



PIRBRIGHT PARISH COUNCIL

Minutes of the Annual Meeting held on 18 May 2015 in the Parish Shop at 7.30 pm.

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

In attendance: L. Graham (Clerk) and a resident interested in the Parish Council

1. Formalities

To Receive Members' Apologies for Absence and Acceptances of Office

1:1 There were no Apologies for Absence.

1:2 Members submitted their Acceptances of Office.

2. 2:1 To Elect a Chairman & Deputy Chairman for 2015-16

It was agreed unanimously to elect Cllr Nevins as Chairman and Cllr Fidgett as Deputy Chairman.

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

No Declarations of Interest were received.

2:3 To Receive Members' Registers of Disclosable Pecuniary Interests

Members submitted their Registers of Disclosable Pecuniary Interests.

2:4 To Appoint Committee & Sub-Committees for 2015-16

Members were appointed to the standing committees as below, with the Chairman as an ex officio member of all committees.

Planning: Cllr Fidgett, Cllr Eason, Cllr Richmond

Highways & Environment: Cllr Eason, Cllr Hobbs, Cllr Newman

Finance & General Purposes: discontinued, with financial matters to be reviewed by all members

LPH Managing Trustees: Cllr Fidgett, Cllr Nevins, Cllr Richmond.

Other committees and sub-committees will be convened if required.

2:5 To Appoint Members to Represent the Parish Council on Outside Bodies

Cllr Nevins was appointed to serve on the Lemprière Trust. It was agreed to discontinue representation on the Twinning Association.

3. MINUTES

3:1 To Approve the Minutes of the Previous Meeting—approved

ACTION: *the Chairman signed the minutes of the last meeting held on 28 April 2015, which were unanimously approved by members.*

3:2 To Receive the Clerk's Report (for information, unless further action is specified)

3:2:1 Licensing: GBC's Licensing Compliance Officer has advised that the Scarecrow Festival is no longer considered to be a licensable event, with the exception of alcohol sales, following the changes in legislation earlier this year. It was recommended that the church should apply for a Temporary Event Notice for the specific area to be set up as the bar in the LPH grounds.

3:2:2 Grasscutting 1: the grasscutting contractor has requested that low-lying branches, scrub and brambles might be cut back on the verge opposite Pirbright Terrace.

ACTION: *it will be necessary to establish ownership of the verge before this can be done.*

Grasscutting 2: it has been agreed with the Cricket Club that the new covers and hoses will be moved on to the square to allow the grasscutters full access to the outfield.

3:2:3 Concrete posts on the cricket ground: the protruding spikes have been removed.

3:2:4 Damaged railings at Swallow Corner: these will be reported to Cllr Witham because they are the responsibility of SCC.

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

4:1 To Receive Reports of Crime in the Parish

It was agreed to request crime statistics for future meetings because no report was received.

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

No reports were received.

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

Good progress is now being made on the construction of the new Green Hut.

5. **COMMUNICATIONS**

To Consider Communications Sent & Received Since the Previous Meeting

5:1 GBC & SCC issues

5:1(1) SCC's Planning & Regulatory Committee is reviewing the format and quality of its reports on planning applications decided by the county council and has invited PPC to complete an online survey.

ACTION: *to complete the survey by the closing date of 27/05/15.*

5:1(2) Pedestrian refuge near LPH: SCC Highways is now giving 1 June for the work to start.

For information

5:1(3) Local Transport review: the first phase of the review proposes changes to bus services in west and east Surrey, including minor changes to the 48 and 9. A second consultation runs until 8 June and responses may be completed online.

For information

5:1(4) Transport for MoD children attending the School: the Camp Welfare Officer has told SCC that it is against regulations for the MoD to use military vehicles to transport children to school. The school's head teacher has added that he prefers the parents to bring their children to and from school because they then become a major part of the school community, seen on a daily basis so that any problems can be solved immediately.

For information

5:1(5) School Lane road safety: a resident who lives near the school has contacted Cllr Witham with concerns about the speed of vans and trucks passing through.

