



# PIRBRIGHT PARISH COUNCIL

Minutes of the Parish Council meeting on 31 July 2012 in the Parish Shop at 7.30 pm.

**Members present:** Cllr R. Nevins (Chairman) Cllr M. Hobbs  
Cllr E. Eason Cllr M. Jackson  
Cllr C. Newman Cllr R. Richmond

**In attendance:** L. Graham (Clerk) Cllr G. Jackson (GBC)  
PCSO P. Golding Cllr K. Witham (SCC)

1. **To Receive Apologies for Absence**

*Apologies for absence were received from Cllr S. Fidgett.*

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 25 June 2012, should be approved and the Chairman signed them.*

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

**3:2:1 The fair** was not able to make its regular visit at the end of the month because the owners considered that the ground conditions were still too soft after the weeks of rain during early summer.

*Action: to invite the fair to return to the Green when conditions are suitable.*

**3:2:2 The Green** has various areas that are still holding water because the surface has become compacted from vehicle movements.

*Action: to add a mix of topsoil and sand to remedy the problem.*

**3:2:3 The Flower Show**, sponsored by the Parish Council, was a great success albeit with fewer entries and lower attendance, caused perhaps by poor growing conditions earlier in the year plus the absence of the fair and the cycling events in the Olympics.

*For information*

**3:2:4 The children's playground** has passed the annual inspection, carried out by the insurance company's engineer, with a recommendation that the swings should be painted to prevent corrosion and one of its ring bolts should be tightened.

*Action: to remedy these issues as soon as practically possible. Cllr Newman agreed to take over the supervision of playground safety from Cllr Nevins.*

4. **REPORTS**

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

PCSO Golding reported on a total of five incidents in the village area of the parish (two thefts and three harassment/communication offences) and five in the Camp areas (two assaults, one theft and three non-crimes). There was no further information about the poaching incident in Chapel Lane.

**4:2 To Receive Reports from the County and Borough Councillors**

Cllr Witham said there was nothing much to report from SCC.

**4:2:a** He has made a funding attempt for roads in the parish to be resurfaced (in Chapel Lane and at the bottom of Mill Lane), but there is no news yet on this nor about the proposal to improve the footway in School Lane between Causeway Farm and Vapery Lane.

**4:2:b** SCC is progressing in the plans to hand over the police authority to the new elected police commissioner, to take effect after the November elections.

**4:2:c** Cllr G. Jackson reported that a planning contravention notice had been issued by GBC against Manyeuma in Stanley Hill re the new road access, and GBC will also raise it with the new drainage approval body that has been set up.

**4:2:d** A grant from the Environment Agency has been granted to GBC to carry out the scoping study of the Hodge Brook catchment area.

**4:2:e** Consultation responses about woodland works on heathland have been collated and will be made available later this summer. A plan will then be made to the Forestry Commission detailing the actual proposed felling. A Enriching Nature SITA bid was made for £100K in June, which is to fund surveying, birch and gorse clearance and some of the tree works. It will be known if that bid is successful in late October.

## **5. COMMUNICATIONS**

### **To Discuss Communications Sent & Received Since the Previous Meeting**

**5:1 Philip Barralet** has responded to PPC's letter to him about the Jubilee with further questions.

**Action:** *the draft reply was approved unanimously.*

**5:2 Barbara Douglas** (church warden) has contacted PPC to request support for a Macmillan coffee morning and raffle on Friday 28 September with the use of the Clubroom facilities.

**Action:** *to approve use of the Clubroom on Saturday 29 September (because of a prior booking on the Friday) but members considered that the raffle should be run by individuals, rather than the Parish Council as a body.*

**5:3 A resident** has requested a breakdown of administration costs in PPC's last set of accounts.

**Action:** *this has been complied with as a Freedom of Information request.*

**5:4 Steve Oliver** (Project Manager, IAH) will be supplying photographs showing the progress of the works at the Institute with an offer of help towards any events or projects planned in the village during the autumn.

**Action:** *the Clerk has already responded to Steve with thanks for his kind offer.*

**5:5:a The Twinning Association** (Philip Barralet) written to ask if there is there any likelihood of any member of PPC coming to Cagny in September (cost £61.50 for ferry fare).

