

FRPC Parish Council for The Farnhams

Information for the Parish Council Meeting on 30 June 2025

4 To note declarations of interests from Members

All parish councillors reviewed their register of interests after the election on 1 May 2025 and updated their declaration, if necessary.

5 To confirm the minutes of the meeting held on 28 April 2025

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 road safety initiatives (Community Speedwatch & MVAS)

The group continues to conduct sessions at two sites each week, subject to the weather and availability. Since the activity started, the group has recorded 289 motorists who were found to be traveling over the prescribed speed threshold. Details below:

Location	Speeders	Of speeders recorded, the maximum speed on a
Beaconsfield Road	5	30mph road is 56mph with the average speed being
Beeches Road	5	40mph. The maximum speed was recorded on
Collinswood Road	204	Collinswood Road. The maximum speed on a 40mph
Farnham Lane	14	road is 52mph with the average speed being 49mph.
One Pin Lane	10	The maximum speed was recorded on Parish Lane.
Parish Lane	1	
Templewood Lane	2	In addition, we have been notified that two of the
Total	289	vehicles reported did not have a MOT, three were not taxed and one had a statutory off road notification (SORN).

Since the last parish council meeting, sessions have been held in Beaconsfield Road, Collinswood Road, Farnham Lane and One Pin Lane. Following a request from residents, two new sites have been approved in One Pin Lane and the first sessions resulted in five vehicles being reported. The Parish Council is always happy to consider new sites although final approval is a matter for Thames Valley Police. A huge thank you to the volunteers for supporting this safety initiative.

As previously reported there has been an issue with downloading the data recorded by the Mobile Vehicle Activated Signs. A meeting has been arranged for 8 July 2025 between Swarco, the supplier of the signs, and the parish council's contractor to resolve the issues currently being experienced. It is therefore anticipated that it will be possible to include data in the information report for the next meeting.

6.2 Update on the parish council's litter picking provision

The litter picker covering the centre of Farnham Common (from Elm Close up to Temple Dell) has retired. Happily, the litter picker for Farnham Royal has agreed to extend his hours to include this area. There is no provision, over and above that provided by Buckinghamshire Council, north of Temple Dell. If anyone is interested in becoming a litter picker, please contact the Clerk.

6.3 Update on work requested under Devolved Services Agreement

In addition to carrying out monthly verge cutting, several reports of overgrown vegetation have been received. Details are provided on the next page.

Site	Picture	Action
Spring Lane		Following discussion with the Devolved Services Officer it was confirmed that the vegetation originated from Buckinghamshire Highways land and as such it was agreed that the Parish Council would cut back the vegetation to allow safe access along the footway and that the Local Area Technician would be asked to organise large scale work to clear the back of the footway over the winter months.
One Pin Lane		<p>Following discussion with the Devolved Services Officer it appears that some of the vegetation is originating from Buckinghamshire Highways land but some is not. It has been agreed that the Parish Council will sweep the footway and carry out some light trimming back to aid access. The site will then be assessed by the Local Area Technician in the autumn for winter works.</p> <p>In the meantime, the Devolved Services Officer will investigate when the trees were last surveyed and whether any recommendations were made. If any work was identified, it should be carried out after the nesting season.</p>
Green Lane		Following discussion with the Devolved Services Officer it was confirmed that the vegetation originated from Buckinghamshire Highways land and as such it was agreed that the Parish Council would cut back the vegetation to allow safe access along the footway.
Collinswood Road		This report related to a section of verge that is not cut and was referred to the Parish Council by Fix My Street. The Clerk has advised Fix My Street that the parish council is unable to cut this site as it sits in a 50mph area and is therefore not included in the Devolved Service Agreement. The Local Area Technician will need to review whether work is required.
Kingsway		This report related to cutting back a very tall tree and was referred to the Parish Council by Fix My Street. The Clerk has advised Fix My Street that this work is outside the parameters of the Devolved Service Agreement due to the size of the tree and work requested. The Local Area Technician will need to review whether work is required.

6.4 Update on antisocial behaviour in footpaths FAR/6 and FAR/7

The Rights of Way Team Leader at Buckinghamshire Council has advised that the Path Volunteers at the Chiltern Society have agreed to install the kissing gate being provided by Buckinghamshire Council at the Blackpond Lane entrance to FAR/6 (opposite Highfield Court). They hope to complete this by the time the schools break up for Summer, so it is assumed that will be the middle of July 2025.

