

FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL  
Minutes of the meeting held Monday 11 December 2017 at the Riverside Centre

Present: Councillors Ian Norman, Ian Tayler, Rosemary Conibeer, Viviane Garland, Gordon Gilbert, Richard Ayres, Jill Pass

Apologies: Tim Plant, Councillor Carol Poulter (SCDC)

In attendance: Parish clerk Debbi Tayler, Andrew Reid (SCC)

**130/17 Apologies**

Apologies were received from Tim Plant and Councillor Poulter (SCDC).

**131/17 Declarations of Interest**

There were no declarations of interest.

**132/17 Minutes of meeting held 11 November 2017**

The minutes of the last meeting were unanimously approved and signed.

**133/17 Questions from the public**

There were no questions from the public.

**134/17 Reports from County and District Councillors**

Councillor Reid (SCC) had sent an advance copy of his report which had been circulated. He highlighted 2018/19 budget proposals including savings to be made, a proposed rise in council tax of 1.99% plus 3% for adult social care. The council is lobbying government for a funding review on this issue. There is a consultation under way for Home to School transport.

There was no district council report.

**135/17 Clerk's Report**

The correspondence log was circulated.

The clerk advised that the planning application for the conversion of a barn adjacent to Botany Farmhouse has been referred to the Planning Committee as the parish council had objected and the planning officer was minded to approve the application. The planning application for The Limes, Farnham, has been amended. The design of the two storey extension has been slightly changed to lose the dormer features with a higher ridgeline and chimney. The garage and oil tank have been removed from the application and will be constructed under permitted development.

The dates for council meetings in 2018 will be published. It was agreed to move the January meeting to 15 January. It was agreed there were no objections to the changes.

The clerk advised the electoral registers for December 2017 have been received.

The clerk advised she has attended a briefing on the General Data Protection Regulations due to be implemented in May 2018. These have implications for all councils. A Data Protection Officer must be appointed for each council, this cannot be the clerk or a councillor due to a potential conflict of interest. SALC are looking into who this may be as the person must be a DP expert and there are cost implications. The clerk has included potential costs in the budget for the DPO role, a lockable filing cabinet and an upgrade to Windows 10 Pro to include Bitlocker, an encryption service to protect information.

**136/17 Internet banking**

The clerk suggested the council should now use internet banking with the relevant safeguards to be put in place. These include revised Financial Regulations and Risk Assessment and Management (Financial) policies which were circulated and unanimously approved. The clerk also suggested that invoices be approved by current signatories and after the internet payments are made two other councillors have sight of the bank statements and sign those off. Councillor Pass proposed the motion to approve, Councillor Tayler seconded it and the motion was unanimously agreed.

The clerk has given the chair a sealed envelope with the bank PIN/password in case of emergency. This is to be opened in the presence of two other councillors and then reported at the next council meeting. Anti virus software is installed on the council laptop which is password protected. The clerk has advised the insurance company that internet banking will be used.

**137/17 RFO's report**

The current bank balance in Barclays Bank is £5528.37.

There were three invoices for approval:

Clerk's salary	229.40	Legal power
PAYE Month 9	53.20	LGA 1972 s.112
DPR training clerk	26.40	LGA 1972 s.112

The invoices were all approved. The balance in the account is now £5219.37. There were no receipts.

**138/17 Asset Register 2017/18**

The clerk has taken advice from SALC and the insurance company and the asset register should have an additional column for replacement insurance values on the asset register. The clerk presented the revised asset register which was discussed. It was agreed that the replacement values of both village signs should be £5000. The asset register was approved and will now be sent to the insurance company for a revised asset premium.

The values for land owned by the council have been revised to show a nominal value of £1 following advice from SALC.

**139/17 Budget and precept setting 2018/19**

The clerk presented the budget figures showing past expenditure, expected expenditure 2017/18 and predicted expenditure 2018/19. Some amendments were agreed and it was agreed to ask Andrew Reid if he would be willing to make a contribution from his locality budget towards the new noticeboard. It was agreed to present the new budget figures to the council in January at which time a decision would be taken whether to increase the precept for 2018/19 as the amount carried forward had decreased considerably.

**140/17 Community Emergency Plan**

It was agreed to defer this item to the January meeting.

**141/17 Reports from external meetings**

Councillor Norman had attended a SZC Community Forum meeting. It is likely that Stage 3 of the consultation process will not start until summer 2018.

**142/17 Items for future meetings**

Items will include the Emergency Plan, budget setting and the precept for 2018/19.

Date of next meeting 15 January.

The meeting was closed at 21.30.

Signed.....Date: \_\_\_\_\_