**Action 1:** *members will make individual responses.*

**Action 2:** *it was agreed to present a specially bound copy of the book "Pirbright Then and Now" to the Cagny Twinning Association, in reciprocation of the commemorative book of photographs presented to PPC, marking 20 years of the link between the two villages.*

**5:5:b The Twinning Association** (Philip Barralet) has emailed to inform the Parish Council that he has sought and obtained permission to put decals of the French and English flags on village signs to highlight the twinning link.

**Action:** *the Chairman will contact Mr Barralet to request more information about this. Cllr Witham also offered to clarify which authority is responsible for the signs.*

## **6. FINANCE & GENERAL PURPOSES**

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

**Action:** *Payments made during July 2012 were approved and signed by the Chairman. The list for May was amended to show that the commemorative mugs were purchased under LGA 1972, section 137, and duly signed by the Chairman*

### **6:2 To Receive the Minutes of the Finance & General Purposes Committee**

**Action:** *members received the minutes of the meeting held on 11 July 2012*

### **6:3 To Receive the Report from the External Auditor on the Annual Return 2011-12**

The report from the External Auditor stated that there were no matters which required the issuing of a separate additional issues arising report on the Annual Return for 2011-12.

**Action:** *the Annual Return was unanimously approved and accepted by the Parish Council.*

### **6:4 To Adopt the Model Code of Conduct 2012**

**Action:** *the Model Code of Conduct 2012 was unanimously approved and adopted by the Parish Council.*

**6:5 To Approve a Quote for Tree Works**

**6:5:a** Cllr Hobbs explained that the proposal was for maintenance work on trees blocking sight lines at the junction of Avenue de Cagny with Cemetery Pales or where they are causing problems to the grass cutting contractors because of low branches. It was considered that a formal notice of trees works was not required.

**Action:** *the quote for the work was approved unanimously.*

**6:5:b** Cllr Hobbs has scanned in a paper plan of all trees on the Green and playing fields for which the Parish Council is responsible, in order to identify each one and to keep an electronic record of work carried out.

**7. PLANNING**

**7:1 To Receive the Minutes of the Planning Committee**

**Action:** *members received the minutes of the meetings held on 26 June and 18 July 2012.*

**8. HIGHWAYS & ENVIRONMENT**

**8:1 To Receive the Minutes from the Highways & Environment Committee**

**Action:** *members received the minutes of the meeting held on 11 July 2012.*

**8:2 To Discuss Parking Issues in the Village**

**8:2:a** Members agreed that regular problems occur mainly in Avenue de Cagny and School Lane and are mostly caused by heavy traffic during school drop-off and pick-up times. Other occasional problems occur when a major event is happening in the village centre and it is not always possible to arrange additional parking space on the Green because the ground is too soft.

**Action:** *members confirmed the decision made at the H & E committee to move the posts back from the edge of the Avenue de Cagny between the car park and first tree to create an informal parking bay. It will be monitored to ensure mud is not transferred onto the road and a decision may be required in the future about surfacing the area, although this might need planning permission.*

**8:2:b** Sandpits drawings show that there is a discrepancy on the area depicting the right of way on the Parish Council's land registry document when compared with that of Surrey Wildlife Trust (SWT). The lease also appears to suggest that parking spaces on the SWT site should be made available to the school.

**Action:** *it was agreed to write to SWT to propose a meeting to resolve the issues.*

**9. NEWSLETTER**

**To Agree Items for the September Issue**

Items for the newsletter will include the war memorial repair and approval of the grant for the Hodge brook report.

**10. JUBILEE**

**10:1 To Receive a Report from the Auditor of the Jubilee Accounts**

The auditor has reviewed and signed the Jubilee accounts, stating that all expenditure has been properly incurred and correctly recorded.

**Action:** *the accounts were co-signed by the Chairman.*

**10:2 To Agree a Date for the Parish Meeting to Discuss Jubilee projects**

**Action:** *the date was agreed as 12 September at 7.30pm in Lord Pirbright's Hall.*

**11. CHAIRMAN'S CONCLUSION**

**11:1 To Receive the Chairman's Notices**

*None.*

**11:2 To Note Items for Inclusion on the Agenda for the Next Meeting (25/09/2012)**

Items for the next agenda will include an update on decals on village signs, parking issues and the latest statistics from the SDR.

The meeting ended at 8.40pm.

Signed.....

Date.....