

Information for the Extraordinary Parish Council Meeting on 24 October 2022

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

3.1 Feedback from Projects Working Group (minutes taken as read)

Minutes of the meeting held on 26 September 2022 have been circulated to parish councillors separately.

3.2 Feedback from Contracts Working Group (minutes taken as read)

Minutes of the meeting held on 26 September 2022 have been circulated to parish councillors separately.

3.3 Feedback from meeting with the Neighbourhood Policing Team

On 30 September 2022, the Parish Council took part in a meeting with Buckinghamshire Councillors, community representatives and three members of the local Neighbourhood Policing Team. This was an extremely useful and positive meeting, which created a good line of communication to help the Team improve working practises and respond to local issues.

The Team stressed the importance of reporting crimes and provided three ways to report crimes:

- Call 999 (if the crime is happening right now, if the suspect is still at the scene or if anyone is seriously injured or in immediate danger)
- Call 101 (if the crime is not an emergency)
- Report at <https://www.thamesvalley.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

4 To consider co-option of Katherine Damsell to the Parish Council

The Clerk was contacted by Ms Damsell who expressed an interest in joining the Parish Council. Following a virtual meeting with the Clerk and the Chairman Ms Damsell confirmed that she would like to pursue this further. A copy of Ms Damsell's completed Application Form has been circulated to councillors separately. Ms Damsell is due to attend the meeting to answer any questions parish councillors may have before considering her co-option.

5 To review the following policies:

5.1 Tree Safety Management (no changes proposed)

A copy of this policy has been circulated to parish councillors separately.

5.2 Pre Application Meetings with Developers (no changes proposed)

A copy of this policy has been circulated to parish councillors separately.

5.3 Co-option (no changes proposed)

A copy of this policy has been circulated to parish councillors separately.

5.4 Signage (no changes proposed)

A copy of this policy has been circulated to parish councillors separately.

5.5 Promotional Materials (no changes proposed)

A copy of this policy has been circulated to parish councillors separately.

5.6 Communication and Involvement (no changes proposed)

A copy of this policy has been circulated to parish councillors separately.

5.7 Health & Safety (new)

A draft policy has been circulated to parish councillors separately for consideration.

5.8 Investment (new)

The Internal Auditors commented that under best practice guidance the parish council should develop and implement an investment policy. A draft policy has been circulated to parish councillors separately for consideration.

6 To consider options for Carols at The Dell 2022 on 10 December 2022

Jenny Quilter is leading this initiative and will provide a verbal update at the meeting.

7 To consider replacing and upgrading the toddler and infant play equipment in Farnham Common to be funded by loan

Having met with the project team, Jenny Quilter has prepared a proposal for parish councillors to consider. This proposal has been circulated to councillors separately due to the document's format.

8 To ratify renewal of Parish Council insurance policy

As discussed at the recent Contracts Working Group, the Parish Council's insurance arrangements were reviewed by the Clerk, Chair and Chair of the Contracts Working Group. Following some amendments to the Statement of Facts to reflect changes during the last 12 months, the policy recommended by the broker was accepted. Hiscox will remain the Parish Council's insurer for the next three years.

A copy of the insurance documents has been sent to parish councillors separately.

9 To consider Microsoft 365 Licensing Changes

When the Parish Council recently upgraded its IT systems it moved to using Microsoft 365 and the provider, CST, has advised that changes have been made to the subscription rates. They have provided the following summary:

Subscription options are as follows:

- Monthly Rolling – will incur a price increase, quantity can be increased and decreased during the term
- Annual Fixed – quantity cannot be decreased during the term
- Annual Fixed Payment – paid annually upfront and quantity cannot be decreased during the term

| Term | Benefits | Considerations |
|------------------------------|--|---|
| NCE Monthly Rolling | Fully flexible – increase or decrease licensing each month | These licenses will cost 25% more than yearly commitment term |
| NCE 1 Year (monthly payment) | <ul style="list-style-type: none">• Lower cost than monthly term• Payable monthly | <ul style="list-style-type: none">• Not flexible, full year commitment• Subject to credit check• Subject to terms and conditions being agreed |
| NCE 1 Year (upfront cost) | <ul style="list-style-type: none">• Lower cost than monthly term• No ongoing monthly payments | <ul style="list-style-type: none">• Not flexible, full year commitment• Full upfront cost• Subject to credit check• Subject to terms and conditions being agreed |

Below is a breakdown of what the Parish Council currently pays and what the price changes will be:

| Qty | License | Current Mthly | Current Mthly Total | NCE Mthly Rolling | NCE Mthly Rolling Total | NCE 1YR Monthly | NCE 1YR Monthly Total | NCE 1YR Upfront | NCE 1YR Upfront Total |
|-----|--------------------------------|---------------|---------------------|-------------------|-------------------------|-----------------|-----------------------|-----------------|-----------------------|
| 8 | Exchange Online Plan 1 | £3.02 | £24.16 | £3.60 | £28.80 | £3.00 | £24.00 | £36.00 | £288.00 |
| 1 | Microsoft 365 Business Premium | £15.08 | £15.08 | £19.92 | £19.92 | £16.60 | £16.60 | £199.20 | £199.20 |
| | | Total Monthly | £39.24 | Total Monthly | £48.72 | Total Monthly | £40.60 | Total Annual | £487.20 |

10 Relocation of the Parish Council Office to Farnham Common Village Hall

10.1 To ratify the informal decision to move the Parish Council Office to Farnham Common Village Hall

A copy of the terms proposed by the trustees of the Village Hall were circulated to councillors in September 2022. Due to limited timescales, a majority of parish councillors agreed to relocate the Parish Council Office to

Farnham Common village Hall. This decision must now be formally ratified.

