

Information for the Parish Council Meeting on 28 October 2019

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

3.1 Update on the Neighbourhood Plan Steering Group

An update has been prepared by the Chairman of the Steering Group:

Following the publication of the draft Local Plan for South Bucks and Chiltern District, and with greater knowledge of what elements of local planning policy may be covered already by that Plan when ratified, the Steering Group have begun the public consultation process to develop the Neighbourhood Plan, and possibly in parallel, an updated Parish Plan. Two public workshops have been held at the village halls to examine what villagers would like to keep change and protect in the Farnhams. Whilst attendance was moderate the comments made were wide ranging, and the approach of those who attended very positive. The results of these workshops will be posted on the website, and will inform the design of a parish wide questionnaire, expected to be carried out in the New Year.

3.2 Update on recent traffic survey

The Parish Council previously agreed to carry out a TfB seven day traffic survey on the A355 near the Farnham Common Infant School. This was installed on 30 September 2019 and actually ran for two weeks. The data has been received and needs to be fully reviewed to enable conclusions to be reached but headline information will be available at the meeting.

3.3 Update on the Draft Chiltern and South Bucks Local Plan 2036 and Community Infrastructure Levy consultations

The Draft Chiltern and South Bucks Local Plan 2036 was submitted for examination to the Planning Inspectorate on 26 September 2019. The Local Plan and the supporting documents which were submitted with it are available from the Local Plan examination websites at <https://www.chiltern.gov.uk/examination> and <https://www.southbucks.gov.uk/examination>.

The Community Infrastructure Levy Draft Charging Schedules were submitted for examination to Intelligent Plans and Examinations Ltd on 20 September 2019. The CIL Draft Charging Schedules and the supporting documents which were submitted with them are available from the CIL examination websites at <https://www.chiltern.gov.uk/cil/examination> and <https://www.southbucks.gov.uk/cil/examination>.

Paper copies of the Local Plan and CIL and certain of the other submission documents are available to view at the Councils' Offices and public libraries within the districts.

3.4 Update on community training in the use of defibrillators

The Clerk is happy to report that both community defibrillator training sessions have now been held. Approximately 20 people took advantage of this free, local training. The Clerk, on behalf of the Parish Council, would like to publicly thank the South Central Ambulance Service for facilitating the training.

3.5 Update on the BCC Community Boards consultation

This consultation closed on 30 September 2019 and we have been advised that all of the responses are currently being reviewed and a report will be produced on the consultation findings. Once prepared, this report will go forward to the Shadow Executive for consideration on 3 December 2019 and will be published online with the meeting papers. BCC anticipates that a decision on community boards will be made by the Shadow Executive during that meeting.

4 To consider extension of BCC Highways Devolution Contract

The BCC Shadow Executive have agreed the extension of existing highways devolution contracts for 2 years for those local councils who already have an agreement. Should the Parish Council wish to continue delivering devolved highways services until 31 March 2022, expressions of interest must be received by BCC by Thursday 31st October 2019.

5 To consider compiling a database of land and commercial property owners within the Parish

Mrs. Tipping has advised that it is her belief that the Parish Council should know who owns every piece of land and commercial property within the Parish and it has been suggested that this is discussed at the meeting.

6 To consider participation in celebrations marking the 75th Anniversary of VE Day

The Clerk has received details of the official planned activities over the weekend of 8th – 10th May 2020. A copy of the Pageantmaster's letter will be forwarded to councillors separately but details can also be found at www.veday75.org.

7 Open Spaces:

7.1 To consider quotes received for replacing fascia boards and guttering at three bus shelters

It was agreed at the Parish Council meeting held in July 2019 that the fascia and guttering would be replaced at three bus shelters; Victoria Road, Farnham Park Lane and Home Meadow. The Clerk presented three quotes at the Parish Council meeting held in September 2019 but advised that as the quotes had been requested by different individuals, she could not be sure they all included the same work. This has now been clarified and the following quotes have been received:

Progress Services - £980

Ridgwell Windows & Conservatories - £950 plus VAT

Alpha Windows Berkshire Ltd - £790 including VAT

7.2 To consider entering into a maintenance agreement for the Moveable Vehicle Activate Sign

Since deploying the MVAS this Autumn it has been sited on the A355 and in Parish Lane and it has become clear that the unit is not working. The Clerk has been in correspondence with Swarco Traffic Ltd who supplied the unit and has negotiated a maintenance agreement for the unit. The maintenance agreement provides for all parts required for maintenance, or equipment failure to be provided within the contract price. Parts which are replaced to other than wear and tear, will be charged for accordingly. The agreement also includes a routine maintenance visit at 12-month intervals. If a fault is reported, attendance on site will be within five working days.

Normally Swarco Traffic Ltd require the unit to be in good working order before signing the contract but on this occasion, they have agreed to carry out the first routine maintenance visit shortly after signing the contract in order to carry out the repairs required to unit. This saves the cost of a call out (£577.50) but parts will need to be paid for outside the contract.

Swarco Traffic Ltd have offered a 1 year, 3 year or 5 year term at a fixed annual cost of £318 plus VAT and have agreed to invoice each year annually in advance.

7.3 To consider amendments to the Playgrounds Working Group Terms of Reference

The First meeting of the Playgrounds Working Group was held on 21 October 2019. During the meeting it was suggested that phase one of the project would be to replace the play area at Farnham Common looking at the site as a whole, incorporating the existing play area, outdoor gym area and guide hut area. Group members have been set tasks including identifying funding streams, researching demographics and needs, compiling a list of designers/suppliers and producing a site map and timeline. The next meeting is due to be held in December.

