FRENSHAM PARISH COUNCIL

Minutes of the Parish Council Meeting held be on

Wednesday 16th March 2022 at 7.30pm.

**Parish Office and via zoom (public participation only)**

# Present

**\***Cllr Willis (Chairman) \*Cllr Billings

**\*** Cllr Turner-Mumford (Chair for this meeting) \*Cllr Howard

\*Cllr Lamb \*Cllr Davis

\* Mrs Audsley (Clerk)

\*Cllr Julia Potts (WBC)

\*Cllr Harmer (SCC) arrived 8.30pm

One member of the public

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

**98/21 Apologies**

None.

**99/21 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.

**100/21 Co-Option of a Councillor, Rushmoor Ward**

One resident stepped forward and put forward their reasons for joining the council. Councillors considered their reasons and agreed unanimously that Richard Pickering be co-opted onto Frensham Parish Council. Cllr Pickering joined the meeting.

**101/21 Approval of Council Minutes**

To note and approve (previously circulated) Council minutes of 12th January 2022 and all recommendations therein.

The minutes of the Council meeting held 12th January 2022 and all recommendations contained therein were approved and signed.

**102/21 To approve Planning and Highways comments**

To note and approve (previously circulated) minutes of the 26th of January 2022 and all recommendations contained therein.

The minutes of the planning applications discussed on 26th January 2022 (previously circulated) and all recommendations contained therein were approved and signed.

To note and approve (previously circulated) minutes of the 16th of February 2022 and all recommendations contained therein.

The minutes of the planning applications discussed on 16th February 2022 (previously circulated) and all recommendations contained therein were approved and signed.

To note and approve (previously circulated) minutes of the 9th of March 2022 and all recommendations contained therein.

The minutes of the planning applications discussed on 9th March 2022 (previously circulated) and all recommendations contained therein were approved and signed.

**103/21 Questions from Members of the Public**

None.

**104/21 Reports: Surrey County Councillor and Waverley Borough Councillors**

Cllr Potts provided an update on Frensham Ponds and surrounds. A meeting is due to take place with members from the JAG (Joint Action Group) shortly.

An update was given on local appeals and planning concerns. Cllr Potts confirmed that Waverley published a formal notice of vacancy on 14th March following the sad passing of Cllr Adams.

Cllr Harmer gave an overview of potential changes regarding centralised and local committee format for highways related issues. More information would follow once available.

**105/21 To consider designs (previously circulated) for Parish Office sign**

The Clerk presented a selection of different text and colour options of the agreed style of design. The Clerk will circulate numbered designs to all for feedback and vote preferred option.

**106/21 To note and review (previously circulated) policies and risk assessments**

 The following policies and assessments were reviewed and adopted.

* Financial Risk Assessment
* Asset Register
* Local Government Association Model Code of Conduct will now replace the previous model entirely.

**107/21 Open Spaces Committee**

To review (previously circulated) proposed Tree Management Policy update.

The Tree Management Policy was unanimously adopted by all members. This will now be uploaded onto the website with supplementary supporting documentation.

**108/21 Hollowdene Users Group**

1. To note renewal of 12-month license and fee in line with previously agreed budget for 2022/23.

Cllr Billings advised that the agreed license had now been issued to all clubs and warmly received.

1. To consider charges for use of recreation ground for medium to single users.

Cllr Billings gave an overview of the proposed changes for medium to single users in relation to charges and official documentation requirements. Cllr Billings will present a formalised proposal with suggested public signage at the next meeting.

**109/21 Councillor Updates – To receive updates if any relating to Cllr Lead Responsibilities – Headlines only**

* Sean Willis – Chair, Open Spaces

Cllr Willis gave an update on Open Spaces and recent working parties. The removal of basal growth around Shortfield and Hollowdene Rec is ongoing. The next community litter pick would take place on 30th April at 10am. Local Brownies would be approached to organise a litter pick around the Great Pond with Parish Council equipment support offered.

