

Information for the Annual Meeting of the Parish Council on 22 May 2023

4 To receive declarations of interest from Members

All parish councillors are encouraged to review their register of interests to ensure that it is up to date.

5 To confirm the minutes of the meeting held on 24 April 2022

These minutes were informally approved by email and published on 2 May 2023.

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

6.1 Update on Neighbourhood Plan

The Parish Council and Steering Group would like to thank residents who took the time to share their views by completing a questionnaire about the draft policies. As we continue along the process there will be other opportunities for residents to help shape the Plan.

Last week discussions took place with Buckinghamshire Council about the draft Green Infrastructure and Sustainable Travel policies and an opportunity for our parish to work with Stoke Poges to create an improved footpath through Brockenhurst Woods and Ingrams Copse to enable residents of Stoke Poges to walk to The Broadway for shops and services such as the library. The discussion also included whether the conversion of empty first floor office space to residential units in The Broadway could be allowable despite the Burnham Beeches SPD preventing net new homes within 500 metres of the nature reserve. It is thought this could create a very small number of affordable units and would prevent vacant office space becoming disused permanently thus protecting the vibrancy of The Broadway.

6.2 Update on Community Speedwatch

The Group has now trained three parish councillors, one community volunteer and the Clerk. Another community volunteer will complete their training shortly.

The following sites have been approved:

- Beaconsfield Road - Entrance to Farnham Park Playing Fields (Traffic Heading South)
- Beaconsfield Road - Outside Dair House School (Traffic heading North)
- Collinswood Road - Outside Millward House Day Nursery (Traffic heading North)
- Crown Lane - Opposite The Crown Inn (Traffic heading South)
- Park Road - Verge alongside Stoke Park Avenue (Traffic heading West)
- Stewarts Drive - Corner with The Avenue (Traffic Heading North)
- Stewarts Drive - Opposite the junction with The Avenue (Traffic Heading South)
- Templewood Lane - On corner with Bracken Close (Traffic Heading North East)
- Templewood Lane - Opposite Bracken Close (Traffic heading South West)

The following sites have been refused so will need to be adjusted in order to comply with the protocol:

- Beaconsfield Road - Across the road from the Farnham Common Infant School (Traffic Heading South) - CSW cannot take place with a speed camera in sight.
- Beaconsfield Road - South of Farnham Common Infant School (Traffic heading North) - there is no safe exit route from carriageway
- Collinswood Road - Opposite Millward House Nursey (Traffic Heading South) - there is no safe exit path from the operator location, and the operators' location is too small this site is also too close to traffic signals

The new equipment has arrived and the Clerk will now arrange the required training.

6.3 Update on demolition of the old Guide Hut

SSE have now confirmed that the service will be removed from the building on 8 June 2023 and our appointed electrician will connect the supply to an outdoor cabinet on the same day. The demolition is then due to start on 19 June 2023 and is expected to take about a week.

6.4 Update on residents' request to replace shrubs and a tree at Farnham Common Sports Club

At April's parish council meeting, the Chairman advised that he would discuss the request received with the residents as although parish councillors saw no reason to object to felling the two hawthorn trees to the left of the gate, the preference would be to retain the sycamore tree that stands with them. The Chairman met the residents and it was agreed that the shrubs and one small tree that is unhealthy would be removed but all other trees would remain. This was in line with the residents' plan.

6.5 Update on settlement of dilapidations under the lease for the old office

The agreed dilapidations figure of £3,952.34 plus VAT was paid to the landlord on 25 April 2023. The only outstanding items are the final utility invoices which have not yet been provided by the landlord.

6.6 Update on new Parish Council office lease

The Clerk has chased the Parish Council's solicitors for an update and hopes to provide one at the meeting.

7 To review:

7.1 Standing Orders

No changes are proposed to the Standing Orders adopted on 23 May 2022.

7.2 Code of Conduct

No changes are proposed to the Code of Conduct adopted on 23 May 2022.

7.3 Asset Register

The Asset Register has been updated to record additions and disposals during 2022/23.

7.4 Risk Assessment

The Risk Assessment has been reviewed and all relevant items have been added to the tender documents for our new contracts.

7.5 Finance Regulations

No changes are proposed to the Finance Regulations adopted on 23 May 2022.

