

Information for the Annual Meeting of the Parish Council on 20 May 2024

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 29 April 2024

These minutes have been circulated to parish councillors separately.

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

6.1 Update on Community Speedwatch

The group continues to conduct sessions at two sites each week, subject to the weather. Since the activity started, the group has recorded 36 motorists who were found to be traveling over the prescribed speed threshold. Details below:

<u>Site</u>	<u>Speeders</u>
Beaconsfield Road	2
Beeches Road	2
Collinswood Road	17
Farnham Lane	9
One Pin Lane	5
Parish Lane	1

Of speeders recorded, the maximum speed on a 40mph road is 52mph with the average speed being 50mph. The maximum speed was recorded on Parish Lane.

Of speeders recorded, the maximum speed on a 30mph road is 44mph with the average speed being 38mph. The maximum speed was recorded on One Pin Lane.

Since the last parish council meeting, sessions have been held in Beaconsfield Road, Beeches Road, Collinswood Road and Farnham Lane and the group have received lots of positive feedback. A huge thank you to the volunteers for supporting this safety initiative.

6.2 Update on Parish Council office lease

The Lease completed on 26 April 2024 and a signed copy is now held in the parish council records. The Clerk has not yet received the requested additional information regarding the service charge invoices submitted by the landlord, so they remain on hold.

6.3 Update on anti-social behaviour in Blackpond Lane

A meeting was held with the Rights of Way Team at Buckinghamshire Council on 2 May 2024. The meeting was attended by the Clerk, Cllr. Dev Dhillon, the landowner and a representative from the affected residents. During the meeting a potential solution was identified and discussed and the resident group are currently obtaining quotes for the suggested structures and installation. Once the quotes have been received it will be necessary to apply to the Beeches Community Board, Heart of Bucks Community Foundation and TVP Community Fund for funding together any other available sources.

6.4 Update on new 95 day notice account with the Co-operative Bank plc

The 95 day notice account was approved on 14 May 2024 and the Clerk should receive the account details within 2-3 working days. In accordance with the parish council decision on 29 January 2024 £35,000 will then be transferred to the new account.

7 To review:

7.1 Standing Orders

No changes are proposed to the Standing Orders adopted on 22 May 2022. A copy has been circulated to parish councillors separately.

7.2 Code of Conduct

No changes are proposed to the Code of Conduct adopted on 22 May 2022. A copy has been circulated to parish councillors separately.

7.3 Asset Register

The Asset Register has been updated to record additions and disposals during 2023/24. A copy has been circulated to parish councillors separately.

7.4 Risk Assessment

The Risk Assessment has been reviewed. A copy has been circulated to parish councillors separately.

7.5 Finance Regulations

New model Finance Regulations have been issued by the National Association of Local Councils. The Clerk and Katherine Damsell, as Lead Councillor of Finance and Contracts, have reviewed the amendments and a copy of the proposed new Finance Regulations has been circulated to parish councillors separately.

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 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 and RFO is authorised to make any payments of up to £500 excluding VAT, within an agreed budget.
- The Clerk, in consultation with the Chair of the Finance Committee, is authorised to make payments for any items below £2,000 excluding VAT, within an agreed budget.
- The Clerk and RFO is authorised to make payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- The Clerk and RFO is authorised to make any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- The Clerk and RFO is authorised to make fund transfers within the councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

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

The terms of reference have been amended to include a reduction in the minimum number of members and to provide the Chair of a meeting with a casting vote, where necessary, as agreed at the February 2024 parish council meeting. A copy of the document has been forwarded to parish councillors separately.

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

No changes are proposed to the terms of reference.

11 To make the following appointments:

11.1 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.

11.2 Lead Councillor – Finance and Contracts

This councillor will be the Chair of the Finance Committee.

11.3 Lead Councillor – Planning

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

11.4 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.

11.5 Lead Councillor – Highways

This councillor will look at issues in our villages regarding roads, footpaths and pavements with a view to identifying opportunities for improving the network. The Community Speedwatch initiative and the Mobile Vehicle Activated Signs will come under this councillor although others may be involved. Once fully scoped and the appropriate action has been agreed, the improvement of the dropped kerbs in the villages will also come under this councillor. The Lead Councillor will attend the Highways Action Group of the Beeches Community Board to learn from and share information with our neighbouring parish councils. They will also attend regular meetings with Buckinghamshire Highways and the Clerk.

11.6 Lead Councillor – Woodlands and Open Spaces

This councillor 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. Kingsway Green, the corner of Rectory Close and the new picnic area next to Farnham Common playground are also included in this role.

11.7 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. It is hoped that, with support, more community events may be possible.

11.8 Lead Councillor – Wellbeing

This Councillor will look for opportunities to improve the wellbeing of all parishioners regardless of age or ability. 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.

11.9 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.

12 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.

13 To consider appointing Peter Cathcart and Katherine Damsell Nominative Trustees of Farnham Royal Relief in Sickness Charities

The Parish Council is responsible for appointing two nominative trustees to these charities. Peter Cathcart is a serving nominative trustee but his term ends on 25 May 2024. He is willing to be appointed for another four year term. Katherine Damsell has also agreed to become a trustee.

