

FARNHAM ROYAL PARISH COUNCIL

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MINUTES OF THE ANNUAL MEETING OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 11 MAY 2026 AT 7.30PM AT FARNHAM COMMON VILLAGE HALL, VICTORIA ROAD, FARNHAM COMMON, SL2 3NL

Present

Antony Birkett (Chair)
Katherine Damsell
Stuart Dennis
Amandeep Dhillon
Gurdeep Grewal
Njore J. Kimani
Clive Robinson
Paul Rowley
Mukund Sondagar

In Attendance

Judith Hall (Clerk)
Buckinghamshire Cllr. Dev Dhillon
21 Members of the public

A period of fifteen minutes was made available for members of the public and Buckinghamshire Councillors to comment on any matter. A summary of matters raised can be found at the end of these minutes.

The meeting was declared open at 7.30pm.

26/24/PC Election of Chair

Election of the Chair of the Council for the coming year and receipt of their Declaration of Acceptance of Office.

Katherine Damsell proposed and Paul Rowley seconded a motion to appoint Antony Birkett.

RESOLVED (*unanimously*) That Antony Birkett is appointed Chair.

26/25/PC Election of Vice Chair

Election of the Vice Chair of the Council

Antony Birkett proposed and Amandeep Dhillon seconded a motion to appoint Katherine Damsell.

RESOLVED (*unanimously*) That Katherine Damsell is appointed Vice Chair.

26/26/PC Apologies for absence

To receive, and consider for approval, apologies for absence and reasons given.

No apologies were received.

26/27/PC Declarations of Interests

Members are reminded to declare any interest in any item on this agenda at this time, or at any time during the meeting, in accordance with Farnham Royal Parish Council's Code of Conduct.

No Declarations of Interest were received.

26/28/PC Items to be taken in private session

To decide which items, if any, on the Agenda should be taken with the public excluded under S.1(2) Public Bodies (Admission to Meetings) Act 1960 in view of their confidential nature.

RESOLVED (*unanimously*) No items on the Agenda will be taken with the public excluded.

26/29/PC Minutes of the previous meetings

To receive and sign the minutes of the Full Council meetings held on 12 January 2026, 23 March 2026 and 13 April 2026

RESOLVED (*unanimously*) That the minutes of the meetings held on 12 January 2026, 23 March 2026 and 13 April 2026 are a true record of the meetings.

26/30/PC Clerk's Report

To receive a report from the Parish Clerk for information only

The Clerk's Report dated 6 May 2026 circulated to parish councillors prior to the meeting was reviewed. Parish Councillor's discussed that now the new mobile vehicle activated sign had been recording data for several months, it would be a good idea to start comparing the monthly data to see if the sign was having any impact on slowing vehicle speeds.

RESOLVED (*unanimously*) That the Clerk's Report was received.

26/31/PC Annual Review

To review documents and policies under Standing Orders

31.1 Scheme of Delegation (no changes proposed)

RESOLVED (*unanimously*) That the Scheme of Delegation was approved.

31.2 Standing Orders (no changes proposed)

RESOLVED (*unanimously*) That the Standing Orders was approved.

31.3 Finance Regulations (no changes proposed)

RESOLVED (*unanimously*) That the Finance Regulations was approved.

31.4 Legal Agreements with Other Local Authorities

31.4.1 Highways Devolved Services Agreement

RESOLVED (*unanimously*) That the Agreement did not require additional review as it was only approved on 13 April 2026

31.4.2 Agreement to fund a free parking scheme at The Broadway Car Park

RESOLVED (*unanimously*) That the Agreement would be reviewed in detail at the July 2026 parish council meeting.

31.4.3 Licence to Occupy Land at Farnham Park Playing Fields

RESOLVED (*unanimously*) That the Licence did not require additional review as it was only approved on 13 April 2026

31.5 Asset Register (updated)

RESOLVED (*unanimously*) That the updated Asset Register was approved.

31.6 Code of Conduct (no changes proposed)

RESOLVED (*unanimously*) That the Code of Conduct was approved.

31.7 Risk Register (updated)

RESOLVED (*unanimously*) That the updated Risk Register was approved.

31.8 Subscriptions (updated)

RESOLVED (*unanimously*) That the updated schedule of subscriptions was approved.

31.9 Regular Payments (updated)

RESOLVED (*unanimously*) That the updated schedule of regular payments was approved.

31.10 Complaints Procedure (no changes proposed)

RESOLVED (*unanimously*) That the Complaints Procedure was approved.

