

# FARNHAM ROYAL PARISH COUNCIL

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## MINUTES OF A MEETING OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 24 JUNE 2019 AT 7.30 P.M. IN FARNHAM ROYAL VILLAGE HALL

### Present

Mr. Paul Rowley (Chairman)    Mrs. Marilyn Rolfe  
Mr. Roger Home                    Mr. Bob Milne  
Mrs. Judy Tipping  
Mrs. Judith Hall – Clerk  
Four members of the public and District Councillors Dev Dhillon and Marlene Lewis

The Chairman declared the meeting open at 7.35pm.

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

### 19/45/PC Apologies for absence

Mr. John Hodges, Mr. Clive Robinson, Ms. Jennifer Jebson and Mr. Richard Thomas

### 19/46/PC Declarations of Interest

There were no declarations of interest.

### 19/47/PC To confirm the minutes of the Annual Meeting of the Parish Council and the Annual Parish Meeting both held on 20 May 2019

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

The Chairman advised that a resident had requested that draft minutes were published within two weeks of a Parish Council meeting. The councillors present felt that this was not unreasonable.

### 19/48/PC Matters Arising (not covered elsewhere on the agenda - 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 was provided to all those in attendance and can be downloaded from the Parish Council website or a hard copy can be requested from the clerk.

48.1 Update on tendering – report noted and the Chairman and Mrs. Rolfe volunteered to carry out the tender evaluations and interviews.

48.2 Update on constitution and policy documents rolling review programme – report noted

48.3 Update on the Neighbourhood Plan Steering Group – report noted

48.4 BCC Consultation of LAF projects on The Broadway – report noted

48.5 Update on purchase of external wall mounted defibrillator at FCSC – report noted

48.6 Update on Unitary Authority from Parish Council Perspective – report noted and the Chairman referred those present to the discussion in the Open Forum earlier in the meeting.

48.7 Update on Draft Chiltern and South Bucks Local Plan 2036 and Community Infrastructure Levy consultations – report noted and the Clerk was asked to circulate Phil Rudd's (Chairman of the Neighbourhood Plan Steering Group) notes to all councillors for review and a meeting during the week commencing 1 July 2019 was suggested to formulate a response.

48.9 Update on LAF Projects 2020/21 – report noted and Mrs. Rolfe advised that attendance at the LAF was poor

from other parish councils.

### **19/49/PC Road safety issues identified by the community**

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

49.1 The Chairman advised that it is necessary to build evidence to support residents' opinions that there are speeding issues within the villages and advised that it would be possible for the Parish Council to arrange for TfB to carry out a speed survey at agreed locations within the Parish. Mr. Milne stated that it was necessary to agree how many tests would be conducted and where they would take place. The Chairman suggested trying one really good site to see whether the tests were worth conducting. Mrs. Rolfe suggested outside the infant school on the A355 but it was suggested that with the vehicle activated sign being there already this may not be a suitable location for the first test. Mrs. Tipping stated that the Parish Council should obtain an updated version of its mobile vehicle activated sign given the likely improvements in technology. The Chairman advised that the Clerk had contacted the supplier to find out how much it would cost to service the existing unit and to purchase a new sign. Mr. Home advised that on Sunday mornings some cars speed down Parsonage Lane from Langtons Meadow, that two or three cars speed on Templewood Lane and similarly on One Pin Lane and Collum Green Road. Mr. Milne asked what the point of the survey would be and the Chairman advised it would be for traffic calming. Mrs. Rolfe felt that the data coming out of the survey would be more credible as it was obtained by TfB. Mr. Foulds advised that vehicles exiting Farnham Common heading south towards Farnham Royal accelerating down the A355 slowing for the camera and then accelerating again at Cherry Tree Road and Dair House school. Mr. Milne queried that the moveable sign is designed as a traffic calming tool. The Chairman felt that an investment of £400 was justifiable for a test case. Mr. Home stated that enforcement is only any good if the roadside speed cameras work. Mr. Milne asked how often the film of the speed cameras is changed. Mrs. Rolfe advised that she used to see them changing the film regularly particularly at the camera by St Mary's School. Mr. Home advised that in 2025 all cars will record speed and the police will simply plug in a laptop to download the information. The Clerk advised that she had met with PCSO Sampson and discussed the roadside speed cameras and she had advised that they all work. In addition, PCSO Sampson had clarified another issue frequently mentioned by residents, cars parking on pavements. The Clerk advised that PCSO Sampson had advised that it was ok for a vehicle to park on the pavement as long as it was not causing an obstruction. An obstruction offense would occur if a pedestrian could not walk on the pavement past the vehicle with a double buggy or if a wheelchair could not pass on the pavement. Mr. Home stated that this is incorrect and that the police are choosing to turn a blind eye in this area as West Oxfordshire Police are prosecuting motorists for parking on the pavement irrespective of whether an obstruction is caused in Chipping Norton. Mrs. Tipping added that PC Walker had advised that parking on the pavement is illegal at the recent Annual Parish Meeting.

