



PIRBRIGHT PARISH COUNCIL

Minutes of the Parish Council meeting on 26 March 2013 in the Parish Shop at 7.30 pm.

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

In attendance: L. Graham (Clerk), Cllr G. Jackson (GBC) & two members of the public.

The Chairman opened the meeting by welcoming the members of the public who were interested in the redevelopment plans for the Green Hut and the proposals for traffic calming in the village.

1. **FORMALITIES**

To Receive Apologies for Absence

Apologies for absence were received from Cllr Keith Witham (SCC)

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

ACTION: *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 26 February 2013, should be approved and the Chairman signed them.*

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

3:2:1 Audit: the date for submission of the Annual Return to the External Auditor has been set as 21 May, four days earlier than 2012, and it must be approved at a full meeting of the Parish Council. The Clerk has been in touch with the Independent Internal Auditor to arrange a date for inspection of accounts and governance documents as early as possible in May.

ACTION: *to change the date for the Annual Meeting of the Council to the week ending 17 May.*

3:2:2 Accounts 2012-3: the trial balance for PPC's accounts for the current financial year shows a surplus of £1556.12, partly gained by small under spends across the budget and partly because there are some outstanding invoices that are not included.

For information

3:2:3 Parish precepts: town and parish councils should be forced to win a local referendum if they want to increase the amount of council tax charged on their behalf by more than 2%, Conservative MP Kris Hopkins stated in his Parish & Town Council Precepts (Referendums) Bill to the Commons. It received an unopposed first reading but is unlikely to make progress without government support.

For information

3:2:4 Tree surgery: Conservation Area approval has been received for the tree works adjacent to Sunfield on the Sandpits site, with a condition that it is to be carried out at the appropriate time of year to avoid bird nesting season

For information

3:2:5 Rocking horse: the rocking horse in the children's play area on the Green has been repaired.

For information

3:2:6 Bollards: new bollards have been installed in Guildford Road, Fox Corner, to prevent ingress and egress from Millstream House.

For information

4. **REPORTS (FOR INFORMATION ONLY)**

4:1 To Receive Reports of Crime in the Parish

Written statistics of crime were provided because no member of the police was available to attend the meeting. In the village area of the parish there was one burglary and one criminal damage plus two thefts and three domestic reports. In the Camp areas there was one assault, one public order, one domestic report and one other non-crime.

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

Cllr Gordon Jackson reported that:

- a) 24 enforcement notices had been served at Stoney Castle, with an expiry dates of 29 March for appeals.
- b) Garden bins are being distributed across the borough.
- c) The water flooding across Guildford Road near Rowe Lane has been reported to Highways and will also be raised at the next meeting of the Flood Forum. Similar problems in Chapel Lane and outside Barn House in Cemetery Pales will also be reported.

4:3 To Receive Updates on Activities at Lord Pirbright's Hall

4:3:1 PPC has received £5002 in concurrent grant aid from GBC, which has been passed to the LPH account for projects including the new doors in the clubroom and the improved PA system.

4:3:2 A painting has been sold at auction with a hammer price of £1100.

5. **COMMUNICATIONS**

To Consider Communications Sent & Received Since the Previous Meeting

5:1 Scarecrow Festival: one of the organisers of the Festival has contacted the Parish Council to request permission for Waterfalls Estate Agents to put up 60-70 boards around the village to advertise the festival during the four weeks before it.

ACTION: *to approve this request, with the stipulation that the boards should be taken down as soon as possible afterwards.*

5:2 Surrey Rail Strategy: the public is being consulted on a study to ensure that the county has the rail infrastructure needed for sustainable economic growth and identify proposals that partners in Surrey can plan and deliver. A response is required by 28 June.

ACTION: *Cllr Fidgett will take a lead on formulating a response.*

6. **FINANCE & GENERAL PURPOSES**

6:1 To Approve PPC Payments Made During March 2013

ACTION: *the schedule of payments for March 2013 was approved and signed by the Chairman.*

6:2 To Agree the Budget for the Annual Parish Meeting

ACTION: *the budget for the Annual Parish Meeting was agreed.*

6:3 To Approve Quotes for Reroofing the Bus Shelters & Cricket Pavilion with Clock Tower

ACTION: *the quotes for reroofing the bus shelter and cricket pavilion with new clock tower were approved. Members noted that both projects will receive GBC grant aid of 50% of the quoted cost and that the cricket club will be pay the balance of the cost for the pavilion and clock.*

6:4 To Appoint PPC as a Data Controller & Notify the Information Commissioner's Office

ACTION: *the proposal to appoint PPC as a Data Controller and to notify the ICO was approved.*

6:5 To Approve Amended Financial Regulations with Enhanced Measures for Internal Audit

ACTION: *the amended Financial Regulations, with enhanced measures including appraisal of the effectiveness for internal audit, were approved.*

6:6 To Approve the Amended Risk Assessment

ACTION: *the amended Risk Assessment was approved.*

6:7 To Approve Purchase of Additional Fence Posts for the Green

ACTION: *purchase of the additional posts was approved.*

7. **PLANNING**

7:1 To Receive the Minutes of the Planning Committee

ACTION: members received minutes of meetings held on 26 February and 19 March.

7:2 To Discuss the Development of the Pirbright Institute

Cllr Fidgett reported that further developments would be occurring at Institute and that it had been agreed to make presentation to PPC on these future phases.

For information

8. **HIGHWAYS & ENVIRONMENT**

To Receive the Minutes from the Highways & Environment Committee

ACTION: members received minutes of meeting held on 20 March.

To Respond to the SCC proposals for the Pirbright Safety Scheme Phase 2

Bahram Assadi, SCC Highways Engineer, had responded to some of PPC's proposals and Cllr Witham had passed on feedback on other aspects.

ACTION: members went through SCC's responses point by point, assessing them as appropriate action or adding comments requesting stronger action.

9. **NEWSLETTER**

To Agree Items for the May Issue

Items for the newsletter will include a report on the accounts for 2012-13 and a progress report on Phase 2 of the Safety Scheme.

10. **CHAIRMAN'S CONCLUSION**

10:1 To Receive the Chairman's Notices and Member' Questions

Cllr Nevins reminded the committee chairmen to write their reports for the Annual Parish Meeting.

10:2 To Note Items for Inclusion on the Agenda for the Next Meeting (30/04/2013)

No items were suggested for inclusion on the agenda for the April meeting.

The meeting ended at 9.05pm.

Signed.....

Date.....