In addition, the charities have two co-optative trustees who are appointed by the ex-officio and nominative trustees. Paul Rowley is a co-optative trustee but there is currently a vacancy and the trustees have asked whether a parish councillor would be prepared to take on the role.

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

15 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. The Clerk and Katherine Damsell are scheduled to carry out a full review of insurance arrangements to enable a recommendation to be put forward for 1 October 2024 onwards at the July 2024 parish council meeting.

16 To review the Council's and Clerk's subscriptions

The annual subscriptions held are as follows:

Organisation	Period	Cost	Holder
Buckinghamshire & Milton Keynes Association of Local Councils	1 April 2024 to 31 March 2025	£1,003	Parish Council
Information Commissioner's Office	1 August 2023 to 31 July 2024	£40	Parish Council
Society of Local Council Clerks	1 March 2024 to 29 February 2025	£357	Clerk
South Bucks Association of Local Councils	1 April 2023 to 31 March 2024	£20	Parish Council
Zoom	9 June 2023 to 8 June 2024	£120	Parish Council

17 To agree meeting dates and times for parish council meetings, committee meetings and working group meetings up to May 2025

It is proposed that the Parish Council will continue with ten full council meetings a year (including the Annual Meeting). 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:

Date	Type	Location	Time
24 June	Full Council - Focus on Projects	Farnham Royal Village Hall	7.30pm
22 July	Full Council	Farnham Common Village Hall	7.30pm
23 September	Full Council - Focus on Projects	Farnham Royal Village Hall	7.30pm
28 October	Full Council	Farnham Common Village Hall	7.30pm
11 November	Finance Committee	Farnham Common Village Hall	7.30pm

25 November	Full Council	Farnham Royal Village Hall	7.30pm
13 January	Finance Committee	Farnham Royal Village Hall	7.30pm
27 January	Full Council	Farnham Common Village Hall	7.30pm
24 February	Full Council	Farnham Royal Village Hall	7.30pm
24 March	Full Council - Focus on Projects	Farnham Common Village Hall	7.30pm
31 March	Annual Parish Meeting	Farnham Common Village Hall	7.00pm
28 April	Full Council	Farnham Royal Village Hall	7.30pm
TBC May	Annual Meeting	Farnham Common Village Hall	7.30pm

The date of the Annual Meeting will be confirmed once the date of the local elections has been published as in an election year the meeting must be held on or within fourteen days after the day on which the councillors elected at that election take office.

All the above meetings will be open to the public.

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

18 To review flag flying arrangements for the next 12 months

Currently the Union Flag is permanently flown in both villages except on St George's Day (23 April) when the St George Flag is flown in Farnham Royal and on ANZAC Day (25 April) when the Australian Flag is flown in Farnham Common, although it was not flown this year.

Having discussed this briefly under 'Any Other Business' at the last parish council meeting, it was felt that arrangements should be standardised across the parish. The Clerk has reviewed the schedule of National and Regional Flag Flying Days and has identified the following events that parish councillors may like to recognise by flying a different flag. The full schedule is available upon request.

Date	Event	Flag	Image	Cost (Each)
23 April	St George's Day	St George Flag		£129.70 inc. VAT
25 April	Australian and New Zealand Army Corps (ANZAC) Day	Australian Flag		£234.22 inc VAT
29 June	Armed Forces Day	Armed Forces Day Flag		£142.75 inc. VAT
XX November	Remembrance Sunday	Lest We Forget Flag		£15.99 inc VAT

It is suggested that once a decision has been made it is published on the Parish Council's website.

19 Finance:

19.1 To ratify purchase of replacement timber inc. installation for basket swing in Farnham Park Playing Fields.

At the April 2024 parish council meeting, to ensure the replacement is carried out as soon as possible, those present agreed to order the replacement timber, including installation from Wicksteed Leisure Ltd at a cost of c.£2,000. The cost has now been confirmed as £2,244 plus VAT and this informal decision needs to be ratified at this parish council meeting.

19.2 To consider purchasing a second set of batteries for the new Mobile Vehicle Activated Sign

It has been suggested that a second set a batteries should be purchased to prevent the sign being removed for charging as the batteries could be replaced onsite. The cost is £670 including delivery plus VAT.

19.3 To consider purchasing a second set of batteries for the old Mobile Vehicle Activated Sign

It has been suggested that a second set a batteries should be purchased to prevent the sign being removed for charging as the batteries could be replaced onsite. The cost is £330 plus VAT.

19.4 To consider adding activities relating to the old Mobile Vehicle Activated Sign to Amersham Town Council's Physical Assets contract

At the March 2024 parish council meeting, it was agreed that the movement and management of the new Mobile Vehicle Activated Sign would be added to Amersham Town Council's Physical Assets contract. It is proposed that the old sign is also added to the contract at a cost of £624 per annum.

19.5 To approve payments and note receipts, as per the May 2024 cashbook

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

19.6 To consider transferring funds to the Instant Access Deposit Account

It is proposed that after this month's cashbook payments have been made funds are transferred to the instant access deposit account with a balance of £20,000 being left in the current account. The current account balance will then be maintained at that level.

19.7 To consider the 2023/24 Annual Accounts

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

20 Planning:

20.1 To ratify comments on recent applications

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

20.2 To note recent planning decisions

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