### **19/50/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 was provided to all those in attendance and can be downloaded from the Parish Council website or a hard copy can be requested from the clerk.

#### 50.1 Right of Way Issues:

##### 5.1.1 Ingrams Copse from Warren Court

**It was agreed** that Buchanans Solicitors would be disinstructed and that BP Collins would be approached to assist with the issue.

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

**It was agreed** that Buchanans Solicitors would be disinstructed and that BP Collins would be approached to assist with the issue.

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

Mr. Home advised that there is an ongoing national project to restore the record and implement a Right of Way on regularly used routes. If sufficient residents want a route designated as a right of way and can

demonstrate that the route has been used for the required period the BCC Rights of Way officer will adjudicate on the claim. The Chairman asked whether parishioners can lead this themselves. Mr. Home advised that they can but they would be setting themselves up and the BCC Rights of Way Officer is asking for volunteers. The Chairman asked whether any councillor had been approached by parishioners requesting that action was taken. Mr. Milne advised that he had been approached by one individual and Mr. Home advised that he had been contacted by three or four individuals. The Chairman clarified that the Parish council would simply be raising the issue and making residents aware of the situation. Mrs. Tipping advised that the route in question had never been a public right of way as there had been just one house of the site who enjoyed the path as a private right of way. The Clerk suggested that there may be other routes that parishioners would like to be included. Mr. Milne advised that there are three entrances to Ingrams Copse from Langtons Meadow and that if these weren't recorded then one or two may be lost in the future. **It was agreed** that the Clerk would amend the article prepared by Mr. Home to widen the issue seeking detailed of any routes used by parishioners.

#### 5.1.4 Langtons Meadow to Ingrams Copse

See above.

#### 50.2 Request for Geocache in Ingrams Copse

**It was agreed** that a geocache could be placed in Ingrams Copse.

#### 50.3 Playgrounds

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

It was agreed that the timbers would not be replaced due to the ongoing maintenance cost and that instead the mound should be rounded off down to the ground. The quote submitted by Progress Services for £2,200 **was agreed**.

##### 50.3.2 Inspection Reports

The Chairman advised that the Parish Council should be looking to develop a replacement programme for the playground equipment in both locations but initially in Farnham Common and noted that major spend was only a few years away. **It was agreed** that a special meeting of the Open Spaces Working Group would be held week commencing 1 July 2019 to review the reports in detail.

##### 50.3.3 2020/21 Inspections

**It was agreed** that the Play Inspection Company Ltd would be instructed to carry out the 2020 playground inspections.

#### 50.4 Village Flowers

**It was agreed** that the hanging baskets currently positioned on the Methodist Church should be taken down to protect them given the building work that is underway. **It was further agreed** that the supplier would be asked to relocate them to Farnham Royal either as hanging baskets or as barrier planters. Finally, **it was agreed** that shops, businesses and freeholders should be asked to pay for the baskets and/or beds and tubs outside their premises.

#### 50.5 Christmas Lights 2019

##### 50.5.1 Consider quote for repairs

The quote of £1,550.20 plus VAT for Christmas light repairs **was agreed**.