31.11 Information & Data Protection Policy (no changes proposed)

RESOLVED (*unanimously*) That the Information & Data Protection Policy was approved.

31.12 Investment Policy (no changes proposed)

RESOLVED (*unanimously*) That the Investment Policy was approved.

26/32/PC Representatives on Outside bodies

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

32.1 South East Bucks Community Board

RESOLVED (*unanimously*) That Njore J. Kimani and Paul Rowley were appointed representatives and will provide the Clerk with a short summary of any meetings attended for circulation with the Agenda for the next full council meeting.

32.2 Farnham Common Sports Club

RESOLVED (*unanimously*) That Katherine Damsell and Gurdeep Grewal were appointed representatives and will provide the Clerk with a short summary of any meetings attended for circulation with the Agenda for the next full council meeting.

32.3 Burnham Beeches and Stoke Common Consultation Group

RESOLVED (*unanimously*) That Stuart Dennis and Amandeep Dhillon were appointed representatives and will provide the Clerk with a short summary of any meetings attended for circulation with the Agenda for the next full council meeting.

32.4 South Bucks Association of Local Councils

RESOLVED (*unanimously*) That Antony Birkett and Paul Rowley were appointed representatives and will provide the Clerk with a short summary of any meetings attended for circulation with the Agenda for the next full council meeting.

26/33/PC Insurance Cover

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

RESOLVED (*unanimously*) That the insurance arrangements were confirmed.

26/34/PC Meeting Dates for the next year

To agree meeting dates and times for full council meetings up to May 2027

The following dates were proposed:

20 July 2026	7.30pm
28 September 2026	7.30pm
23 November 2026	7.30pm
25 January 2027	7.30pm
22 March 2027	7.30pm
17 May 2027	7.30pm

RESOLVED (*unanimously*) That the dates and times proposed were approved.

26/35/PC Items for consideration and resolution

35.1 To consider whether to continue using Gpeto Planning AI tool after the three month trial

Following a discussion in which councillors expressed some disappointment in the product as they felt it was not

always accurate and was not performing all the functions hoped for, Antony Birkett proposed that the Clerk discuss the concerns raised with the supplier and request an extension of the trial period for a further three months at the original trial price of £25 per month.

RESOLVED (*unanimously*) That the Clerk would discuss the concerns raised with the supplier and request an extension of the trial period for a further three months at the original trial price of £25 per month. The Clerk was instructed that if the company would not agree to the requested extension, then the Parish Council would stop using the tool.

35.2 To consider the cost of repairs required to Christmas lights - £2,243

Following a discussion in which Antony Birkett advised that he had now met the Christmas light supplier to discuss the repairs required, he proposed that the Parish Council agreed the cost of this year's repairs to the Christmas lights at a cost of £2,243.

RESOLVED (*unanimously*) That the Christmas lights would be repaired at a cost of £2,243.

35.3 To consider Schools Project 2026 proposal

Stuart Dennis provided a summary of the proposal circulated to parish councillors, which laid out plans for an art competition and writing competition involving the Farnham Common Village Schools and St Mary's Farnham Royal C of E Primary School with a budget of £400 for certificates and prizes. Following a brief discussion, Antony Birkett proposed that the project as outlined be approved.

RESOLVED (*unanimously*) That the Schools Project was approved with a budget of £400.

35.4 To consider using Civic.ly (aligned to Scribe Accounting) to manage parish assets and contractor performance

Following a discussion, Antony Birkett proposed that the Parish Council defers a final decision on using Civic.ly pending a demonstration of the product to parish councillors.

RESOLVED (*unanimously*) That the final decision on using Civic.ly is deferred pending a demonstration of the product to parish councillors. It was further agreed that the Clerk will arrange the demonstration and bring the item back to the July 2026 parish council meeting for a final decision.

35.5 To consider recommendations in Becky Walsh of Council Culture's Report

Following a discussion, Antony Birkett proposed that the Clerk, on behalf of the Parish Council, acknowledges the Communications Audit Report, thanks Becky Walsh for preparing it and advises her that the Parish Council will consider its contents.

RESOLVED (*unanimously*) That the Clerk, on behalf of the Parish Council, acknowledges the Communications Audit Report, thanks Becky Walsh for preparing it and advises her that the Parish Council will consider its contents.

35.6 To consider the draft survey prepared by Becky Walsh of Council Culture

Following a discussion, Antony Birkett proposed that the Parish Council appoints a working group to prepare a draft parish survey which could then be sent to Becky Walsh for review.

