FRENSHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting Wednesday

21st May 2025 at 7.30pm in the Parish Office

# Present

aCllr Billings (Chairman) \* Cllr Pickering

**\*** Cllr Scimone (Chaired the meeting) \*Cllr Davis

\*Cllr Lamb

\* Mrs Audsley (Clerk)

aCllr James Staunton (WBC)

\*Cllr David Munro (WBC) arrived 8.25pm

\* Cllr Harmer (SCC). Arrived 8.25pm

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

**01/25 Election of a Chairman and Sign Declaration**

Cllr Billings was proposed by Cllr Davis, seconded by Cllr Lamb and agreed by a show of hand from Cllr Pickering. Cllr Scimone abstained, and was elected to serve as Chairman to Frensham Parish Council for the ensuing Local Government year.

**02/25 Election of a Vice-Chairman and Sign Declaration**

Cllr Scimone was proposed by Cllr Davis, seconded by Cllr Pickering and agreed by all those present and was elected to serve as Vice Chairman to Frensham Parish Council for the ensuing Local Government year. The declaration of Acceptance was signed before the Clerk.

**03/25 To receive the Declaration of Office and Register of Interests.**

It was agreed that Cllr Billings would sign his Declaration of Acceptance at a later date before the Clerk. A reminder was given to review and return any updates to the Register of Interest to the Clerk.

**04/25 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)**

Cllr Pickering disclosed an interest in planning application WA/2025/00769 and left the room whilst discussions were undertaken.

**05/25 Apologies**

Cllr Billings of which was accepted.

**06/25 To review and adopt (previously circulated) Members Code of Conduct**

The code of conduct was adopted by all those present.

**07/25 Annual Review and Adoption (previously circulated) of Standing Orders**

The previously circulated Standing Orders were adopted by all those present.

**08/25 Annual Review and Adoption of (previously circulated) Financial Regulations**

The previously circulated Financial Regulations were adopted by all those present.

**09/25 IT Policy**

The previously circulated IT Policy were adopted by all those present.

**10/25 To appoint Councillor Membership to Committees**

1. Planning, Environment and Highways Committee

Cllr Lamb was proposed by Cllr Davis, seconded by Cllr Pickering and agreed by all those present and was elected to serve as Chair of the Planning, Environment and Highways Committee.

Cllr Scimone was proposed by Cllr Lamb, seconded by Cllr Davis and agreed by all those present and was elected to serve as Vice-Chair

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

Proposals for appointment of non-councillors to Planning Committee.

It was agreed by all those present to invite Guy Olden and Pam Andrews to remain as non-council members.

1. Hollowdene Recreation Ground Committee (HUG)

Cllr Billings was proposed by Cllr Davis, seconded by Cllr Lamb and agreed by all those present and was elected to serve as Chair of the Hollowdene Users Ground Committee.

Cllr Pickering was proposed by Cllr John, seconded by Cllr Lamb and agreed by all those present and was elected to serve as Vice-Chair

Cllrs Davis will also form part of the committee.

1. Open Spaces Committee

Cllr Scimone was proposed by Cllr Davis, seconded by Cllr Pickering and agreed by all those present and was elected to serve as Chair of the Open Spaces Committee

Cllr Davis was proposed by Cllr Scimone, seconded by Cllr Pickering and agreed by all those present and was elected to serve as Vice-Chair of the Open Spaces Committee.

Cllr Billings would also form part of the committee.

Proposals for appointment of non-councillors to Open Spaces Committee

It was agreed by all those present to invite Colin Hall to remain as non-council member.

1. Finance & Staffing Committee

Cllr Pickering was proposed by Cllr Davis, seconded by Cllr Lamb and agreed by all those present and was elected to serve as Chair of the Finance and Staffing Committee.

Cllr Billings was proposed by Cllr Davis, seconded by Cllr Lamb and agreed by all those present and was elected to serve as Vice-Chair Finance and Staffing Committee.

Cllr Davis will also form part of the committee

**11/25 To note Council appointments 2024/25:**

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

**12/25 Questions from Members of Public**

None

**13/25 Reports : Surrey County Councillor and Waverley Borough Councillors**

Cllr Harmer gave an overview of what is known so far of the Local Government Review. The view is there will be elections next year and a shadow authority.

Cllr Munro noted he had been elected as Deputy Mayor of Farnham and gave and update on the lighting issues with the Redemption Camp. A further meeting will follow in due course.

**14/25 Approval of Council Minutes**

To note and approve (previously circulated) Council minutes of 19th March 2025 and all recommendations therein.

The minutes of the council meeting of 19th March 2025 were approved and all recommendations therein.

To note and approve the (previously circulated) Confidential Council minutes of 19th March 2025 and all recommendations therein.

The minutes of the council meeting of the Confidential Council meeting of 19th March 2025 were approved and all recommendations therein.

