

FARNHAM ROYAL PARISH COUNCIL

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MINUTES OF THE ANNUAL MEETING OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 23 MAY 2022 AT 6.30 P.M. AT FARNHAM COMMON VILLAGE HALL

Present

Paul Rowley (Chair)	Marilyn Rolfe
Richard Thomas	Jenny Quilter
Judith Hall (Clerk)	

The Chair declared the meeting open at 6.30pm. As no members of the public or Buckinghamshire Councillors were present the meeting was not adjourned for the usual open forum.

22/43/PC To elect a Chairman (and Declaration of Acceptance of Office)

Richard Thomas proposed Paul Rowley. This was seconded by Marilyn Rolfe. The appointment of Paul Rowley **was agreed**. The Declaration of Acceptance of Office was completed

22/44/PC To elect a Vice Chairman

Richard Thomas proposed Marilyn Rolfe. This was seconded by Paul Rowley. The appointment of Marilyn Rolfe **was agreed**.

22/45/PC Apologies for absence

Bob Milne, David Moore and Jigar Trivedi

22/46/PC To receive any declarations of interest from Members

It was noted that completed declaration forms had been received from Paul Rowley and Richard Thomas. The Clerk advised that she would contact all other councillors requesting that a completed declaration form was returned to her.

22/47/PC To confirm the minutes of the meeting held on 25 April 2022

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

22/48/PC To review:

48.1 Standing Orders

The amended Standing Orders **were agreed** as proposed.

48.2 Code of Conduct

The Buckinghamshire Council 2020 Code of Conduct **was adopted** as proposed.

48.3 Asset Register

The updated Asset Register **was agreed** as proposed.

48.4 Risk Assessment

The revised Risk Assessment **was agreed** as proposed and the Clerk was asked to diarise a review in two months to ensure all mitigation measures were in place and appropriate.

48.5 Finance Regulations

The amended Finance Regulations **were agreed** as proposed.

22/49/PC To review the terms of reference of the Finance Committee and appoint members

The amended terms of reference **were agreed** as proposed. Paul Rowley, Marilyn Rolfe, Richard Thomas and Jenny Quilter all agreed to be members of the Finance Committee. The Clerk was asked to email other councillors to see if they would like to join the Committee.

22/50/PC To review the terms of reference and appoint members to serve on the following Working Groups:

50.1 Projects Working Group

The amended terms of reference **were agreed** as proposed. It was noted that all councillors are members of this working group.

50.2 Planning Working Group

The amended terms of reference **were agreed** as proposed. Paul Rowley and Marilyn Rolfe volunteered to be appointed to his working group. These appointments **were agreed**. The Clerk was asked to email other councillors to see if they would like to join the Working Group.

50.3 Contracts Working Group

The amended terms of reference **were agreed** as proposed. Paul Rowley, Richard Thomas and Jenny Quilter volunteered to be appointed to his working group. These appointments **were agreed**. The Clerk was asked to email other councillors to see if they would like to join the Working Group.

22/51/PC To make the following appointments:

51.1 Data Protection Officer

The Chairman advised that prior to the meeting, David Moore had volunteered to be appointed Data Protection Officer. This appointment **was agreed**. It was also noted that David Moore had also volunteered to carry out social media and website updates.

51.2 Project Lead – Community Initiatives

Jenny Quilter suggested that this role was too large for one person and suggested dividing it into:

51.2.1 Carols at The Dell

Jenny Quilter volunteered to be appointed to this role. This appointment **was agreed**.

51.2.2 Traders' Association

The Chairman volunteered to be appointed to this role. This appointment **was agreed**.

51.2.3 Residents' Association

The Clerk was asked to email other councillors to see if they would like to be appointed to this role.

51.2.4 Community Speedwatch

The Clerk was asked to email other councillors to see if they would like to be appointed to this role.

51.2.5 Community Litterpicking

The Clerk was asked to email other councillors to see if they would like to be appointed to this role.

51.3 Project Lead – Woodlands & Biodiversity

The Clerk advised that Bob Milne may be interested in taking this role. She was asked to email Bob Milne to see if he would like to be appointed to this role.

51.4 Project Lead – Highways

The Clerk was asked to email other councillors to see if they would like to be appointed to this role.

51.5 Project Lead – Playgrounds

Marilyn Rolfe volunteered to be appointed to this role. This appointment **was agreed**.

51.6 Project Lead – Old Guide Hut

The Chairman volunteered to be appointed to this role. This appointment **was agreed**.

The Chairman also advised that Roger Home, a former parish councillor, had expressed a willingness to be involved with appropriate projects.

22/52/PC To review the terms of reference and appoint a representative(s) on the Neighbourhood Plan Steering Group

The revised terms of reference **were agreed** as proposed. The Chairman volunteered to be a representative. This appointment **was agreed**. The Clerk was asked to email other councillors to see if they would like to be a representative.

