

PIRBRIGHT PARISH COUNCIL

Minutes of the monthly meeting held on 29 March 2016 in the Green Hut Meeting Room at 7.30pm.

Members present: Cllr Nevins (Chairman), Cllr Eason, Cllr Fidgett (from 8.05pm), Cllr Hallam, Cllr Hobbs & Cllr Richmond.

In attendance: L. Graham (Clerk) & Cllr Keith Witham (SCC).

1.	<p><u>FORMALITIES</u> To Receive Members' Apologies for Absence Apologies for absence were received from Cllr Newman.</p>
2.	<p>To Receive Members' Declarations of Interest on Any Agenda Item below Cllr Eason made a personal declaration of interest re item 4:4 (the Scarecrow Festival).</p>
3.	<p><u>MINUTES</u> 3:1 To Approve the Minutes of the Previous Meeting <i>ACTION: Members unanimously approved the minutes of the meeting held on 23/2/2016 and the Chairman signed them.</i></p> <p>3:2 To Receive the Clerk's Report (for information, unless further action is specified) 3:2:1 LPH car park recycling area: overnight on Easter Sunday someone left four bin bags full of mixed rubbish in the recycling area of the Hall, which were subsequently torn open by foxes and strewn about the recreation ground by the high winds of storm Katie. The caretaker spent nearly an hour picking everything up, recycling cans etc. where appropriate, and disposing of the remainder in the LPH refuse bin. The following morning he found three more bags had been dumped, with similar consequences. <i>ACTION: Members suggested that the Clerk should report the incident to GBC.</i></p> <p>3:2:2 Mayor's Award for Service to the Community: GBC has accepted the Parish Council's nomination of the PeriNews production team to receive the award.</p> <p>3:2:3 Date of next Flood Forum: the date agreed at the last meeting of the Flood Forum (24/6/16) follows the day of the European Referendum and there is now some doubt about whether Jonathan Lord MP will be available attend, while Cllr Gordon Jackson has a mayoral engagement in the late morning. GBC is to confirm whether the results of the survey will be ready in time for this meeting, which otherwise may be rearranged to a later date.</p> <p>3:2:4 Parking in The Gardens: Pirbright School has responded to residents' complaints with an entry in its latest newsletter, requesting parents not to park in The Gardens for school pick ups and drop offs because of the damage to verges and danger to motorists turning in and out of the lane, when some cars are obstructing views onto the main road.</p> <p>3:2:5 Footpath 402 (through the former Grove Farm nursery): a couple of trees have fallen across the footpath but have been cleared sufficiently to allow pedestrians to walk through.</p> <p>3:2:6 BACS payments: the trial of paying LPH invoices by BACS is working well, and it is planned to amend PPC's Financial Regulations to permit BACS payments of regular invoices. Invoices will still need to be authorised, as usual.</p>
4.	<p><u>REPORTS (FOR INFORMATION ONLY)</u> 4:1 To Receive Reports from the County and Borough Councillors 4:1:1 Gole Road safety: Cllr Witham reported that it had been agreed by the Guildford Local Committee at its recent meeting to allocate £70,000 to undertake works at Gole Road near Cowshot Bridge. The road will need to be widened to accommodate a proposed pedestrian refuge, which will be lit, and there will be a new path from the south side of Gole Road to the existing footpath. As yet the installation date is unknown, although the funds are available in the 2016-17 financial year and highways need to have detailed plans drawn up before contractors are instructed.</p> <p>4:1:2 School Lane parking: proposed restrictions near the school have been agreed to go to official notice, with the intention to install them in the summer.</p> <p>4:1:3 Avenue de Cagny road safety: the Guildford Local Committee has made an allocation of £20K to improve the safety for pedestrians crossing the avenue at the junction with the A324, by installing road cushions, markings & signage.</p> <p>4:2 To Receive a Report about the Parish Commemorations of HM The Queen's 90th Birthday Members received the minutes from the recent meeting of the steering committee held on 9 March. Since the meeting, an offer of sponsorship of £200 by the Pirbright Institute had been received, to help towards the cost of purchasing the beacon. Lord Pirbright's Hall, as co-sponsors of the event, has met the balance of the cost.</p> <p>4:3 To Receive the Minutes from the LPH Extraordinary Meeting Held on 23/3/ 2016 Members received the minutes of the recent meeting. It was confirmed that a date about the future of the catering van would be made by mid-April.</p> <p>4:4 To Receive Proposals from the Organising Committee for the Scarecrow Festival Members approved the proposals with some conditions, including concern about the safety of the bouncy castle, following a fatal accident at an event in Essex caused by high winds from storm Katie over the Easter weekend.</p>

