

# PIRBRIGHT PARISH COUNCIL

## MONTHLY MEETING

**Minutes of the Meeting Held in the Green Hut Meeting Room on Tuesday 28 June 2016 at 7.30 pm**

**Members present:** Cllr Nevins (Chairman), Cllr Eason, Cllr Fidgett & Cllr Hobbs

**In attendance:** L. Graham (Clerk) & Cllr K. Witham (SCC)

1.	<p><b><u>FORMALITIES</u></b></p> <p><b>To Receive Members' Apologies for Absence</b> Apologies for absence were received from Cllr Hallam, Cllr Newman &amp; Cllr Richmond.</p>
2.	<p><b>To Receive Members' Declarations of Interest on Any Agenda Item below</b> Cllr Eason made a personal declaration of interest on Item 4:3.</p>
3.	<p><b><u>MINUTES</u></b></p> <p><b>3:1 To Approve the Minutes of Previous Meetings</b> <i>ACTION: Members unanimously approved the minutes of the meetings held on 17/5/16 &amp; 6/6/2016 and the Chairman signed them.</i></p> <p><b>3:2 To Receive the Clerk's Report (for information, unless further action is specified)</b></p> <p><b>3:2:1 Bench on the cricket ground:</b> the defective bench on the cricket ground has been replaced by local members of the Ancient Order of Foresters, in recognition of the original member in whose name the first bench had been donated.</p> <p><b>3:2:2 Trees:</b> work is needed on several trees around the Green to remove dead wood and epicormic growth. The Clerk will prepare an application for consent from GBC and also obtain quotes from tree surgeons.</p> <p><b>3:2:3 Beacon Event for HM The Queen's 90<sup>th</sup> birthday:</b> because of the high attendance at the celebrations, there was a surplus of funds after the expenses were paid which, divided equally between Pirbright Village Primary School, Knowl Hill School, Lord Pirbright's Hall and the church, amounts to £213.66 each.</p>
4.	<p><b><u>REPORTS (FOR INFORMATION ONLY)</u></b></p> <p><b>4:1 To Receive Reports from the County and Borough Councillors</b> Cllr Witham reported on a series of queries from a resident about responsibilities for maintenance in Heath Mill Lane and the Hodge Brook. The SCC Flood Risk and Network Resilience Officer has sent a letter to all residents in the land about their riparian responsibilities and Cllr Witham is waiting for definitive response from Highways stating where, if any, responsibilities for maintenance of the surface of the footpath along the lane lie.</p> <p><b>4:2 To Receive a Report from Lord Pirbright's Hall</b> <b>Mobile shop:</b> a report on the closure of the mobile shop was deferred to the next meeting.</p> <p><b>4:3 To Receive a Report from the Scarecrow Festival</b> Early indications are that the revenue raised by the Church from the event is looking promising. There had been some difficulties over some aspects of arrangements for the day but overall it was considered to be a success, with good attendance and reasonable weather. Issues of concern for PPC and LPH were:</p> <ul style="list-style-type: none"> <li>• Spent barbecue charcoal was put in a plastic bag and then into the plastics recycling bin, which was removed and left behind by GBC when the bins were emptied on the Monday morning. The main worry was that residual warmth from charcoal might have set fire to other items in the bin (as happened several years ago, when the original Green Hut was damaged as a result). A secondary problem was that foxes tore open the bags overnight and spread the mess across a corner of the car park. It has been suggested that in future spent charcoal should be placed in a galvanised container until it can be permanently removed.</li> <li>• Problems occurred with the installation of the PA system, in that the procedure agreed with the Festival committee's risk management officer was not followed and extra equipment was installed unsafely, which could have caused electrocution from the use of mixed phases in the Hall. Fortunately the LPH electrician spotted the problem and sorted it out early on.</li> <li>• Because of congestion in the main road, caused by the parked vehicles of stallholders unloading, some drivers circled round the Little Green, against the one-way system between Rose Cottage and Hatchers, where it is dangerous to emerge because of the blind corner at Langley Cottage.</li> <li>• Surplus food was put into the general waste skips and it was suggested that there should be a specific food waste recycling bin.</li> </ul> <p>The lessons learnt from these issues were not specific to the Scarecrow Festival and can be taken forward for consideration in planning future events taking place in the village.</p>

