

PIRBRIGHT PARISH COUNCIL

ANNUAL MEETING

Minutes of the Annual Meeting in the Green Hut Room on Tuesday 16 May 2017 at 7.30 pm

Members present: Cllr Nevins (Chairman for items 1-3:1), Cllr Fidgett (Chairman for items 3:2 – 10), Cllr Eason, Cllr Hallam, Cllr Hobbs, Cllr Newman & Cllr Richmond.

In attendance: L. Graham (Clerk) and a member of the public.

1.	<p><u>FORMALITIES</u> To Receive Members' Apologies for Absence <i>There were no Members' Apologies for Absence.</i></p>
2.	<p>2:1 To Receive Members' Declarations of Interest on Any Agenda Item below <i>There were no Declarations of Interest.</i></p>
3.	<p><u>MINUTES</u> 3:1 To Approve the Minutes of the Meeting held on 26 April 2017 <i>ACTION: Members unanimously approved the minutes of the meeting held on 26/4/2017 and the Chairman signed them.</i></p> <p>3:2:1 Election of Chairman for the Forthcoming Year Cllr Fidgett was proposed as the new chairman by Cllr Nevins, seconded by Cllr Eason. <i>ACTION: the proposal was agreed unanimously.</i></p> <p>3:2:2 Election of Vice chairman for the Forthcoming Year Cllr Fidgett proposed that there would be two vice chairmen. <i>ACTION: the proposal was agreed. Cllr Eason & Cllr Hallam were elected unanimously as joint vice-chairmen.</i></p> <p>3:3 To Appoint Members to Represent the Parish Council on Outside Bodies <i>ACTION: it was agreed unanimously that Cllr Fidgett should serve on the Lemprière Trust.</i></p> <p>3:4 To Receive the Clerk's Report (for information, unless further action is specified) 3:4:1:1 Plant sale banners: the banners erected on the Little Green met all the required criteria for timing and security but comments were received about the design, because the wording was hard to read against the busy background. One of the struts became damaged and it had been suggested that it might have been caused by the grasscutters, although it would be impossible to prove this without witnesses. <i>ACTION: it was agreed to amend the Parish Council's policy for the erection of banners on the Green to include a disclaimer about the Parish Council having no responsibility for loss or damage and also to require wording to be clear.</i> 3:4:1:2 Bonsai Show banners: upright banners were erected along the road outside LPH without the Bonsai Society having sought prior permission and they appeared to be inadequately secured in the breeze. <i>ACTION: it was agreed to include a copy of the PPC banners policy when sending their invoice for the hire of LPH.</i></p> <p>3:4:2 Football ground: Cllr Newman requested use of the ground for a training session and fixture of his son's team which normally plays in Worplesdon. This emphasises the need for teams to book use of the pitch through PPC, even for training sessions, to avoid the risk of clashes with other groups using the ground.</p> <p>3:4:3 Fair visit: the owner of the fair has been in touch to check dates for its regular summer visit, although he couldn't give firm details yet. <i>ACTION: it was agreed to accept a booking for the usual weekend to coincide with the Annual Flower Show but other dates would have to be agreed in advance by the Parish Council.</i></p> <p>3:4:4 Clerk's vacancy: no applications have been received for the vacancy and only one has followed up by coming for a chat about the post of Responsible Financial Officer. <i>ACTION: it was agreed to place a notice on the PPC website & boards around the parish and, if possible, also to put one in the school and Brookwood newsletters.</i></p>
4.	<p><u>REPORTS (FOR INFORMATION ONLY)</u> 4:1 To Receive a Report from Lord Pirbright's Hall The performance of <i>Our June's Wedding</i>, with Act 1 taking place at the church and Act 2 in Lord Pirbright's Hall, was a great success, with ticket sales raising £635 and the profit of £235 being shared equally between PPC and the Parochial Church Council.</p>

