

FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL  
Minutes of the meeting held Monday 12 June 2017 at the Riverside Centre

Present: Councillors Ian Norman, Ian Tayler, Rosemary Conibeer, Viviane Garland, Gordon Gilbert

Apologies: Jill Pass, Richard Ayres, Councillor Andrew Reid (SCC), Councillor Carol Poulter (SCDC),

In attendance: Parish clerk Debbi Tayler, Hilary Hanslip, Principal Planning Officer, SCDC, three members of the public

**59/17 Apologies**

Apologies were received from Jill Pass, Richard Ayres, Councillors Reid (SCC) and Poulter (SCDC).

**60/17 Declarations of Interest**

There were no declarations of interest.

**61/17 Minutes of meetings held 8 May 2017**

The minutes of the last meeting were unanimously approved and signed as were those for the Annual Parish Meeting.

**62/17 Questions from the public**

There were no questions.

**63/17 Reports from County and District Councillors**

Councillor Poulter's report was circulated prior to the meeting.

**64/17 Hilary Hanslip, Principal Planning Officer, SCDC**

Hilary had agreed to come and speak to the parish council about Neighbourhood Planning. Hilary explained that before embarking on a plan the council needs to determine what the local planning issues are that a plan would address. These must be legitimate planning issues. Nationally Significant Infrastructure Projects, such as a possible bypass, do not fall within the planning remit. An alternative to a Neighbourhood Plan may be a Village Review. Any review or plan must take into account current planning policies and strategies that are set out within the Local Plan. The Local Plan is currently under review and an Issues and Options consultation will be published in the summer. The council will then have the opportunity for a one to one meeting with planning officers to discuss local planning issues. A major issue to be considered in determining whether to do a Neighbourhood Plan is the engagement of local people which would be vital to its successful implementation. Hilary also suggested the council should look at the type of planning applications that are received to determine what the major planning issues are and may be in the future.

Hilary was thanked for her input and it was agreed to include this as an item on the next agenda.

**65/17 Casual vacancy**

The clerk advised that a casual vacancy for a councillor for Farnham has arisen as the result of Danny Pont's resignation. The clerk has advised SCDC of the resignation and they will generate a casual vacancy notice which will be displayed.

The clerk will also advertise the vacancy on the council's website, Facebook page and Twitter account as well as in the parish magazine. If an election is not requested then a candidate may be coopted.

#### 66/17 Clerk's Report

The correspondence log was circulated.

The clerk advised that the recent planning applications for Farnham and Stratford St Andrew are still pending decisions.

The council agreed that a basket of fruit should be sent to Jill Pass who is recovering from a **serious** back operation, she will not be able to attend meetings for some time. Best wishes are sent for her speedy recovery.

#### 67/17 RFO's report

The current bank balance in Barclays Bank is £5811.01.

There were five invoices for approval:

Clerk's salary	151.69	Legal power LGA 1972 s.112
PAYE Month 3	31.20	LGA 1972 s.112
SALC internal audit	162.00	LGA 1972 s.111
Defibrillator training	350.00	LGA 1972 s.111
CAS donation/subscription	30.00	LGA 1972 s.111

The invoices were all approved. The balance in the account is now £4983.56. There were no receipts.

The quarterly expenditure v budget report will be presented next month.

#### 68/17 Internal audit report 2016/17

The clerk advised that the internal audit report had been received from SALC. The following recommendations were made which will be addressed.

No reference has been made to the legal powers under which payments are made. **Recommendation** – to demonstrate that all payments are mad within the power of the council, a reference to the legal power being used should be identified in the minutes or the cashbook. This has been actioned and legal powers noted in the minutes and appropriate documents.

Standing Orders and Financial Regulations were reviewed and adopted on 8 February 2016.

**Recommendation** – SOs and FRs should be reviewed annually. To be actioned. Verifying the budget has been properly prepared and agreed. The budget provided with the minutes is not signed or quoted in the minutes so cannot be demonstrated to have been the budget the councillors approved. Does not show the opening and closing balances of reserves and therefore does not demonstrate the budgeted loss of £667 is affordable.

**Recommendation** – the budget for consideration by councillors must demonstrate the council is acting lawfully in setting a budget it can afford. Minutes need to be worded carefully to show that the precept was only finally agreed after the budget was approved. Reserves Policy to be put in place. Budget for future years to be signed and minutes to reflect the budget is approved before the precept is agreed. Reporting of income/expenditure against budget was not minuted last year.

**Recommendation** – in accordance with Standing Order 17c a comparison with the budget for the financial year which highlights any actual or potential overspends be submitted and considered by the council at least quarterly. To be actioned.

Annual meeting held 9 May 2016.

**Recommendation** – note that the Annual Meeting of the parish council is not called the AGM. Actioned.

#### **69/17 LGA 1972 s.137**

Under the terms of this section of the Local Government Act 1972 local councils are enabled to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The basic power is for a local council to spend money on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants. The expenditure limit for 2017/18 is £7.57 for each elector. There are 245 electors currently on the electoral register, therefore the maximum that can be spent is £1854.65.

In the past the council agreed not to make charitable donations under s.137. It was agreed that this would be discussed at this meeting.

There was a wide ranging discussion on the subject. A proposal was made that £100 should be set aside each year which would be divided equally between two charities that would benefit as many local people as possible. A discussion would take place once a year to decide which organisations to donate to. This would not preclude other requests being considered if they had merit and met the criteria set out in the legislation. The proposal was made by Councillor Conibeer and seconded by Councillor Garland. There were two votes in favour of the proposal, one against and two abstentions. The proposal was therefore carried.

The clerk will draw up a specific policy which can be referred to.

#### **70/17 Reports from external meetings**

The clerk, Councillor Norman and Councillor Garland attended a workshop about the Review of the Local Plan by SCDC. This was deemed useful background to the discussion about Neighbourhood Planning and the timetable for the review.

Councillor Gilbert attended a SPLG meeting. It is likely that Stage 3 of the Sizewell C consultation will not start until at least October 2017.

#### **71/17 Items for future meetings**

Items will include the Housing White Paper/Neighbourhood Plans, Reserves Policy and the quarterly expenditure v budget report.

Date of next meeting 10 July.

The meeting was closed at 21.25.

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