



PIRBRIGHT PARISH COUNCIL

Minutes of the Parish Council meeting on 24 April 2012 in the Parish Shop at 7.30 pm.

Members present: Cllr R. Nevins (Chairman) Cllr M. Hobbs
Cllr E. Eason Cllr S. Fidgett
Cllr M. Jackson
Cllr R. Richmond

In attendance: L. Graham (Clerk)
PCSO Peter Golding

1. **To Receive Apologies for Absence**

Apologies for absence were received from Cllr Newman and Cllr G. Jackson.

2. **To Receive Members' Declarations of Interest on Any Agenda Item Below**

No Declarations of Interest were received.

3. **MINUTES**

3:1 To Approve Minutes of the Previous Meeting as a True Record

Action: it was **resolved** that the minutes of the previous meeting, held on Tuesday 27 March 2012, should be **approved** and the Chairman signed them.

3:2 To Receive the Clerk's Report on Actions taken

3:2:1 Re item 6:4 (March), two quotes have now been received for repairs to the **Sandpits car park** and, as previously resolved, the Clerk will accept the lower quote. Cllr Hobbs offered to check land registration documents with the CAD plan to apportion the costs for the neighbours with rights of way over the site.

For information

3:2:2 The **Lemprière Trust** has offered to contribute to the Jubilee Celebrations with a capital grant towards the costs of a projector, which will be first be used with a special screen for showing the Thames pageant but will also be a useful asset in the future for PowerPoint presentations etc.

For information and future discussion

4. **REPORTS**

4:1:a To Receive Reports of Crime in the Parish

PCSO Golding reported that there had been very little crime within the parish during the last month. In the village were two burglaries plus one case of criminal damage and one of harassment. In the Camp areas there was one burglary (non dwelling), one case of criminal damage, one theft and one burglary. There was one domestic report and one non-crime incident in both sides of the parish.

4:1:b The investigation is continuing into the spraying of cars and someone is now in police custody for the incidents in other locations.

4:1:c Current scams include the targeting of expensive houses to obtain details of occupants' ages, followed by setting up accounts with Littlewoods for delivery of goods etc, which would then be picked up as "incorrectly delivered". Other issues include thefts from cars in pub car parks and large-scale tyre dumping around the borough.

4:1:d Cllr Fidgett raised an issue about the informal car park at end of Mill lane, where craters have been made by cyclists for extreme jumps.

Action: a report will be made to the MoD.

4:2 To Receive a Report from the County Councillor

There will be no report from the County Councillor until the new member has been elected.

4:3 To Receive a Report from the Borough Council

There was no report for this meeting from the Borough Council, although Cllr Jackson has completed his report for the Annual Parish Meeting next week.

4:4 To Receive a Report about the Village Jubilee Celebrations

Plans for the Diamond Jubilee celebrations are progressing well, with responses and donations arriving for the lunch in LPH and picnic. Donations are being placed into the new Community bank account and will be used to reimburse PPC for the expenditure on Jubilee items.

Proposal: *to give delegated power to the Clerk a) to pay Jubilee invoices, with cheques signed by two Parish Councillors, from the PPC main account, to simplify the procedure for reclaiming VAT; and b) to transfer the net amount of the cost from the Community account into PPC's account. Members expressed the hope that costs should not exceed the income received.*

5. COMMUNICATIONS

To Discuss Communications Sent & Received Since the Previous Meeting

5:1 The Community Engagement Officer for Flood Incident Management, the Environment Agency (John Cooper) has contacted PPC to discuss production of a flood plan for the parish.

Action: *the email was forwarded to Cllr Gordon Jackson who arranged a meeting (Item 8:2:b).*

5:2:a Shepherd Construction (contractors for the IAH) have now made a formal offer to restore the Jubilee bus shelter and propose to start work at the end of April/beginning of May. They have requested that the footway past the shelter should be blocked off while work is in progress and have also asked that the adjacent tree be cut back.

Actions: *a) to inform SCC Highways of PPC's intention to block off the footway and to discuss the options for doing this with the LPH caretaker/groundsman;*

b) to approve purchase of some additional equipment for this (which would then be useful for car parking demarcation on the Green for the Jubilee and future events);

c) to give delegated power to the Clerk to commission the necessary tree works by PPC's regular contractor.

5:2:b The SCC Community Highways Officer has advised that that if the footway is on Parish land, and not part of the Public highway maintained by SCC, it will not be necessary to obtain a special licence and complete other measures in order to close the footway.

5:3:a The Treasurer of Pirbright Twinning Association (George Branston) has requested PPC for reimbursement of use of Lord Pirbright's Hall on four occasions over the past 12 months.

