

Information for the Meeting of the Parish Council on 22 July 2024

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

4.1 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 81 motorists who were found to be traveling over the prescribed speed threshold. Details below:

<u>Site</u>	<u>Speeders</u>
Beaconsfield Road	3
Beeches Road	3
Collinswood Road	53
Farnham Lane	11
One Pin Lane	10
Parish Lane	1

Of speeders recorded, the maximum speed on a 30mph road is 50mph with the average speed being 40mph. The maximum speed was recorded on Collinswood Road.

Of speeders recorded, the maximum speed on a 40mph road is 52mph with the average speed being 49mph. The maximum speed was recorded on Parish Lane.

Since the last parish council meeting, sessions have been held in Beaconsfield Road, Collinswood Road, Farnham Lane and One Pin Lane. A huge thank you to the volunteers for supporting this safety initiative.

4.2 Update on 30 minutes free parking trial in The Broadway Car Park

Following representations from residents, local business owners and employees, the Parish Council has been in discussion with Buckinghamshire Council to investigate whether it would be possible for free parking to be reinstated. The Parish Council is delighted that an agreement in principle has been reached with Buckinghamshire Council who is currently preparing the Memorandum of Understanding.

It is hoped that by providing a free parking period, residents and visitors will be encouraged to use the shops and businesses in The Broadway, which will result in an increase in activity. In addition, it is hoped that on street parking in the roads surrounding The Broadway will be reduced improving the flow of traffic and pedestrian safety.

4.3 Update on the new contract performance management process

Katherine Damsell, Jenny Quilter and the Clerk met on 1 July 2024 to discuss the best method of recording the observations made about the work carried out whilst on site and how that information would be submitted and recorded in the parish council's records. It is thought that a solution has been identified and it is anticipated that the process will be trialled between September 2024 and December 2024 with the aim of full implementation from 1 January 2025.

4.4 Feedback from latest Meet Your Local Councillors session

Jenny Quilter and Katherine Damsell represented the parish council with Dev Dhillon representing Buckinghamshire Council at the session held on 13 July 2024. Two residents took the opportunity to discuss issues relating to antisocial behaviour and the general condition of the village i.e. grass cutting, flowerbeds, weedkilling and parking enforcement.

5 Appointments:

5.1 To consider appointing Bob Milne as a member of the Finance Committee

Bob Milne was unable to attend the Annual Meeting of the Parish Council and was therefore not appointed as a member of the Finance Committee. At the parish council meeting held in June 2024, he expressed a wish to be appointed.

5.2 To consider appointing Bob Milne as representative on Burnham Beeches and Stoke Common Consultation Group

The Annual Meeting of the Parish Council did not appoint a representative on the Burnham Beeches and Stoke Common Consultation Group and it was suggested that the Clerk ask Bob Milne if he would like to take up this role. At the parish council meeting held in June 2024, he confirmed that he would be prepared to be the parish council's representative.

6 To consider Burnham Beeches Rotary’s request for the weeping willow in Temple Dell to be cut to allow 8ft ground clearance.

Michael Adigun, a member of Burnham Beeches Rotary, has requested that the weeping willow is cut to facilitate the placement of a gazebo underneath it on Orchard Day. The existing maintenance contract provides for ground clearance of 3ft.

7 To consider Farnham Common Sports Club’s request for permission, as landlord, to install floodlights on tennis courts 3 and 4

A copy of the briefing prepared by the Tennis Section at Farnham Common Sports Club has been circulated to parish councillors separately.

8 Claim received on behalf of Cllr. Clive Robinson

BP Collins, the Parish Council's solicitors, received a letter from Cllr. Robinson's solicitors on 11 July 2024, in which they set out the basis of a claim against the Parish Council and provide draft Particulars of Claim. Previously the Parish Council authorised Katherine Damsell and Tony Birkett to liaise with BP Collins in respect of correspondence received from Cllr. Robinson’s solicitors and they met BP Collins, with the Clerk, on 17 July 2024 to discuss the matter. A verbal update will be provided by Katherine Damsell at the meeting.