	<p>4:2 To Receive the Report from the Community Games Steering Committee & Discuss PPC's Involvement Minutes of the fifth meeting of the Steering Committee had been distributed to PPC with the agenda papers. All the groups participating on the day have returned their application forms and the next stage is to request copies of Public Liability insurance and a risk assessment for their events. GBC has announced that the fees normally payable for road closures have been waived for community events being held on 17th June as part of the Great Get Together campaign, and PPC's payment has been refunded. <i>ACTION: it was agreed to ask family & friends, including children, to help on the day.</i></p>
5.	<p><u>COMMUNICATIONS</u> To Discuss any Urgent Communications 5:1 Section 106 funding for the playground: GBC has asked for an update on how PPC plans to use the funding. <i>ACTION: for further discussion under item 6:6.</i></p> <p>5:2 Member training: Worplesdon PC is arranging a training session for Chairmen, Members & Clerks. <i>ACTION: for further discussion under item 6:6.</i></p>
6.	<p><u>FINANCE & GENERAL PURPOSES</u> 6:1 To Receive a Report from the Independent Internal Auditor for 2016-17 & Consider Any Comments 6:1:1 The Independent Internal Audit was carried out on 11 May and the report states that in all significant respects control objectives were achieved through the financial year to 31 March 2017. The auditor notes that internal controls, control environment and attitudes to risk are strong within the council and recommends that there is scope to further mitigate risks from online banking by setting up access-only viewing of statements by one or two members to verify that payments have been made as required, before receipt of any bank reconciliations. <i>ACTION: members agreed to take this advice and also to include an item on future agendas to include the online bank statement as well as the reconciliation to be signed off by the Chairman.</i></p> <p>6:2 To Approve the Annual Governance Statement for 2016-17 <i>ACTION: members approved the Annual Governance Statement for 2016-17.</i></p> <p>6:3 To Approve the Accounting Statements for 2016-17 <i>ACTION: members approved the Annual Accounting Statements for 2016-17.</i></p> <p>6:4 To Approve the Updated Fixed Asset Register for 2016-17 <i>ACTION: members reviewed the updated Fixed Asset Register but agreed to conduct an audit of metal signs.</i></p> <p>6:5 To Consider Any Amendments to Standing Orders, Financial Regulations & Risk Assessments for 2017-18 <i>ACTION: members agreed that these had been recently reviewed and they will be updated if and when required.</i></p> <p>6:6 To Consider Any Projects for the Year 2017-18 Ideas for projects for the current financial year include:</p> <ul style="list-style-type: none"> • Playground – spending the s.106 funds allocated on replacement safety surfacing • Spring loaded gates for the recreating ground, for which grant aid has been agreed with GBC • Repainting of the play equipment • Creation of a sign, saying that the LPH play area is a Heritage Playground with a reference to other playgrounds in the parish, including those in Beech Grove and Dawneys Road • Training for members • Green and Playing Fields - further vertidrainning work. <p>It was agreed to write to the tree contractor to remind him about replacement trees on the Little Green, as raised at APM.</p>
7.	<p><u>PLANNING</u> 7:1 To Elect a Committee for the Forthcoming Year <i>ACTION: it was agreed to maintain the current committee, to meet when required.</i></p> <p>7:2 To Consider the Following Planning Applications: 17/P/00924 & 00954 (Causeway Farmhouse: retrospective application for concrete base for timber stables) <i>Pirbright Parish Council would wish to raise a holding objection to this application, pending further clarification about inconsistencies in it. It is not clear whether this is for two stable buildings or three as shown on the plans, which would result in six stables and three stores. The application should clarify that it includes the buildings themselves and not simply the concrete bases and, if consented, should be conditioned as being for the stabling of the adjacent property's horses as ancillary to that property (Causeway Farm).</i> <i>While the Parish Council is concerned that this is another retrospective application, and requests that the use and any further buildings should be controlled so as not to increase the impact on the Green Belt, Conservation Area and listed building, we would not object in principle to the proposed uses.</i></p>

	<p>17/P/00938 (Rayles Cottage, Mill Lane: single-storey rear extension) <i>Pirbright Parish Council has No Objection to this proposal, subject to conditions banning bonfires and work on Sundays & Bank Holidays.</i></p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u> To Elect a Committee and Chairman for the Forthcoming Year <i>ACTION: it was agreed to maintain the current committee, to meet when required.</i></p>
9.	<p><u>NEWSLETTER</u> To Agree Items for the July Issue The casual vacancy for a new member of the Parish Council will be one item for the newsletter.</p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u> 10:1 To Receive the Chairman's Notices and Member' Questions The Chairman and Clerk explained the process for co-option of a new member, beginning with sending Mrs Nevins' resignation letter to GBC, who then guide the Parish Council through the required stages of advertising the vacancy and the times scales required for this.</p> <p>10:2 To Note Items for Inclusion on the Agenda for the Next Meeting (27/6/17) Updates on the selection of the new member and quotes for work on the playground will both be included on the next agenda.</p>

The meeting ended at 9.20pm.

Signed.....

Date.....