Minor amendments are proposed to the Group's terms of reference and a copy of the revised document will be issued to councillors separately.

7.4 To consider recommendations for phase one of the Kingsway Green Project

A group of councillors met on 23 October 2019 to prepare a recommendation for phase one of the Kingsway Green Project. Based on previous discussions protecting the side of the Green that borders Kingsway by preventing parking was felt to be the highest priority. It is therefore proposed that up to eight planters be installed along the edge of the green. Quotes have been requested from three potential suppliers for both the installation and ongoing maintenance of the planters. In addition, it is also proposed that the rose beds be cleared, the soil level raised and for turf to be laid. The Clerk hopes to have these quotes available at the meeting.

7.5 To consider quotes for maintenance to the hedge on the island outside Robin Parade, The Broadway, Farnham Common

Mr. Milne has suggested that the hedge on the island outside Robin Parade needs to be cut to the height of the bollards and to behind the bollards to improve visibility. The Clerk has obtained two quotes:

Amersham Town Council - £560 plus VAT
Capability Landscapes Ltd - £350 plus VAT

8 Finance:

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

The cashbook has been reviewed and approved by the Chairman of the Finance Committee and will be forwarded to councillors separately.

8.2 To consider the management accounts for the quarter ended 30 September 2019

The quarterly management accounts to 30 September 2019, which will be forwarded to councillors separately, were reviewed at the Finance Committee meeting held on 14 October 2019. The following points should be noted:

- In terms of income, the invoices in respect of rent, churchyard maintenance, flowers and sponsorship have all been issued.
- The September 2019 invoices for the maintenance of Jubilee Copse, Boundary Copse, Ingrams Copse and Temple Dell were not received prior to the month end but the work was carried out and the invoices will be included in the October 2019 cash book.
- Both invoices have now been received and paid in respect of the 2018/19 LAF projects. The work for the 2019/20 LAF project has been completed and TfB have advised that the invoice(s) will be received before 31 March 2020.
- The amounts included for 'grass cutting A355' and 'grasscutting' represent amounts paid to Capability Landscapes Limited who have now been paid in full for work carried out prior to 31 July 2019. No amounts have been paid to Matties Gardening Limited as no work has been carried out by them. Invoices were received after the quarter end from Amersham Town Council for the services provided in September 2019.
- The Devolved Services Extra Works relate to additional footpath cuts as previously agreed.
- The Street Lighting Extra Works relate to making safe and subsequently replacing a lamp post knocked over by a vehicle. At the time the driver of the vehicle agreed to take responsibility for the cost of the repairs and this has recently been confirmed by the business owner to the Clerk during a telephone conversation following a formal request for payment.
- The amounts paid in September 2019 in respect of 'Contract 2, 7, 9 & 13 shelters/playgrounds' and 'FR Ground Maintenance' represent both August and September invoices.
- The 'Play equipment, Bus Shelters and Benches Extra Works' relate to weedkilling at Farnham Park Lane bus shelter, creocote treatment and clearing broken glass at Farnham Park Playing Fields and cleaning graffiti at Home Meadow bus shelter and the recent mound repairs at Farnham Park Playing Fields.
- No maintenance work took place in St Mary's Churchyard in September 2019. The Facilities Manager at Amersham Town Council visited the site and advised that a cut was not necessary and one was arranged for October 2019. This has been completed and took 1.5 days. The cost will be included in the November cashbook as the Clerk has not yet received the invoice.
- The amount paid in September 2019 in respect of 'Public Conveniences' represents both August and September invoices.
- The invoice for the unbudgeted Christmas light repairs was paid in July 2019.
- The 'Administration' expenditure is self-explanatory and in line with expectations.
- The 'Sundry' and 'Other' expenditure relates the cost of the new office kitchen, electrical work and installation regarding the FCSC defibrillator.

The revised annual forecast is included in the accounts. This shows that the estimated carry forward at the end of 2019/20 is almost the same as the original budget prepared for the year with a difference of only £1,668.

8.3 Update on 2018/19 External Audit

PKF Littlejohn LLP, the External Auditor, has completed its review of the Annual Governance & Accountability Return for the year ended 31 March 2019. In their opinion, the information provided is in accordance with proper practices, relevant legislation and regulatory requirements with the exception of the allocation of one item of expenditure in the sum of £1,560. The accountant that prepared the annual accounts included this expenditure in 'Staff costs' as it related to the preparation of a pension valuation report but the External Auditor believes that it should have been included in 'All other payments'. The Finance Committee does not propose any recommendation in respect of this comment as it relates to the Accountant's allocation of a one off cost so the issue should not arise in the future.

8.4 To consider purchasing a new Union flag for Farnham Common

Mrs. Tipping has advised that she feels a new flag is required in Farnham Common. The Clerk has spoken to the supplier and the current flag was purchased at the beginning of 2017. Each flag is expected to last approximately three years but this may be affected by flying the flag all year round as this is not recommended by them. The Clerk has obtained a quote of £129.54 plus VAT from the usual supplier.

9 Planning:

9.1 To ratify comments submitted on recent applications

The schedule of comments submitted to the planning authority following recommendation by the Planning Working Group will be forwarded to councillors separately.

9.2 To note recent planning decisions

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