

# FARNHAM ROYAL PARISH COUNCIL

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## MINUTES OF A MEETING OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 27 APRIL 2020 AT 7.30 P.M. BY CONFERENCE CALL

### Present

Mr. Paul Rowley (Chairman)	Mrs. Marilyn Rolfe
Mr. Bob Milne	Mr. Richard Thomas
Mr. Roger Home	Mrs. Jennifer Quilter
Mrs. Judy Tipping	Mrs. Judith Hall – Clerk

The Chairman declared the meeting open at 7.30pm.

### 20/29/PC Apologies for absence

Mr. John Hodges and Mr. Clive Robinson

### 20/30/PC Declarations of Interest

There were no declarations of interest.

### 20/31/PC To confirm the minutes of the Parish Council meeting held on 30 March 2020

The minutes were **approved** and **it was agreed** that they would be signed by the Chairman the next day.

### 20/32/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 can be downloaded from the Parish Council website.

32.1 Update on flower verge pilot – the content of the report was noted.

32.2 Update on Kingsway Green flowerbeds – the content of the report was noted. Mr. Milne asked about the crocus bulbs being transferred into the grass. The Clerk advised that although the contractor felt that the bulbs would be alright in the beds, to be safe, he had asked the team to dig them up and transplant them into the grass. As an additional measure, he said they would plant some fresh ones in the autumn as well. It was suggested that if the resident who had previously volunteered to plant the flowerbeds had not replied to recent requests by 4 May 2020 then the contractor should be asked to liaise with Farnham Common Nurseries in order to progress the project. Mr. Milne asked about the Parish Council's Facebook statement following a complaint on The Farnhams Community Group about the condition of the flowerbeds after they were sprayed off by the contractor. Mr. Thomas advised that the statement was posted to the Parish Council's Facebook page and shared with the Group and that it was well put and a stand alone post rather than a comment to the original post.

32.3 Update on Covid19 community efforts – The Chairman advised that Buckinghamshire Council had put up £2million to support communities and that he had been sent a link to claim the available grant of £2,000 by Cllr. Dhillon. He advised that thanks to the efforts of Cllr. Dhillon the grant had been received and asked councillors to look into what the funds could be spent on. Mrs. Rolfe advised that it was not possible for individuals to claim. The Chairman also reminded those present that additional donations of £500 had been received to help. The Chairman then invited Mr. Thomas to provide an update about the Community Support Group. Mr. Thomas advised that there were currently 77 volunteers responsible collectively for all of the roads in Farnham Common, Farnham Royal and Hedgerley. He also confirmed that every house had received a leaflet and he had not received any reports of a house being missed or a vulnerable person not getting support. He stated that on average he received two calls a week from residents seeking help. He advised that the Good Sam system was not being used by volunteers but that they were all dealing with the requests for help well. He advised that he had applied for a £500 grant from Tesco

and that he had been assured that it would be received. As a result, total donations so far are £3,000. He also advised that the only known cost is a bill expected in respect of some of the residents at Warren Court. It was suggested that possibly volunteers may like to claim petrol expenses/mileage. Mrs. Rolfe asked whether some volunteers were busier than others. Mr. Thomas confirmed that some were but generally this was because those volunteers were helping more than one road. He also expressed that the longer the restrictions are in place the bigger the need for help may be. He advised that the system was working extremely well and the volunteers were doing an excellent job. The Group organisers meet every Saturday to discuss any issues. Mr. Thomas advised that the community had come together quite nicely and that this was a positive. It was discussed that some form of event should be arranged, when the restrictions allow/are lifted to thank those who've helped during the crisis including, volunteers, doctors etc. Mrs. Rolfe reminded councillors that the Farnham Royal charities were set up for sickness related issues so if people get sick or need transport to hospital then they can apply to the charity for support. Mr. Thomas asked for details of the charities so he could make them known within the Group. Mrs. Tipping asked Mr. Thomas whether a particular resident was being supported by the Group. Mr. Thomas advised that they would have received a leaflet but he did not know whether they had called their volunteer. Mr. Milne advised that he had received a call from a resident seeking help and he had found the name of the volunteer on the online spreadsheet, called Mr. Thomas and it had been dealt with. He therefore felt that the system was working extremely well. The Chairman, on behalf of the Parish Council, thanked Mr. Thomas, the organisers and all of the volunteers for their efforts.