##### 50.5.2 Consider display for current year

**It was agreed** that this year's display would be the same as last year save for the relocation of the lights previously displayed on the Methodist Church to Farnham Royal.

### **19/51/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 was provided to all those in attendance and can be downloaded from the Parish Council website or a hard copy can be requested from the clerk.

#### 51.1 To consider the annual accounts and annual return

Mr. Milne, as Chair of the Finance committee, presented the accounts and those present confirmed that they had reviewed them prior to the meeting. The Chairman explained that the future payments in respect of the pension deficit had been included as accruals together with the amounts due to BCC in respect of the match funding

agreements concerning the completed 2018/19 LAF projects. With regard to the Annual Return, Mr. Milne advised that the internal auditor had now completed his section of the Annual Return and that unlike last year, he had been able to provide positive responses to all questions. Following this the committee had considered each of the questions in Section 1 of the Annual Return and concluded that positive responses should be made to questions 1-8 inclusive and that question 9, which related to trust funds was not applicable. The Accounts and Annual Return **were approved** as recommended by the Finance Committee.

51.2 To consider the Finance Committee's recommendations following the internal audit

Mr. Milne, as Chair of the Finance committee, advised that 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. The following recommendations are therefore made:

51.2.1 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. **This was agreed.**

51.2.2 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 rather than her and then another councillor approves the payments. This would ensure that two councillors are actively involved in the payment process. **This was agreed.**

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

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

51.4 To consider replacement for visitor PC in the office

**It was agreed** that the second hand machine being offered by the support company should be purchased for £75 plus VAT

51.5 To ratify the purchase of items for the new kitchen at the Parish Council office

The purchase of items for the new kitchen at the Parish Council office **was ratified** at £227.

51.6 To consider councillor training on financial responsibilities

**It was agreed** that training on councillors duties and responsibilities in respect of the Parish Council's finances should be held and the Clerk was asked to arrange a date in September 2019.

51.7 To consider quote for removing graffiti from the fascia board at the Home Meadow bus shelter

The quote of £30 received from Progress Services to remove graffiti from the fascia board **was agreed.**

### **19/52/PC Planning:**

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

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

**It was agreed** that in order to allow members to carry out their work more flexibly and efficiently the planning committee should be converted to a working party.

52.2 To consider comments on recent applications

The Planning Comments **were ratified.**

52.3 To note recent planning decisions

The Planning decisions **were noted**

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

Mrs. Rolfe referred to the discussion in the Open Forum at the start of the meeting.

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

Mrs. Rolfe referred to Cllr. Dhillon's earlier comments regarding this application and confirmed that the Parish Council would be submitting an objection.

**19/53/PC Any Other Business (for information only)**

53.1 The Clerk advised that she had received an update from L & Q regarding the scaffolding at Warren Court and had been advised that there are still several ongoing issues relating to the solar panels and other works that require signing off, then a number of ridge tiles need to be fixed before the scaffolding will be replaced.

53.2 The Clerk advised that L & Q had agreed to meet with the Parish Council to discuss the maintenance of trees and vegetation.

53.3 Mrs. Tipping asked whether the Parish Council would provide £500 to the Farnham, Common Village Hall to support 'Carols Not on the Green' this year. The Clerk advised that she would add this to the agenda for the next meeting.

**19/54/PC To agree under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that in view of the confidential nature of the business to be transacted under item 10 below that the public be temporarily excluded and be instructed to withdraw**

This was agreed.

**19/55/PC Outstanding referral to Monitoring Officer**

Councillors were advised that the Monitoring Officer's report had been received for comment and **it was agreed** that the panel of councillors who initially reviewed the matter would be reformed to review the report and formulate a response.

**19/56/PC Next meeting**

The meeting closed at 9.42pm. The next meeting will be on 29 July 2019 at 7.30pm at Farnham Common Village Hall.

