish Council meetings or if time constraints do not allow by email, with ratification at the next meeting. The members of the Committee felt that converting to a working group would allow them to carry out their work more flexibly and efficiently and decided to recommend this to the Parish Council.

### 7.2 To consider 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.

### 7.3 To note recent planning decisions

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

### 7.4 Update on the use of land for a construction and demolition waste recycling facility at Bishops House, Crown Lane, Farnham Royal

A verbal report will be given at the meeting.

### 7.5 Update on outline application for siting 8 gypsy and traveller pitches in Templewood Lane, Stoke Poges

Although the site in the above application is in the Parish of Stoke Poges, the Parish Council has offered assistance to Stoke Poges Parish Council and they have requested that the Parish Council and residents of The Farnhams register their objections to this application. The deadline for submitting objections is 25 June 2019.