FRENSHAM PARISH COUNCIL

Minutes of the Parish Council Meeting Wednesday

8th February 2023 at 7.30pm in the Parish Office

# Present

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

**a**Cllr Turner-Mumford \*Cllr Pickering

\*Cllr Lamb \*Cllr Davis

\*Cllr Howard

\* Mrs Audsley (Clerk)

aCllr Julia Potts (WBC)

\*Cllr David Munro (WBC)

aCllr Harmer (SCC).

0 members of the public

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

**70/22 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.

**71/22 Apologies**

Cllrs Willis, and Turner-Mumford of which reasons were accepted. WBC Cllr Potts.

**72/22 Approval of Council Minutes**

To note and approve (previously circulated) Council minutes of 13th December 2022 and all recommendations therein.

The minutes of the Council meeting held 13th December 2022 (previously circulated) and all recommendations contained therein were approved and signed.

**73/22** **Approval of Planning and Highways minutes**

To note and approve (previously circulated) minutes of the 21st December 2022 and all recommendations contained therein.

The minutes of the Planning & Highways committee meeting held on 21st December 2022 (previously circulated) and all recommendations contained therein were approved and signed.

To note and approve (previously circulated) minutes of the 25th January 2023 and all recommendations contained therein.

The minutes of the Planning & Highways committee meeting held on 25th January 2023 (previously circulated) and all recommendations contained therein were approved and signed.

**74/22 Approval of Open Spaces minutes**

To note and approve (previously circulated) Open Spaces committee minutes of the 25th January 2023 and all recommendations contained therein.

The minutes of the Open Spacescommittee meeting held on 25th January 2023 (previously circulated) and all recommendations contained therein were approved and signed.

**75/22 Questions from Members of the Public**

None.

**76/22 Reports : Surrey County Councillor and Waverley Borough Councillors**

Cllr Harmer gave an overview of the recent budget setting with a 1% increase in council tax and 2% on Adult Social Care.

Cllr Munro gave an update on budgets being capped at 3%, his recent attendance at a seminar on heathland fires and positive meetings with The National Trust who are putting in communication measures in readiness for summer visitors. It was noted that BOAT 520 is beginning to deteriorate and will be monitored.

**77 /22 Finance Matters**

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

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

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

The council noted and approved the list of payments previously circulated consisting of 16 transactions totalling £7,926.01.

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

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

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

The council noted and approved the list of payments previously circulated consisting of 11 transactions totalling £6,717.71.

* 1. To note expenditure against budget to date.

The expenditure was noted with current forecast £5k positive.

* 1. To consider any virements.

None.

* 1. To note expenditure made outside of meeting but in accordance with Standing Orders/Scheme of Delegation

a. Appointment of David Lewis for land valuation for £2,500

* 1. To note the appointed external auditor for next five years.

PKF Little John will remain the appointed auditor for Frensham.

* 1. To appoint Lightatouch internal auditor for 2023/24

It was agreed by all those present to appoint Lightatouch to complete the internal audit for 2023/24.

* 1. To approve quotation for insurance valuation for buildings

To be deferred until next council meeting. Cllr Pickering to review the Asset Register and needs for insurance purposes.

* 1. Clerks pay award 2022

To be deferred until next meeting. Cllr Howard to discuss with the Auditor and present recommendations to Finance committee for Council review and agreement.

**78/22 Councillor Updates – To receive updates if any relating to Cllr Lead Responsibilities – Headlines only**

* Sean Willis – Chair, Open Spaces

The Clerk advised that the next community litter pick will be on 11th March at 10.00am

* Malc Billings – Hollowdene Recreation Ground

Broken windows in the club house are in the process of being replaced by the Cricket Club.

Cllr Billings due to meet the Chair of the Cricket Club in the coming days on the maintenance and pointing of the patio.

* Sharon Turner-Mumford – Planning and Highways

The Clerk gave an update on an executive meeting with WBC on planning.

* + CIL Forum will commence before next billing cycle to talk PC’s through the process and to understand what is eligible expenditure.
  + VDS – Advised not to proceed on spending time updating due to national planning changes at this stage as may not hold any weight. VDS should only be based on material planning considerations and aligned to NPFP and Local Plans. It was agreed to focus on ensuring FPC current VDS aligns to these.
  + WBC priorities for now are to progress LLP2 and the outcomes following LLP1.
  + The planning portal is in the final stages of being updated. This will be easier to use, and we can customize our requirements for receiving information.
* Adrian Lamb – Planning and Highways, Village Design Statement

VDS updated by the working party. Next steps is to meet with WBC before wider consultation. VDS should only be based on material planning considerations and aligned to NPFP and Local Plans. It was agreed to focus on ensuring FPC current VDS aligns to these

* Paul Howard – Communications

Further discussion was needed around the frequency going forward based on council activities.

* Paul Howard and Richard Pickering – Finance

Treasury Account is being investigated and will be put forward at a future meeting.

* John Davis – Trees

Hollowdene deadwooding now complete, Shortfield works are underway and due to complete by the end of March.

A working party along the Eastern boundary of Hollowdene to remove basal growth as advised by Arboriculturist will be undertaken on Sunday 19th and 26th February.

**79/22 Policies**

1. To consider adopting (previously circulated) Co-Option Policy.

The proposed Co-Option Policy was agreed by all those present.

1. To approve the (previously circulated) Members Code of Conduct

The Members Code of Conduct was approved.

1. To consider Council’s position on adopting a grant policy

With the increasing cost of living, it is recommended the council adopt a grant policy outlining the criteria required for grants and timescales OR adoption of a no grant policy.

The clerk to forward some samples for consideration.

**80/22 Elections**

1. Guidance

WBC intend to hold post-election induction programmes for newly elected councillors this will consist of two evening sessions in June with a wash up session in July. There will also be an introductory planning session and the role of the PC, how decisions are made and their limitations.

The current timescales are;

4th May Elections

5th May Borough Count

7th May Town and Parish Count

Photo ID now required for voting. This can include out of date passports, driving licences etc, provided the photo is a current likeness. For those who don’t have photo ID, they are able to apply for a voter authority certificate. More details available on Waverley BC website.

The Pre-Election Period is confirmed as 23rd March.

Clerk updated on the nomination paper process due to be circulated by WBC shortly

1. To agree bespoke councillor training at a cost of £300 and proposed date.

A bespoke training session was approved and has been scheduled for 24th May for all Councillors to attend at FPC office

1. To recommend Councillors adopt the current bank signatories until new mandate is agreed and in place.

The recommendation was approved by all Cllrs present.

**81/22 To review the current Public Spaces Protection Order (PSPO) affecting the parish of Frensham**

The council reviewed the existing Public Spaces Protection Order for Frensham and recommended the following proposal. Clerk to submit to WBC.

1 - Hollowdene Recreation Ground

We would welcome the continuation of a Dog Exclusion Zone on the cricket squares, practice nets, play area, tennis courts and bowling green.

However, we would like the removal of Schedule 2 - Dogs on lead direction.

This is totally impractical to enforce and whilst signage states dogs on lead, this is of historic nature and the Parish Council are unable to enforce such practices. We recognise the recreation ground gifted to the community is for all to enjoy and this should encompass dog walkers including those who are physically unable to travel by other means to areas of green space to exercise.

2 - The Little Pond

Given the site and its environmental importance and for the protection of wildlife habitat, we would like to see the shoreline of Frensham Little Pond added to the list of dog control areas, particularly given the recent increase of visitors to the area.