

## FRENSHAM PARISH COUNCIL

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

### Present

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

\* = present    a = apologies received

Also present C.Cllr Harmer and B.Cllr Adams.

### 01/18 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.

### 02/18 Announcements from the Chairman

Cllr Beales introduced and welcomed the new Councillor Laurence Dawkin-Jones.  
Cllr Morgan made a statement hoping that a democratic proportion between Frensham and Rushmoor might prevail for Chairman and Vice-Chairman between the two Wards.

### 03/18 Approval of Minutes

Minutes of the Meeting of the 14<sup>th</sup> March 2018 having been circulated prior to the meeting were approved and signed.

### 04/18 Election of Chairman

Cllr Beales was proposed by Cllr Bleach, seconded by Cllr Andrews and was elected to serve as Chairman to Frensham Parish Council for the ensuing Local Government year and duly signed the Declaration and Acceptance of Office.

Cllr Scimone thanked Cllr Beales.

### 05/18 Election of Vice-Chairman

Cllr Andrews was proposed by Cllr Beales, seconded by Cllrs Bleach and McLean and was elected to serve as Vice-Chairman to Frensham Parish Council for the ensuing Local Government year.

Cllr Scimone thanked Cllr Andrews.

### 06/18 To receive Mr Laurence Dawkin-Jones' signed Declaration of Acceptance.

Cllr Dawkin-Jones duly signed his Declaration of Acceptance and completed the Code of Conduct paperwork. He agreed to send it electronically together with a photograph and brief biography for the website.

### 07/18 Council to adopt model Standing Orders as revised by NALC 2018.

The document (*previously circulated*) had been adapted from the newly revised (2018) NALC version. Cllr Beales had NALC's list of changes from the 2013 version, reflecting new legislation. Copy available from Cllr Beales if required.

Proposed by Cllr Bleach and Seconded by Cllr Scimone that the document be adopted as a draft to be used as a 'living' document and amended as agreed at council meetings.  
Agreed to confirm the document in March 2019 prior to a new Council being elected.

### **08/18 Membership of Committees**

The following are the core Members:

- a. **Planning , Environment and Highways Committee**  
Cllrs Beales, Andrews, Scimone and Dawkin-Jones.
- b. **Open Spaces Committee**  
Cllrs Beales, Andrews, McLean, Bleach and Morgan
- c. **Finance Committee**  
Cllrs Andrews, Beales, Bleach, McLean and Morgan

The Staffing Sub-Committee comprises the Chairman and Vice-Chairman of the Council and the Chairman of the Finance Committee. It meets as and when required, but at least once a year in connection with staff appraisal and forward objective-setting processes.

- d. **Appointment of non-councillors to Committees.**  
(without voting rights or membership of the Council).
  - i. Guy Olden appointed to Planning Committee
  - ii. Sharon Tuner-Mumford appointed to Planning Committee
  - iii. Neil Mumford appointed to Open Spaces Committee

### **09/18 Other Advisers and Appointments**

**2018 / 19**

- |                                                                                                                                       |                   |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| a. Planning and Countryside                                                                                                           | Colin Hall        |
| b. Website                                                                                                                            | Sue Green         |
| c. Council liaison for Neighbourhood Watch and Police<br>(Other NW coordinators are Mary Segar, Bridgette Wilson, & Michael Bradford) | Pam Shipp         |
| d. Frensham Parochial Charitable Trust                                                                                                | Chairman/Clerk    |
| e. Alice Holt Community Forum                                                                                                         | Cllr Dick Beales  |
| f. River Wey Trust                                                                                                                    | Cllr Simon Bleach |

### **10/18 Questions from Members of the Public.**

None.

### **11/18 Reports : Police, Surrey County Councillor and Waverley Borough Councillors**

B.Cllr Adams informed the meeting that Denise Le Gal is the new mayor of Waverley. New Council housing properties are being built approx. total within the borough of over 100. Dogflud car park will close for archaeological matters. Several hundred thousand pounds has been set aside to fund the three pending Judicial Reviews concerning matters relating to the Local Plan.

