

# FARNHAM ROYAL PARISH COUNCIL

Judith Hall  
Clerk to the Council  
clerk@farnhamroyal-pc.gov.uk  
01753 648497

Sherriff House  
The Broadway  
Farnham Common  
SL2 3QH

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## MINUTES OF A MEETING OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 27 JULY 2020 AT 7.30 P.M. VIA ZOOM VIDEO CONFERENCING

### Present

Mr. Paul Rowley (Chairman)    Mrs. Marilyn Rolfe  
Mr. Bob Milne                    Mr. Roger Home  
Mrs. Judy Tipping                Mrs. Judith Hall – Clerk  
County Cllr. Dhillon and County Cllr. Anthony

The Chairman declared the meeting open at 7.30pm. The meeting was adjourned for OPEN FORUM noted at the end of these minutes. The Chairman reconvened the meeting.

### 20/60/PC Apologies for absence

Mr. Clive Robinson, Mr. John Hodges, Mrs. Jennifer Quilter and Mr. Richard Thomas

### 20/61/PC Declarations of Interest

There were no declarations of interest.

### 20/62/PC To confirm the minutes of the Parish Council meeting held on 29 June 2020

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

### 20/63/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.

3.1 Update on memorial bench – the content of the report was noted and the Chairman advised that another parishioner had advised him that during a conversation on Kingsway Green with other residents it had been expressed that another bench on the Green wouldn't do any harm.

3.2 Update on Guide Hut – the content of the report was noted and the Clerk confirmed that the meeting had been agreed for 10am on 6 August 2020 via Zoom. The Chairman confirmed that the Clerk had circulate a copy of the lease to those councillors that were members of the Playgrounds and Guide Hut Working Group for review and that he had visited the site and taken photographs of the grounds and hut and externally the building looks a lot smarter. Mr. Milne noted that the lease does not expire until 2025 which was later than he had appreciated. The Chairman was surprised by this and asked to meet the Clerk at the parish council office, whilst maintaining social distancing, to review all associated documents in order to fully understand the position.

3.3 Update on Covid19 community efforts – The Chairman advised that on Saturday 25 July 2020 Cllr. Anthony, Cllr. Dhillon and the local MP, Joy Morrissey, held an event at FCSC at which five certificates for Hero of the Farnhams were given out in recognition of the recipients' efforts during the Covid19 crisis. He continued that those present were very complimentary of the whole effort. Cllr. Dhillon advised that this was Joy Morrissey's own initiative as she felt that she should go to each parish to recognise local efforts. Cllr. Dhillon advised that he felt quite embarrassed when he got an award which was for his efforts in Taplow during the Covid19 crisis. He advised that it was a good evening and that it was encouraging to know how quickly the community can come together and the positive to be taken from the crisis is that people did connect together. He shared his concerns for the adverse effects of Covid19 on the mental health of residents and the overall state of the community. The Chairman apologised that more people didn't attend the event and advised that both he and Mr. Thomas had carried out a risk assessment and had concerns that too many people would be at FCSC to enable social distancing to take place

and as he didn't want the MP, county councillors and parish councillors to be at an event that was breaching restrictions his email invitation was designed to discourage people from attending. Cllr. Dhillon agreed that it was better to be safe than sorry and Cllr. Anthony advised that it was a happy event and it was lovely to see the award winners. He continued that Covid19 had become the biggest economic catastrophe in living memory and he was pleased to have organisations like the parish council to help.

**20/64/PC To consider a timetable for returning to face to face meetings and reopening the office**

The Chairman advised that he had carried out a quick 'over the phone' risk assessment and the communal toilets had been identified as an issue. He asked the County Councillors what other Parish Councils were doing and they advised that returning to face to face meetings and reopening offices hadn't been discussed and that it was necessary to see whether there would be a second wave. **It was agreed** that meetings would continue to be held remotely and that the office would remain closed but that this would be reviewed at each monthly Parish Council meeting.

**20/65/PC To consider holding a Parish Council meeting in August 2020**

The Chairman asked those present whether they thought it would be a good idea to hold a Parish Council meeting in August 2020 to discuss matters needing attention. **It was agreed** that a virtual meeting would be held on 24 August 2020 at 7.30pm.

