FRENSHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting Wednesday

17th May 2023 at 7.30pm in the Parish Office

# Present

**\***Cllr Billings (Chairman) \* Cllr Pickering

**\*** Cllr Scimone \*Cllr Davis

aCllr Lamb

\* Mrs Audsley (Clerk)

aCllr James Staunton (WBC)

\*Cllr David Munro (WBC) arrived 8.05pm

\* Cllr Harmer (SCC). Arrived 8.12pm

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

**01/23 Election of a Chairman and Sign Declaration**

Cllr Billings was proposed by Cllr Davis, seconded by Cllr Billings and agreed by all through show of hands and was elected to serve as Chairman to Frensham Parish Council for the ensuing Local Government year.

**02/23 Election of a Vice-Chairman and Sign Declaration**

Cllr Scimone was proposed by Cllr Davis, seconded by Cllr Billings and agreed by all through show of hands and was elected to serve as Vice Chairman to Frensham Parish Council for the ensuing Local Government year.

**03/23 Co-Option of Councillor, Frensham**

Richard Pickering gave a resume to members of the council. The council considered the application and Cllr Billings proposed to Co-opt Richard Pickering to the council. Cllr Scimone seconded the motion and agreed by all those present by a show of hands to elect Cllr Pickering to Frensham Parish Council.

**04/23 Questions from the Public**

None.

**05/23 To receive the Declaration of Office and Register of Interests.**

All councillors signed their Declaration of Acceptance of Office. A reminder was given to return the Register of Interest to the Clerk within two weeks.

**06/23 To review and adopt (previously circulated) Members Code of Conduct**

The code of conduct was adopted by all those present.

**07/23 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.

**08/23 Apologies**

Cllr Lamb of which reasons were accepted and Cllr Staunton (WBC)

**09/23 Approval of Council Minutes**

To note and approve (previously circulated) Council minutes of 15th March 2023 and all recommendations therein.

The minutes of the Council meeting held on 15th March 2023 (previously circulated) and all recommendations contained therein were approved and signed.

To note and approve (previously circulated) Confidential Council minutes of 15th March 2023 and all recommendations therein.

The minutes of the Confidential Council meeting held on 15th March 2023 (previously circulated) and all recommendations contained therein were approved and signed.

**10/23 Planning, Environment & Highways Committee.**

To note and approve (previously circulated) Planning and Highways Committee minutes of 3rd May 2023 and all recommendations therein.

The minutes of the Planning and Highway committee meeting held on 3rd May 2023 (previously circulated) and all recommendations contained therein were approved and signed.

**11/23 Reports : Surrey County Councillor and Waverley Borough Councillors**

Cllr Harmer gave an update on the recent boundary commission review that will see Thursley join the Western Commons. Discussion was had around the process of re-arranging contracts with those repairing the potholes for the county to make them more accountable. There are currently four times the number of gangs than usual at this time of year working to fix potholes around the county.

Councillor Munro gave an overview of proposed plans to change the format of the planning committee structure which will now cover the whole district.

There is concern for the parking payment arrangements at the little pond. Currently cash (if paid directly to the café) or mobile app only. Cards are not permitted. This limits those that either don’t use phones or intermittent signal. Signage is unclear and this has been reported.

The Clerk will follow up a letter of concern to the National Trust on this matter.

**12/23 To appoint Councillor Membership to Committees and agree (previously circulated) Terms of Reference (TOR). To determine if new committees are required.**

1. Planning, Environment and Highways Committee

It was proposed by Cllr Billings that Cllr Lamb was appointed Chair and seconded by Cllr Davis. Cllr Billings proposed and Cllr Davis seconded to appoint Cllr Scimone as Vice-Chair. This was unanimously agreed by those present with a show of hands.

Cllrs Davis and Pickering would also form part of the committee members.

The Clerk confirmed that Guy Olden and Pam Andrews were happy to remain as non-council members.

1. Hollowdene Recreation Ground Committee

It was proposed by Cllr Davis that Cllr Billings was appointed Chair and seconded by Cllr Scimone. Cllr Billings proposed Cllr Davis as Vice Chair, this was seconded by Cllr Scimone and unanimously agree by a show of hands by those present.

Cllr Pickering would also form part of the committee.

d. Open Spaces Committee

It was proposed by Cllr Billings that Cllr Scimone was appointed Chair and seconded by Cllr Davis. Cllr Billings proposed Cllr Davis as Vice Chair, this was seconded by Cllr Pickering and unanimously agree by a show of hands by those present.

The Clerk to contact Sean Willis and Colin Hall to see if they still expressed interest in becoming non-councillor members. All those present agreed.

f. Finance & Staffing Committee

It was proposed by Cllr Davis that Cllr Pickering was appointed Chair and seconded by Cllr Scimone. Cllr Davis proposed Cllr Billings as Vice Chair, this was seconded by Cllr Pickering and unanimously agree by a show of hands by those present.

Cllr Davis would also form part of the committee.

g. To consider appointments for Lead Councillors for Council Activities.

* Communication
* Legal working party

It was agreed by all those present that members should consist of Cllrs Billings, Pickering, Davis and Lamb with non-council members Guy Olden and Simon Bleach to assist with the Old Chapel only.

* Trees

It was agreed that Cllr Davis would be lead councillor concerning trees and will work with the Open Spaces and Council on tree matters.

* Village Design Statement
* Rights of Way

Further discussion would take place on defining the scope of the other areas before appointing councillors.

Terms of Reference (previously circulated) for Open Spaces, Hollowdene Users, Legal Working Party, Planning & Highways would remain as current.

**13/23 To note Council appointments 2022/23:**

* 1. Frensham Parochial Charitable Trust Chairman/Clerk
	2. Willetts Heath Management committee Vice Chairman/ Clerk

**14/23 Finance Matters**

1. To review and sign bank reconciliation accounts for year to March 2023 (previously circulated)

The council reviewed and approved the bank reconciliation to March 2023.

1. To approve and sign list of cheques and other payment for March 2023 (previously circulated)

The council noted and approved the list of payments previously circulated consisting of 24 transactions totalling £22,611.30

1. To approve and sign list of cheques and other payment for April 2023 (previously circulated)

The council noted and approved the list of payments previously circulated consisting of 18 transactions totalling £84,576.16

1. To note expenditure made outside of meeting but in accordance with Standing Orders.

£33.97 was spend on playground roof repairs.

1. To note precept received

The Clerk noted the precept of £76,430.00 was received.

1. To note Community Infrastructure Levy (CIL) payment received.

The Clerk noted that £1,831.20 was received as part of WA/2021/02419

Little Pond bungalow.

1. To appoint Banking signatories to FPC accounts

It was agreed that the Clerk would update the bank signatories to include Cllrs Billings, Davis, Scimone and Pickering.

1. To approve application for Multi-pay card for current account.

It was agreed by all those present for the Clerk to apply for a multi pay card in line with Financial Regulations value.

1. To agree signatories for previously agreed Treasury and Instant Access accounts

It was agreed that the account would be applied for with the same signatories as the bank general accounts.

**15/23 Approval of the Interim Internal Audit Report of 23rd March 2023**

The interim report was noted and approved.

**16/23 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.

* Projects for funding
* New Initiatives to consider
* Cllr Billings to produce scope template for above
* General brainstorming for moving forward

Meeting ended at: 8.45pm