

# FARNHAM ROYAL PARISH COUNCIL

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## MINUTES OF A MEETING OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 28 JUNE 2021 AT 7.30 P.M. AT FARNHAM COMMON VILLAGE HALL

### Present

Paul Rowley (Chair) Bob Milne  
Marilyn Rolfe Richard Thomas  
Jennifer Quilter Judith Hall (Clerk)

Three members of the public, County Cllr. Dev Dhillon and County Cllr. David 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.

### 21/51/PC Apologies for absence

Clive Robinson

### 21/52/PC To confirm the minutes of the meetings held on 17 May 2021

Bob Milne advised that when the minutes of the Annual Meeting held on 27 April 2021 were reviewed at the Parish Council meeting held on 17 May 2021, he had abstained from the vote as he disputed the minutes in relation to item 37.2. The draft minutes of the May 2021 meeting stated that Bob Milne had approved the minutes with the exception of item 37.2. It was agreed to amend the May 2021 minutes accordingly. In addition, Bob Milne requested that the following was added to paragraph 4 of item 21/47/PC: 'Mr. Milne objected to the use of the word vendetta but changing the word was refused by the Chairman.'. Finally, in paragraph 4 of the Open Forum at the end of the minutes, Bob Milne requested that the reference to the Chairman was replaced with 'parish council representative on the Club committee'. The minutes, as amended, were **approved** and **it was agreed** that they would be signed by the Chairman.

### 21/53/PC Matters Arising (not covered elsewhere on the agenda - for information only)

53.1 The Chairman advised that at the previous meeting Clive Robinson had referred to a limit of three in respect of the number of allowed co-opted parish councillors. He continued that the Clerk had asked both the County Officer and Buckinghamshire Council regarding this limit and neither were aware of it.

53.2 The Chairman advised that he had recently not disclosed a pecuniary interest in another appointment as he had forgotten about it and asked those present to confirm that the declarations made at the previous meeting were accurate. Those present confirmed that they were. The Clerk also advised that she had spoken with the County Officer who had confirmed that a volunteer position did not give rise to a pecuniary interest as there is no personal financial gain to the individual. Bob Milne advised that the Parish Council's Code of Conduct differs from the standard Code of Conduct and this needed to be taken into account. Those present felt that the Code of Conduct adopted by the Parish Council should be the Buckinghamshire Standard version, which is just being reviewed, going forward.

53.3 Bob Milne stated that he had no quarrel or grudge against any person or organisation in the Parish or elsewhere. He continued that the complaint he sent to the Clerk (subsequently withdrawn) after the April Parish Council meeting was concerned with the Parish Council not following agreed policies, practices and principles at the April meeting so he felt that the use of the term vendetta was disingenuous and vindictive.

53.4 Update on Buckinghamshire Council Informal Parking Review – Jenny Quilter asked the County Councillors whether there was a public update available and whether the Parish Council could get anything to circulate to residents. Cllr. Dhillon advised that the officers were reviewing the comments received road by road and would report back to County Councillors and the Parish Council as soon as possible, likely during August 2021 as Buckinghamshire Council is hoping to implement any changes before September 2021.

### 21/54/PC To review the terms of reference of the Finance Committee and appoint members

The Chairman advised those present that it had been agreed at the recent Finance Committee meeting to recommend that all parish councillors are automatically members of the Finance Committee in an effort to

ensure that meetings are well attended by members and are always quorate thus enabling necessary business to be conducted. This **was agreed** and the Clerk was asked to update the terms of reference accordingly.

### **21/55/PC To review the terms of reference and appoint members to serve on the following Working Groups:**

55.1 Open Spaces Working Group – it was agreed that this working group should be disbanded as it was no longer required.

55.2 Kingsway Green, The Broadway and Village Flowers Working Group – it was agreed that this working group should be disbanded as it was no longer required.

55.3 Projects Working Group – Jenny Quilter, as Chair of the Working Group, advised those present that it had been agreed at the recent meeting to recommend that all parish councillors are automatically members of the Projects Working Group in an effort to ensure that meetings are well attended by members. This **was agreed** and the Clerk was asked to update the terms of reference accordingly.

