

# FARNHAM ROYAL PARISH COUNCIL

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**MINUTES OF THE ANNUAL MEETING OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 22 MAY 2023 AT 6.30 P.M. AT FARNHAM COMMON VILLAGE HALL, VICTORIA ROAD, FARNHAM COMMON, SL2 3NJ**

## **Present**

Paul Rowley (Chair)	Marilyn Rolfe
Bob Milne	Jenny Quilter
Tony Birkett	Katherine Damsell
Judith Hall (Clerk)	

Buckinghamshire Cllr. Dev Dhillon and six members of the public were in attendance.

The Chair declared the meeting open at 7.30pm. There was no OPEN FORUM.

## **23/39/PC To elect a Chairman (and Declaration of Acceptance of Office)**

Tony Birkett proposed Paul Rowley. This was seconded by Katherine Damsell. The appointment of Paul Rowley was agreed. The Declaration of Acceptance of Office was completed.

## **23/40/PC To elect a Vice Chairman**

Bob Milne proposed Marilyn Rolfe. This was seconded by Paul Rowley. The appointment of Marilyn Rolfe was agreed.

## **23/41/PC Apologies for absence**

David Moore

## **23/42/PC To receive declarations of interest from Members**

The Chairman and Marilyn Rolfe declared an interest and recused themselves from the debate and voting related to Agenda item 20 (23/58/PC below).

## **23/43/PC To confirm the minutes of the Parish Council Meeting held on 24 April 2023**

Bob Milne raised four points regarding the minutes.

1. 23/38/PC Declaration of Interest – he asked whether ‘recused’ was the correct word. It was confirmed it was, so no amendment was necessary.
2. 23/31/PC Matters Arising - he advised that ‘the Parish Council’ should be added to the last line of 31.1. It was agreed that the amendment would be made.
3. 23/34/PC – he queried the wording of 34.1. Those present advised that the minutes quoted the exact wording of the resolution taken, so no amendment was necessary.
4. 23/34/PC – he asked whether 34.5 should state ‘National Living Wage’ rather than ‘National Minimum Wage’. Those present advised that the resolution taken stated the National Minimum Wage, so no amendment was necessary.

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

## **23/44/PC Matters Arising (not covered elsewhere on the agenda - for information only)**

The Chairman advised that prior to the meeting all councillors had been provided with a report detailing the items under this section. The report can be downloaded from the Parish Council website.

### **44.1 Update on Neighbourhood Plan**

The content of the report was noted.

### **44.2 Update on Community Speedwatch**

The content of the report was noted and Bob Milne asked for One Pin Lane to be added to the location list. Tony Birkett, as initiative lead, advised that appropriate sites on One Pin Lane were currently being identified.

#### 44.3 Update on demolition of the old Guide Hut

The content of the report was noted.

#### 44.4 Update on residents' request to remove shrubs and a tree at Farnham Common Sports Club

The content of the report was noted.

#### 44.5 Update on settlement of dilapidations under the lease for the old office

The content of the report was noted.

#### 44.6 Update on new Parish Council office lease

The content of the report was noted.

### **23/45/PC To review:**

#### 45.1 Standing Orders

The Chairman confirmed that no amendments were proposed and the Standing Orders **were agreed**.

#### 45.2 Code of Conduct

The Chairman confirmed that no amendments were proposed and the Code of Conduct **was agreed**.

#### 45.3 Asset Register

The Chairman confirmed that the Register had been updated to reflect movements during 2022/23 financial year. The Asset Register **was agreed**.

#### 45.4 Risk Assessment

The Chairman confirmed that the Assessment had been reviewed and the Risk Assessment **was agreed**.

#### 45.5 Finance Regulations

The Chairman confirmed that no amendments were proposed and the Finance Regulations **were agreed**.

#### 45.6 Information & Data Protection Policy

The Chairman confirmed that no amendments were proposed and the Information & Data Protection Policy **was agreed**.

### **23/46/PC To review delegation arrangements**

The following delegation arrangements were noted:

1. 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.
2. The Finance Committee prepares the annual budget and precept recommendation.
3. 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.
4. 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.

The above delegation arrangements **were agreed**.

### **23/47/PC To review the terms of reference of the Finance Committee and appoint members**

47.1 It was proposed that the terms of reference be amended to reflect a reduction in the number of meetings from three to two each year. The terms of reference **were agreed**. It was subsequently suggested that a further amendment should be made to detail the committee's role in respect of parish council contracts. This will be brought to the next meeting.

47.2 The following Parish Councillors were appointed to the Committee:

- Katherine Damsell
- Paul Rowley
- Bob Milne
- Marilyn Rolfe
- Tony Birkett

### **23/48/PC To consider disbanding the following Working Groups:**

#### 48.1 Projects Working Group

The Chairman and Vice Chair proposed that this working group is disbanded and that matters relating to projects (including initiatives) are discussed at full council meetings and that two of the full council meetings have limited items and focus on projects with the discussion being led by the Lead Councillor for Projects. This **was agreed**.