**20/66/PC To receive a report of the first meeting of the Beeches Community Board and consider parish priorities**

Mrs. Rolfe, as a Parish Council representative on the Beeches Community Board, advised those present that the first meeting was attended by quite a few people and set the scene for how the Board would work and how much money would be available. She continued that the next meeting would be September 2020 but before that, meetings of three sub groups: Infrastructure & Highways, The Young and The Elderly would be held. She advised that the Clerk had circulate all of the presentations to all councillors for their information and to assist them in thinking of some quick win projects that will make a difference that could be implemented before Buckinghamshire Council elections in May 2021. She advised that there wasn't an enormous amount of money available so projects had to be feasible. She also advised that the organiser was looking for volunteers for the sub groups and that the project outside the infant school on the A355 that had been submitted to the LAF was being carried over for consideration by the Community Board. Mr. Milne asked which sub group would consider the project previously submitted. She confirmed it would be Infrastructure & Highways. Mr. Milne asked how the criteria was decided if BC were in control. Cllr. Anthony advised that he is Chair of the Board and he is determined that parishes have their say. He added that the Board has no spending power but makes recommendations to the Cabinet Member. He also advised that he does not want to wait until the September 2020 meeting to review the projects and will be using the sub groups to do this as he wants to ensure that the budget is committed before the end of the financial year. He reiterated that the co-ordinator is looking for volunteers. The following representation **was agreed**:

Infrastructure & Highways – Mr. Home and Mrs. Rolfe

The Young – Mrs. Tipping and Mrs. Rolfe

The Elderly – Mr. Rowley

Mr. Milne asked what the process was from here. Cllr. Anthony advised that the sub groups would meet and consider their priorities to put forward to the September 2020 meeting. Mr. Milne asked when projects needed to be put forward by. Cllr. Dhillon advised that two had already been put forward from the Parish Council; the A355 project outside the infant school and the A355 The Broadway drainage project. The Chairman asked Cllr. Dhillon to continue to champion these projects. Mr. Home asked whether the Board would consider a new crossing in Farnham Royal by The Dukes Head. Mrs. Rolfe advised that it would cost too much money for the Board to consider. Cllr. Dhillon advised that a better route would be a petition to BC which would be long winded and take a lot of time but could have the desired outcome. Cllr. Anthony clarified that the Board has two financial responsibilities; to allocate funds and make recommendations. He expects that BC will listen.

**20/67/PC Open Spaces:**

The Chairman advised that prior to the meeting all councillors had been provided with a report detailing these items.

The report can be downloaded from the Parish Council website.

67.1 To consider the annual playground inspection reports

The Chairman asked whether those present had read the reports. Mr. Milne advised that it was the same problem as last year, that some of the wooden equipment is past its prime and needs replacing. The Chairman advised that the problems identified were classified as low risk but that Mr. Milne was correct and it should be replaced within two to three years. **It was agreed** that the Clerk would obtain a quote from the maintenance company for the wear and tear related issues identified in the reports.

67.2 To consider suggestions for spending the S106 financial contribution

Those present discussed utilising the available funds (£39,000) to clear overgrown verges along the A355 to give more space to pedestrians and the make maintenance easier. Mr. Home advised that he had identified six sections but that these may need to be prioritised as the funds may not be sufficient to carry out all of the work Those present discussed how important it would be for the Parish Council to be involved in the tendering process and project management and Mrs. Rolfe added that the Parish Council should be the ones to sign off the work. **It was agreed** that the paper produced by Mr. Home, which was discussed at the meeting, should be submitted to TfB for consideration.

67.3 To consider suggestions for Community Payback projects

Mr. Home advised that two projects had been identified; reinstating the path north of Millwood Nursery to the 50MPH sign and clearing Footpath 4 (Barn Close to Burnham Beeches). Mr. Home advised that the scheme used low level offenders who aren't a threat. He continued that currently the only issue is complying with social distancing rules. They bring their own tools and equipment but the Parish Council would need to provide toilet facilities close by. **It was agreed** that these projects should be submitted to the Community Payback Scheme.

67.4 To consider reviewing the Signage Policy and the Promotional Materials Policy to better support/encourage local businesses.

The Chair advised that he felt the policies should be reviewed in light of the current financial crisis as a result of Covid19 as the Parish Council wouldn't want to limit recovery and should do what it can to make the villages more vibrant. **It was agreed** that a small working group would be formed to review the policies ahead of the August 2020 meeting. The Clerk was asked to email for volunteers and availability. Those present **also agreed** that a Signage Manager was no longer required.

**20/68/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.

68.1 Report from latest Finance Committee meeting

Mr. Milne, as Chair of the Finance Committee, advised that the minutes of the last meeting had been circulated to all councillors. He continued that the 2019/20 internal audit had not yet been completed but should be finished for consideration at the August 2020 meeting. He also asked those present whether they had had an opportunity to review the quarterly management accounts previously circulated. Those present confirmed they had. The Clerk and Chairman made the following observations:

4.1 The increase in anticipated income was as a result of grants and donations received in respect of Covid19 and the Kingsway Green project.

4.2 The increase in expenditure on open spaces was as a result of the increased spending anticipated on the Kingsway Green project to utilise the donation, the inclusion of the payment for the 2019/20 LAF project in this financial year and an increase in the extra works budget to reflect the amounts already spent this year.