55.4 Planning Working Group – The current membership of Marilyn Rolfe, Paul Rowley and Bob Milne **was agreed** and it was suggested that another member would be sought from any co-opted parish councillors appointed in the future. The terms of reference **were agreed**.

55.5 Playgrounds Working Group – it was agreed that this working group should be disbanded as it was no longer required.

55.6 The Chairman suggested that a new working group was required to monitor the ongoing maintenance contracts. This **was agreed**. The Chairman advised that he and the Clerk would consider the name and purpose of this group further and would report back.

### **21/56/PC To appoint representatives on the following Outside Bodies:**

56.1 Burnham Beeches Community Board – Marilyn Rolfe **was appointed**

56.2 Rights of Way Liaison Group – Bob Milne **was appointed**

56.3 Farnham Common Sports Club – Paul Rowley and Jenny Quilter **were appointed**

56.4 Farnhams Magazine – Paul Rowley **was appointed** and Bob Milne agreed to deputise. if required.

56.5 Burnham Beeches and Stoke Common Consultation Group – Jenny Quilter **was appointed**

56.6 South Bucks Association of Local Councils – Paul Rowley and Marilyn Rolfe **were appointed**

### **21/57/PC To review the following policies:**

57.1 Tree Safety Management – the policy was **reviewed and approved** subject to minor changes to reflect the management team.

57.2 Pre Application Meetings with Developers – the policy was **reviewed and approved**

57.3 Co-option – the policy was **reviewed and approved**

57.4 Expenses – the policy was **reviewed and approved**

The Clerk was asked to ensure that there was an adoption and review date stated on all policies.

The Chairman asked those present whether they were in agreement to the review dates suggested in the Clerk's report, which would form the basis of an annual programme. The following **was agreed**:

#### September 2021:

- Signage
- Promotional Materials
- Communication and Involvement

#### January 2022:

- Dignity at Work/Bullying and Harassment
- Grants
- Information and Data Protection

#### March 2022:

- Recording, Photography and Use of Social Media at Meetings
- Document Retention and Disposal
- Social Media

It was noted that the Code of Conduct, Standing Orders, Risk Assessment, Asset Register and Finance Regulations will continue to be reviewed at the Annual Meeting with the exception of this year (due to Covid19 restrictions) when they will be reviewed at an Autumn 2021 parish council meeting once new standard model documents, where relevant, are available.

### **21/58/PC To agree meeting dates and times for parish council meetings and committee meetings for 2022**

The Chairman asked those present whether they were in agreement to the dates and times suggested in the Clerk's report. The following **was agreed**:

12 January - Finance Committee	Farnham Common Village Hall	10.00am
24 January - Full Council	Farnham Common Village Hall	7.30pm
21 February - Full Council	Farnham Royal Village Hall	7.30pm
28 March - Full Council	Farnham Common Village Hall	7.30pm
13 April - Finance Committee	Farnham Common Village Hall	10.00am
25 April - Full Council	Farnham Royal Village Hall	7.30pm
23 May - Annual Meeting	Farnham Common Village Hall	6.30pm
23 May - Annual Parish Meeting	Farnham Common Village Hall	8.00pm
15 June - Finance Committee	Farnham Common Village Hall	10.00am
27 June - Full Council	Farnham Royal Village Hall	7.30pm

13 July - Finance Committee	Parish Council Office	10.00am
25 July - Full Council	Farnham Common Village Hall	7.30pm
26 September - Full Council	Farnham Royal Village Hall	7.30pm
12 October - Finance Committee	Farnham Common Village Hall	10.00am
24 October - Full Council	Farnham Common Village Hall	7.30pm
28 November - Full Council	Farnham Royal Village Hall	7.30pm

### **21/59/PC To consider a timetable and arrangements for reopening the office**

The Chairman asked those present whether they were in agreement to the suggestion in the Clerk's report. It **was agreed** that the office is reopened on Monday 6 September 2021, subject to any Covid19 restrictions at that time.

### **21/60/PC To hear from three residents who would like to be co-opted onto the Parish Council.**

The Chairman confirmed that the Clerk had circulated the completed application forms for the three residents who would like to be co-opted onto the Parish Council. He also confirmed that the required notices had been sent to Buckinghamshire Council to start the co-option process.