The Rights of Way Team Leader has strongly advised against installing/reinstating the stiles along FAR/6 and FAR/7 as they will cause an obstruction on a public right of way, particularly for less mobile users and are likely to be vandalised. They have recommended the installation of the same kissing gate at the Blackpond Lane entrance to FAR/7 (opposite Fairfield Lane) and at the Crown Lane entrance to FAR/6 (opposite East Burnham Lane). They have also advised that the parish council's contractor can carry out the installation. The relevant gate is detailed below:



Looking online, the cost of these gates starts from £376.20 or £439.95 plus VAT depending on whether the pedestrian or medium mobility option is required and whether there is a wish to have meshed hoops. The Clerk will ask The Rights of Way Team Leader what they recommend. For further details of the gate, follow the link below:

<https://mcveighparker.com/woodstock-kissing-gate>

The Clerk will ask the parish council's contractor for a quote to install the kissing gates and hopefully the £2,000 grant received from the TVP Community Fund will cover the total purchase and installation cost.

The only issue is that this brings matters back round to when K Barriers were identified as a solution and discussions began about who is taking responsibility for these structures going forward, in terms of maintenance and future liability. During a telephone conversation, the concerned residents expressed frustration that this is still an issue and asked the Clerk to urge either Buckinghamshire Council or the Parish Council to take responsibility so this solution can be implemented. The Clerk agreed to send this request to the Rights of Way Team Leader at Buckinghamshire Council.

6.5 Update on residents' concerns regarding Boundary Copse

A resident who lives near Boundary Copse has raised concerns about rats coming from the Copse onto their property. The maintenance contractor for Boundary Copse has advised that this is not something they are able to help with, so the Clerk is contacting pest control companies requesting a site visit and action plan for dealing with this problem.

In addition, the resident has complained about weeds coming from the Copse onto land near their property. The Clerk asked the maintenance contractor to remove the weeds and keep them under review going forward.

Finally, the resident also complained that the litter picking provided by the parish council is not sufficient in their road. The Clerk has discussed this with the litter picker and he confirmed he litter picks the road once a week and he will monitor the area going forward.

7 **To review:**

7.1 Standing Orders

The National Association of Local Councils has issued an updated version making changes to standing orders 14 and 18. In addition, it is proposed the standing order 4(d)(xii) is amended to allow for the suspension of a committee or a sub-committee. A copy of the updated draft document has been circulated to parish councillors separately. The amendments are colour coded red for text being removed and green for text being added.

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 2024/25. A copy has been circulated to parish councillors separately.

7.4 Risk Assessment

The Risk Assessment has been reviewed and the new section prepared by Jenny Quilter regarding the parish council office is now included. A copy has been circulated to parish councillors separately.

7.5 Finance Regulations

The National Association of Local Councils has issued an updated version making changes to the regulations on procurement (section 5). In addition, it is proposed the regulations on electronic payments (section 7) are amended to mirror the model regulations whilst allowing for the process adopted by the parish council. Finally 'Chair of the Finance Committee' has been replaced with 'Lead Councillor for Finance and Contracts' to reflect item 9.1 below. A copy of the updated draft document has been circulated to parish councillors separately. The amendments are colour coded red for text being removed and green for text being added.

7.6 Information & Data Protection Policy

No changes are proposed to the Information & Data Protection Policy adopted on 21 May 2018. A copy has been circulated to parish councillors separately. Over the next few months the parish council, with the assistance of external specialists, will be reviewing its arrangements regarding information and data protection.

7.7 Investment Policy

No changes are proposed to the Investment Policy adopted on 24 October 2022. A copy has been circulated to parish councillors separately.

8 **Delegation Arrangements**

8.1 To review existing delegation arrangements

A new schedule of powers delegated to the Clerk was agreed on 28 April 2025. A copy of the schedule has been circulated to parish councillors separately. In addition, the Finance Committee prepares the annual budget and precept recommendation for consideration by the parish council.

