

Information for the Parish Council Meeting on 29 November 2021

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

3.1 Update on New Commemorative Acts Policy

It was agreed at the September 2021 parish council meeting that this new policy would be drafted to give guidance to councillors and residents regarding a request for a lasting memorial within the parish following the death of a loved one. A draft policy was prepared by Jenny Quilter and at the October 2021 meeting Marilyn Rolfe advised that she would like to work on some amendments. The revised draft policy will be available for discussion at the January 2022 meeting. It has been suggested that in the meantime a decision should be made regarding the request received for a commemorative tree in Temple Dell (see item 5 below).

3.2 Update on Buckinghamshire Council's Public Consultation on Parking, Movement and Speed Orders

Buckinghamshire Council held a formal consultation on plans involving Bedford Drive, Beeches Road, Blackpond Lane, Crown Lane, Devonshire Green, Egypt Lane, Green Lane, Hawthorn Lane, Hill Place, Kingsway, Scotlands Drive, Seren Place, Stewarts Drive, Thompkins Lane and Victoria Road. The consultation closed on 8 November 2021.

As part of the consultation the Parish Council submitted the following comments:

'The Parish Council is aware that residents of Hill Place are concerned that the addition of double yellow lines, particularly when they encroach so far into Hill Place, are unnecessary as there is no parking issue at this location and it represents urbanisation of the site.'

In addition, the Parish Council has received representations from Farnham Common Village Hall objecting to the double yellow lines on the corner of Victoria Road and Parsonage Lane as they believe that the proposed lines will seriously affect the viability of the Village Hall as they will encourage residents in the area to utilise the village hall's parking which is already under pressure from local residents parking there without permission. If parking in the village hall becomes more difficult then hirers are likely to choose to move their clubs and parties etc. to a different location.'

The Clerk has asked the Buckinghamshire Council Parking Officer who worked on the scheme for an update but he is unfortunately away from the office. The Clerk hopes to provide further information at the meeting.

After the consultation had closed, a resident of Green Lane advised the Clerk that he feels an error has taken place as the permit parking proposed for Green Lane did not continue onto the section of Green Lane that is south of Kingsway. The Clerk advised the resident that the parish council was not involved with the consultation over and above being a consultee but advised that she would contact Cllr. Dhillon, a ward councillor, to ensure he was aware of the issue.

3.3 Update from the Contracts Working Group

The first meeting of the Contracts Working Group was held on 12 November 2021. A copy of the minutes of the working group has been circulated to councillors.

3.4 Update from the Projects Working Group

The latest meeting of the Projects Working Group was held on 19 November 2021. A copy of the minutes of the working group has been circulated to councillors.

3.5 Update on the 20mph lights, signs & lining outside Farnham Common Infant School

Disappointingly, this scheme has been delayed as Transport for Buckinghamshire has experienced some delays getting sub-contractors on board who can carry out the electrical works. The Clerk has been advised that the contractors are now lined up to carry out these works but there is a delay in manufacturing the equipment.

The scheme is now likely to be carried out Late January / Early February 2022 for the flashing lights but with regard to the lining works, this could be delayed further due to the time of year as the material is very weather and temperature dependant.

3.6 Update on a new insurance claim

On 9 November 2021, the Clerk was advised by a resident that a very large branch from an oak tree in Ingrams Copse, which was overhanging a property in Langtons Meadow, had broken off striking the roof of the property damaging the barge boards and destroying the television ariel.

Following a conversation with the Chairman, Capability Landscapes Ltd were instructed to attend the site, remove the branch and report back. Following Capability Landscapes Ltd's verbal report and another conversation with the Chairman, on 12 November 2021 the Clerk notified that Parish Council's insurer of the potential claim. The insurers are now corresponding with the resident directly. It should be noted that the policy excess is £250.

3.7 Update on Christmas in the Farnhams

The Christmas Trail, which takes in properties in Farnham Common, Farnham Royal and Hedgerley will go live on 1 December 2021. Forms will be available from Ashford Kitchens and the Library. The trail will also include shop and business windows. Prizes are available for those who decorate their properties/windows and for those that complete the trail. In order to claim prizes for completing the trail, a completed form must be returned to the stand outside Ashford Kitchens on 17 December 2021. The trail pack includes a 2D bauble template and The Handyman has agreed to display the decorated baubles in his window. There will be more prizes for the best decorated baubles. Everyone is encouraged to take part.