60.1 The Chairman invited David Moore to introduce himself to parish councillors. He advised that he is 20 years old and currently in his second year at Exeter studying History. He is interested in cricket and politics and is involved with the Royal British Legion and the Church. He enjoys listening to people's issues and hopes to bring a youthful view to the Parish Council and can help with the Council's communications including social media.

60.2 The Chairman invited Jigar Trivedi to introduce himself to parish councillors. He advised that he came to live in Farnham Common when he was 11 years old. He moved abroad at 18 to study but returned to Farnham Common to join his father's practice. He is concerned about the traffic on the A355 and would like to contribute towards keeping the villages' green spaces and making them happy places to live.

60.3 The Chairman invited Judy Tipping to reintroduce herself to parish councillors. She advised that she had lived in Farnham Common for over 60 years having left for two years to live in Stoke Poges but she returned. She has been a parish councillor twice before and that in all honesty the only reason she didn't stand at the last election with that the forms required by Buckinghamshire Council were too much for her. The Chairman thanked the residents for their interest in become parish councillors and for attending today's meeting. He then asked parish councillors if they had any comments or questions. Those present reiterated the Chairman's thanks.

### **21/61/PC To consider the co-option of Paul Rowley as a Trustee of the Farnham Royal Relief in Sickness Charities**

The Clerk explained that following the resignation of Trevor Clapp as Trustee of the Farnham Royal Relief in Sickness Charities, the Parish Council is required to co-opt another individual to the Board of Trustees. Paul Rowley has volunteered to take the position and it is for the Parish Council to decide whether to appoint Paul Rowley or nominate someone else. No other nominations were put forward. The appointment of Paul Rowley **was agreed**.

### **21/62/PC To receive an update from the Project Working Group and receive recommendations regarding the projects submitted to the Beeches Community Board.**

62.1 Jenny Quilter, as Chairman of the Working Group, advised that the Group had met earlier this month and discussed each of the potential projects and looked at prioritising the projects submitted to the Community Board. It was noted that the Group were disappointed that neither a Construction infrastructure Levy (CiL) nor a S.106 contribution was sought by Buckinghamshire Council in respect of the development at Verdun Court or the development at the Berkley Homes site. Cllr. Anthony advised that if these payments were not requested, they were not relevant as the Planning Department is diligent on this matter.

62.2 Cllr. Dhillon advised that he felt that the footway extension in Blackpond Lane could be funded by the Community Board.

62.3 Jenny Quilter also advised that the Group had discussed making an application to reduce the speed limit on the A355 from 40MPH to 30MPH between the villages and moving the 30MPH signs at the north of Farnham Common further north towards Beaconsfield. Marilyn Rolfe advised that she had carried out a Speedwatch session on the A355 by the Old Beaconsfield Road prior to the first Covid19 lockdown and in two and a hour hours only two vehicles had been 'caught'.

### **21/63/PC Finance:**

63.1 To approve payments and note receipts, as per the cashbook  
The payments and receipts, as per the cashbook, **were agreed**.

63.2 To agree account signatories and online authorisers

The Clerk explained that as a result of John Hodges standing down as a parish councillor there were now only three account signatories. It was proposed that Marilyn Rolfe be added to the account signatories and online authorisers. This **was agreed**.

63.3 To consider the Internal Auditor's report

The Chairman advised that the Internal Audit for 2020/21 had been completed and a copy of the report had been circulated to all parish councillors. The only issue identified was the failure to upload the notices regarding the 2019/20 audit to the website but the Clerk confirmed that this had now been done.

63.4 To consider the Annual Governance Statement (Annual Return)

The Chairman advised that the Annual Governance Statement for 2020/21 had been completed and a copy had been circulated to all parish councillors. The content of the Statement **was agreed**.

63.5 To consider the 2020/21 Annual Accounting Statements

The Chairman advised that the Annual Accounting Statements for 2020/21 had been completed and a copy had been circulated to all parish councillors. The content of the Statements **was agreed**.