It was agreed, FPC will trial a wildflower meadow later this year with Cllr Davis leading. The council will review the Surrey Wildlife Trust (SWT) actions and create a calendar of works.

* Malc Billings – Hollowdene Recreation Ground, Finance

Cllr Billings gave an overview of the rationale for the Sweet Chestnut removal. The proposed plan with the remains, is to construct two benches, one carved more ornately than the other, with a sufficient piece left over for another carving to be placed on the plinth base. Due to budget constraints, this may take some time to complete, and funding opportunities will be sought. In the meantime, it was agreed that the large trunk would be cut into the three individual sizes required and relocated to nearer the permanent positions (to be determined at next meeting).

Cllr Billings sought appetite to create a temporary bund extension on the recreation ground to help negate the parking problems experienced when multiple events are taking place. A more detailed proposal would be presented with costs at a future meeting.

* Sharon Turner-Mumford – Planning and Highways

Cllr Turner gave and update on proposed JAG actions, however she is currently awaiting the next meeting date.

All were encouraged to feedback on the Glover Report as previously minuted in the Planning and Highways Committee minutes of 9th March.

* Adrian Lamb – Planning and Highways, Village Design Statement

Cllr Lamb would be updating format and key information to review shortly.

* Paul Howard – Communications

Cllr Howard ran through a proposed newsletter article/layout for May. Each Cllr to draft their articles in readiness for 11th April. Cllr Howard to arrange a 30-minute canva training session at 6.45pm Wednesday 13th April.

* John Davis – Trees

Cllr Davis confirmed a tree planting party would take place on Saturday 21st March 9.30am at Hollowdene Recreation ground.

**110/21 Finance Matters**

1. To review and sign bank reconciliation accounts for year to January 2022 (previously circulated)

The council reviewed and approved the bank reconciliation to January 2022.

1. To approve and sign list of cheques and other payment for January 2022 (previously circulated)

The council noted and approved the list of payments previously circulated consisting of 16 transactions totalling £6,419.45.

1. To review and sign bank reconciliation accounts for year to February 2022 (previously circulated)

The council reviewed and approved the bank reconciliation to February 2022.

1. To approve and sign list of cheques and other payment for February 2022 (previously circulated)

The council noted and approved the list of payments previously circulated consisting of 10 transactions totalling £3,481.68

1. To note budget vs expenditure to date (previously circulated)

The budget vs expenditure to date was noted.

1. To consider and approve any virements into a specific ear marked reserve
2. To note expenditure made under the Scheme of Delegation
* Sakura dead wooding £1600.00
* Chestnut fencing £263.00
* Wood preserver for carving £73.20

**111/21 Shortfield Common**

1. To note agreement by Clerk and Chair request by residents of Shortfield Common to utilise the track/common for a Jubilee party weekend of 4th June 2022.

It was formally noted that permission had been given for the use of Shortfield Common for a community picnic on the weekend of 4th June 2022.

1. To note agreement by the Clerk and Chair to permit direct water main works to 2 Gorse Cottages.

It was formally noted that permission had been granted to instruct Southeast Water to commence works upon condition of notification of date of works and reinstatement of council owned grounds.

**112/21 To review and agree Parish Council office hire agreement policy.**

It was agreed to the re-opening of the parish office for the community would be permitted from 2nd May 2022, however Council business use would always be priority as an office first.

An agreement by all those present to change of hire charges and specific session times to allow multiple groups use on given days, and to ensure reasonable session times to allow volunteer council members to be available for opening and securing the office with consideration to neighbouring residents and businesses.

**113/21 To note appointment of A&J Roofing (Haslemere) Ltd for Parish roofing works commencing 21st March 2022**

The Clerk noted that previously appointed A&J Roofing would be commencing works w/c 21st March. Confirmed dates to be advised Friday 18th and the village shop and directly impacted resident would be communicated to.