5.	<p><u>COMMUNICATIONS</u> GBC, SCC & Policing issues</p> <p>5:1:1 Open Spaces study: Parish Councils – Needs & Aspirations. This is to collect information about how much and what type of spaces and facilities are required to meet the needs of local people. The results will be used by GBC as part of the evidence base for the Local Plan. A public consultation is running until Friday 15 April. ACTION: <i>Cllr Fidgett will draft a response to the survey and circulate a copy to all members for comment.</i></p> <hr/> <p>5:1:2 Provision of free Wi-Fi and computer use in Guildford: GBC is conducting a survey of free Wi-Fi and computer provision across the borough for use by residents accessing digital application forms for benefits and job applications. Where there are limited facilities within a parish, GBC would potentially support grant aid applications to assist with costs. ACTION: <i>Members had concerns about the security of making the facilities in the Green Hut Meeting Room available to the general public, and felt that the public library would be a more appropriate and secure location.</i></p> <p>5:1:3 GBC can now provide a mapping service for use by parish councils and has also given details of how to find latitude & longitude co-ordinates from a smart phone or satnav to provide accurate locations of features and problems. Potholes may also be reported by using a free service run by CTC, the national cycling charity, via a smartphone app called “Fill that Hole”. The app uses the smartphone location to record the pothole (and can include a photograph) and the information is forwarded to the appropriate highway authority. For information</p> <p>5:1:4 GBC has invited Pirbright to submit an idea for a walk in the parish as part of the 10th anniversary of Walkfest. If PPC would like to offer a walk but cannot find a walk leader or are worried about safety or administrative issues, there is a team that can help so that Pirbright parish can participate in the festival. ACTION: <i>Cllrs Fidgett and Hallam will consider ideas for a walk.</i></p> <p><u>Other issues</u></p> <p>5:2:1 Sandpits car park: PPC has replied to the letter from SWT, including a synopsis of the situation and PPC’s expenditure to date for the benefit of Mark Knight, who is David Sayce’s successor ACTION: <i>for further discussion under item 8:2</i></p> <p>5:2:2 Parking layby in Church Lane: PPC has replied to the letter from the Parochial Church Council, explaining that the area is actually a verge owned by SCC and that the project will give the layby official status as a parking area, albeit with designation for disabled drivers. ACTION: <i>for further discussion under item 8:3</i></p> <p>5:2:3 Site visit to Fox Corner: following the invitation to visit their property at Fox Corner, the owners have written to thank Cllr Fidgett & Cllr Eason, stating that the hope it will satisfy the Council and Flood Forum that there is no need for concern about flood management on their land at this juncture. They will continue to support PPC and its stance regarding traffic flow through Pirbright Village to Fox Corner and thank members for their invaluable and indispensable forum. For information</p> <p>5:2:4 Independent Internal Audit: Maxwell & Co have accepted PPC’s appointment as the IIA for the current financial year, although Sue Wheeler who has conducted it over several years will be leaving the company to join a client as Financial Director. Another accountant from Maxwell & Co, who regularly conducts audits for other councils, will undertake the audit for PPC and LPH during the first two weeks in May For information</p> <p>5:2:5 External Audit: BDO, one of the external auditors for parish councils across the south-east, has written with the requirement that the annual return and supporting documentation must be submitted to them by 23 May 2016. This is earlier than last year and will require a change of date for the Annual Meeting from 24 May to 17 May, in order to comply. ACTION: <i>Members approved the change of date.</i></p> <p>5:2:5 Twinning Association Vin d’Honneur: this year’s visit from the Cagney Twinning Association will begin on Friday 3 June and the Pirbright Association has requested PPC to host the welcoming Vin d’Honneur in the Church Room at 6pm. ACTION: <i>Members agreed to make a grant to the Association based on the amount spent in 2014.</i></p> <p>5:2:6 Brookwood Station: residents have contacted PPC with concerns that the station car park will be closed for three months during construction of a single-storey decked car park, causing additional parking in The Gardens and The Green. ACTION: <i>Members had sympathy for the residents’ concerns and suggested that GBC should be made aware of the potential problems in protecting access to properties, especially in The Gardens.</i></p> <p>5:2:7 Broken benches on cricket ground: a local resident has enquired about the condition of the wooden benches on the cricket ground, wondering if they fall under the auspices of the cricket club or the Parish Council, whether it is already in hand or if a donation towards repair/replacement would be of use. ACTION: <i>it was agreed to suggest that the resident contact a neighbour, who might be able to repair the bench.</i></p>