8.2 To consider giving delegated powers to the Clerk to conclude the legal proceedings issued against the parish council through negotiation

Buckinghamshire Council has advised that the parish council gives delegated powers to the Clerk to conclude the legal proceedings through negotiation based on the advice of the parish council's solicitor and with the continued support of the previously appointed representatives, Katherine Damsell and Tony Birkett.

9 **To consider suspending, pending the co-option of new councillors, the following:**

9.1 Finance Committee

It is proposed that this committee is suspended until the parish council has co-opted enough new members to allow the committee to meet and carry out its function. The first scheduled meeting of the committee is in November 2025, which allows time for the co-option process.

9.2 Planning Working Group

It is proposed that this working group is suspended until the parish council has co-opted enough new members to allow the working group to meet and carry out its function. In the meantime, any planning applications received will be emailed to all parish councillors for comment.

10 To appoint a Lead Councillor for Finance and Contracts

To comply with certain provisions in the Finance Regulations, parish councillors will consider who to appoint to this role at the meeting.

11 To consider suspending, pending the co-option of new councillors, the following appointments:

It is proposed that these roles are suspended until the parish council has co-opted more members.

Role	Comment
Data Protection Officer	The Data Protection Act 2018, which incorporates the General Data Protection Regulations into UK law, does not require parish councils to appoint a DPO. Any queries/requests should be sent to the Clerk
Lead Councillor – Planning	Any planning applications received will be emailed to all parish councillors for comment
Lead Councillor – Projects	Katherine Damsell and the Clerk will review the existing identified projects over the summer recess with a report being presented to parish councillors at the parish council meeting in September 2025
Lead Councillor – Highways	Tony Birkett has offered to continue attending the meeting(s) with the Clerk and Buckinghamshire Highways
Lead Councillor – Woodlands and Open Spaces	
Lead Councillor – Community	
Lead Councillor – Wellbeing	
Lead Councillor – Environment	
Lead Councillor – Communication	

12 To consider disbanding the Neighbourhood Plan Steering Group as it has completed its function

The Parish Council is very grateful to those residents who came together to help produce the draft Neighbourhood Plan. Given that many are no longer actively involved and that the draft Plan should shortly proceed to referendum there are no further actions for the Group to carry out.

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

13.1 South East Bucks Community Board

This is the expanded and renamed Beeches Community Board. There are currently no meetings scheduled.

13.2 Farnham Common Sports Club

The Main Committee at Farnham Common Sports Club usually meets on the first Monday of each month at 7.30pm. The parish council is entitled to two representatives.

13.3 Burnham Beeches and Stoke Common Consultation Group

The main purpose of the Burnham Beeches and Stoke Common Consultative Group is to assist with the delivery of the latest Burnham Beeches and Stoke Common Management Plans. The next meeting of the Group is at Burnham Beeches on 22nd July 2025 between 7pm and 9pm.

13.4 South Bucks Association of Local Councils

There are currently no meetings scheduled.

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 will come to the end of a long term agreement with Hiscox Insurance Company Limited on 30th September 2025. Katherine Damsell and the Clerk will review the insurance requirements for 2025/26 during the summer recess and will report back to the parish council meeting in September 2025.

15 **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 2025 to 31 March 2026	£659.50	Parish Council
National Association of Local Councils	1 April 2025 to 31 March 2026	£402.66	Parish Council
Information Commissioner's Office	1 August 2025 to 31 July 2026	£52.00	Parish Council
Society of Local Council Clerks	1 March 2025 to 28 February 2026	£420	Clerk
South Bucks Association of Local Councils	1 April 2025 to 31 March 2026	£20	Parish Council
Canva	14 February 2025 to 13 February 2026	£ 83.33	Parish Council
Adobe	13 April 2025 to 12 April 2026	£104.18	Parish Council

16 **To agree meeting dates and times for full council and committee meetings up to May 2026**

Local Government Act 1972 requires a parish council to hold four meetings a year. Currently the parish council holds ten meetings a year and it is proposed to reduce the number of meetings and associated administration tasks to enable councillors and the Clerk to focus on progressing initiatives and projects more efficiently, particularly given all the methods of communication now available to the community should their wish to contact the parish council. The following meeting dates and times are proposed:

Date	Time	Location
21 July 2025	7.30pm	Farnham Royal Parish Council
22 September 2025	7.30pm	Farnham Common Village Hall
24 November 2025	7.30pm	Farnham Royal Village Hall
26 January 2026	7.30pm	Farnham Common Village Hall
23 March 2026	7.30pm	Farnham Royal Village Hall
18 May 2026	7.30pm	Farnham Common Village Hall

There will also be two Finance Committee meetings to formulate the recommended budget and precept for the parish council to consider at its meeting on 26 January 2026. The following meeting dates and times are proposed:

Date	Time	Location
10 November 2025	7.30pm	Farnham Common Village Hall
12 January 2026	7.30pm	Farnham Royal Village Hall

All the above meetings will be open to the public.

