

## FRENSHAM PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Office on Wednesday  
19<sup>th</sup> September 2018 at 7.30pm.

### Present

* Cllr Beales (Chairman)	* Cllr Andrews (Vice-Chairman)
a Cllr Bleach	* Cllr Scimone
a Cllr Morgan	* Cllr Dawkin-Jones
a Cllr McLean	* Mrs Shipton (Clerk)

\* = present a = apologies received

Also present C.Cllr Harmer and Neil Mumford

### 36/18 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 28 of the Localism Act 2011; which Frensham Parish Council endorses.

### 37/18 Announcements from the Chairman

The Chairman announced the autumn litter pick which will be held on Saturday 20<sup>th</sup> October 2018 meet at 10am Hollowdene car park, Sean Willis is co-ordinating the morning. He urged members to attend.

He went on to announce the Macmillan coffee morning to be held on Friday 28<sup>th</sup> September 2018 9.30am-midday to be held in Hollowdene Pavilion.

### 38/18 Approval of Minutes

Minutes of the Meeting of the 11<sup>th</sup> July 2018 having been circulated prior to the meeting were approved and signed.

### 39/18 Questions from Members of the Public.

None.

### 40/18 Reports : Police, Surrey County Councillor and Waverley Borough Councillors

This item was taken at following 49/18.

C.Cllr Harmer said that he had a small amount of funding left and if we obtained matched funding an application could be made via the usual way and copy to himself. Although he did stress that overall the budgets for SCC were extremely stretched.

There may be an opportunity to make use of a mobile VAS sign if the volunteer agrees to training; he asked if this might be of interest to the speedwatch team.

David Harmer agreed to contact Vicar Jane in relation to the proposed footpath from the vicarage to the school and liaise with Cllr Scimone.

He reminded the meeting that any maintenance for rights of way should be included on the Lengthsman list.

### 41/18 Financial Matters

- a. The cheques drawn for July & August 2018 were signed.
  - i. Noted S.137 payments as per cheque schedule. Chq 1895 £100 air ambulance
- b. The accounts 2018/19 to 31<sup>st</sup> August 2018 had been circulated prior to the meeting and there were no questions.
- c. External Auditor not yet returned.
- d. Members considered Cllr McLean's recommendation concerning the replacement of a photocopier. A paper had been circulated and the proposal was written.

Therefore members agreed with the proposal which had considered 3 quotations:

**Proposed: Ian McLean**

**Seconded: Simon Bleach**

**That the council should purchase a Toshiba 2505, outright, from UK Office Systems, for £2,450, and enter into a service agreement to support the machine and its consumables.**

**It is further proposed that the purchase cost of the photocopier will be funded from general reserves, to be replenished over a five year period.**

**All Members were in agreement with both proposals.**

#### **42/18 Planning, Environment & Highways Committee**

Minutes of the meetings held on 25<sup>th</sup> July & 5<sup>th</sup> September 2018 (*previously circulated*) and all recommendations contained therein were confirmed and signed.

#### **43/18 Open Spaces Committee**

- a. The Council noted that the Opens Spaces Committee's Grounds Maintenance Contracts Working Party met on 5<sup>th</sup> September 2018 and agreed the specification, and invitations to tender have been sent out with a closing date of 2<sup>nd</sup> November 2018. The evaluation process will advise the Council in November 2018.
- b. The Council considered the written motion (Circulated) as agreed by Cllrs Bleach and McLean with Neil Mumford.

Proposed : Cllr Scimone seconded: Cllr Andrews:

**That the maintenance of the football pitch at Hollowdene recreation ground, previously vested with those football clubs using the pitch, should revert to the direct control of the Council, and that the football clubs should be charged a usage fee sufficient to cover the Council's maintenance costs.**

**Also, that an implementation plan should be agreed at the next meeting of the Open Spaces Committee.**

The detail of the plan will be explored by Open Spaces committee at its next meeting due to be held on 3<sup>rd</sup> October 2018.

#### **44/18 Phone Box Project**

Current financial position is £614.97

Cllr Scimone updated the council on the current position of the lighting plan for the phone box. She said that David Fairhead had made the grid that would hold the lights, but the lights and the type of switches, light saving devices etc had not yet been chosen.