9 Projects:

9.1 To consider options for Kingsway Green & Rectory Close Flowerbeds

As previously discussed, three options were identified. The options and associated costs are detailed below:

	Option	Cost Breakdown	Summary
1	Plant with seasonal bedding plants with a new water supply for ongoing maintenance	Preparing Beds – £325 Planting Beds – £1,570 Maintaining Beds – £2,340 Connecting Water supply – £2,680 Installing Standpipe – est. £1,500	Year one – £8,415 Subsequent years – £3,910
2	Plant with plants that can survive our warmer, drier climate without the need for additional watering.	Preparing Beds – £325 Planting Beds – £1,250 Maintaining Beds – £1,320	Year one – £2,895 Subsequent years – £2,570
3	Plant spring bulbs and turf or soil and seed over them.	Preparing Beds – £325 Planting – £735	Year one – £1,060 Subsequent years – £735

In addition to the costs detailed above, there would still be a requirement to cut the grass. Currently the grass is cut 14 times from April to October at a cost of £65 per cut being £910 in total.

It is proposed that residents are consulted on the options above during September 2024 using a Facebook survey, a vote at Orchard Day and a voting box in Farnham Common Community Library.

9.2 To consider improvements to website

The following updates and improvements are proposed for the Parish Council's website to provide more information and improve engagement with residents and visitors.

1. Create a Farnhams' directory of community groups and organisations
2. Update photos on the website
3. Live link on the website to the FRPC social media presence to include approved third parties such as Thames Valley Police, Buckinghamshire Council, Beeches Community Board
4. Creation of a 'Report a problem' page
5. Make the FAQs page more prominent
6. Re-design the website layout and colours to give it a more modern look and feel and enhance mobile -friendly viewing.

The quote received from the website developer for the work detailed above is £1,000.

10 Community Engagement:

10.1 Community Showcase

This event is being held on Saturday 14 September 2024 for a couple of hours on either Kingsway Green or Temple Dell, depending on the number of groups, organisations or activities that want to take part.

Parish Councillors will be required on the day to help make the event a success. The tasks are as follows and Jenny Quilter will be seeking volunteers at the meeting.

1. Setup of parish council stand / gazebo - 1 hour
2. Manning parish council stand - 2 hours (2 councillors per hour)
3. Pack up parish council stand and gazebo - 1 hour

10.2 Orchard Day

This event is being held by Burnham Beeches Rotary from 12pm to 4pm on Saturday 28 September 2024 at Temple Dell.

Parish Councillors will be required on the day to help make attendance at the event a success. The tasks are as follows and Jenny Quilter will be seeking volunteers at the meeting.

1. Setup of parish council stand / gazebo – 11am-12pm (1 hour)
2. Manning of parish council stand – 12-4pm (1 hour time slots, 2 councillors per hour)
3. Pack up of parish council stand and gazebo – 4-5pm (1 hour)

11 Finance:

11.1 To consider June 2024 Management Accounts

The June 2024 Management Accounts including notes have been circulated to parish councillors separately.

11.2 To consider the annual flagpole service

A quote of £726.02 plus VAT has been received from the supplier of the flag poles for this year's annual service.

11.3 To consider purchasing more 30mph wheelie bin stickers

Tony Birkett has advised that he has now distributed stickers in many of the applicable sites in Farnham Common and resident uptake has been strong. He now wishes to provide them in Farnham Royal on major 30mph routes. He has therefore requested another 100 stickers as part of the Community Speedwatch initiative. The cost would be £120.

11.4 To consider payments and note receipts, as per the July 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.

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 separately.

12.2 To note recent planning decisions

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

13 Employee matters:

13.1 To consider terms of new contract and implications

As many parish councillors are aware, the National Association of Local Councils has issued a new model contract of employment, which ensures that employers comply with current legislation and best practice. Katherine Damsell and the Clerk have been reviewing the Clerk's current contract and the impact of adopting the new recommended contract terms. Katherine Damsell will provide a verbal report at the meeting.

13.2 To consider appraisal process, individual development plan and objective setting

Katherine Damsell, Jenny Quilter and the Clerk have been putting together an appraisal process, individual development plan and set of objectives for the Clerk. Katherine Damsell will provide a verbal report at the meeting.

13.3 To consider display screen equipment assessment

The Clerk carried out the required training and assessment on 12 July 2024. The assessment is currently being reviewed by Jenny Quilter. It is likely that some new office items will need to be purchased and a budget of £500 is being proposed.

13.4 To consider lone working risk assessment and policy

Jenny Quilter and the Clerk carried out the required risk assessment on 16 July 2024. As expected, some risks were identified but it is possible to put procedures in place to mitigate the risks and Jenny Quilter will provide a verbal update at the meeting. It is proposed that there is a meeting with the landlord to discuss some of the risks and mitigation measures. In addition, a budget of £360 is proposed to facilitate some of the mitigation measures required.