

## FRENSHAM PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Parish Office on Wednesday  
15<sup>th</sup> May 2019 at 7.30pm.

### **Present**

* Dick Beales (Outgoing Chairman)	* Cllr Billings
* Cllr Fletcher	* Cllr Daw
<b>a</b> Cllr Murray	* Cllr Turner-Mumford
<b>a</b> Cllr Willis	* Mrs Shipton
* Mrs Audsley (Clerk)	

\* = present    **a** = apologies received

Also present: Cllr Harmer

Apologies: Cllrs Willis and Murray of which reasons were accepted.

### **01/19 Disclosure of Pecuniary and Other Interests.**

To receive from members, in relation to any items included on the agenda for this meeting, disclosure of 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 2001. (2012)

None.

### **02/19 Announcements from the outgoing Chairman, Dick Beales**

Dick Beales welcomed the new Council and gave an overview of why he was present and the reason for the Annual Meeting. He made the new Council aware of two items of historical interest that had been received that day and required further input.

### **03/19 Election of a Chairman and Sign Declaration**

Cllr Willis was nominated by Cllr Billings, seconded by Cllr Fletcher 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.

Agreed unanimously by those present.

### **04/19 Election of a Vice-Chairman and Sign Declaration**

Cllr Billings was nominated by Cllr Daw, seconded by Cllr Fletcher and was elected to serve as Vice Chairman to Frensham Parish Council for the ensuing Local Government year and duly signed the Declaration and Acceptance of Office.

Agreed unanimously by those present.

### **05/19 Co-Option at Rushmoor Ward, (Frensham)**

Co-opt two persons who will be appointed as Councillors to the Rushmoor Ward of Frensham Parish Council.

It was agreed unanimously by all members that Sharon Turner-Mumford should be Co-opted on to Frensham Parish Council, of which Sharon Turner-Mumford accepted and duly signed a Declaration of Acceptance and completed the of Register of Interest.

It was noted that one vacancy remained and if anyone knows of anyone interested notify the Clerk as 20 days remain before election notice is required.

## **06/19 All Councillors to sign the Declaration of Office and Register of Interests**

All councillors completed their Register of Interest and Declaration of Office, witnessed by the Clerk.

## **07/19 Approval of Council Minutes**

The Minutes of the Meeting of the 13<sup>th</sup> March 2019, Confidential minutes of the 13<sup>th</sup> March 2019 and the 2<sup>nd</sup> April 2019 having been circulated were signed by the outgoing Chairman.

## **08/19 Membership of Committees**

- a. Planning , Environment and Highways Committee  
It was agreed that Cllrs Willis, Billings and Turner-Mumford would head up the committee.
  
- b. Proposals for appointment of non-councillors to Planning Committee.  
It was agreed that Guy Olden should remain as an appointed co-optee to attend and assist the Council at committee.
  
- c. To consider appointments for Lead Councillors to
  - Finance Cllr Daw
  - Rights of Way Cllrs Daw and Turner-Mumford
  - Recreation Cllr Murray
  - Tree Warden Cllr Murray
  - Shortfield Common. Cllr Willis

## **09/19 Council appointments 2019/20:**

- a. Frensham Parochial Charitable Trust Chairman/Clerk
- b. Alice Holt Community Forum Cllrs Willis and Fletcher
- c. Willetts Heath Management committee Chairman/ Clerk
- d. Frensham Common Users To be notified as and when with those interested available to attend.

## **10/19 Questions from Members of the Public**

None.

## **11/19 Reports : Surrey County Councillor and Waverley Borough Councillors**

Cllr Harmer gave an overview of his role and relationship to the Parish Councils. He went on to explain some of the initiatives that Surrey CC were working on over the coming year.

## **12/19 Finance Matters**

### **1. Accounts for the year ended 31<sup>st</sup> March 2019:**

- a. To approve and sign list of cheques and other payment for March & April 2019. The previously circulated list and other payments for March and April 2019 were noted, approved and signed.
  
- b. To note any S.137 payments as per cheque schedule.

It was noted that £200 towards the bus shelter removal to the Rural Life Centre was made as per budget code P11.

- c. To review and sign the accounts for the year ended 31<sup>st</sup> March 2019. The previously circulated accounts were noted and approved.
- d. To consider, and if appropriate approve, virements for the start of the financial 2019/20  
Nothing to consider.
- e. To review and sign the accounts for the year ended 30<sup>th</sup> April 2019  
The previously circulated accounts were noted and approved.
- f. The bank mandate was updated and approved.

It was agreed that Cllrs Daw and Turner-Mumford to be cheque signatories with the Clerk as a signatory and account manager for the Council banking account.

### **13/19 Planning, Environment & Highways Committee.**

The Minutes of the Meeting of the meetings held on 20th March, 10th April and 1st May 2019 (previously circulated) and all recommendations contained therein were signed by the outgoing Chairman.

### **14/19 Web site**

- a. The matter of the website has been raised by the internal auditor during his visit in March 2019 as requiring updating or redesigning. At the last Council meeting it was agreed that the new Council should take this forward with the clerk.  
To consider the way forward and appoint a Lead Councillor(s).  
Cllr Billings agreed to take the lead on the new website design and management and would be discussed at a future meeting. Cllr Fletcher agreed to work with Cllr Billings as Content Manager.
- b. To review existing IT system with view of updating. To consider the way forward and appoint a Lead Councillor(s).  
Cllr Billings agreed to be lead co-ordinator with input from Cllr Daw.
- c. To note the Parish Councillors new email arrangements.

The Clerk had notified all members of their new parish email addresses.

### **15/19 Councillors' attendance at meetings/seminars/consultations/training courses etc.**

- To consider date and time for an in-house training event for new councillors to be run by HALC - Hampshire Association of Local Councils.
- To ascertain interest and consider date and time.

The Clerk advised she had been in contact with HALC and SALC – Surrey Association of Local Councils and would be looking to set up in house training in the Autumn for new Councillors. Waverley Borough Council are also looking to host Planning specific training and the Clerk would advise when further details were available.

In the interim, any training course information available from HALC would be forwarded to Council to seek interest.

**16/19 Annual Assembly 17<sup>th</sup> April 2019**

To consider any matters arising from the meeting and appraise the evenings topics.

Nothing to note.

**17/19 Items for the next agenda**

Councillors are reminded that they should be prepared, when requesting an item for the next agenda, to provide and circulate relevant paperwork outlining their item prior to the meeting, in accordance with Standing Orders.

**Meeting ended at: 8.55pm**

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

Next Planning Meeting **Wednesday 22<sup>nd</sup> May 2019 at 7.30pm.** Parish Office.

Next Council Meeting Wednesday **19<sup>th</sup> June 2019 AT 7.30PM** Parish Office.