RESOLVED (*unanimously*) That a working group of Katherine Damsell, Stuart Dennis, Njore J. Kimani and Clive Robinson was appointed to draft a parish survey which could then be sent to Becky Walsh for review.

35.7 To consider proposals for a new website

Following a discussion, Gurdeep Grewal proposed appointing Abstract Layers to develop a bespoke website for the Parish Council.

RESOLVED (*unanimously*) That Abstract Layers were appointed to develop a bespoke website for the Parish Council and the Clerk was asked to request some reference sites from Abstract Layers.

In addition, Antony Birkett proposed that the Parish Council appoints a working group to work with Abstract Layers to develop the website.

RESOLVED (*unanimously*) That a working group of Gurdeep Grewal and Njore J. Kimani was appointed to work with Abstract Layers to develop the website.

35.8 To consider Clive Robinson's offer to repair the information board in the Community Orchard

Following a brief discussion, Antony Birkett proposed that the Parish Council accept Clive Robinson's offer to repair the information board at no cost during Summer 2026.

RESOLVED (*unanimously*) That the Parish Council accepted Clive Robinson's offer to repair the

information board in the Community Orchard at no cost during Summer 2026.

35.9 To consider formalising into policy the current position of objecting to development within the Green Belt
Following a discussion, Antony Birkett proposed that the current position of objecting to development within the Green Belt is formalised into policy.

RESOLVED (*unanimously*) That the position of objecting to development within the Green Belt is formalised into policy and that Antony Birkett and Clive Robinson work together to write the policy which will be considered at the July 2026 parish council meeting.

35.10 To consider whether to meet developers once a planning application has been submitted.
Following a discussion, Antony Birkett proposed that once a planning application has been submitted for a site within the Green Belt the Parish Council should be able to meet the developer if the developer requests a meeting.

RESOLVED (*by majority*) That, in principle, the Parish Council can meet a developer who has submitted a planning application for a site within the Green Belt. Antony Birkett will write the policy which will include the protocols for such meetings for consideration at the July 2026 parish council meeting.

35.11 To consider adopting the following new policies:

43.11.1 Risk Management Policy

RESOLVED (*unanimously*) That the Risk Management Policy was adopted.

35.11.2 IT Policy

RESOLVED (*unanimously*) That the IT Policy was adopted.

35.11.3 Volunteers Policy

Following a discussion, Antony Birkett proposed that the Parish Council defers a final decision on the volunteers' policies circulated to all parish councillors pending a review by the Parish Council's insurers.

RESOLVED (*unanimously*) That the final decision on any volunteers policy is deferred pending a review by the Parish Council's insurers and that the item will be brought back to the July 2026 parish council meeting for a final decision.

26/36/PC Items for information only

36.1 Update on the final arrangements for the Parish Picnic

Katherine Damsell advised that the arrangements were almost complete and asked all parish councillors to attend as volunteers to help on the day.

36.2 Update on the future of the Farnhams Magazine

Gurdeep Grewal advised that good progress was being made and that those involved had agreed to operate the Magazine in a CIC (Community Interest Company) structure. The team had begun recruiting to the management committee and needed someone with finance skills. He also advised that he was meeting Jerry Houdret to discuss funds being transferred from the existing entity to the new one.

36.3 Antony Birkett advised that he had received unconfirmed reports that the Stag & Hounds Public House may be putting a television screen in the garden possibly for the football World Cup. He advised that PCSO Angela O'Connell had advised the Parish Council to notify Licensing at Buckinghamshire Council.

26/37/PC Finance:

37.1 Account balances

To note bank account balances

Current Account	£20,000.00
Deposit (Instant Access)	£187,076.69
Deposit (95 Day Notice)	£36,467.35
Total	<u>£243,544.04</u>

RESOLVED (*unanimously*) That the account balances are noted.

37.2 Payments

To review and ratify payments for April 2026

The schedule of payments for April 2026 circulated to parish councillors was reviewed.

RESOLVED (*unanimously*) That the April 2026 payments are ratified.

To consider payments for May 2026

The schedule of payments for May 2026 circulated to parish councillors was reviewed.

RESOLVED (*unanimously*) That the May 2026 payments are approved.

37.3 Receipts

To note receipts for April 2026

The schedule of receipts for April 2026 circulated to parish councillors was reviewed.

RESOLVED (*unanimously*) That the April 2026 receipts are noted.

To note receipts for May 2026

The schedule of receipts for May 2026 circulated to parish councillors was reviewed.

RESOLVED (*unanimously*) That the May 2026 receipts are noted.

37.4 Bank Reconciliation

To note the March 2026 bank reconciliation

The March 2026 bank reconciliation was reviewed.