In addition, the Annual Parish Meeting will be held on 27 April 2026 from 6.30pm in Farnham Common Village Hall.

17 Projects:

17.1 30 minute free parking in The Broadway car park

17.1.1 Project Review

This initiative started on 3 February 2025. Under the agreement, the parish council pays £1.00 to Buckinghamshire Council for every free 30 minute ticket obtained either at the machine or using the RingGo App. Below is usage information to the end of May 2025.

February 2025	March 2025	April 2025	May 2025	Total
1,730	2,511	2,518	3,003	9,762

The parish council requested usage data for the car park for the same period in 2024 but Buckinghamshire Council have been unable to provide this as the machine was updated just prior to the initiative starting and they can no longer access any information.

Paul Rowley visited many of the shops and businesses along The Broadway in May 2025 to review the success of the initiative. Some of them felt there had been an increase in footfall and sales while others reported that they had not noticed an increase but felt that the initiative has helping them to maintain footfall and sales in challenging conditions, both of which are positive outcomes.

17.1.2 To approve a payment of £9,762 inc. VAT to Buckinghamshire Council for 1 February to 31 May 2025

Based on the breakdown above, Buckinghamshire Council is requesting a payment of £9,762 plus VAT (estimated at 8,135 plus VAT).

17.2 Neighbourhood Plan

17.2.1 Project Review

The Neighbourhood Plan has now completed the Examination Stage and the Independent Examiner has provided his report to the parish council and Buckinghamshire Council. The Examiner recommended that the Plan, once modified in line with the six modifications noted in his report, proceeds to referendum on the basis that it has met all the relevant legal requirements. A copy of the Examiner's Report has been circulated to all parish councillors separately and the modifications will be considered at the meeting.

The parish council is currently waiting to find out if Buckinghamshire Council accepts the Examiner's recommendations. If accepted, the parish council will need to prepare the Referendum Plan and Buckinghamshire Council will then organise and manage the referendum process (including paying for it). In terms of timeline, the referendum for a neighbouring parish is at the end of June 2025 and their Examiner's report was received at the beginning of March 2025. On that basis, there is the potential for the referendum to take place in the next couple of months, but this is down to Buckinghamshire Council.

17.2.2 To consider O'Neill Homer's quote of £650 plus VAT for preparing the Referendum Plan

It is proposed that the parish council engages O'Neill Homer to prepare the Referendum Plan. A quote of £650 plus VAT has been provided.

17.3 CCTV

17.3.1 Project Review

The three approved CCTV cameras have now been installed and are operational. They are located at Farnham Common Playground, The Broadway, Farnham Common (Halfords Autocentre) and Beaconsfield Road, Farnham Royal (wall of Berkeley Place). The total cost is

provided below:

Item	£
Cameras & Installation	6,323.68
Electrical Work	2,280.00
Signs	199.40
Total	<u>8,803.08</u> (plus VAT)

The TVP Community Fund provided a grant of £5,000 towards these costs.

To date, the Police have made one request for footage in respect of a stalking complaint.

17.3.2 To consider whether to investigate expanding the parish CCTV system

Tony Birkett is proposing that the parish council begin investigating the installation of additional cameras and parish councillors will discuss this at the meeting.

18 Finance:

18.1 To receive and note the 2024/25 Annual Internal Audit report

The 2024/25 Internal Audit Report and response has been circulated to parish councillors separately.

18.2 To consider the 2024/25 Annual Governance Statement (Section 1 AGAR)

The 2024/25 Annual Governance Statement has been circulated to parish councillors separately.

18.3 To consider the 2024/25 Accounting Statements (Section 2 AGAR)

The 2024/25 Accounting Statements have been circulated to parish councillors separately.