**15/25 Planning Applications**

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| WA/2025/00769  CHERRY TREE COTTAGE THE REEDS ROAD FRENSHAM FARNHAM GU10 3DQ | Dormer extensions and alterations to detached garage to provide ancillary accommodation above with ground floor use as gym/storage and garage, construction of external steps. | FPC has no objection to the proposal but draw WBC attention to the following.   1. The Dormers must be constructed in compliance with conservation area standards. 2. The hedge must remain in perpetuity and its current height maintained to protect the street scene in a conservation area and neighbouring properties privacy. 3. WBC need to consider the diameter of the gable ocular window and whether this is sympathetic to the overall street scene and conservation area character. 4. Condition the garage remains ancillary to the main dwelling. 5. Suitable window dressings to protect the dark sky status. |
| WA/2025/00810  CORRA SANDY LANE RUSHMOOR FARNHAM GU10 2ET | Certificate of lawfulness under section 191 for use of attached garage as habitable accommodation which has been used as such in excess of 10 years. | FPC feel this is a question for the Local Authority to determine. In the event WBC determine the certificate is approved. FPC wish WBC to consider that any such residential use remains ancillary to the main dwelling. |
| WA/2025/00901  HALLS PLACE WOODHILL LANE FRENSHAM FARNHAM GU10 3EL | Application under Section 73 to vary condition 2 (approved plans) of WA/2024/02267 to amend the design of the detached garage. | FPC has no comment. |
| NMA/2025/00897  PRIORY BARN PRIORY LANE FRENSHAM FARNHAM GU10 3DW | Amendment to WA/2025/00334 to move the garage closer to the house and also further back. | FPC has no comment. |
| WA/2025/00860 SMUGGLERS SANDY LANE RUSHMOOR FARNHAM GU10 2EX | Erection of a dwelling and associated works following demolition of existing dwelling and partial demolition of existing outbuilding. | FPC has no objection. |
| WA/2025/00896 ELEVETHAM HOUSE  SHORTFIELD COMMON ROAD  FRENSHAM  GU10 3BJ | Erection of a single storey extension with associated landscaping and demolition of shed. | FPC has no objection but draws attention that the existing rear extension is composed of stonework not brickwork, so no new extension will match. |

**16/25 Finance Matters**

* 1. To approve and sign list of cheques and other payment for April 2025 (previously circulated)

The list of cheques and other payments consisting of 23 transactions totalling £107,333.60 were approved.

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

1. None, however, the Clerk expressed the need to order a new office chair.
2. To note precept received

The precept of £85,479.00 was noted as received.

1. To note CIL receipt

The CIL award of £26,572.97 was noted as received.

1. To consider quotation for onsite shredding services for old paperwork.

It was agreed by those present to instruct Shred on Site for £98.75 plus VAT approx. 10 bin bags. 47p per kilo their after.

1. To agree to open two savings accounts with the Hampshire Bank and the transfer of funds, amount to be agreed.

It was agreed to open one instant access saver with the Hampshire Bank upto £85k. Cllr Pickering and the Clerk to have delegated authority to open another with a suitable building society with a transfer of upto £85k.

**17/25 Annual Governance and Accountability Return for year ended 31st March 2025**

* 1. To note the Annual Internal Auditor Report (previously circulated)

The Annual Internal auditor report was noted and all recommendations contained therein.

* 1. To review and if appropriate, approve and sign the Annual Governance Statement to be included in the Annual Governance and Accountability Return for the year ended 31st March 2025.

The Annual Governance Statement for inclusion in the Annual Governance and Accountability Return for the year ended 31st March 2025 was reviewed, approved and signed.

* 1. To review and if appropriate, approve and sign the Accounting Statements 2024/25 to be included in the Annual Governance and Accountability Return for the year ended 31st March 2025.

The Accounting Statements 2024/25 for inclusion in the Annual Governance and Accountability Return for the year ended 31st March 2025 was reviewed, approved and signed.

* 1. To review and if appropriate, approve and sign the bank reconciliation and explanation of account variances to be submitted to the External Auditors with the Annual Governance and Accountability Return for the year ended 31st March 2025.

The bank reconciliation and explanation of account variances to be submitted to the External Auditors with the Annual Governance and Accountability Return for the year ended 31st March 2025 was noted and approved

* 1. To note the Exercise of Public Rights) to be Tuesday 4th June 2025 to Wednesday 15th July 2025.

The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return was agreed with dates to commence Tuesday 4th June 2025 ending on Friday Wednesday 15th July 2025.

**18/25 To confirm Frensham Fayre stall arrangements for FPC**

It was agreed that we would display three projects for consideration requesting a simple vote option including postcodes.

All Councillors to circulate one idea to all by no later than Wednesday 28th May.

A Teams call will be arranged w/c 1st June to finalise arrangements including rota.

**19/25 To note and review Frensham Fayre risk assessment.**

The Fayre was noted.

**20/25 To approve removal and write off to old Football Goals.**

It was agreed by all those present to remove and dispose of the old football goals. The new goals will be erected next season.

**21/25 Cllr Lead Updates (standing item)**

No updates.

**21/24 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.