4.3 No change was anticipated to the devolved services budget.

4.4 No change was anticipated to the street lighting budget.

4.5 The play equipment, bus shelters and benches budget had increased slightly to reflect amounts already spent this year.

4.6 No change was anticipated to the highways budget.

4.7 No change was anticipated to the grants budget.

4.8 No change was anticipated to the neighbourhood plan budget.

4.9 The public conveniences budget had been revised downwards to reflect a more accurate cost.

4.10 The small increase in the decorations budget related to the payment made to a resident for looking after the flying of the flag in Farnham Royal which had been omitted from the original budget by mistake.

4.11 The small increase in the administration budget related to a slight increase in the Subs and DPA registration budget to reflect amounts already spent this year.

4.12 The increase in other expenses was to reflect expenditure relating to the Covid19 grants and donations.

The management accounts **were approved**

Finally, Mr. Milne advised that the letter to the Farnhams Magazine would be drafted by the Clerk and forwarded to the members of the Finance Committee for review.

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

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

### **20/69/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.

57.1 To ratify comments submitted on recent applications

The Planning Comments **were ratified**.

57.2 To note recent planning decisions

The Planning decisions **were noted**.

57.3 Mrs. Rolfe, as Chair of the Planning Working Group, advised that the applicant in respect of Lantern Cottage had appealed BC's decision. The Chairman shared that the Parish Council was finally getting some positive results from its work with BC Planning Enforcement.

57.4 Mrs. Rolfe asked all councillors to review the retrospective application in respect of the Methodist Church on The Broadway. Concerns regarding safety on the pavement outside when churchgoers are congregating either on their way into church or out of church were raised given the reduced space at the front of the building as a result of the front extension for which planning permission is now being sought.

57.5 Cllr. Dhillon expressed that huge improvements had been negotiated in respect of the Summerleaze application.

### **20/70/PC Any Other Business (for information only)**

70.1 Mr. Milne raised the issue of the broken kissing gate on Footpath 11 and the installation of a new one on Footpath 4 and asked the Clerk to report to BC. Cllr. Dhillon advised that there are a huge number of kissing gates in Taplow and Dorney and it is his understanding that they are the responsibility of the Parish Council rather than BC. Mr. Home advised that he thought they were the responsibility of the landowner so BC. Cllr. Dhillon said he would take the matter forward with BC.

70.2 Mr. Milne asked Cllr. Dhillon whether BC would repair the footpath in St. Mary's Churchyard as they have the expertise. Cllr. Dhillon advised that they would if it is BC land. Mr. Milne advised that it wasn't and the Clerk and Cllr. Dhillon were asked to find out if BC would carry out the work at a cost to the Parish Council.

70.3 Mrs. Tipping asked whether something could be done to improve the appearance of the red telephone box on The Broadway.

70.4 Mr. Milne complained that the dog bins at FCSC were overflowing and asked the Clerk to request more regular collections.

70.5 Mr. Home advised that he had prepared overgrown vegetation letters for two properties in respect of the footpath from Blackpond Lane to Hawthorn Lane but that these had not yet been sent due to police involvement following allegations of criminal damage to part of the vegetation at one of the addresses. All those present felt that the letters should be issued.

70.6 Mrs. Rolfe reminded those present that a letter should also be sent to the property in which the tall conifers are planted at the top of Parsonage Lane.

70.7 Mrs. Tipping also reminded those present about the trees on Frensham Walk.

### **20/71/PC Next meeting**

The meeting closed at 9.30pm. The next meeting will be a virtual meeting on 24 August 2020 at 7.30pm. Details will be published with the agenda.

## **OPEN FORUM**

The Chairman asked Cllr. Anthony whether he had any updates for parish councillors. Cllr. Anthony advised that the first meeting of the Beeches Community Board, which consisted of five parish councils, had been held and it was hoped that it would perform a reasonable service to the community.

The Chairman asked Cllr. Dhillon whether he had any updates for parish councillors. Cllr. Dhillon advised that proper resurfacing work had been carried out during the last month in Rectory Road and that plane and patch work had been completed in Long Close. He confirmed that he had cycled most of the roads in the parish missing only those that were closed or very small and had found them to be mostly in a good condition. He continued that TfB were shortly carrying out work on the drains on the A355 especially the ones that were sinking but all should be cleaned and then raised, where necessary. Cllr. Dhillon asked about the Parish Council's plans for the footpath north of Millwood Nursery. Mr. Home advised that the footpath was no longer an established route but follows the route of the Old Beaconsfield Road. He stated that the Parish Council would like to reinstate the footpath but required the permission of BC as it is their land. Cllr. Dhillon felt that this would be a positive move as it would help with tackling obesity by encouraging safe walks into the village. Mr. Home clarified that the Parish Council wasn't asking for BC to fund the project as it planned to submit it to the Community Payback Scheme, just for permission. Cllr. Dhillon agreed to take this up with BC.