

FARNBOROUGH PARISH COUNCIL

All councillors are hereby summoned to the Annual Meeting of Farnborough Parish Council to be held on
Tuesday 26th May 2026 @ 7:15pm in Farnborough Village Hall

The public and press are invited to attend.

AGENDA

- 1. Election of Chairman**
- 2. Apologies**
- 3. To note the resignation of Cllr David Osborne**
- 4. Election of Vice-Chairman**
- 5. To confirm councillor roles**
 - a. Village Hall representative
 - b. Grass cutting monitoring
 - c. Play Area
 - d. Website
 - e. Quarterly Asset Inspections
 - f. Internal Controls Councillor
 - g. Online payments approver(s)
- 6. Declaration of Pecuniary Interests**
- 7. Public Forum (10 mins maximum)**
- 8. To approve and sign the minutes of the meeting held on 23rd March 2026**
- 9. Ongoing matters/correspondence:**
 - 9.1 Update re progress on forming a Speedwatch group in Farnborough
 - 9.2 Update re responsibility for repair of damage done to the posts and rails next to the triangle opposite Forge Lane
 - 9.3 To ratify the decision made between meetings to relocate the dog bin recently relocated to the bottom of the path to the Church
 - 9.4 Update re contact with Oxfordshire County Council (OCC) regarding the condition of the Oxfordshire section of the A423
 - 9.5 Response from OCC regarding the PC's concerns about the changes to the usage of the tip at Alkerton which can only be accessed by Warwickshire residents if they pay a fee
- 10. Requests from the Village Hall Committee**
 - 10.1 Could the Parish Council to write to the owner of the field behind the play area to ask them to maintain the footpath?
 - 10.2 The Village Hall Committee has noted that there is no permanent grave marker on a deceased resident's grave and they wondered if the PC can establish if their family intend to arrange one and, if not, whether fundraising could be organised due to the person in question having done a lot for the village during their many years of residence.
- 11. Defibrillators**
 - 11.1 Update regarding grant application for a replacement defibrillator for the telephone box, and a new defibrillator and cabinet for Haypool
 - 11.2 To consider whether to purchase a replacement defibrillator for the telephone box immediately at a cost of £1,385, rather than wait for the outcome of the grant application
- 12. Play area**
 - 12.1 Management of the wildflower area

- 12.2 Update re possible replacement of the fort
- 12.3 Proposal to purchase replacement goal nets
- 12.4 General update

13. Planning:

13.1 Planning applications received

26/01081TEL28 - Vodafone 30183, Farnborough Hill Farm, Southam Road, Farnborough. Replace the current 17.5m monopole with a 20m monopole with new headframe, replace existing antennas for new, add RRUs and associated equipment.

13.2 Planning decisions received

25/02317/FUL – The Kitchen, Farnborough. Change of use of ground floor only of public house to sui generis mix of uses including public house, events space and restaurant. **Approved.**

25/02759/FUL – Helensburgh House, Farnborough. Replacement of Existing Garden Building. **Approved.**

14. Annual Governance and Accountability Return 2026

- 14.1 To receive the Internal auditor's report, agree any actions to be taken and to appoint an internal auditor for the current financial year
- 14.2 To complete and approve the Annual Governance Statement for the 25/26 audit
- 14.3 To approve the Accounting Statements for the 25/26 audit
- 14.4 To complete and sign the Certificate of Exemption for the 25/26 audit
- 14.5 To agree the dates for the notice of public rights – proposed dates are 3rd June to 14th July

15. Accounts/finance

- 15.1 To confirm bank statement balances of £373.87 and £16,434.50 as at 19.05.2026
- 15.2 Proposal to remove Cllr Osborne from the bank mandate and add another councillor as a signatory with access to online banking on the Unity Trust, and CCLA accounts
- 15.3 Proposal to renew the PC insurance with Zurich at a cost of £507 (no increase from previous year)
- 15.4 **Payments made since last meeting using delegated authority:**

30.03.26	Kirsty Buttle	Reimbursement - parking and mileage	£3.20
31.03.26	Unity	Account fee	£7.00
17.04.26	Npower	Streetlighting Jan to Mar 26	£226.13
20.04.26	NEST	Error to be reimbursed	£23.54
24.04.26	WALC	Annual membership	£157.60
24.04.26	Cloud Next	Hosting	£119.98
24.04.26	Cloud Next	Domain	£60.00
24.04.26	Nick Chadwick	Internal Audit 25-26	£80.00
24.04.26	Kirsty Buttle	Salary and office Apr	£236.79
24.04.26	HMRC	Tax Apr	£56.60
28.04.26	NEST	Error to be reimbursed	£23.54
30.04.26	NEST	Pension Apr	£24.96
30.04.26	Unity Bank	Account fee	£7.00

Invoices to be paid:

Complete Ground Management Ltd	Grass cutting 20th April	£649.72
Kirsty Buttle	Salary and office May	£236.59

HMRC	Tax & NI May	£56.80
NEST		£24.96

Receipts:

31.03.26	Unity	Interest	£16.50
02.04.26	CCLA	Interest	£79.50
10.04.26	HMRC	VAT refund	£1,276.75
20.04.26	SDC	Precept	£7,833.00
30.04.26	Sibford Gower PC	Reimbursement re NEST errors	£47.08
05.05.26	CCLA	Interest	£77.25

16. Proposal to adopt the following policies with no changes made:

- 16.1 Biodiversity Policy
- 16.2 Code of Conduct
- 16.3 Complaints Procedure
- 16.4 Data Breach Policy
- 16.5 Data Protection Policy
- 16.6 Disciplinary Policy
- 16.7 Financial Regulations
- 16.8 Freedom of Information Policy
- 16.9 Grievance Policy
- 16.10 IT Policy
- 16.11 Privacy Notice
- 16.12 Records Retention Policy
- 16.13 Risk Assessment
- 16.14 Role Holder Privacy Notice
- 16.15 Scheme of Delegation
- 16.16 Sexual and General Harassment Policy
- 16.17 Social Media Policy
- 16.18 Standing Orders
- 16.19 Subject Access Request Procedure

17. Proposal to adopt the following amended policies:

- 17.1 Internal Financial Controls Procedure
- 17.2 Publication Scheme

18. Plans re advertising vacancy/vacancies in order to co-opt new councillor(s)

19. Report from County Councillor (Maximum 3 minutes)

20. Report from District Councillor (Maximum 3 minutes)

Date of next meeting: Monday 27th July 2026 at 7pm

Signed: 

Parish Clerk

Date: 20th May 2026