7.6 Information & Data Protection Policy

No changes are proposed to the Information & Data Protection Policy adopted on 21 May 2018.

8 To review delegation arrangements

The following delegation arrangements are in place:

- The Finance Committee has the power, subject to the limit stated in the Financial Regulations (£5,000), to authorise expenditure on revenue items up to the amounts for that class of expenditure in the approved budget.
- The Finance Committee prepares the annual budget and precept recommendation.
- The Clerk is authorised to submit a response to a planning application considered by the Planning Working Group to the Planning Authority on behalf of the Council.
- The Clerk, in conjunction with Chairman of the Council, has the power, subject to the limit stated in the Financial Regulations (below £500), to authorise expenditure on revenue items up to the amounts for that class of expenditure in the approved budget.

9 To review the terms of reference of the Finance Committee and appoint members

The terms of reference have been amended only to reflect the revised number of meetings. A copy of the document has been forwarded to parish councillors separately.

10 To consider disbanding the following Working Groups

It is proposed that these working groups are disbanded and that matters relating to Projects (including initiatives) and contracts are discussed at full council meetings. In addition, two of the full council meetings will have limited items and will focus on Projects with the discussion being led by the Lead Councillor for Projects and two will have limited items and will focus on Contracts with the discussion being led by the Lead Councillor for Finance and Contracts.

11 To review the terms of reference of the Planning Working Group and appoint members

No changes are proposed to the terms of reference.

12 To make the following appointments:

12.1 Data Protection Officer

This councillor assists the Clerk to monitor internal compliance with the Data Protection Act, the General Data Protection Regulation and all other relevant legislation and best practice guidelines. They inform and advise on the Parish Council's data protection obligations and acts as a contact point for data subjects and the Information Commissioner's Office.

12.2 Lead Councillor – Finance and Contracts

This councillor will be the Chair of the Finance Committee.

12.3 Lead Councillor – Planning

This councillor will be the Chair of the Planning Working Group.

12.4 Lead Councillor – Projects

This councillor will have oversight of all projects and initiatives but each will be driven by assigned councillors. Monthly project highlight reports will be provided to the Lead Councillor for review prior to each full council meeting. Any issues arising can then be discussed at the meeting. It is hoped that this approach will ensure good progress with projects and initiatives.

12.5 Lead Councillor – Highways

This councillor will look at issues in our villages regarding roads, footpaths and pavements with a view to identifying opportunities for improvement the network. The Community Speedwatch initiative and the new Mobile Vehicle Activated Sign project will come under this councillor although others may be involved. Once fully scoped and the appropriate action has been agreed, the improve of the dropped kerbs in the villages will also come under this councillor.

12.6 Lead Councillor – Woodlands and Grasslands

This councillors will look at Jubilee Copse, Ingrams Copse, Boundary Copse and Temple Dell with a view to ensuring health and safety compliance but also with a view to improving them for the benefit of the community. The projects to improve Boundary Copse and develop a Woodland Management Plan will come under this councillor although others may be involved.

12.7 Lead Councillor – Community

This Councillor will look for opportunities to enhance the community spirit of the villages. The initiative to develop a Residents' Association and Traders' Association will come under this councillor although others may be involved. As will the annual community event (previously Carols at the Dell). It is hoped that more regular events such as a farmers' market may also be possible.

12.8 Lead Councillor – Wellbeing

This Councillor will look for opportunities to improve the wellbeing of all parishioners regardless of age or ability. The projects to demolish the old Guide Hut and replace the playground in Farnham Common will come under this councillor although others may be involved. The Lead Councillor will attend the Wellbeing Action Group of the Beeches Community Board to learn from and share information with our neighbouring parish councils.

12.9 Lead Councillor – Environment

This Councillor will look at environmental issues and for opportunities to help the Parish become carbon neutral by 2050 (Buckinghamshire Council’s target), which could include initiatives in connection with air quality monitoring, sustainable travel and increased biodiversity. The Lead Councillor will attend the Environment Action Group of the Beeches Community Board to learn from and share information with our neighbouring parish councils.

13 **To review the terms of reference and appoint a representative(s) on the Neighbourhood Plan Steering Group**

No changes are proposed to the terms of reference.