#### 48.2 Contracts Working Group

The Chairman and Vice Chair proposed that this working group is disbanded and that matters relating to contracts are discussed at full council meetings and two of the full council meetings have limited items and focus on contracts with the discussion being led by the Lead Councillor for Finance and Contracts. This **was agreed**.

48.3 It was noted that it would be important to agree an appropriate way of sharing information for discussion, how meetings will work to maximise efficiency and how to engage all parish councillors engaged.

### **23/49/PC To review the terms of reference of the Planning Working Group and appoint members**

49.1 The Chairman confirmed that no amendments were proposed to the terms of reference and they **were agreed**.

49.2 The following Parish Councillors **were appointed** to the Working Group:

- Marilyn Rolfe
- Paul Rowley
- David Moore
- Tony Birkett

### **23/50/PC To make the following appointments:**

#### 50.1 Data Protection Officer

The Chairman advised that David Moore, the current Data Protection Officer, had agreed to remain in that role. This **was agreed**.

#### 50.2 Lead Councillor – Finance and Contracts

Katherine Damsell volunteered to take this role. This **was agreed**.

#### 50.3 Lead Councillor – Planning

Marilyn Rolfe volunteered to take this role. This **was agreed**.

#### 50.4 Lead Councillor – Projects

Jenny Quilter volunteered to take this role. This **was agreed**.

#### 50.5 Lead Councillor – Highways

Tony Birkett volunteered to take this role. This **was agreed**.

#### 50.6 Lead Councillor – Woodlands and Grasslands

Bob Milne volunteered to take this role if it was expanded to include all open spaces. This **was agreed** and the role was renamed to 'Lead Councillor – Woodland and Open Spaces'.

#### 50.7 Lead Councillor – Community

Tony Birkett volunteered to take this role. This **was agreed**.

#### 50.8 Lead Councillor – Wellbeing

Marilyn Rolfe volunteered to take this role. This **was agreed**.

#### 50.9 Lead Councillor – Environment

The Clerk was asked to see if Clive Robinson or David Moore would like to volunteer for this role.

50.10 During a discussion it was suggested that there should be a 'Lead Councillor – Communication'. Those present felt this was a good suggestion and it was agreed that this would be scoped out for further discussion at a future meeting.

### **23/51/PC To review the terms of reference and appoint a representative(s) on the Neighbourhood Plan Steering Group**

51.1 The Chairman confirmed that no amendments were proposed to the terms of reference and they **were agreed**.

51.2 The following Parish Councillors **were appointed** to the Steering Group:

- Paul Rowley
- David Moore (The Chairman advised that David Moore, a current representative, had agreed to remain in that role.)

### **23/52/PC To appoint representatives on the following Outside Bodies and agree arrangements for reporting back:**

#### 52.1 Burnham Beeches Community Board and its Action Groups

- Environment Action Group  
It was agreed that the 'Lead Councillor – Environment' would be appointed.
- Highways Action Group  
Tony Birkett, as Lead Councillor – Highways, **was appointed**.
- Wellbeing Action Group  
Marilyn Rolfe, as Lead Councillor – Wellbeing' **was appointed**.
- Community Board  
Paul Rowley, Marilyn Rolfe, Tony Birkett and Lead Councillor – Environment **were appointed** but all councillors were encouraged to attend a Community Board meeting.

#### 52.2 Farnham Common Sports Club

Paul Rowley and Katherine Damsell **were appointed**.

### 52.3 Farnhams Magazine

Paul Rowley **was appointed**.

### 52.4 Burnham Beeches and Stoke Common Consultation Group

Jenny Quilter **was appointed**.

### 52.5 South Bucks Association of Local Councils

Paul Rowley and Marilyn Rolfe **were appointed**.

### **23/53/PC To confirm arrangement for insurance cover in respect of all insurable risks**

Those present confirmed they had received a copy of the insurance documents. The current policy is with Hiscox and is due for renewal on 1 October 2023.

### **23/54/PC To review the Council's and Clerk's subscriptions**

The Chairman advised that the following subscriptions are held:

<b>Organisation</b>	<b>Period</b>	<b>Cost</b>	<b>Holder</b>
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

It **was agreed** that all the above subscriptions would be renewed except Teamviewer as this was no longer required. It **was also agreed** that the Parish Council would become a member of the South Bucks Association of Local Councils.

### **23/55/PC To agree meeting dates and times for parish council meetings and committee meetings up to May 2024**

The Following meeting dates and times **were agreed**:

<b>Date</b>	<b>Type</b>	<b>Place</b>	<b>Time</b>
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

It was noted that all the above meetings will be open to the public and the Planning Working Group will continue to meet every three weeks.