32.4 Update on Coronavirus Bill – the content of the report was noted. It was suggested that the Parish Council appointments usually dealt with at the Annual Meeting should be added to the agenda for the May 2020 Parish Council meeting. Mr. Milne asked whether as a result of the cancellation of the elections all SBDC and BCC councillors had remained in office. Mrs. Rolfe advised that all councillors had retained their roles until May 2021 and Mr. Home advised that this would be the legal position with no election. The Chairman advised that he would ask Cllr. Dhillon for clarification.

#### **20/33/PC Open Spaces:**

The Chairman advised that prior to the meeting all councillors had been provided with a report detailing this item. The report can be downloaded from the Parish Council website.

33.1 To ratify decision to repair benches in accordance with the quarterly inspection report – the content of the report was noted and the decision to repair the benches **was ratified**.

#### **20/34/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 can be downloaded from the Parish Council website.

34.1 To ratify five payments totalling £91 made in connection with Covid19 – the content of the report was noted and the decision to repay the Chairman **was ratified**.

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

The payments and receipts, as per the cashbook, **were approved**. The Chairman asked councillors whether in principle they would be willing to defer payment from shops in respect of the hanging baskets and the FCSC and Brownies in respect of rent if they were unable to pay due to lost income as a result of Covid19. Those present felt this would be acceptable and the Clerk was asked to add this to the agenda for the May 2020 Parish Council meeting.

34.3 To review annual management accounts - the annual income and expenditure figures were discussed by those present and the following points were highlighted:

- Income finished pretty much on budget save for the donation of £2,000 to improve the strip of land to the side of Kingsway Green which was not received by the year end as the project had not been agreed with the donor due to Covid19. The donor is still keen to support this project and has agreed to provide the funds in April 2020 following a discussion with the Chairman.
- Allotments – The budgeted amount included a provision for any contribution that was required in respect of general works. No such work was required during the year so only the rental had to be paid.
- ARB Work – Although this finished in line with the original budget, the revised budget in December 2019 increased the expected amount to include the work identified in the ARB report. It was not possible to have the

work carried out before the year end.

- Project (Kingsway Green) – The expenditure anticipated in the December 2019 revised forecast consisted of the project for which the £2,000 donation above was to be given and the installation of the posts. The posts were installed before year end but the invoice was not received until the beginning of April 2020 and therefore doesn't appear in the management accounts which are prepared on a cash basis.
- LAF Match Funding – The December 2019 revised forecast provided for payment in respect of both the 2018/19 and 2019/20 projects. Only the invoices relating to the 2018/19 project were received and paid during the year. The invoice for the 2019/20 project was received in April 2020 and therefore doesn't appear in the management accounts which are prepared on a cash basis.
- Grass cutting (contract 1) – Provision was included in the December revised forecast for two cuts in the first quarter of 2020. The contractor monitored the position but advised that cuts were not necessary.
- Footpaths – After the contract with the old contractor finished, no maintenance as carried out.
- Grass cutting (contract 14) – Provision was included in the December revised forecast for two cuts in the first quarter of 2020. The contractor monitored the position but advised that cuts were not necessary.
- Weed killing – After the contract with the old contractor finished, no weed killing was carried out until mid-March and the new contractor did not charge for this.
- Play equipment, Bus Shelters and Benches Extra Works – There was significant unbudgeted expenditure during the year with repairs being needed to two pieces of equipment in Farnham Park.
- MVAS – A provision for repairs was included in the December 2019 revised forecast but on inspection repairs were not required. The engineer reported only a flat battery and the contractor has been instructed to collect the sign and charge the battery.
- Churchyard Contract 6 – Provision was included in the December revised forecast for two cuts in the first quarter of 2020. Only one cut was carried out. The invoice for this was received in April 2020 and therefore doesn't appear in the management accounts which are prepared on a cash basis.
- A provision was included for a new noticeboard in Farnham Common and the cost of relocating both the noticeboard and defibrillator in Farnham Royal due to the conversion of the building on which they are currently located. None of these projects took place.