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6.	<p><u>FINANCE & GENERAL PURPOSES</u></p> <p>6:1 To Approve Schedule of Receipts & Payments and Review Bank Reconciliations for March 2016 ACTION: Members approved the receipts & payments schedule and the Chairman signed it. Cllr Hallam checked and signed the bank reconciliations.</p> <p>6:2 To Agree the Budget & Discuss Arrangements for the Annual Parish Meeting (Monday 25 April) The Chairman requested members to bring a plate of savoury food to serve at the pre-meeting reception and reminded the chairmen of the committees to prepare their reports by 18th April for inclusion in the Annual Report. DECISION: Members approved the budget for the Annual Parish Meeting.</p> <p>6:3 To Approve the Updated Risk Assessment and Fixed Asset Register DECISION: Members approved the updated risk assessment and fixed asset register.</p> <p>6:4 To Review PPC's Governance Documents DECISION: Members approved the governance documents.</p>
7.	<p><u>PLANNING</u></p> <p>To Receive Submissions & Updates on Planning Applications during the Month Members received a list of submissions to GBC on planning applications during the month. There is no further news on the Pirbright Institute Masterplan.</p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8:1 To Receive a Report on the SDR and VAS 8:1:1 Cllr Hobbs has conducted a survey of potential new locations for the VAS with an SCC Highways engineer and the police casualty reduction officer, resulting in agreement for installation in:</p> <ul style="list-style-type: none"> • Dawney Hill, at the junction with the military cemetery • Cemetery Pales, between the village signs and Chapel Lane • School Lane/Grange Road, on a new post between the footpath to West Heath and junction with Vapery Lane • Aldershot Road, on a new post between Steam Farm and village sign opposite Stanford Cottages. <p>SCC has agreed to fund and install the new posts later this year, while PPC will need to buy two new brackets. 8:1:2 Results from the SDR during its installation in Guildford Road opposite the Ash Road junction show that 49096 vehicles passed during the 10 days. The top speed towards Fox Corner was 68 mph and 85mph in the opposite direction. The number of vehicles exceeding the 30 mph speed limit towards Fox Corner was 84.6% with 88.6 in the other direction.</p> <p>8:2 To Receive an Update on the Sandpits Car Park and Right of Way No response has yet been received to PPC's letter from Surrey Wildlife Trust or the other rights-of-way holders. It is hoped that work on adding a linear drain and resurfacing the car park will take place soon, during the school holidays.</p> <p>8:3 To Receive an Update on the Creation of Disabled Parking Spaces in Church Lane The surfacing of the layby is now complete and use of it on Easter Sunday show that three vehicles could park facing the bank with a fourth at an angle at the far end. The next stage is to ascertain from SCC the procedure for marking the bays.</p> <p>8:3 To Approve the Proposals and Budget for Drainage Work on the Playing Fields A site visit by a GBC engineer to view the proposals has delayed the start of the drainage works, as he wished to establish the level details and gradient for the three outfalls serving the Green's drainage system. A second visit has been arranged and, an application to extend the date required for payment of the grant aid has been made to GBC.</p> <p>8:4 To Agree Proposals to Adopt and Maintain the Telephone Kiosk on The Green ACTION: Members unanimously approved the proposal to adopt the kiosk for £1 to ensure it is kept safe and will discuss a budget for its restoration, when more information is known about requirements.</p>
9.	<p><u>NEWSLETTER</u></p> <p>To Agree Items for the May Issue Wi-Fi access, adoption of the phone box and pothole recording for cyclists will be items for the May issue of PeriNews.</p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u></p> <p>10:1 To Receive the Chairman's Notices and Member' Questions The Chairman will be attending Brookwood American Cemetery to lay a wreath for Memorial Day.</p> <p>10:2 To Note Items for Inclusion on the Agenda for the Next Meeting (26/4/16) The end of year accounts, work in Blind Lane and discussion of the APM will be items included on the next agenda.</p> <p>The meeting ended at 9.30pm.</p> <p>Signed..... Date.....</p>