

# FRENSHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in Marindin Hall on Wednesday  
9<sup>th</sup> May 2012 at 7.30pm.

## Present

* Cllr Millerchip	Cllr Morgan
* Cllr Davis	* Cllr Beales
* Cllr Reece	* Cllr Fairhead
* Cllr Segar	* Mrs Shipton (Clerk)

\* = present    a = apologies received

Also present C.Cllr Harmer and PSCO J Francis

## 01/12 Disclosure of Pecuniary and other Interests.

- No members, in relation to any items included on the agenda for this meeting, disclosed any interests which are required to be disclosed by Section 94(1) of the Local Government Act 1972; and in accordance with The Parish Councils (Model Code of Conduct) Order 2007.
- Members were informed that they should restate their Register of Financial and other Interests in accordance with the Code of Conduct but there are changes underway to the Code and once we have been notified it will become an agenda item.

## 02/12 Approve minutes

Minutes of the Meeting of the 14<sup>th</sup> March 2012 having been circulated prior to the meeting were approved and signed.

## 03/12 Reports : Police, Surrey County Councillor and Waverley Borough Councillors

PSCO John Francis – reported on recent crime within the parish of which there was very little, no major damage or thefts. A major theft of equipment did take place from a building site last month. He said that he had attended Cllr Segar’s meeting to try and reinvigorate the local neighbourhood Watch Scheme, noting that the Police would assist in posters, leaflets etc.

C.Cllr David Harmer – reported that progress is being made between all parties interested in the proposed car parking scheme for St Mary’s school off Bacon Lane. There are some widening works required and consents needed. Part of the cost will be met from the Local Allocation Scheme. There will be a new budget for local minor highway matters approved 4 June. Other items mentioned are at 14 a & b in these Minutes.

## 04/12 Election of Chairman

Cllr Millerchip was nominated by Cllr Davis, seconded by Cllr Segar and unanimously elected to serve as Chairman to Frensham Parish Council for the ensuing Local Government year and duly signed the Declaration and Acceptance of Office.

## 05/12 Election of Members

a. Vice-Chairman	<u>2012</u> Reece
b. Planning Chairman	Davis
c. Planning Vice-Chairman	Beales
d. Frensham Recreation Ground & Pavilion Management	Millerchip
e. Red Telephone Box Project Leader	Fairhead
f. Village Community Building (to be finalised this year)	Millerchip/Davis

- g. Willets Heath Management Company rep. (Cllr Davis assisting in financial matters) Chairman/Clerk
- h. Parish Office Management Team (Job descriptions to be written for all) Davis/Millerchip/Beales
- i. Footpath Representative Beales
- j. Village Design Statement/Neighbourhood Planning W/P Reece/ Millerchip/Beales
- k. Newsletter Editor & Press releases/publicity Reece/Davis as Editor
- l. Website Management Sue Green Manager/Millerchip/Beales
- m. Playground Working Party Reece/Segar
- n. Shortfield Common Management Millerchip/Segar/Beales
- o. Environmental / conservation monitor Davis/Beales
- p. Emergency Coordinators Millerchip/Segar/Davis/Fairhead

**06/12 Appointment for representatives to outside organisations**

**2012**

- a. CPRE Colin Hall
- b. Police Liaison/Neighbourhood Watch Segar/Reece
- c. Frensham Village Shop Davis /Millerchip as reserve
- d. Church Charity (Appointed for 4 years in 2008) Chairman/Clerk
- e. Local Committee (Waverley): Haslemere and Western Villages Transportation Task Group. Davis/Millerchip as Reserve
- f. Frensham Common Liaison & Users Group Davis/Beales

**07/12 Approval of cheques and Financial Matters**

- a. **As circulated prior to the meeting the cheques for March 2012 were approved and signed.**
- b. Members noted the final budget 2011/12 to 31<sup>st</sup> April 2012.
  - a. No S.137 payments.
- c. **Agreed** to extend the time for Resolution 61/10 iii as agreed at the last meeting until next meeting on 11<sup>th</sup> July 2012. The Management Team were tasked to finalise the office expenditure.
- d. No parish office expenditure since the last meeting.
- e. **Agreed to Approve and sign Accounting Statement for the Annual Return 31<sup>st</sup> March 2012 from External Audit.**
- f. **Agreed to Approve Annual Governance Statement for the Annual Return 31<sup>st</sup> March 2012 from External Audit.**
- g. **Agreed to Approve and sign Accounts year ending 31<sup>st</sup> March 2012.**

- h. Members noted the comments from the Internal Auditor. Attached to Minutes. :
  - i. Rent Reviews to be undertaken
  - ii. Asset Register amended as per Internal Auditor's. **Agreed and Re-signed.** Attached to Record Minutes.
  - iii. Council recording systems operating effectively giving clear and informative information.

The Chairman thanked the Clerk and Cllr Davis for their hard work on the accounting systems.

- i. Noted the date of the external audit 2011/12 as being 18<sup>th</sup> June 2012.

#### **08/12 Planning Applications**

Cllrs noted the Planning Committee Minutes, as previously circulated.

