

Farmborough Parish Council

Meeting Minutes

Location: Farmborough Memorial Hall

Date: 13/05/2025

Councillors Present

Chair: Sam Ross (SR)	Mark Goodchild (MG)	Nick Barnett (NB)
Martin Carter (MC)	Phil Gray (PG)	Rob Breckon (RB)

Clerk: Debbie Tutchell

1 Election of Officers

Action/Vote

The first item (election of the chairman) was passed to Mark Goodchild to chair.

- | | | |
|---|---|-------------|
| a | Chairman - Nick Barnett proposed Sam Ross , Martin Carter seconded.
Declaration of Acceptance of Office form signed by SR and Clerk.
The newly elected chair, Sam Ross, then continued to chair the meeting | 5 in favour |
| b | Vice Chairman - Martin Carter proposed Mark Goodchild , Phil Gray seconded.
Declaration of Acceptance of Office form signed by MG and Clerk. | 5 in favour |

2 Apologies for Absence

Apologies received from Cllr David Howard, Cllr Daniel Pidcock

3 Declarations of interest

- Phil Gray – Section 137 grant for the following applications:
Flower Show, Memorial Hall, Sports & Social.
- Mark Goodchild – Section 137 grant for the following applications:
Memorial Hall, Sports & Social.
- Martin Carter- Section 137 grant for the following applications:
Sports & Social.

Public Participation (3 minutes per person)

One member of the public present, Agnes Nowak wished to join FPC as a Councillor. She lives in the village and wants to become involved with the community.

Councillors took a vote to co-opt Agnes Nowak (AN) onto the Parish Council.

SR proposed, MG seconded

Declaration of Acceptance of office form signed by AN and Clerk.

ACTION: Clerk to send copy of Declaration of Interest Form and standing orders to AN.

(Agnes Nowak joined the meeting)

6 in favour

Clerk

4 Minutes

- | | | |
|---|---|------------|
| a | To approve the minutes of the meeting held on Tuesday 8th April 2025
No amendments required. PG proposed, MC seconded | 6 approved |
| b | To receive reports on any further matters arising from the decisions of the last meeting - None | |

5 Election of Working Groups

- | | | |
|---|---|------------|
| a | Planning - MC, DP and DH | 7 approved |
| b | Allotments - NB, DP and AN | 7 approved |
| c | Farmborough Climate & Nature Emergency (FCNEW) - DP and AN | 7 approved |
| d | Staff & HR - MC and PG | 7 approved |

- e **Play and Fitness Equipment (NEW)** - PG and RB 7 approved
- f **Finance (NEW)** - MC and PG 7 approved
- ACTION: Review the working groups at the next meeting with the Councillors who were absent at today's meeting. Clerk
- 6 Appointment of Representatives**
- a **Farmborough Sports & Social** - MG, PG and MC 7 approved
- b **Memorial Hall Committee** - PG, MG and RB 7 approved
- 7 Standing Orders**
- a **To View, amend and confirm the Standing Orders**
- i. Updated Model Standing Orders to be reviewed for next meeting June 2025.
ACTION: Clerk to review any required amendments. Clerk
- 8 Contracts**
- a **Clerk** - Just been reviewed, will be reviewed again in 6 months' - November 2025 Staff WG
- b **Sweeper** - Review due in August 2025 Staff WG
- 9 Planning**
- a **To agree/report responses to the following applications**
- i. None
- b **To report B&NES decisions for the following application**
- i. 25/01295/FUL - 26 Ferenberge Close, Farmborough - Erection of single-storey rear extension, extension of garage at front and utility room at rear with new pitched roof over – PERMIT
- c **To report on other planning matters (referrals, enforcement, appeals etc.)**
- i. None
- d **Local Plan Update**
- i. HELAA site assessments have been sent to George Blanchard next step is to arrange a meeting with councillors and George. It was agreed to try and meet in person in the evening.
ACTION: SR to speak with George and arrange meeting. SR
- 10 Finance and HR**
- a **To receive the AGAR annual internal audit report 2024/25**
- i. To approve AGAR Section 1 Annual Governance Statement 2024/25 7 approved
- ii. To approve AGAR Section 2 Annual Accounting Statement 2024/25 7 approved
- b **To Consider the Asset Register for 2025/26**
- To be reviewed and updated and discussed in detail at a meeting later in the year. 7 in favour
ACTION: Clerk and MC to review and propose at future meeting Clerk/MC
- c **To receive the Risk Register for 2025/26**
- Received and agreed to be reviewed and updated and discussed in detail at a meeting later in the year. 7 in favour
ACTION: Clerk and MC to review and propose at future meeting Clerk/MC
- d **To note the Notice for the Period of the Exercise of Public Rights (2 Jun – 14 Jul)** Noted
- e **To sign the Conflict of Interest with BDO LLP Form** - Signed by Chair SR and MC
- f **To review the May Financial Report and approve payments** 7 approved