### **12/18 Finance Committee and Approval of Cheques drawn**

- a. The Minutes of the meeting held on 9<sup>th</sup> May 2018 were confirmed (*previously circulated*) and all recommendations contained therein:  
Approved the Terms of Reference for the Finance Committee and Staffing Sub-committee.  
Approved the amended Financial Regulations of the Council.  
Approved the schedules required for the year-end audits (the risk analysis, the asset register, and the review of the effectiveness of internal controls).

Cllr Morgan thanked Cllr Bleach for a very intelligible and comprehensive set of financial papers.

- b. The list of cheques and other payment for March 2018 were approved and signed.
- c. No S.137 payments on the March schedule.
- d. The accounts 2017/18 to 31<sup>st</sup> March 2017 were noted.
- e. The Annual Governance Statement for inclusion in the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2018 was reviewed, approved and signed.
- f. The Accounting Statements 2017/18 for inclusion in the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2018 was reviewed, approved and signed.

#### **13/18 Planning, Environment & Highways Committee**

Minutes of the meetings held on 21<sup>st</sup> March, 10<sup>th</sup> April and 2<sup>nd</sup> May 2018 (*previously circulated*) and all recommendations contained therein were confirmed.

C.Cllr David Harmer joined the meeting at this point 8.50pm.

#### **14/18 Open Spaces Committee**

Minutes of the Meeting held on 1<sup>st</sup> May 2018 (*previously circulated*) and all recommendations contained therein were confirmed.

#### **15/18 General Data Protection Regulation (GDPR)**

Report by Cllr Beales on actions taken to date. He is currently working on towards the deadline for registration on 25<sup>th</sup> May 2018 with the Admin Assistant. Cllrs Morgan and Bleach are willing to assist Cllr Beales and Rachel Audsley.

He informed the Councillors that there are a number of procedures and steps which are required and the preparation is lengthy.

In due course the Councillors will have a presentation on the subject from either Cllr Beales or another to explain what the responsibility is of the Parish Council.

It has been recommended that Councillors have a dedicated email addresses identifying them with FPC, protecting their own personal data, and facilitating compliance with current data protection legislation. These are currently being set-up by the council's volunteer technical adviser, Sue Green. Cllr Morgan stated that he would decline to participate in this Council initiative.

#### **16/18 Councillors / Representatives attendance at meetings/seminars/consultations etc.**

Councillors noted the following:

- a. Frensham Common Users Group - 6<sup>th</sup> April at Frensham Pond Sailing Club. (Cllrs Scimone and Beales)
- b. GDPR workshop (Surrey Community Action) – 19<sup>th</sup> April at East Horsley. (Cllr Beales)
- c. Alice Holt Community Forum Spring Meeting – 20<sup>th</sup> April at Alice Holt Visitor Centre. (Cllr Beales)

#### **17/18 Annual Assembly –Wednesday 12<sup>th</sup> April 2017 at 7.30pm in the Marindin Hall**

Councillors said that the Assembly had gone well and that it had been most interesting having speakers from the local community.

Cllr Andrews asked that next year's speakers should adhere to a specific time limit as many had overrun, with the result that no time was left for the public to ask questions. All agreed with this, but otherwise felt that the format had worked well.

The Chairman offered C.Cllr David Harmer an opportunity to speak.

Cllr Harmer said that he hoped for an improvement in SCC Children's Services now that two new key appointments had been made. The fostering and adoption staff were visiting local fetes and receiving good feed-back. They would be at Frensham Fayre in June.

The arrangements for funding highways matters and rights of way would be through David Harmer in a bidding situation similar to the Lengthsman scheme already in operation. There was little funding for either schemes and he advised councillors to consider priorities and let him know within 10 days.

**18/18 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.

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

Meeting ended at: 9.20 pm

Next Planning Meeting Wednesday **23<sup>rd</sup> May 2018 at 7.30pm.** Parish Office

NEXT COUNCIL MEETING **Wednesday 11<sup>th</sup> July 2018 AT 7.30PM** PARISH OFFICE