

## Information for the Extraordinary Parish Council Meeting on 27 March 2023

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

#### 3.1 Update on projects with Beeches Community Board

##### 3.1.1 Blackpond Lane Footway Extension

Construction of the long awaited footway extension in Blackpond Lane has been completed. This was a joint project between the Parish Council and the Beeches Community Board. The cost is over £100,000 but this investment will greatly improve the lives of local residents walking to the surgery, the shops and amenities along The Broadway and the village schools. The Parish Council would like to thank local residents for their patience during the construction phase.

##### 3.1.2 New Mobile Vehicle Activated Sign

As agreed, the Clerk submitted a funding application to the Beeches Community Board on 3 February 2023. The co-ordinator has advised that the application is in the due diligence process and will in due course be considered by the relevant action group. In addition, he has advised that Board managers and Local Area Technicians will be having a joint briefing this week about proposed changes to highways processes and how things may be different after the imminent handover to the new contractor. MVAS arrangements will be discussed at this meeting.

#### 3.2 Update on Neighbourhood Plan Informal Consultation

The Clerk advised that the informal consultation ends on 28 April 2023 and as at 22 March 2023 six replies had been received. It was anticipated that a meeting will be held with the consultants during May 2023 to discuss the results of the informal consultation. The Clerk notes that David Moore shared the post advertising the informal consultation in the Farnhams Community Facebook Group and suggested that as only a few responses had been received a further push was needed.

The Clerk suggested that having a 'stand' outside Sainsbury's on The Broadway on a couple of different occasions may help to spread the word and engage with individuals who do not have access to Facebook and/or the internet. Paper copies of the draft policies and questionnaires could be given out to individuals without online access.

#### 3.3 Update on installing Farnham Pump painting in Farnham Royal

Tony Birkett, on behalf of the Parish Council, has been discussing installing the Farnham Pump painting previously stored in the parish council office on the wall opposite the Farnham Pump. Berkeley Homes have agreed to install the painting in a case on the wall so that it can be enjoyed by residents and visitors for years to come.

#### 3.4 Update following latest meeting with TVP Neighbourhood Policing Team

On Friday 17 March 2023 the Chairman was joined by Cllr. Dhillon and Jerry Houdret at a meeting with the TVP Neighbourhood Policing Team to discuss crime reporting and prevention in the parish. The message to residents and visitors who are victims of crime is to ensure details are reported to the Police using the most appropriate method namely 999 (in an emergency), 101 or online. Arrangements are being made to hold a drop in session for residents which will be attended by the Police, the Parish Council and Cllr. Dhillon.

#### 3.5 Update on electricity supply for streetlights

On 1 October 2022 Drax Energy Solutions Limited became our supplier under an agreement negotiated by Buckinghamshire Council. Unfortunately, despite our direct debit being in place the supplier will not take payment until all customers under the agreement have completed a mandate. As a result, we are not yet making payments in respect of our energy usage and the charges are being paid by Buckinghamshire Council.

To the end of February 2023, £5,577.25 excluding VAT will need to be refunded to Buckinghamshire Council once invoices have been received from them.

## 4 Contracts:

### 4.1 To award the contract for maintenance at St Mary's Churchyard, Farnham Royal

The current contract ends on 31 March 2023. Tender documents were issued to three potential contractors. One contractor has submitted a tender, another has advised that they are unfortunately unable to submit a tender on this occasion and the last potential contractor has not replied. A copy of the tender received has been forwarded to councillors separately.

### 4.2 To receive an update on the contract for maintenance of Woodlands & Grassland

The current contract ends on 31 July 2023. Tender documents have been prepared and reviewed by parish councillors and will be issued during April 2023 in accordance with the timeline prepared.

### 4.3 To receive an update on the contract for maintenance of Physical Assets

This contract has expired but the contractor is continuing to perform the work required under the expired contract while new tender documents detailing additional work are being prepared. This is necessary following a review of the parish council's risk assessment. The new documents have been prepared and reviewed by parish councillors and will be issued shortly.

## 5 Projects:

### 5.1 To consider next steps for the Boundary Copse rejuvenation project

The Projects Working Group had proposed a project to improve Boundary Copse in Farnham Royal. The project consists of repairing the retaining wall, installing a boundary fence to improve security and thinning out upgrowth to make the space clearer and more user friendly. Quotes have been received for all aspects of this project and these have been forwarded to councillors separately for review.

### 5.2 To receive an update on the Farnham Common Playground project

The small group of councillors tasked with progressing this project met with four suppliers who had previously supplied designs to discuss a more detailed scope following consultation with children and parents at Orchard Day in September 2022. Finalised proposals have been received from all four suppliers and these have been forwarded to councillors separately for review.

It is envisaged that the project will be funded via a loan from the Public Works Loan Board. The relevant forms and documents have been received and once a proposal has been agreed the application process will start.

### 5.3 To ratify the appointment of The Shannon Group to demolish the Guide Hut

At the parish council meeting on 23 January 2023, the following was agreed:

*The Clerk and the Chairman, with assistance from Jenny Quilter, are able to engage one of the above contractors to undertake the demolition and associated works, which following this discussion would include removal of the fence and hedge and topping up the ground level with top soil, provided the total contract price does not exceed £15,000 plus VAT.*

Following receipt of the laboratory results regarding the asbestos it was necessary for me to seek further instructions as the chosen contractor, The Shannon Group, revised its quote. They remain the contractor with the lowest quote but the cost is now £19,682 exc. VAT. On receipt the Clerk emailed all parish councillors to confirm whether they were still happy to engage this contractor. Five councillors, being a majority, replied but the informal decision requires ratification at this meeting.