The management accounts **were approved** and the Clerk confirmed that the internal audit had been arranged for 14 May 2020. Mr. Milne advised that a revised annual budget for 2020/21 would be prepared for the June 2020 Parish Council meeting.

34.4 To agree governance arrangements for £2,000 grant received from Buckinghamshire Council in respect of Covid19 – the Chairman suggested that all applications are submitted to the Clerk who would then forward details to all councillors for comment and review. The Chairman and Vice Chairman would then review the application and make a decision. This approach **was agreed**.

### **20/35/PC Planning:**

The Chairman advised that prior to the meeting all councillors had been provided with schedules of the comments submitted and decisions made by SBDC Planning.

35.1 To consider the proposed street name for the new homes on the site of The Crown Public House, Farnham Royal – the content of the report was noted and the proposed name, Crown Close **was approved**.

35.2 To ratify comments submitted on recent applications

The Planning Comments **were ratified**.

35.3 To note recent planning decisions

The Planning decisions **were noted**.

### **20/36/PC Any Other Business (for information only)**

36.1 Mr. Milne asked whether the devolved services contractor was still carrying out all work as when he met the manager, they discussed the verge between the pavement and the buildings on the A355 north of One Pin Lane to the 50 MPH sign. Mr. Milne wants the contractor's opinion on the horse chestnut trees growing over the path as some are in gardens, some are on boundaries and some are on the verge. He also wants his opinion regarding up growth growing on the verge. The Clerk advised that she would pass this on to the contractor.

36.2 Mr. Milne asked whether BC were doing anything about footpaths in Parish Wood as the one by Ponds Wood is overgrown. The Clerk advised that she would check with the Rights of Way team at BC and Mr. Home said he would have a look but that Mr. Milne should report the issue to BC using the online portal.

36.3 Mr. Milne asked whether BC knew about the new fence that had appeared along the A355 by Farnham Common House as its position potentially created a large verge which would need looking after. The Clerk agreed to take this up with BC.

36.4 Mr. Milne asked if anyone knew anything about the ariel at Ponds Wood. The Clerk advised that a retrospective planning application had been received and that details would be forward to him for his comments.

36.5 Mr. Milne advised that a new fence was being erected between Ponds Wood and Parish Wood and raised his concern over whether it was in the right place and why gate posts had been installed. The Clerk advised that she would raise this with BC.

36.6 The Clerk advised that she had received a complaint regarding tall trees within the boundary of Cedarwood, Parsonage Lane and asked whether a councillor could visit the site to review whether a letter should be written to the property owner. Mr. Milne advised that the road over which the trees were growing was not BC land as it was owned by L&Q and as such it was not appropriate to send a letter under the Devolved Services Agreement. The Chairman felt that the Parish Council could still write but Mr. Milne and Mr. Home suggested that the Parish Council should write to L&Q asking them to write to the homeowner at Cedarwood. Mrs. Rolfe agreed to visit the site and report back to the Clerk.

36.7 Mrs. Rolfe advised that she and the Clerk had reviewed the Farnham Royal charities and she had contacted all of the trustees proposing a meeting in May 2020.

#### **20/37/PC Next meeting**

The meeting closed at 9.00pm. The next meeting will be a virtual meeting on 25 May 2020 at 7.30pm. Details will be published with the agenda.