



PIRBRIGHT PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council on **14 May 2013** in the Parish Shop at 7.30 pm.

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

In attendance: L. Graham (Clerk)
PCSO Tiffany Taylor and PCSO Mark Hennessey

1. **Formalities**

To Receive Members' Apologies for Absence

Apologies for absence were received from Cllr E. Eason, Cllr K. Witham & Cllr G. Jackson.

2. **2:1 To Receive Members' Declarations of Interest on Any Agenda Item below**

No declarations of interest were received.

2:2 To Receive Members' Additions to Their Registers of Disclosable Pecuniary Interests

No additions to the Registers of Disclosable Pecuniary Interests were received.

2:3 To Grant Members' New Requests for Disclosable Pecuniary Interest Dispensations

No requests for Disclosable Pecuniary Interest Dispensations were received.

3. **Election of Chairman & Deputy Chairman**

To Elect a Chairman & Deputy Chairman for 2013-14

ACTION: Cllr Nevins was unanimously re-elected as Chairman and Cllr Fidgett was elected as vice chairman.

4. **Committees**

To Appoint Committee & Sub-Committees for 2013-14

ACTION: members agreed to serve on the same committees as before. Cllr Richmond offered to take over inspection of the LPH playground from Cllr Newman.

5. **Annual Return to Official Auditor**

5:1 To Receive the Independent Internal Auditor's Report for 2012-13

ACTION: members received the Independent Internal Auditor's report for 2012-13 and noted the recommendation to include the review of internal audit in the risk assessment.

5:2 To Approve the Annual Return for 2012-13

ACTION: the Annual Return and variances were reviewed and approved by the Parish Council.

5:3 To Approve the Annual Governance Statement for 2012-13

ACTION: the Annual Governance Statement and notes were reviewed and approved by the Parish Council.

6. **Future Plans**

To Consider Future Plans & Projects for the Parish Council

Members considered future plans and projects to be carried out during the next two years:

- Delivery of rebuilt Green Hut
- Road Safety Scheme Phase 2
- Flood Forum—implementation of any Action Plan for the Hodge Brook
- Consideration of Neighbourhood/Parish Plan and input to GBC Local Plan review
- Delivery of a Parish Emergency Plan.

7. **Scarecrow Festival**

To Consider the Parish Council's Rôle & Responsibilities for the Festival

7:1 The sub-committee set up at the April meeting had met the church wardens to discuss the use of the Green and associated licensing conditions. Cllr Hobbs had subsequently contacted the GBC Licensing Department to learn that failure to comply with conditions of the licence would be an offence under section 136 of the Licensing Act 2003, for which the penalty can be a fine up to £20,000, six months in prison or both. However, the condition restricting cars from driving across the Green could be removed if required, at a cost of £89.

DECISION: *members voted against the proposal to vary the licence this year and instead agreed to identify a number of loading areas around the Green to minimise the distances that stallholders have to carry items.*

[Clerk's note: *a letter received in 2008 from PPC's solicitor confirms the validity of retaining the condition on the licence, stating that "motor vehicles should not use a Village Green, either for parking or other purposes...Many parishes permit parking on a one off basis, particularly when it is in conjunction with a recreational event."*]

7:2 The Clerk had outlined the responsibilities towards the Festival for the Parish Council as the licence holder and herself as the Designated Premises Supervisor.

ACTION: *the list of responsibilities will be distributed and allocated to members as appropriate, in order to ensure all aspects of licensing requirements are covered.*

8. **CHAIRMAN'S CONCLUSION**

8:1 To Receive the Chairman's Report

The Chairman announced that she would be attending Brookwood Cemetery to lay wreath at American Memorial Day.

Cllr Fidgett will accept the invitation from the Chairman of the Cricket Club to celebrate the new clock on the pavilion.

8:2 To Note Items for Inclusion on the Agenda for the Next Meeting (25/06/2013)

There will be a debrief on scarecrow day at the June meeting.

The meeting ended at 9.30pm.

Signed.....

Date.....