Preparations are continuing for 'Carols at the Dell' at Temple Dell from 4.00pm on 4 December 2021. All councillors are asked to attend as there are plenty of jobs to do on the day. Farnham Common Junior School and St Mary's Farnham Royal have confirmed that they will be joining the event with choirs who will be singing four festive songs each. In addition, St. John's Church will be singing some carols and there will be opportunities for the community to sing together. Burham Beeches Rotary will be providing mulled wine and mince pies. Farnham Common Infant School have kindly agreed to allow parking in their car park for the event.

At 6.00pm everyone will be encouraged 'Back to The Broadway' to shop and enjoy a meal or takeaway. There is even a rumour that Santa will be joining us for the evening.

4 To consider adoption of Buckinghamshire Council's Councillor Code of Conduct 2020

Buckinghamshire Council has issued its updated Councillor Code of Conduct. It has been recommended by Buckinghamshire and Milton Keynes Association of Local Councils (BALC) that all town and parish councils in Buckinghamshire adopt this for their council to use as their Code of Conduct as they state that by adopting the principal authorities code, should any complaints be passed to the Monitoring Officer, it makes it easier to investigate any breaches of the Code.

Bob Milne, Clive Robinson, Jigar Trivedi and David Moore were tasked with reviewing the document and will feed back to the meeting. A copy of the Code of Conduct has been circulated to councillors separately.

5 To consider a request for a Commemorative Tree in Temple Dell

In September 2021 the Clerk emailed parish councillors advising that she had received a request from the family of Elsie Redfern for a commemorative tree in Temple Dell. Responses were received from six councillors supporting the request with the only concern raised being location within Temple Dell. One councillor felt that they could not support the request as the parish council is not in a position to

offer this to all residents due to lack of land area. It was agreed at the September 2021 meeting that a policy for dealing with requests for commemorative items was required. As this policy is unlikely to come into effect until the end of January 2022, councillors are asked to make a decision on this request.

6 Finance:

6.1 To consider changing email provider and purchasing additional IT equipment and services

As previously discussed, the move to use standardised parish council email addresses for councillors caused significant disruption to communication as some councillors were unable to access their emails. As a result, CST Limited were asked to review the council's email and IT systems. The Chairman, Richard Thomas and the Clerk have reviewed the proposal put forward by CST Limited and the Projects Working Group is making the following recommendations to resolve the email issues and improve the IT system to enable the Clerk to work more efficiently:

Items to purchase

1. Half a day Consultancy - £300.00
 2. Refurbished Dell Latitude E5470 (14") - Intel Core i5-6300U - 8 GB RAM - 128 GB SSD - Windows 10 Pro - £353.74
 3. LG 24inch Monitor – £120.36
 4. PC Headset - £52.00
 5. PC Camera - £65.00
 6. All in One Wireless Printer (duplex and multi feed tray) - £159.23
 7. Fly migration suite for Office 365 (required to migrate each mailbox) - £18.90
- Total - £1,069.23 plus VAT

Monthly Charges

1. Cloud Management - £50.00
 2. Fully Managed Workstations - £30.00
 3. Microsoft 365 Licencing – Exchange Online (9 x £3.02) – £27.18
 4. Microsoft 365 Licencing – Business Premium - £15.08
 5. Online Backup Service - £20.00
- Total - £142.26 plus VAT

The proposal requires a one-off payment of £1,069.23 plus VAT to purchase the required hardware, support and migration software. There will then be an ongoing monthly charge of £142.26 plus VAT for support and online licencing. The parish council currently pays a support company £40 per month for workstation support so the net increase is £102.26 plus VAT per month but in addition to support, the council will have an accessible email system for councillors, a secure place to store and share information which will improve information sharing and collaboration and a managed backup system.

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

The cashbook has been reviewed and approved by the Chair of the Finance Committee and has been circulated to councillors separately.

7 Planning:

7.1 To ratify comments submitted on recent applications

The schedule of comments submitted to the planning authority has been circulated to councillors.

7.2 To note recent planning decisions

The schedule of planning authority decisions has been circulated to councillors.