#### **09/12 Recreation Ground/ Open Spaces**

- a. Shortfield Common – Cllrs Millerchip, Beales, Segar
  - i. The new garden on Shortfield Common has been delayed due to bad weather and ill health. Anticipated start date 21<sup>st</sup> May with seat delivery 1<sup>st</sup> June ready for Jubilee picnic on 4<sup>th</sup> June. It was **agreed** to approve up to £750 for turfing the area as seeding now would not be viable.
  - ii. Cllrs Millerchip, Segar and Beales to meet Frances Halstead to undertake a Habitat Survey of the Common on 17<sup>th</sup> May. Tracks and erosion to be inspected at the same time. Advice to be sought on mowing regime. Report and recommendations to come. Monitoring by regular photographs to be undertaken.
- b. Hollowdene Playground – Cllrs Reece & Segar.
  - i. Members noted that the Rospa inspection is scheduled for June. Mr Bonner monitors and undertakes minor work on the playground monthly submitting an inspection report. Litter is a constant problem; Cllrs are urged to help clear up.
- c. Recreation Ground – Cllr Millerchip
  - ii. **Sports Clubs** – as per Internal Auditors report rent reviews to be scheduled.
  - iii. **Proposed New Youth FC** – yet to be agreed as a viable and acceptable option.
- d. Community Use of Land – to note the following events :
  - i. Frensham Fayre - Saturday 16<sup>th</sup> June 2012
  - ii. Diamond Jubilee Picnic – Monday 4<sup>th</sup> June 2012

It was **Agreed** as at the last meeting that bunting, prize donation and flag pole be purchased as per Minute 76/11 c. ii and iii.

#### **10/12 Village Community Building** – Cllrs Millerchip, Davis and the Clerk.

- a. Willets Heath Management Company meeting was held on 25<sup>th</sup> April 2012. The Chairman and Clerk appointed by Council attended and were elected as Chairman and Secretary – Treasurer to be reviewed. Cllr Davis agreed to undertake financial matters ie bank accounts etc.
- b. Village Shop AGM 1<sup>st</sup> May 2012 – Cllr Beales and Davis attended and reported a new Chair Sue Wicks has been appointed.

**11/12 Rushmoor Community**

- a. Red Phone Boxes – Cllr Fairhead. Members **Agreed** spend of up to the previously agreed budget amount of £1,000. Items only available from the specialist renovation company.
- b. Proposed tennis courts between Tilford and Rushmoor. – letter of thanks received from the group for FPC contribution towards planning fee of £150. Cllr Reece is applying to various bodies for funding. Cllr Davis reported some lease issues.
- c. TARNS- Chairman and Clerk attended the inaugural meeting. Information to go into our new website. FPC to support where we can.

**12/12 Councillor’s attendance at meetings/seminars/etc.**

- a. Alice Holt Community Forum – 25 April Cllr Beales attended along with members from local parishes which is most useful and a successful group. Alice Holt Forest in now is part of the South Downs National Park. He will circulate the Minutes. Current project is to restore the old arboretum near Bentley Station. Web site has been launched.
- b. River Wey Catchment Consultation Workshop - Wed 18 Apr attended which is a co-operative venture between the Environment Agency, Surrey Wildlife Trust and Community Groups to enhance the ecological status of the River Wey.
- c. WBC Western Area Cluster Meeting scheduled Tuesday 26 June Chairman to attend agenda items by 5 June.

**13/12 Newsletter, Press Releases /Publicity- Website [www.frensham-pc.gov.uk](http://www.frensham-pc.gov.uk)**

- a. Cllrs Millerchip and Beales gave an oral report on the progress of the website which has a new volunteer website Manager, new host and a new site. Work in progress.
- b. It was agreed to print 40 free Parish News-sheet to leave in each Village shop. Cllr Fairhead find a design which will hold the paper dry and securely on a wall with a lid.

**14/12 Traffic Calming Issues/Highway matters/Community Issues**

- a. SCC Highways update – Members noted that a list of minor & cosmetic highway issues were sent for action from FPC fund allocation and C.Cllr Harmer has commented as to each ones current status.
- b. C.Cllr Harmer said that the Hollybush Lane Scheme is pending on the contractor May Gurney’s work list but notice of the start date will be given.
- c. Cllr Segar gave an update on the Neighbourhood Watch proposed Scheme following a recent meeting she and Cllr Reece had with the Police. Her report will be circulated and attached to Record Minutes.

**15/12 Annual Assembly – 13<sup>th</sup> April 2012 – Local Food & Telephone boxes**

The Chairman said that the meeting went well, both speakers were was interesting and informative, the debate was lively and further contact and meetings with Farnham Local Food would happen in the future.

**16/12 Items for the Next Agenda**

Councillors should be prepared, when requesting an item for the next agenda, to provide and circulate relevant paperwork outlining their item prior to the meeting.

**Question from the public.**

Signed.....Dated.....

Meeting ended at: 9.15 pm

Next Planning Meeting Wed. 6<sup>th</sup> June 2012 at 2.30pm

**NEXT COUNCIL MEETING Wed. 11<sup>th</sup> July 2012 AT 7.30PM**