

FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL  
Minutes of the meeting held Monday 14 June 2021 at the Riverside Centre

Present: Councillors Ian Norman, Gordon Gilbert, Ian Tayler, Tim Plant, Richard Ayres, Rosemary Conibeer, Jill Pass

Apologies: Michael Light, Carol Poulter (ESC), Andrew Reid (SCC)

In attendance: Parish clerk Debbi Tayler

**1 Apologies**

Apologies were received from Councillors Light, Reid and Poulter.

**2 Declarations of Interest**

Councillor Norman expressed an interest in item 10.

**3 Minutes of meetings held 13 April 2021**

The minutes of the meetings were unanimously approved and signed.

It was noted that Councillor Andrew Reid (SCC) is now Cabinet Member for Public Health, Public Protection and Communities.

**4 Questions from the public**

There were no questions.

**5 Reports from County and District Councillors**

No reports were provided.

**6 Clerk's Report**

The correspondence log was circulated prior to the meeting.

The clerk advised she has had a report from the Environment Agency concerning the complaint about the ditch in Farnham which was foul smelling with a blue liquid. The EA confirmed they had contacted the householders and there was a septic tank problem which was being resolved.

There had been some complaints about an obstacle on the footpath at Walk Barn Farm in Farnham. Councillor Conibeer confirmed the irrigation wheel causing the obstruction has now been removed.

The clerk has received a response from EDF concerning the state of the Old Shop in Farnham and our request for a new noticeboard. They are still dealing with both issues and will be in touch once they have decided how to resolve them.

There have been reports received concerning the footpath that crosses the land at Elm Tree Farm. Access to the footpath has become difficult, it was agreed the situation will be monitored.

EDF have made some minor changes to their planning application for Sizewell C, some of these relate to the Two Village Bypass. These are the proposal to create a crossing for pedestrians and cyclists to provide a link between the old A12 and A1094. The council welcomes this proposal and will comment on it. They are also planning to reduce the length of flood relief culverts reflecting feedback and EA advice. Also that the proposed upgrade of a footpath to bridleway will not now be required to mitigate the impact of the bypass.

Signed .....(Chair)

Date.....

**7 RFO's report**

On 28 May there was £9209.13 in the council's bank account.  
There were three invoices for approval.

Clerk's salary inc admin	£255.86	Legal power LGA 1972 s.112
PAYE Month 3	£55.40	LGA 1972 s.112
SALC internal audit	£189.60	LGA 1972 s.111

The clerk advised that her invoice includes the monthly Zoom subscription of £14.39 which has now been cancelled. Also the cost of renewal of the software security programme. The new balance is £8708.27, there were no receipts during the month.

**8 To approve the Internal Audit Report 2020/21**

The clerk advised the Internal Audit Report had been received from SALC and the related AGAR form signed. The report contained some comments/recommendations. The Internal Control Statement has no reference for how internet banking payments are to be made or the control procedures that should be in place. The clerk will amend the Internal Control Statement accordingly.

A payment made to CAB was made under the s.137 power when it should have been made under s.142. This has been noted for future reference.

When the council's insurance policy is renewed the council should satisfy itself that insurances are adequate and that having identified, assessed and recorded the risks, appropriate measures, such as the appropriate use of insurance cover, have been taken to mitigate and manage the risk. This should be evidenced by a minute reference. The clerk will ensure this action is taken at the next renewal date.

The council has registered with the Information Commissioner's Office but does not have a Model Publication Scheme. The Freedom of Information Act requires every public authority to have a publication scheme and to publish information covered. The clerk will bring a Model Publication Scheme to the council to approve and publish it on the website.

The Internal Audit Report was approved.

**9 To discuss improvements to the Farnham village sign**

Councillor Conibeer has been in touch with Ian Sedge, a local artist, who is interested in providing a quote for the job of repainting the sign, the cost will be about £500. The sign is starting to show signs of rust and this will be treated. Ian will provide a mock up of his scheme for the council to approve. The work will be done in situ.

**10 To discuss grass cutting at Farnham burial ground/churchyard**

Councillor Norman advised that the grass cutting is being done at present by local volunteers but that the job is becoming too big for them and needs doing professionally. He is asking the council to contribute to the costs by making a donation. A quote of £270 for one cut has been received, the grass will need cutting about three times a year. It was agreed the clerk will seek advice from SALC as to the legality of making such a payment before a decision is made.

Signed .....(Chair)

Date.....

**11 To receive an update on the Quiet Lanes project**

Councillor Conibeer advised that although the council had not made a decision about participation in the scheme she had received a phone call from Chris Taylor from the project. He said it had been agreed that the road from St Mary's Church, Farnham, down to Burnt House Farm and through to the Green Burial Ground has been surveyed and identified as suitable for Quiet Lane status. Funding has been agreed and is available. Chris was going to contact the clerk but no contact has been made. The proposed bypass will sever this lane making it quieter than now in any case. However, it was agreed that the clerk will contact Chris and invite him to the next council meeting to explain the scheme and what the parish council will be required to do. It is understood there has to be a public consultation and meeting.

**12 Reports from external meetings**

There have been no external meetings.

**13 Items for future meetings**

Quiet Lanes, expenditure v budget report.

The meeting was closed at 21.55.