5.	<p><b><u>COMMUNICATIONS</u></b></p> <p><b>To Consider Communications Sent &amp; Received Since the Previous Meeting</b></p> <p><b>5:1 GBC, SCC &amp; Policing issues</b></p> <p><b>5:1:1 Recycling of food waste:</b> GBC &amp; SCC are promoting recycling of food waste throughout the county to encourage more people to begin doing so. Parish councils are being requested to assist by stocking replacement green and silver food-waste caddies, which may now be lined with plastic bags. <i>ACTION: Members agreed that they were not keen to stock caddies because of limitations on space and time.</i></p> <p><b>5:1:2 White lining and markings for the disabled bay in Church Lane:</b> SCC has carried out a site survey (among 200 others across the county) and it is expected that the lines will be installed during July. <i>For information</i></p> <p><b>5:1:3 Referendum on an Elected Mayor for Guildford:</b> the referendum to determine whether GBC should be run by an elected Mayor will take place on 13 October 2016. <i>For information</i></p> <p><b>5:1:4 Play Strategy:</b> GBC has adopted its play strategy for 2016-21. The document, which is available on the GBC website, reviews the current provision for play within Guildford Borough and includes an action plan for the future. <i>For information</i></p> <p><b>5:1:5 Speed limit along Grange Road &amp; Stanley Hill:</b> a resident who witnessed the aftermath of a road accident between a dumper truck and a motor cyclist has raised concerns that the national speed limit (60 mph) in the area is inappropriate. He believes that extension of the 30mph limit along Stanley Hill &amp; approximately 600m along Grange Road to where the existing 30mph limit applies would have reduced the likelihood &amp; severity of this collision. <i>ACTION: Cllr Witham has replied to the resident, warning that changing any speed limit is not a quick or easy process and that enforcement of any limit is another matter as well. SCC Highways have also declined the idea.</i></p> <p><b>5:1:6 Heath Mill Lane and the Hodge Brook:</b> over the past two years, Cllr Witham has been in email correspondence with a resident of the lane who believes that SCC should maintain footpath 415 that runs along it. SCC has confirmed that it is maintainable “to footpath standard only”. The same resident is now querying the current standard of maintenance of the Hodge Brook in the general area by Bullswater Bridge and wishes to know the outcome of the study of the Hodge Brook catchment area, commissioned by GBC. <i>ACTION: for further discussion by the Flood Forum.</i></p> <p><b>5:2 Other issues</b></p> <p><b>5:2:1 Advertising banners for the Annual Flower Show:</b> the Chairman of the Horticultural Society has requested permission to put up banners to advertise the Flower Show on the Green opposite the White Hart, on the football pitch opposite Colville House and also close to the pathway to the surgery from the doctors’ surgery. <i>ACTION: for discussion under item 8:3</i></p> <p><b>5:2:2 Summer visit by the fair:</b> a resident from The Green has enquired about the schedule for the visit by the fair this year. He is particularly concerned about the placement of the fair (opposite his house) and by the sound from the generator that runs throughout the night. <b>INFORMATION:</b> the fair normally times its summer visit to coincide with the Annual Flower Show and, in the past, up to 50% of the green fees were passed to the Horticultural Society to pay for their hire of the Hall. The fair has been in touch to book its visit from Monday 26 July to 1 August, operating from Friday – Sunday (29-31 July). <i>ACTION: Members agreed to the visit by the fair, subject to ground conditions being suitable.</i></p> <p><b>5:2:3 Maintenance of the grass verges in Aldershot Road:</b> a local resident is complaining about the lack of maintenance of the verges at the village end of Aldershot Road. <i>ACTION: for discussion under item 8:4</i></p>
6.	<p><b><u>FINANCE &amp; GENERAL PURPOSES</u></b></p> <p><b>6:1 To Approve Schedule of Receipts &amp; Payments and Review Bank Reconciliations for May &amp; June 2016</b> <i>ACTION: Members approved the receipts &amp; payments schedule for May &amp; July, which was signed by the Chairman.</i></p> <p><b>6:2 To Approve Staff Salary Increases for 2016-17</b> <i>ACTION: Members approved the staff salary increases, based on NALC scales, for the current financial year.</i></p> <p><b>6:3 To Consider Amendments to PPC’s Standing Orders</b> <i>ACTION: Members agreed amendments should be made to Standing Orders about predetermination of issues and a restriction on forwarding internal emails between the Clerk and Members to third parties.</i></p>