g To consider the following Section 137 grants for 2025/26

- i. S137 Requests to date:
 - Farmborough Memorial Hall - £750 7 in favour
 - Farmborough Primary School Association - £850 7 in favour
 - Farmborough Preschool - £600 Defer to June - more info required **See below**
 - Farmborough Sports & Social - £800 7 in favour
 - Farmborough All Saints Churchyard - £800 7 in favour
 - Farmborough Flower Show - £100 7 in favour
 - Farmborough OAP Association (Goodwill) - £300 7 in favour
 - Farmborough Good Neighbours - £50 7 in favour
 - Cameo - £100 7 in favour
 - ACTION: Clerk to gather more information from Farmborough Preschool. **Clerk**
- ii. Other requests:
 - Farmborough Flower Show Prize - £25 7 in favour
 - Midsomer Norton Dial-a-ride - £200 7 in favour

h Account Balances

- i. Current: £22,956.23
 - ii. Savings: £20,841.54
- ACTION: Two payments of £50.00 have been received in the bank account without any reference to the sender. MC to investigate.

MC

11. Highways, Rights of Way and Infrastructure

a VAS realignment

BANES Council have now realigned and moved the VAS up the pole and also realigned the solar panel

b Speeding and traffic collision on the A39

SR has had reported concerns from parishioners with Highways.

ACTION: Clerk to also contact Highways expressing concerns on behalf of FPC.

Clerk

c Bridleways overgrown

SR has contacted PROW team.

d Defibrillators

A defibrillator is now installed at the Pavilion; a second one will be installed to replace the one at the primary school, as it is no longer operational. SR has asked whether additional defibrillators can be mounted on free-standing poles.

12. Playground and Recreation Ground

a Playground Matters

- i. Glebe Land lease

Draft previously agreed pending some small amendments. Amendments now complete, so need to reply to Goughs Solicitors with details of Chair and Vice Chair for the final lease and statutory notice to be sent through. MG, SR and clerk will all need to sign lease. This will be done via DocuSign or equivalent.

We will need a solicitor to witness the agreement of the statutory notice (Landlord and Tenant Act 1954). Councillors have agreed up to £500 for this service.

Clerk

ACTION: Clerk to find a Solicitor.

- ii. Play equipment

Looking at this in the working group.

Play WG

b Recreation Ground Matters

- i. Pavilion and Rec

Refurbishment of the Pavilion is now complete.

- Handy Compliance update
David Howard is pursuing a County Court Judgment; there seems to be a misunderstanding with the address being used on the forms.

ACTION: Clerk to chase David Howard for clarification.

Clerk/DH

- Recycling litter bin/s for pavilion events
TCCC are arranging a business waste contract with BANES to manage their rubbish and will build a wooden compound for their bins.
PC needs to make sure bins are being used correctly for public waste/dog waste.

ACTION: SR to notify TCCC and clarify with street sweeper

SR

ii. Youth Club update

Youth Connect SW visited the Pavilion on 7 May. Have confirmed it is suitable for a Youth Club every Thursday evening. Times TBC. Hoping to host between 30 to 40 teenagers. They will start marketing around local schools and hope to have it up and running by mid-July.

iii. Older play and fitness equipment

Looking at this in working group.

Play WG

13. Working Group Updates and Representative Bodies

a Allotments Working Group

Skips at the allotments and have been well received. Second one needs collecting. FPC to consider offering this at the end of each season if needed.

ACTION: Clerk to arrange collection. SR to update tenants & introduce Clerk.

Clerk/SR

b Farmborough Climate & Nature Emergency Working Group (FCNEW) - None

c Farmborough Sports & Social/Representative Bodies

Looking at dates for next meeting

d Memorial Hall Committee

AGM on Tuesday 20 May.

14. Reports, Correspondence and AOB

a To receive a report from the Ward Councillor

Continuing to report speeding and incidents on the A39. BANES Council are announcing new pay deals which will result in some employees having pay cuts up to £5,000. Anyone affected can contact sam_ross@bathnes.gov.uk

b To receive any other reports from councillors

- i. MG: Parishioner asked why booking system and padlock on MUGA is needed. Why can't it be open all the time?

Answer: to acquire funding to improve the facilities we need to obtain usage data. The system we have provides this. To book the MUGA takes seconds and is free for all Farmborough parishioners.

- ii. MC: Laser Tech UK Ltd has agreed to supply FPC with a handheld speed laser measuring unit free of charge as part of their community & social fund for use by a local Community Speed Watch group.

ACTION: Clerk to contact Laser Tech and Avon and Somerset Police to check that the unit can be used by trained CSW groups.

7 in favour

Clerk

c Correspondence - None

Meeting ended: 10.02pm

Signed by

Chair to the Parish Council, as an accurate representation of the meeting, agreed on