### **21/64/PC Planning:**

64.1 Marilyn Rolfe, as Chair of the Planning Working Group, advised that there is a growing list of applications and that the extensions being applied for are getting bigger and bigger. She confirmed that group members always try to visit the sites relating to applications. She advised that as a result of the sewerage issues being faced by Beeches Road and Ingleglen the Working Group was recommending that all applications relating to additional bathrooms should be rejected until such time as the sewerage system is improved. The Chairman felt that this wouldn't stop applications but would keep the issue on the agenda. Jigar Trivedi expressed surprise at the issue being faced by Beeches Road and Ingleglen as when issued had been experienced in Old Beaconsfield Road Thames Water had been very responsive. The Chairman advised that the problem was the Victorian drains and Marilyn Rolfe confirmed that rainwater ingress was also an issue. Jenny Quilter added that there is overload and surges on rainfall and reminded those present that the sewerage appears in gardens, on patios and in driveways. She advised that Thames Water are aware of the problem but do not have the funds to resolve it. They are saying that they will bid for the funds in 2025 for the work to be carried out in 2030 and that there are not enough incidents to shorten this timeframe. All residents in the effected roads are now being encouraged to log any issues and to keep a master spreadsheet updated. It was suggested that the Environment Agency should be contacted. Jenny Quilter advised that she recognised that Buckinghamshire Council was pushing Thames Water but that she felt they were culpable as the last water quality report said that after 2020 the infrastructure would not be acceptable and nothing has been done. Cllr. Anthony advised that the situation is very frustrating for the Buckinghamshire Planning Committee as if Thames Water have advised Buckinghamshire Council as part of the application process that there is no problem with a development if the Committee turn down an application and it goes to appeal the Council will lose and the applicant will be awarded costs. He felt that what was required is for Thames Water to say there is a problem. Richard Thomas asked whether there was any legal recourse for residents against Thames Water as the service is supposed to provide clean water and take away dirty water. Cllr. Dhillon felt that Buckinghamshire Council would definitely support such as action but had no funds to assist. Cllr. Anthony thought the residents could take out a civil action against Thames Water for damages. Cllr. Dhillon suggested forming a small group from Beeches Road and Ingleglen to have a call or meeting with Joy Morrissey MP. He also suggested raising the problem with the Community Board.

64.2 Cllr. Dhillon continued that he would be happy to attend a monthly surgery in the Parish Council office to meet with residents and discuss any issues and that Joy Morrissey MP may be able to attend one or two a year.

64.3 To ratify comments submitted on recent applications

The Planning Comments **were ratified**.

64.4 The Chairman advised that there are multiple properties in Fairfield Lane with HMO status and that the properties are being filled with vulnerable individuals with significant needs. There are currently 26 residents in five properties. He continued that he had recently meet with residents in neighbouring properties and the care manager and another employee of the HMOs. He felt it was clear that there is a disconnect between the different departments within Buckinghamshire Council who each look at their part but not the overall picture. He advised that the purpose of houses such as these is to have one on a road so that the vulnerable individuals can integrate into society with the help of those around them not to have multiple houses on one road creating, in effect, a ghetto. Jenny Quilter asked whether there was a limit on the number of houses in a road. The Chairman advised that there is no limit. He felt that the department responsible for licencing the HMOs needed to be involved as two of the properties are making retrospective applications, that Environmental Health and the Police needed to be involved as the situation is unfair of the 26 vulnerable individuals. Jigar Trivedi felt it is a medical safety issue and asked whether the Parish Council knew who was medically responsible. The Chairman advised that he thought he did. Jenny Quilter advised that there had been a lot of posts on the Farnhams Community Group about antisocial behaviour and the protection of vulnerable people. Bob Milne asked if this was an issue that should be raised with

Joy Morrissey MP and Cllr. Dhillon confirmed it was. The Chairman advised that this is a real problem and all of the interested parties need to get together. Cllr. Anthony asked for the reference details for the retrospective HMO applications to be sent to him.

64.5 To note recent planning decisions  
The Planning decisions **were noted**.

### **21/65/PC Any Other Business (for information only)**

65.1 Jenny Quilter asked the Clerk to let her have details of her parish council email address. The Clerk confirmed that she would do this once she had spoken to the relevant person.