7.	<p><b><u>PLANNING</u></b></p> <p><b>7:1 To Receive Submissions &amp; Updates on Planning Applications during May &amp; June</b>  <i>ACTION: the schedule was to be forwarded to Members after the meeting.</i></p> <p><b>7:2 To Consider a Response to Application 16/P/01265 (roof &amp; fenestration alterations to Greengates)</b>  <i>PPC response: No objection, subject to materials matching existing and no working on Sundays &amp; Bank Holidays.</i></p> <p><b>7:3 To Consider a Response to the Guildford Local Plan</b>  <i>ACTION: Cllr Fidgett will review the document from GBC. Ideas for discussion include flagging the extra use of Hockford sewage work, infrastructure as a main consideration, and traffic passing through village a major concern. Members agreed that an additional meeting should be called to go through the main issues and to draft a response.</i></p>
8.	<p><b><u>HIGHWAYS &amp; ENVIRONMENT</u></b></p> <p><b>8:1 To Receive a Report on the SDR and VAS</b>  Cllr Hobbs reported that the SDR was installed at White Hart corner before the Scarecrow Festival and that the figures will be interesting, recording any changes in traffic. A new bracket for the VAS to be installed soon.</p> <p><b>8:2 To Receive an Update on:</b></p> <p><b>a) Sandpits Car Park and Right of Way:</b> flooding caused by recent heavy rain is clearing quickly and SWT has now given agreement on installation of a new fence to create the separate access track 6m in width.  <i>ACTION: Members agreed to accept the lowest quote for the installation of the fence, but to request more details from the contractor about its height.</i></p> <p><b>b) Disabled Parking Spaces in Church Lane:</b> this project is now nearly finished (see item 5:1:2).</p> <p><b>c) Drainage Work on the Playing Fields:</b> the contractor has supplied a specification but it will need inclusion of some further details before sending to GBC. Members checked that the trees to be removed are not in the Conservation Area, and therefore will not need consent for removal.  <i>ACTION: Cllr Hobbs will clarify details with the contractor.</i></p> <p><b>d) Improvement Works for the Surface of Blind Lane:</b> the weather needs to improve before work can begin.</p> <p><b>8:3 To Approve the Risk Assessment for the Use of Banners etc. on the Green to Advertise Parish Events</b>  The Clerk had sought advice from Vic Quayle, author of <i>Health and Safety for Local Councils</i>, a guide specifically aimed at town, parish &amp; community local authorities. He is now retired, but lives in Guildford and agreed to visit Pirbright to offer advice on a goodwill basis, with PPC making any decisions.  <i>ACTION: Members approved the risk assessment policy, stressing that no banners may be erected on the Green without prior written approval. The measures in the policy will now be used to create guidelines for event organisers.</i>  <b>DECISION re item 5:2:1:</b> the Flower Show banner at White Hart Corner must be erected in accordance with the measures above. No show banners may be placed on the triangle at the southern end of Avenue de Cagny but one may be set back from road at the end of the football pitch.</p> <p><b>8:4 To Discuss the Grasscutting Contract</b>  <i>ACTION: Members agreed to continue the grasscutting schedule currently in operation, but excluding the area in Vapery Lane around the notice board, and with the LPH groundsman cutting the grass in the children's playground, at the southern side of Lord Pirbright's Hall and around the Green Hut. It was also agreed that the grasscutting contractors should continue to trim as listed on the schedule, to include around the railings of the recreation ground and the equipment in the playground. Maintenance of other areas might be possible under SCC's localism scheme.</i></p> <p><b>8:5 To Consider Purchase of New Picnic Tables &amp; Benches for the Recreation Ground &amp; Green</b>  <i>ACTION: Members suggested contacting manufacturers to request samples of their reconstituted materials and also state locations where their products have been installed.</i></p>
9.	<p><b><u>NEWSLETTER</u></b></p> <p><b>To Agree Items for the August Issue</b>  <i>The donations of the surplus from the Beacon event and the new regulations for erecting banners etc. for parish events will both be items for the August issue of PeriNews.</i></p>
10.	<p><b><u>CHAIRMAN'S CONCLUSION</u></b></p> <p><b>10:1 To Receive the Chairman's Notices and Members' Questions</b>  There were no urgent Chairman's notices or Members' questions.</p> <p><b>10:2 To Note Items for Inclusion on the Agenda for the Next Meeting (26/7/16)</b>  <i>Adoption of the Annual Return and updated Financial Regulations will be on the agenda for the next meeting.</i></p> <p><i>The meeting ended at 10.05pm.</i></p>