### **23/56/PC Finance:**

The Chairman advised that prior to the meeting all councillors had been provided with a report detailing the items under this section. The report can be downloaded from the Parish Council website.

#### 56.1 To consider proposals for Kingsway Green

There was a detailed discussion in which parish councillors expressed their frustration that Buckinghamshire Council had not made arrangements for the maintenance of the Green despite being notified in January 2023 that the Parish Council would no longer be maintaining the Green as it is owned by Buckinghamshire Council. Given the condition of the Green and the comments received from residents it was proposed that the Parish Council take back the maintenance in the short term. It **was agreed** that the Parish Council would engage a contractor to cut the grass and maintain the flowerbeds, sowing wildflower seeds when recommended, until 31 March 2024. During this period, the Parish Council will try to work with Buckinghamshire Council to agree maintenance arrangements from 1 April 2024. Bob Milne voted against this proposal.

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

There was a discussion in which parish councillors noted that the amount requested equated to the annual budget for grants and that although the funds were used to settle some of the costs of the event, the organisers did charge for stalls and refreshments to generate funds which could settle these. It was agreed that half of the requested amount would be provided so a payment of £250 **was agreed**. It **was also agreed** that the event could use the Parish Council's electricity supply in Temple Dell.

### 56.3 To consider quote for annual flagpole service

It was agreed that the annual flagpole service would be carried out and the cost of £558.30 plus VAT **was agreed**.

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

It was agreed that the replacement battery would be purchased and the cost of £238.50 plus VAT **was agreed**.

### 56.5 To approve payments and note receipts, as per the cashbook

The payments were **approved** and the receipts were noted.

### 56.6 To consider the 2022/23 Annual Accounts

It was noted that the 2022/23 Annual Accounts had been received and that a full review would form part of the June 2023 parish council meeting when the Annual Governance and Accountability Return would be considered.

## **23/57/PC Planning:**

### 57.1 To ratify comments on recent applications

Marilyn Rolfe, as Chair of the Planning Working Group, brought the following applications to the attention of those present:

- PL/23/0970/FA Allerds Farm, Crown Lane, Farnham Royal for the demolition of existing buildings, with the exception of the Grade II listed barn and erection of five houses with ancillary coach house / garages and landscaping together with the repair and refurbishment of the Grade II barn and incorporation of listed barn as part of the dwelling house to be erected on Plot 3.
- PL/23/0971/HB Allerds Farm, Crown Lane, Farnham Royal for listed building consent for demolition of existing buildings, with the exception of the Grade II listed barn and erection of five houses with ancillary coach house / garages and landscaping together with the repair and refurbishment of the Grade II barn and incorporation of listed barn as part of the dwelling house to be erected on Plot 3.

Tony Birkett advised that he had attended the appeal hearing for application PL/22/0215/FA Land at Farm Cottage, Collinswood Road, Farnham Common for the development of 3 detached dwellings and creation of public recreation space and a decision was yet to be made.

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

### 57.2 To note recent planning decisions

Marilyn Rolfe, as Chair of the Planning Working Group, brought the following decision to the attention of those present:

- PL/23/0876/FA The Bungalow, Parsonage Lane, Farnham Royal for the erection of detached garage with solar panels on the front elevation roof slope which had been refused permission.

Bob Milne noted that application PL/21/3357/FA Former Site Of Cut Heath House, Parsonage Lane, Farnham Common for the erection of 3 residential dwellings, gate and associated vehicular access had been granted conditional permission.

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

Paul Rowley and Marilyn Rolfe left the meeting at 7.35pm. Tony Birkett became Chair of the Meeting for the next item.

## **23/58/PC To consider the addition of amended statements to certain historic documents in response to the Rectification Notice pursuant to Article 16 UK GDPR.**

Tony Birkett explained that he was chairing this item as David Moore, the Data Protection Officer, was unable to attend this meeting. He continued that legal advice had been received from BP Collins and should councillors wish to see the full advice they should apply to the Clerk in writing for an appointment to view it. He asked those present whether they had read the amended statements proposed by BP Collins as part of their advice and all confirmed they had. The addition of the amended statements to certain historic documents **was agreed**. Bob Milne abstained from the vote.

Paul Rowley and Marilyn Rolfe returned to the meeting at 7.45pm and Paul Rowley became Chairman for the remainder of the meeting.

**23/59/PC Any Other Business (for information only)**

None

**23/60/PC Next parish council meetings:**

The meeting closed at 7.50pm.

Full Council on 26 June 2023 at 7.30pm at Farnham Royal Village Hall

Full Council on 24 July 2023 at 7.30pm at Farnham Common Village Hall