Action: *to agree to this request because it is a retrospective payment. The reduction to three uses per year applies to hirings during the current financial year.*

5:3:b The Deputy Chairman of Pirbright Twinning Association (Philip Barralet) has asked if it be possible or legal for PPC to pay Andrew Winder (the caterer for the banquet in May) and then reclaim the VAT, and the association would pay the parish council the balance.

Action: *to seek advice from the SCAPTC VAT specialist accountant.*

5:4 The American Cemetery at Brookwood has invited PPC's chairman to attend the ceremony for the US Memorial Day of Remembrance in May. Cllr Fidgett will accompany Cllr Nevins.

Action: *for information*

5:5 The Chief of Defence Staff (MoD) has requested support for Armed Forces Day on 30 June by flying a flag from a community building from 25 June in support of service men and women.

Action: *to hoist the union flag at the pole adjacent to Lord Pirbright's Hall.*

5:6 The Community Highways Officer has notified PPC that damaged railings (in School Lane and Aldershot Road) reported online earlier this year are not the responsibility of SCC Highways because they are classed as part of the Culvert Structure. He has therefore passed the report on to Daniel Robinson of the Surrey Structures team to arrange for them to be replaced.

Action: *for information*

5:7 Cllr Eason passed on a report from a regular hirer, who had entered LPH at an unauthorised time and was not pleased to be told by the Clerk that he should have given prior notice for this, as is done by other groups and societies in a similar situation.

Action: *the Clerk reminded the Council that day-to-day matters for LPH should be referred to the Managing Trustees, preferably in writing, and that the hirer was not observing the terms and conditions of the key-holders' contract signed by his group, which state that access to the hall is only for the time booked and to those parts of the hall agreed when booking.*

6. **FINANCE & GENERAL PURPOSES**

6:1 To Approve PPC Payments Made Since the Previous Meeting

Action: payments made since the last meeting were approved and the Chairman signed the list.

6:2 To Consider the Financial Statement for 2011-12

Action: Members considered the Financial Statement for 2011-12, showing expenditure very close to the budget.

6:3 To Approve the Receipts and Payments Account for 2011-12

Action: The Receipts and Payments accounts for 2011-12 were approved for independent internal audit on 2 May.

6:4 To Consider the Updated Risk Assessment Policy

Action: The updated risk assessment was approved, with an amendment to section 1 to add staff to the risk of bringing the Council into disrepute. In section 4, additional methods for protection of financial data will also be considered. In section 8, the tree surgeon will be asked to provide a regular written assessment.

6:5 To Approve Donation to Mayor's Fund for Presentation at Annual Parish Meeting

Action: approved

7. **PLANNING**

7:1 To Receive the Minutes of the Planning Committee

Action: members received the minutes of the meetings held on 13/3/12 and 27/3/12.

8. **HIGHWAYS & ENVIRONMENT**

8:1 To Receive an Update on the Vehicle Activated Sign & Speed Data Recorder

Cllr Hobbs reported that the VAS has been installed at Fox Corner junction, with thanks to former member, Julian Bohling, for his assistance and also in changing its batteries. The SDR, installed near the White Hart, is currently showing figures of vehicles travelling above the speed limit in both directions, with the fastest at 70mph.

Action: These will be compared with the new figures recorded after the VAS has been moved to the same location.

8:2 To Receive a Report on the Flood Forum

8:2:a Cllr Hobbs and Cllr Newman took part in a walkabout with Forum members, starting at Henley Park to look at current work being done by MoD, followed by looking at future potential work near Vines Farm and Fox Corner as possible sites for holding ponds, and finishing at Vapery Lane.

Action: Cllr Eason requested that a problem in Stanley Hill should be included in a future tour.

8:2:b An additional meeting was held with representatives from the Environment Agency, GBC and Andrew King (former parish councillor) to discuss the creation of a Flood & Emergency Plan for the Parish, to help vulnerable people and co-ordinate aid where necessary.

Action: to set up a sub-committee to discuss all aspects for emergency actions in a crisis.

9. **NEWSLETTER**

To Agree Items for the June issue

Items for the June issue will include the results of the VAS & SDR equipment in collecting useful data and also the plan to set up a sub-committee to deal with emergencies of all types.

10. **CHAIRMAN'S CONCLUSION**

10:1 To Receive the Chairman's notices.

10:1:a The Chairman read out a letter from Fiona Jolley thanking PPC for nominating her for the Mayor's Award for Service to the Community.

10:1:b The Chairman and Clerk will attend an Armed Forces Day reception in June at the Royal Logistic Corps Regimental HQ, Deepcut.

10:2 To Note Items for Inclusion on the Agenda for the Next Meeting (22/05/2012)

Nomination of a parish councillor as governor at Pirbright School will be included on the agenda.

The meeting ended at 9.30pm.

Signed.....

Date.....