**OPEN FORUM**

Cllr. Dhillon advised that he planned to speak with the BCC Planning Enforcement Officer on Thursday morning for an update regarding the concrete crushing operation at M & S Groundworks. He further advised that he had been informed that a soft approach was recommended as it would be better to agree a strategy with M & S Groundworks rather than commence legal enforcement. The Chairman stated that residents needed to know what was going on and the Clerk advised that she had been told that the concrete crusher had been removed but that now an equestrian centre was being built. Cllr. Dhillon stressed that concerned residents should not put themselves in danger by acting alone as they are not alone in their concern.

Cllr. Dhillon advised those present that circa 106 objections had been received by SBDC Planning regarding the application for a traveller site in Templewood Lane, Stoke Poges.

Cllr. Dhillon advised that a s.61 notice had been served on the travellers current occupying Burnham Park and that they were expected to leave on Wednesday morning.

Cllr. Dhillon advised that he had been trying to reach the SBDC Planning Enforcement department by telephone to discuss enforcement action regarding the car wash behind Tesco Express in Farnham Common now that the appeal had been dismissed but he had been unable to speak to anyone. He therefore planned to visit Capswood in person.

Cllr. Dhillon advised that if sufficient objections were received by SBDC Planning, he would speak at the meeting of the SBDC Planning Committee regarding the application for three houses behind Lantern Cottage as if permission

is granted, there will be seven four to five bedroom homes on the plot, which is close to the nursery and traffic lights by the entrance to One Pin Lane, Farnham Common. He believes that this is an accident waiting to happen. Mrs. Tipping stated that a similar application from Farm Cottage was turned down last year after Burnham Beeches got involved and raised issues regarding the water table. Cllr. Dhillon advised that the current application had received a strong objection from Burnham Beeches. The Chairman stated that he doesn't understand what the SBDC planners are doing as previously it was necessary to prepare a development plan. Cllr. Dhillon advised that in the good old days SBDC had departments that prepared reports by now to save money planners are requiring the developers to prepare the reports but is there enough challenge of those reports. Mrs. Tipping referred to the fact that there are currently a few applications regarding this one piece of land and the Chairman agreed that the area was turning into an estate and copying Cranwell Meadow by attrition rather than design.

Cllr. Dhillon advised that he had made a freedom of information act request of Thames Valley Police for the number of attendances at 6 Fairfield Lane, Farnham Royal and that should sufficient objections be received by SBDC Planning for the change of use application, he would speak at the SBDC Planning Committee meeting. The Chairman added that he did not believe that the plan would comply with the legal requirements governing this type of establishment.

The Chairman asked Cllr. Dhillon whether there was any update regarding the new unitary authority. Cllr. Dhillon advised that there was a meeting of the new shadow executive and that the new chief was definitely be recruited before the summer and then other officers would be put in place. He advised that there will be newsletters, a website and workshops so the public could get involved. Cllr. Dhillon advised that his view is that the process is about bringing services to local people and confirmed that parishes will have a chance to attend workshops and shape the new authority. The Chairman advised that he and Mr. Milne had attended a workshop which was useful but he can't see how the authority will function to make things work as the landscape is not simple with North Bucks, Aylesbury and South Bucks. In addition, some parishes are tiny and then you have large parishes such as Burnham with us in the middle. He feels that it is necessary to look carefully at the structure and possibly group by size rather than location to match common challenges. Mr. Milne advised that he felt Local Area Forums ("LAFs") were just being placed with Boards. Cllr. Dhillon stated that it was necessary to forget the 19 LAFs currently in place and that the Boards were being based on the hubs and boards in Wiltshire and Cornwall councils. He advised that Boards would have £1-2million to spend on local projects and that a highways officer, planning officer and country councillor will sit in the hubs for joint meetings. He advised that the Unitary Authority needs to save money but deliver better. The Chairman stated that there are ways of achieving savings but that some see this as giving up sovereignty but economies of scale can be achieved although a lot of thought needs to be given to a draft model and he doesn't believe that there is enough time. Mr. Milne agreed that this would not all be done by April 2020. Cllr. Dhillon advised that issues would be ironed out during the five year initial term after which the number of councillors would be reduced to 80-90.