10.2 To ratify the appointment of BP Collins to advise regarding enacting the break clause in current lease

On 5 September 2022, due to limited timescales, a majority of parish councillors agreed by email to appoint BP Collins to advise regarding enacting the break clause in the current lease. This appointment must now be formally ratified.

10.3 To ratify the informal decision to enact the break clause in current lease

A copy of the legal advice received and the associated documents prepared were circulated to councillors in September 2022. Due to limited timescales, a majority of parish councillors agreed to enact the break clause in the current lease. This decision must now be formally ratified.

10.4 To ratify the appoint BP Collins to advise regarding a new lease with the Village Hall

On 12 September 2022, due to limited timescales, a majority of parish councillors agreed to appoint BP Collins to review the new lease and provide advice on behalf of the Parish Council. This appointment must now be formally ratified.

11 Finance:

11.1 To ratify the purchase of a new post for one of the dog waste bins at Farnham Common Sports Club - £92.95

On 18 August 2022, in accordance with clause 4.1 of the Finance Regulations, the Clerk in conjunction with the Chairman authorised the purchase of a new post at a cost of £92.95 including delivery.

11.2 To ratify the appointment of Progress Services to fell the partially fallen tree at Farnham Common Sports Club and remove all debris from the site - £440

On 18 August 2022, in accordance with clause 4.1 of the Finance Regulations, the Clerk in conjunction with the Chairman authorised the appointment of Progress Services at a cost of £440.

11.3 To ratify the payment to BP Collins for advice regarding enacting the break clause in current lease - £1,200

BP Collins were appointed to advise on enacting the break clause in the current lease. BP Collins requested a payment of £1,200 prior to providing their advice. This was informally agreed and paid and must now be formally ratified.

11.4 To ratify items of expenditure following the death of HM Queen Elizabeth II - £724.62

Following the announcement of the death of HM Queen Elizabeth II certain purchases were required to comply with the national protocol. These were as follows:

Books of Condolence - £505.20

Village Flowers - £120.00

Items for table for book of condolence - £69.42

Website update - £30

Total - £724.62

11.5 To ratify the purchase of two new batteries and two new pads for the village defibrillators - £444

As previously advised, a recall notice was received regarding a software issue with the three village defibrillators. As a result of the review carried out by the manufacturer, two of the defibrillators required new batteries at a reduced cost of £170 plus VAT each. In addition, two new pads were required.

11.6 To consider reimbursing the Brian Jubb Hall for costs incurred in preparing the site for the Guide's new outdoor storage shed - £187.50

It had been thought that the Guides would recruit volunteers to clear and prepare the ground for the new shed but that wasn't possible. Volunteers were however used to install the base and erect the new shed.

As a result, the Brian Jubb Hall incurred costs totalling £187.50 in preparing the site. The Parish Council was only made aware of these costs after they had been incurred and therefore, they were not included in the funding application made to the Beeches Community Board. The Board has subsequently refused to fund these additional costs as it would not usually fund works retrospectively and it is not possible to seek to add new elements to a project that has already been agreed.

11.7 To ratify expenditure in connection with the installation of an electricity supply into Temple Dell – £1,444.54

- SSE provided a quote for connecting an unmetered electricity supply from a post just outside Temple Dell. The quote was £404.54 plus VAT. This was informally agreed and paid and must now be formally ratified.
- Prior to the supply being connected it is necessary to dig a trench from the post and lay ducting for a cable into Temple Dell and to fit a feeder box, consumer unit and two outside twin sockets. The quote, provided for this work by the Parish Council's streetlight contractor, was £1,040. This was informally agreed and paid and

must now be formally ratified.

11.8 To consider ground works to improve access at Temple Dell – £480

Capability Landscapes Ltd., the maintenance contractor, has recommended spreading and rolling in Type One sub base which sets hard but remains porous at the pedestrian access and vehicle access. The quote provided is £480 plus VAT.

11.9 To consider replacing the glass panel at the One Pin Lane bus shelter - £187

The latest bus shelter inspection identified that the glass panel at the One Pin Lane bus shelter is broken and requires replacement.

11.10 To consider tree work required at Ingrams Copse - £2,600

The Clerk has been advised by the owner of a property neighbouring Ingrams Copse that two trunks of a three trunk tree have fallen onto his land and that the third trunk is in danger of falling as well. No serious damage has been caused but all three trunks need to be dealt with. Capability Landscapes Ltd., the maintenance contractor, has advised that they are unable to complete the required work so the clerk asked South Bucks tree Surgeons Limited to provide a quote.

11.11 To ratify payments and note receipts, as per the September 2022 cashbook

The cashbook was reviewed and approved by the Chair of the Finance Committee and circulated to parish councillors in September and was informally agreed by a majority of parish councillors. The cashbook must now be formally ratified.

11.12 To approve payments and note receipts, as per the October 2022 cashbook

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

11.13 To consider the June 2022 Management Accounts

The June 2022 Management Accounts have been circulated to councillors separately.

11.14 To consider the September 2022 Management Accounts

The September 2022 Management Accounts have been circulated to councillors separately.

11.15 To note the External Audit Report

A copy of the External Audit Report has been circulated to parish councillors separately.

The Auditor noted, as previously reported by the Clerk, that due to the inquorate meeting in June 2022, the Annual Governance Statement was not approved by the Parish Council in time to allow the proper exercise of public rights as the period could not include the first ten working days of July 2022.

The Auditor also states that due to the lateness of the approval two answers in Section 1 of the Statement should have been changed from 'Yes' to 'No'. This was not done following the advice of the Internal Auditor.

12 Planning:

12.1 To ratify comments submitted on recent applications

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

12.2 To note recent planning decisions

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