### 5.4 To consider plans for King Charles III's Coronation

Katherine Damsell has spoken to several residents and the general consensus appears to be that they would prefer to organise their own parties with family and friends rather than have a village wide event. The residents asked were, however, keen to see the centres of Farnham Common and Farnham Royal decorated with flags and/or banners. A quote has been obtained from our usual supplier and this has been forwarded to councillors separately.

In addition, it was suggested that the Parish Council would run a competition in the schools to design a crown for the King or Queen with the winning designs being sent to Buckingham Palace and the winners family receiving tickets for a fun day out. Unfortunately, at a subsequent meeting with Buckinghamshire Council they announced plans for a similar competition. Mrs Damsell has contacted the schools to see if they have any other plans that may benefit from some support.

It was also thought that residents could be reminded that, in good weather, Temple Dell would make an excellent location for picnics.

## **6 To consider items relating to the relocation of the Parish Council's office**

### **6.1 Dilapidations**

Under the terms of the lease, it is necessary for the parish council to decorate the office and replace the carpet. In addition, some minor repairs were identified at a meeting with the landlord. All minor repairs have been carried out to the satisfaction of the landlord and the only outstanding items are the redecoration and new carpet. The Clerk has obtained three quotes for decorating and two quotes for new carpet. Copies of these quotes have been forwarded to councillors separately.

At a meeting with the landlord last week, he questioned some of the quotes in terms of the work required and provided his own quotes. Copies of these quotes have been forwarded to councillors separately.

### **6.2 New Lease**

The draft lease was prepared by the landlord's solicitor and has been reviewed by our solicitor. The draft lease is currently back with the landlord's solicitor with our solicitor's comments and amendments.

## **7 To consider location(s) for the Beeches Community Board Air Quality Sensor**

Buckinghamshire Council has been awarded an Air Quality Grant to provide Community Boards with materials to carry out 'Clean Up Our Air' events.

Firstly, though, the Beeches Community Board has requested our help with identifying suitable locations for the installation of the air quality sensor that they have received as part of the toolkit. The sensor would need to stay in one place for a full year to give the most useful data and to include seasonal and termtime/holiday variations. The Board understands that it may have the opportunity to purchase additional sensors so that they can monitor more sites simultaneously but the process and details for this are yet to be confirmed. The Board has confirmed that there is already a sensor on the Burnham Beeches café collecting background data for comparison.

All parish councils who are members of the Beeches Community Board have been asked to suggest locations where this data could prove most useful with the request that the first installation is in a location near a school. The sensor can be mains powered, if power is available, but the Board might decide to go for the solar powered version. The air quality team will then assess the suggestions and choose the most suitable place for this first installation. Other sites can be revisited in future.

## **8 Finance:**

### **8.1 To consider payment to Beeches Community Board for the Blackpond Lane Footway Extension**

As this project has been completed, it is anticipated that the invoice for the parish council's additional contribution will be received on 28 March 2023 to enable settlement during this financial year. The amount agreed was £13,063 but the Clerk is waiting for this to be confirmed as the quote included a 30% contingency. To allow payment before 31 March 2023 approval is being sought to settle the invoice received up to a maximum of £15,000. Of this amount £11,399.86 relates to CIL receipts received in respect of application PL/19/3705/FA concerning Land Adjacent to Chandos Lodge, 97 Blackpond Lane, Farnham Royal and application PL/20/3933/FA concerning Berkeley House, Farnham Lane, Farnham Royal.

The invoiced amount is in addition to S.106 funds of £39,000 due to the parish but held by Buckinghamshire Council. The parish's anticipated contribution therefore totals £52,063.

### **8.2 To consider quotes for the arboriculture work identified in the 2022 report**

This year the report focused on Ingram's Copse in Farnham Common and Boundary Copse in Farnham Royal. Across the two sites five trees have been identified as requiring work. A copy of the report has been circulated to parish councillors separately.

The Clerk has obtained quotes from three companies ranging from £2,630 plus VAT to £5,205 plus VAT and these have been circulated to parish councillors separately.

### **8.3 To ratify payments and note receipts, as per the February 2023 cashbook**

The cashbook was reviewed and approved by Katherine Damsell, as Interim Chair of the Finance Committee

prior to the payments contained in it being made. The cashbook must now be formally ratified.

8.4 To consider payments and note receipts, as per the March 2023 cashbook

The cashbook has been reviewed and approved by Katherine Damsell, as Interim Chair of the Finance Committee and has been circulated to councillors separately.

8.5 To consider the appointment of AGHS Accounting & Taxation Services Limited to prepare the Annual Accounts for 2022/23

AGHS Accounting & Taxation Services Limited has prepared the Annual Accounts for a number of years.

8.6 To consider the appointment of Azets Audit Services Limited as Internal Auditor for 2022/23

Azets Audit Services Limited has acted as Internal Auditor since 2019. The quote provided for the 2022/23 audit is £1,750 plus VAT.

**9 Planning:**

9.1 To ratify comments submitted on recent applications

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

9.2 To note recent planning decisions

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