#### **45/18 Rushmoor Project**

This item was deferred due to the absence of Cllr Morgan. He will submit a report for the November meeting.

C.Cllr Harmer joined the meeting at this point 8.10pm.

#### **46/18 Council Policies & GDPR**

- a. Members agreed in principle to have a Media & Communications Policy. Cllr Beales with Rachel Audsley will finalise the document ready for the November meeting.

- b. It was proposed by Cllr Scimone and seconded by Cllr Dawkin-Jones to adopt the Policy on the use of chemical pesticides on Council Land. All members agreed and The Open Spaces Committee will be reminded of the Policy.
- c. Cllr Beales reported on actions taken to date concerning GDPR. He said that he would be proposing that the Council adopt a slightly modified version of the Farnham Town Council Privacy Notice, which seemed to suit our requirements. He and Rachel Audsley would be meeting next week to adapt a model Privacy Policy suitable to our circumstances. Both Notice and Policy were statutory requirements and would be submitted to the November Council for adoption.

#### **47/18 Community Issues/Notices**

Squires Garden Centre, now in Frensham, has offered a large amount of bulbs to the parish, together with some assistance to plant. Members were asked to consider locations and join in the planting of the bulbs in October. It was agreed that the Millennium seat area and entrance to Hollowdene should be first consideration for planting.

Members have received an invitation to the opening event of Squires Garden Centre 1<sup>st</sup> November 2018.

#### **48/18 Councillors / Representatives attendance at meetings/seminars/consultations etc.**

- a. Members noted that Cllr Beales attended a Peer Challenge Workshop on 26<sup>th</sup> July 2018 at Waverley.
- b. Cllr Andrews attended the Mayor of Waverley's Civic Service on 9<sup>th</sup> September 2018.
- c. Members noted the usual protocol that the chairman and vice-chairman of the council represent the Parish and lay the wreaths on Remembrance Day on 11<sup>th</sup> November 2018
- d. The Chairman and Clerk attended Willets Heath AGM 17<sup>th</sup> September 2018 on behalf of the Council

#### **49/18 Press releases/publicity and Website ([www.frensham-pc.gov.uk](http://www.frensham-pc.gov.uk))**

- a. Members agreed the protocol for the website concerning the display of council agendas and minutes (in draft form) but not to display committee agendas and minutes; these would be available upon request and in the office. The Clerk to seek confirmation from HALC that this action is permissible.
- b. Due to the absence of Cllr Bleach, the overall contents manager, this item was deferred until the November meeting.

#### **50/18 Exclusion of press and public**

**Council to resolve under the Public Bodies (Admission to Meetings) Act 1960 (s.1), on a motion of the Chairman, that the press and public be excluded from the meeting during the consideration of the following agenda item (17) because of the confidential nature of the business to be transacted.**

**Resolved.**

**51/18 Staffing-Sub-Committee - Confidential item (see separate Minutes)**

Proposed Cllr Dawkin-Jones and seconded by Cllr Andrews to accept the Minutes from the Staffing Sub-Committee held on 20<sup>th</sup> August 2018, and to agree all recommendations contained therein. All Members were in agreement with the proposal.

**52/18 Shortfield Common – Confidential Item**

- a. Chairman ~~to~~ updated Members with the Notes and Actions from the meeting of the Special Purposes Committee held on 2<sup>nd</sup> August 2018 gave a brief update on the current position in the light of recent correspondence.
- b. Proposed Cllr Dawkin-Jones and seconded by Cllr Andrews to approve payment of surveyors' fees to date. All Members in agreement. (Note this is a contractual matter in which the appointment and fees were agreed with amounts unknown).

**53/18 Items for the Next Agenda**

None.

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

Meeting ended at: 9.45pm

Next Planning Meeting **Wednesday 26<sup>th</sup> September 2018 at 7.30pm.** Parish Office.

Next Open Spaces Committee Meeting **Wednesday 3<sup>rd</sup> October 2018 at 7.30pm.** Parish Office

Next Budget & Finance Meeting **Wednesday 24<sup>th</sup> October 2018 at 7.30pm,** Parish Office.

NEXT COUNCIL MEETING **Wednesday 21<sup>st</sup> November 2018 AT 7.30pm.** Parish Office.