22/53/PC To appoint representatives on the following Outside Bodies:

52.1 Burnham Beeches Community Board – Wellbeing Action Group

Paul Rowley volunteered to be appointed to this role. This appointment **was agreed**.

52.2 Burnham Beeches Community Board – Highways & Infrastructure Action Group

Marilyn Rolfe volunteered to be appointed to this role. This appointment **was agreed**.

52.3 Burnham Beeches Community Board – Environment Action Group

Jenny Quilter volunteered to be appointed to this role. This appointment **was agreed**.

52.4 Farnham Common Sports Club

The Chairman volunteered to be appointed to this role and advised that prior to the meeting Jigar Trivedi had also volunteered to be appointed to this role. These appointments **were agreed**.

53.5 Farnhams Magazine

The Chairman volunteered to be appointed to this role. This appointment **was agreed**.

53.6 Burnham Beeches and Stoke Common Consultation Group

The Clerk was asked to email all councillors asking for a volunteer to take this role. If no volunteer comes forward Jenny Quilter volunteered to take the role on an interim basis.

53.7 South Bucks Association of Local Councils

The Chairman and Marilyn Rolfe volunteered to be appointed to this role. These appointments **were**

agreed.

22/54/PC To agree meeting dates and times for parish council meetings, committee meetings and working group meetings for the remainder of 2022 and for 2023

The following dates and times **were agreed**:

<u>27 June 2022</u>		
Finance Committee	Farnham Royal Village Hall	7.30pm
<u>25 July 2022</u>		
Full Council	Farnham Common Village Hall	7.30pm
<u>26 September 2022</u>		
Projects Working Group	Farnham Royal Village Hall	7.30pm
Contracts Working Group	Farnham Royal Village Hall	8.30pm
<u>24 October 2022</u>		
Full Council	Farnham Common Village Hall	7.30pm
<u>28 November 2022</u>		
Finance Committee	Farnham Royal Village Hall	7.30pm
<u>23 January 2023</u>		
Full Council	Farnham Common Village Hall	7.30pm
<u>27 February 2023</u>		
Projects Working Group	Farnham Royal Village Hall	7.30pm
<u>27 March 2023</u>		
Contracts Working Group	Farnham Common Village Hall	7.30pm
<u>24 April 2023</u>		
Full Council	Farnham Royal Village Hall	7.30pm
<u>22 May 2023</u>		
Annual Meeting	Farnham Common Village Hall	6.30pm
Annual Parish Meeting	Farnham Common Village Hall	8.00pm
<u>26 June 2023</u>		
Finance Committee	Farnham Royal Village Hall	7.30pm
<u>24 July 2023</u>		
Full Council	Farnham Common Village Hall	7.30pm
<u>25 September 2023</u>		
Projects Working Group	Farnham Royal Village Hall	7.30pm
Contracts Working Group	Farnham Royal Village Hall	8.30pm
<u>30 October 2023</u>		
Full Council	Farnham Common Village Hall	7.30pm
<u>27 November 2023</u>		
Finance Committee	Farnham Royal Village Hall	7.30pm

*Following this meeting, the June 2022 Finance Committee meeting and the July 2022 Full Council meeting were swapped.

22/55/PC Finance:

55.1 To consider a funding request from Burnham Beeches Rotary for Orchard Day

The funding request for £500 **was agreed** to be allocated from the grant expenditure in the 2022/23 budget..

55.2 To consider a proposal for village decorations for the Queen's Platinum Jubilee

Prior to the meeting the Clerk circulated the following proposal:

- Four flags are installed in Farnham Royal on columns 8, 9, 11 and 13.
- Bunting is given to the shops/businesses in the centre of Farnham Royal and along The Broadway in Farnham Common with a request for them to put it up.
- lamppost signs are installed in the centre of Farnham Royal and along The Broadway in Farnham Common.
- The total anticipated cost is £1,252.48 plus VAT

The Clerk advised that Paul Rowley, Marilyn Rolfe, Bob Milnes, Richard Thomas, Jenny Quilter, Jigar Trivedi and David Moore all approved the proposal by email. There was then a vote and the proposal **was agreed**.

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

The Chairman confirmed that he had carried out the random checks required under the Finance Regulations. The payments and receipts, as per the cashbook, **were agreed**.

22/56/PC Planning:

56.1 To ratify comments submitted on recent applications

The planning comments on the circulated schedule **were ratified**

56.2 To note recent planning decisions

56.2.1 Marilyn Rolfe noted that two applications had been refused due to the proximity of the sites to Burnham Beeches SAC.

56.2.2 The planning decisions on the circulated schedule **were noted**.

22/57/PC Any Other Business (for information only)

57.1 A vote of thanks was given to the Clerk for the amount of work undertaken to prepare all the data, reports and due diligence of the various papers presented to councillors at tonight's meeting.

22/58/PC Next meeting

The meeting closed at 7.50pm. The next meeting will be on 27 June 2022 at 7.30pm at Farnham Royal Village Hall.