RESOLVED (*unanimously*) That the March 2026 bank reconciliation is noted.

26/38/PC Planning:

38.1 To note comments on recent applications submitted under delegated powers

The schedule of comments submitted from 19 March 2026 to 5 May 2026 was reviewed.

RESOLVED (*unanimously*) That the comments from 19 March 2026 to 5 May 2026 are noted.

38.2 To note recent planning decisions

The schedule of decisions made by the Planning Authority from 19 March 2026 to 5 May 2026 was reviewed.

RESOLVED (*unanimously*) That the decisions from 19 March 2026 to 5 May 2026 are noted.

Clive Robinson raised again the difference between the content of comments submitted by the Parish Council and the decisions made by Buckinghamshire Council as the Planning Authority. He asked the Clerk to prepare a report on this. The Clerk agreed to have a look and see what she could pull together but given existing commitments this would not be until the end of July 2026.

Those present raised concerns about why the Parish Council did not receive notice of so many of the planning applications included on the schedule of decisions. The Clerk advised that she would raise the matter with the Planning Team at Buckinghamshire Council.

26/39/PC Items for next agenda

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| 1. Security arrangements for Parish Councillors and the Clerk | (K Damsell) |
| 2. How the Parish Council can support the businesses on The Broadway | (K Damsell / T Birkett) |
| 3. Review the appointment of a signage manager | (T Birkett / C Robinson) |
| 4. Update on the future of the Farnhams Magazine | (G Grewal) |
| 5. 30 minute free parking agreement | (T Birkett) |
| 6. Review parish survey questions | (K Damsell / S Dennis /
N Kimani / C Robinson) |
| 7. Development within the Green Belt Policy | (T Birkett / C Robinson) |
| 8. Meeting Developers with sites with the Green Belt Policy | (T Birkett / C Robinson) |
| 9. Volunteers Policy | (K Damsell / C Robinson) |
| 10. To consider using Civic.ly (following a demonstration) | (K Damsell) |

26/40/PC Next Parish Council meeting

20 July 2026 at Farnham Royal Village Hall at 7.30pm

The meeting closed at 10.10pm

OPEN FORUM

A resident raised the concerns of many residents regarding the previous proposal to house asylum seekers in accommodation in the parish and expressed that they still believe this was being planned. The Chair advised that he had been told that the application submitted to the Home Office by the property owner had been withdrawn and it was now being considered for social housing. The resident expressed that residents need a letter from someone in authority who knows the actual position so they can stop worrying and if this wasn't received there would be protests. The Chair advised that he would contact Cllr. David Moore and Joy Morrissey MP to see if they would produce a letter and PCSO Angela O'Connell offered to help distribute the letters to neighbouring properties. The Chair also agreed to post a statement on the parish council's noticeboards confirming what he had said at the meeting for the benefit of residents who are not on the Farnhams Community Facebook Group.

Cllr. Dev Dhillon advised that Buckinghamshire Highways had reorganised and rather than emailing officers directly there is now a general email that must be used.

Cllr. Dhillon continued that he had reported two vehicles that had been parked on The Broadway for several days.

Cllr. Dhillon added that parking enforcement was now being managed by APCOA and asked that the parish council review performance after three months and then let him know if any problems are experienced.

Cllr. Dhillon advised that he had called in application PL/26/02558/OA for Land East of Beaconsfield Road, Farnham Common and would chase the officer to find out when the application would be considered by the Planning Committee at Buckinghamshire Council. Clive Robinson asked if residents could speak at the committee meeting. Cllr. Dhillon confirmed that the Parish Council could speak for three minutes, he could speak for three minutes and a resident could speak for three minutes so co-ordinating with each other would be sensible so each party raised different issues.

Finally, Cllr. Dhillon advised that the period to prepare the Draft Local Plan for Buckinghamshire had been extended to the end of 2026 with implementation in 2027.

A resident expressed his feeling that application PL/26/02558/OA for Land East of Beaconsfield Road, Farnham Common is an attack on the Green Belt and not just on that location but on all Green Belt around the villages which protects from Slough expansion. He felt that for that site to be designated grey belt would send a message to other developers. He asked what the Parish Council's position is and whether the Parish Council believes it should object strongly. The Chair advised that the Parish Council's position was to strongly object to any development on the Green Belt and that there are three core areas of objection; that the land is within the Green Belt, part of this particular site lies inside the 500m exclusion zone around Burnham Beeches SAC and that the local infrastructure is not sufficient to accommodate such a development.