14 **To appoint representatives on the following Outside Bodies and agree arrangements for reporting back:**

- Burnham Beeches Community Board and its Action Groups
- Farnham Common Sports Club
- Farnhams Magazine
- Burnham Beeches and Stoke Common Consultation Group
- South Bucks Association of Local Councils

14 **To confirm arrangement for insurance cover in respect of all insurable risks**

A copy of the insurance documents has been circulated to parish councillors separately. The policy is under a long term agreement with Hiscox Insurance Company Limited until 30th September 2025.

15 **To review the Council’s and Clerk’s subscriptions**

The annual subscriptions held are as follows:

Organisation	Period	Cost	Holder
Bucks & Milton Keynes Association of Local Councils	1 April 2023 to 31 March 2024	£979	Parish Council
Information Commissioner’s Office	1 August 2022 to 31 July 2023	£40	Parish Council
Society of Local Council Clerks	1 March 2023 to 29 February 2024	£337	Clerk
Teamviewer	17 August 2022 to 16 August 2023	£191	Parish Council
Zoom	9 June 2022 to 8 June 2023	£120	Parish Council

Historically the Parish Council has also been a member of the South Bucks Association of Local Councils paying an annual subscription of £45 and it is envisaged that this membership will start again as the Association is back up and running.

16 **To agree meeting dates and times for parish council meetings, committee meetings and working group meetings up to May 2024**

It is proposed that the Parish Council will have ten full council meetings a year (including the Annual Meeting). This increase will enable the agreement of cashbooks and planning comments and urgent matters to be dealt with better. Two of the full council meetings will have limited items and will focus on Projects with the discussion being led by the Lead Councillor for Projects and two will have limited items and will focus on Contracts with the discussion being led by the Lead Councillor for Finance and Contracts. There will also be two Finance Committee meetings, one in November and one in January to formulate the recommended budget and precept for the full council meeting in January. The following meeting dates and times are proposed:

26 June	Full Council	Farnham Royal Village Hall	7.30pm
24 July	Full Council	Farnham Common Village Hall	7.30pm
25 September	Full Council (Focus on Projects)	Farnham Royal Village Hall	7.30pm

30 October	Full Council (Focus on Contracts)	Farnham Common Village Hall	7.30pm
13 November	Finance Committee	Farnham Royal Village Hall	7.30pm
27 November	Full Council	Farnham Common Village Hall	7.30pm
8 January	Finance Committee	Farnham Royal Village Hall	7.30pm
29 January	Full Council	Farnham Common Village Hall	7.30pm
26 February	Full Council (Focus on Projects)	Farnham Royal Village Hall	7.30pm
25 March	Full Council (Focus on Contracts)	Farnham Common Village Hall	7.30pm
29 April	Full Council	Farnham Royal Village Hall	7.30pm
20 May	Annual Meeting Annual Parish Meeting	Farnham Common Village Hall	6.30pm 8.00pm

All the above meetings will be open to the public.

The Planning Working Group will continue to meet every three weeks.

18 Finance:

18.1 To consider a funding request from Burnham Beeches Rotary for Orchard Day
Burnham Beeches Rotary Club have request £500 towards the cost of Orchard Day.

18.2 To consider quote for annual flagpole service

The quote for this year's annual flagpole service is £558.30.

18.3 To consider purchasing replacement battery for defibrillator at Farnham Common Sports Club

The defibrillator at Farnham Common Sports Club is showing that the battery is now 'low'. A resident has therefore requested that the battery is changed. Batteries are estimated to last five years, so this battery is due to be replaced in November 2023. The cost of a new battery is £238.50 plus VAT.

18.4 To approve payments and note receipts, as per the 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.

18.5 To consider the 2022/23 Annual Accounts

The 2022/23 Annual Accounts have been circulated to parish councillors separately.

19 Planning:

19.1 To ratify comments on recent applications

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

19.2 To note recent planning decisions

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

20 To consider the addition of amended statements to certain historic documents in response to the Rectification Notice pursuant to Article 16 UK GDPR.

Following the decision taken at the April 2023 parish council meeting, the Parish Council's Data Protection Officer, has obtained legal advice. In accordance with the advice, it is proposed that statements are added to the relevant historic documents but the wording of those statements has been amended slightly from that stated in the Rectification Notice. Parish Councillors have been circulated separately with the original and amended wording.