### **21/66/PC Next meeting**

The meeting closed at 9.45pm. The next meeting will be held on 26 July 2021 at 7.30pm at Farnham Common Village Hall

## **OPEN FORUM**

The Chairman invited issues from the public.

Judy Tipping, a resident, stated that she thought the flowerbeds on Kingsway Green were looking nice but asked when the village signs would be installed. The Clerk advised that she was still waiting for confirmation from the repairer. She also reminded parish councillors about the overgrown trees along Frensham Walk. The Clerk advised that she had received a complaint from another resident and would be reporting the matter to the TfB Local Area Technician for review.

The Chairman asked County Cllr. Dhillon if he had any information or issues to share.

He advised that he had attended a brief meeting with the Community Board Co-ordinator and it had been confirmed that the officers were still working on the Informal Parking Review responses. He noted that the last Parish Council did not meet in August and was concerned that if the results were published during the Summer the Parish Council would not be able to react with him.

Cllr. Dhillon also advised that he had received an email requesting a reduction in the speed limit along the A355 to 20MPH. He felt that requesting a reduction to 30MPH was a good place to start. He felt that Beeches Road had turned into a rat run and that 20MPH might be suitable in this road. Dr Trivedi, a resident, expressed concern about the number of HGVs using the A355 and the adverse effect this must have on air quality. Cllr. Dhillon advised that the number of lorry movements had been reduced as a result of the cessation of concrete crushing at Bishops and felt the issue currently being faced by the villages was that drivers had forgotten how to drive and park during lockdowns and whilst working from home.

He advised that it was important that all of this year's community board funds were spent.

Cllr. Dhillon advised that he had cycled almost all of the roads in the Parish and had seen a few roads in a bad condition. He advised that he is usually able to choose three roads a year to have repaired so may push his scheme back one year to enable all six or seven roads to be done at the same time. The Chairman advised that when a road starts to look like its failing, like the potholes in Mayflower Way it should be properly repaired and although TfB attend and fill the holes, the repair doesn't last and they have to attend regularly. Richard Thomas queried whether this approach of repeated attending to fill up a pot hole was cost effective. Cllr. Dhillon advised that it is likely that this work would be taken in house next year.

The Chairman asked Cllr. Dhillon whether to intention is for the Beeches Community Board to be a channel for everything. He replied that it feels that way and that the idea is to bring Buckinghamshire Council closer to the parishes and for the Community Board to take issues to the Buckinghamshire Council Cabinet. In addition, he advised that the Community Board's budget for highways projects was £47,000 this year and that the Boards were a good platform to voice concerns and that members can ask for the Cabinet Member to attend. The Chairman expressed his opinion that there are three possible outcomes; firstly, neutral and the Board does nothing, secondly negative and the Boards takes Buckinghamshire Council away from communities or lastly positive and the Boards brings Buckinghamshire Council closer. Cllr. Dhillon advised that the Boards needed the support of parish councils to make them work. Cllr. Dhillon advised that the Beeches Community board speaks for five parishes so it would be hard for the Cabinet to refuse a recommendation. He continued that the format of the sub groups was changing slightly with three being decided by Buckinghamshire Council based on their priorities and then a fourth decided by the Board.

Richard Thomas suggested that it may be sensible for the five parishes (Stoke Poges, Farnham Royal, Burnham, Taplow and Dorney) to get together and agree projects and priorities. Cllr. Dhillon advised that the used to happen under the old Local Area Forum. Cllr. Dhillon advised that some of the parishes are experiencing quite a lot of a drug problem so the parishes could get together and ask Buckinghamshire Council to send a community outreach workers. Cycle schemes and improving internet connections were suggested as Board wide issues. It was mentioned that funding (c.£100,000) was being provided by Central Government in respect of improving internet connections. The Chairman stated that he was concerned about how effective the Boards would be but understood that all interested parties need to work together.

The Chairman asked County Cllr. Anthony if he had any information or issues to share.

Cllr. Anthony wanted to congratulate Cllr. Dhillon on being appointed Vice Chairman of Buckinghamshire Council. Those present offered their congratulations to Cllr. Dhillon.