18.4 To note the arrangements for the exercise of public rights

Assuming the 2024/25 Annual Governance Statement and Accounting Statements are approved, the period for the exercise of public rights to inspect the accounting records for the financial year ended 31 March 2025 will commence on Tuesday 1 July 2025. The period continues for 30 working days and ends on Monday 11 August 2025.

18.5 To consider quote of £280 plus VAT to grind a tree stump in St Mary's Churchyard

In a storm earlier this year, a tree in the churchyard fell blocking Church Road. The road was cleared by residents and Buckinghamshire Highways but the uprooted stump remains in the churchyard and is causing disruption to neighbouring graves. Following a complaint the Clerk attempted to obtain two quotes for carefully removing the stump to minimise the disruption caused. One contractor declined to quote and a quote of £280 plus VAT was received.

18.6 To ratify the purchase of a new laptop for the Clerk at a cost of £ £1,049.11 plus VAT plus associated costs of £87.50 plus VAT

As discussed at the parish council meeting in April 2025, it became apparent when testing the CCTV system after it was initially installed that the Clerk's laptop was not of a sufficient specification to run the required software. A budget of £1,000 plus VAT was agreed to purchase a new laptop. The Clerk obtained quotes for four different laptop specifications from the parish council's IT support company. The quotes and recommendation were reviewed by Tony Birkett and the best laptop for the budget was purchased. The associated costs relate to delivery and engineer time for transferring the data held on the old laptop and the new laptop.

18.7 To ratify the purchase of 12 months access to a Data Protection Compliance package at a cost of £495 plus VAT

Changes announced in the 2025 Practitioners' Guide, which is issued by the Smaller Authorities Proper Practices Panel (SAPPP) to support the preparation of statutory annual accounting and governance statements by smaller authorities in England include a new requirement that councils must be able to demonstrate compliance with data protection laws as part of their annual return. Starting from the 2025/26 financial year, Assertion 10 will be a formal part of every local council's Annual Governance and Accountability Return.

This means at the parish council will need to demonstrate adherence to UK GDPR, the Data Protection Act, and the Freedom of Information Act. Advice issued so far, states this can be done by carrying out regular data protection audits, having up-to-date data protection and information compliance policies that reflect the specific ways the parish council operates and evidencing that the Clerk and councillors have received regular, relevant training.

To ensure that the necessary steps are taken and policies are in place as soon as possible it is proposed that the parish council engages Breakthrough Communications & Strategies Limited, a company recommended by the Buckinghamshire and Milton Keynes Association of Local Councils to work with the Clerk.

18.8 To ratify payments and note receipts, as per the May 2025 lists

The list of receipts and list of payments have been reviewed and approved by Katherine Damsell, as Chair of the Finance Committee and have been circulated to councillors separately.

18.9 To approve payments and note receipts, as per the June 2025 lists

The list of receipts and list of payments have been reviewed and approved by Katherine Damsell, as Chair of the Finance Committee and have been circulated to councillors separately.

19 Planning:

19.1 Update on three pre-application consultations for various upgrades to existing telecommunications equipment in the Farnhams

The Parish Council has received notice of three pre-application consultations:

1. 11096, LP Kingsway, Beaconsfield Road/Victoria Road, Farnham Common, SL2 3ST

The plans submitted with this consultation showed that a telecommunication provider wished to install a 20 metre antenna on the southern corner of Kingsway Green. The Parish Council raised objections to the proposal and the provider is currently reviewing other potential sites. The parish council has offered to meet the architects on site to discuss their revised proposals.

2. CTIL 24524622 Grass Verge to the Entrance of Farnham Park, SL2 3BW

The plans submitted for this consultation showed that a telecommunication provider wished to remove an existing antenna and replace it with a new taller one on the same site. Given that this replacement did not seem to cause any material issues the parish council did not raise any objections.

3. CTIL 24524921 SW Beaconsfield, SL2 3LR

The plans submitted for this consultation showed that a telecommunication provider wished to remove an existing antenna and replace it with a new taller one on the same site. Given that this replacement did not seem to cause any material issues the parish council did not raise any objections.

19.2 To ratify comments on recent applications

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

19.3 To note recent planning decisions

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