ACTION: *Cllr Witham has responded saying that this is an area that has been considered before and that safety outside schools, particularly those on fairly major and busy routes, are always a high priority.*

5:1(6) Gole road safety: the police recently tied back hazardous overhanging branches from the road on the bend near Cowshott Bridge (probably after being knocked by a lorry). Surrey County Council contractors then came out to cut back the offending branches.

ACTION: *a local resident had reported the problem to SCC, adding that there are numerous other low branches that could cause the same thing to happen repeatedly.*

5:1(7) Electoral candidate expenses forms: GBC has sent a reminder that candidate expenses forms should be completed and returned, even if there was no expenditure.

ACTION: *Members have now completed their forms.*

5:2 Other issues

5:2(1) Sandpits car park and right of way: a) following the Parish Council's decision taken at the March meeting (8:3) to proceed with the original parking scheme, one of the rights of way users has expressed concerns about the way in which drivers use the car park, often backing up along the access strip and even into the road while waiting for a space to become available;
b) the owners of Bexon have confirmed that the right of way to their property is 4m wide for the whole length between the MoD stones at the northern boundary and the entrance at School Lane, but their contribution to the maintenance of the access track should be x% x 4m x the length measured from School Lane to the SWT entrance (with the remainder to their property being maintained by themselves).

ACTION: *for further discussion under 8:2.*

6. **FINANCE**

6:1 To Receive the Independent Internal Auditor's Report for 2014-15

The Independent Internal Auditor's report confirmed that in all significant respects control objectives were achieved throughout the financial year to March 2015.

6:2 To Approve the Annual Return, Annual Governance Statement & Variances for 2014-15

ACTION: Members approved all these documents.

6:3 To Receive the Updated Register of Fixed Assets

DECISION: the Register will need further amendment on completion of the new Green Hut.

6:4 To Consider Any Amendments to Standing Orders and Financial Regulations for 2015-16

DECISION: amendments to both documents will be required to reflect the transfer of duties from the former Finance & General Purposes committee to the full Parish Council.

6:5 To Consider Any Amendments to the Risk Assessment for 2015-16

DECISION: amendments to the Risk Assessment will be required for the new Green Hut.

7. **PLANNING**

To Receive the Minutes of the Planning Committee

ACTION: Members received minutes of the meeting held on 28 April, which included agreement to set up working parties to discuss large issues (e.g. the outline application for the Pirbright Institute Masterplan and the new draft Guildford Borough Plan), to assist PPC in forming responses.

8. **HIGHWAYS & ENVIRONMENT**

8:1 To Receive an Update on Road Safety Scheme Phase 2 and the Pedestrian Refuge at LPH

Work is scheduled to begin soon on the pedestrian refuge outside LPH but there is no news yet about when the safety features will be installed near Cowshot Bridge in Gole Road.

8:2 To Review the Progress on Resolving Issues at the Sandpits Site

ACTION: Members agreed the response to the email from Surrey Wildlife Trust, which will also be sent to the other stakeholders with a copy of the parking scheme approved by PPC in March.

8:3: To Nominate an Area for Special Cleaning under the GBC Town & Ward Programme

ACTION: Members agreed to nominate the footway in School Lane for edging back, plus removal of graffiti in Pirbright Arch, the bus shelter in Connaught Road and Cowshot Bridge.

9. **NEWSLETTER**

To Agree Items for the July Issue

Items will include news about the co-opted member, victory for the Pirbright boys football team that won the SPL cup and an offer to residents of free sawdust from the felled trees.

10. **CHAIRMAN'S CONCLUSION**

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

The Chairman will lay a wreath in the American Cemetery for Memorial Day.

10:2 To Note Items for Inclusion on the Agenda for the Next Meeting (2/6/15)

Items for the agenda will include co-option of a new member and pending planning applications.

10:3 To Consider Future Plans & Projects for the Parish Council

Future projects for consideration include Blind Lane improvements; parking bays in Church Lane and pedestrian footway through the Sandpits site.

The meeting ended at 8.50pm.

Signed.....

Date.....