

PIRBRIGHT PARISH COUNCIL

Minutes of the meeting held in the Green Hut Room on Tuesday 28 November 2017 at 7.30pm

Members present: Cllr Fidgett (Chairman), Cllr Eason, Cllr Hallam, Cllr Hobbs, Cllr Richmond & Cllr Swinney

In attendance: L. Graham (Clerk) & David Woollett

1.	<p><u>FORMALITIES</u></p> <p>To Receive Members' Apologies for Absence <i>Apologies for absence were received from Cllr Newman, Cllr Witham (SCC) and Michael Jackson.</i></p> <p>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></p> <p>3:1 To Approve the Minutes of the Previous Meetings (30/10/17 & 21/11/17) RESOLUTION: <i>members approved the minutes of the previous meetings and the Chairman signed them.</i></p> <p>3:2 To Receive the Clerk's Report (for information, unless further action is specified) Lamp-post poppies: Members of the RBL put up 100 lamp-post poppies around the parish, with six paid for by PPC and others by residents & other organisations. It is hoped that more might be put up for 2018, to include Pirbright Camp. Grant Aid projects: GBC is due to approve requests for grant aid projects from parishes across the borough, including Pirbright's. The agenda papers for the Executive show that some submissions from other parishes were declined because they did not meet the full criteria, but Pirbright should receive confirmation for its projects for 2018-19 soon. Newsletter: members agreed to deliver the extra copies of the Christmas newsletter to houses in Pirbright Camp.</p>
4.	<p><u>REPORTS</u></p> <p>4:1 To Receive Reports from the County & Borough Councillors (for information only) No reports were received from the County & Borough councillors.</p> <p>4:2 To Receive & Discuss Reports from Joint Committees</p> <p>a) Pavilion Project: a well-attended open meeting to discuss the project was held on 22/11/17. The overall view expressed from the floor was that the plan to replace the cricket pavilion, with a shared facility for use by the football clubs & others, must include improvement of the football pitch, which needs a programme of works broken into stages. PPC will take advice about upgrading the drainage and playing surface through the grant aid project planned for 2018. A layout should also be done for various sizes of football pitches with costings for marking out. PPC will continue to support the project to help achieve a deliverable strategy.</p> <p>b) Duck Fair: it is already clear that the Parish Council will need to look for volunteers in the parish to help on the day.</p> <p>c) Flood Forum: the main issue decided at the recent meeting of the Forum is that the bunds proposed on the ranges will not be built because of the high costs. However, areas along the Hodge Brook requiring maintenance need to be flagged up and properties previously flooded will be helped with defences for resilience and recovery.</p> <p>d) Lord Pirbright's Hall: a date needs to be agreed for the AGM. David has agreed to join the Trustees Committee.</p>
5.	<p><u>PUBLIC FORUM & COMMUNICATIONS</u></p> <p>To Discuss Issues raised in the Public Forum or by Communications Sent & Received Since the Previous Meeting <u>GBC, SCC & POLICING ISSUES</u></p> <p>5:1:1 Parish & Town Ward programme: GBC has written to report the results of its work clearing litter from verges on the approaches to the village in Aldershot Road, Guildford Road and Cemetery Pales. The street cleansing crew have sent a photo to show how much litter was collected. They did not undertake the other task suggested (reduction and clearance of vegetation around Swallow Pond) because it was not considered to fall into the realm of street cleaning. <i>For information</i></p> <p>5:1:2 Surrey Police march to Brookwood Cemetery on Remembrance Sunday: a representative from the Ceremonial Association of Surrey Police has written to thank the Parish Council for use of LPH & car park for its muster before marching to the Cemetery and for refreshments afterwards. <i>For information</i></p> <p>5:1:3 Remembrance Sunday service in Brookwood Cemetery: PPC has written to Lt. Col. Green to congratulate the ATR on the splendid turn-out for the service, adding that the large attendance of local residents underlines the general feeling of respect and support for the Armed Forces, especially over the coming 12 months as we approach the centenary of the end of WW1. Lt. Col. Green acknowledged the message, saying that he was pleased by the involvement of local schools and scouts and hoped that next year there will be a similar sized service. <i>For information</i></p>

	<p>5:1:4 Parking in School Lane: a couple of school parents have sent PPC photos of inconsiderate parking in School Lane, requesting that they should be passed on to the enforcing authority. <i>ACTION: for further discussion under item 8:3</i></p> <p>5:1:5 Recycling area for Christmas trees: GBC has again written for permission to site a compound to provide a collection facility in the car park of LPH from after Christmas until 18 January for recycling Christmas trees. <i>ACTION: to agree to this request.</i></p> <p>5:1:6 Improved recycling collections: GBC has introduced weekly facility for recycling textiles and small electrical items, requesting that they should be put in plastic carrier bags and placed next to refuse/recycling bins on collection day. <i>For information</i></p> <p><u><i>Other issues</i></u></p> <p>5:2:1 Liability for erection of banners on the Green: PPC's insurance provider has confirmed that banners erected by third parties (e.g. the school or church) must have their own Public Liability insurance cover for the location. <i>ACTION: for further discussion under item 8:5.</i></p> <p>5:2:2 Walnut tree to be returned to the Green: the resident who offered to care for an ailing walnut tree would now like to replant it in a more favourable position on the Green, where it will be safe from mowers and strimmers. <i>ACTION: it was agreed to ask the resident for his advice about the position for replanting the tree.</i></p> <p>5:2:3 Pirbright Bowls Club: the club has written to request financial help to purchase an electric winder for the bowls mat, at a cost of £3,855. <i>ACTION: Members agreed that, given the constraints on space in LPH, it would be preferable to support the Bowls Club continue its activities by considering financial aid for a helper, rather than buy expensive machinery.</i></p> <p>5:2:4 Entrance to Gibbs Acre: a resident has enquired about the ownership of the strip of land between The Old Forge and Greengates, where there is a pothole that needs to be repaired. <i>ACTION: Cllr Richmond has previously attempted unsuccessfully to verify the ownership of this strip and it was eventually repaired by the developer of The Old Forge. It was been suggested to the enquirer that his neighbours should combine together to organise the repair to the pothole, because it is not under the authority of Highways.</i></p>
6.	<p><u>FINANCE & GENERAL PURPOSES</u></p> <p>6:1 To Approve the Schedule of Receipts & Payments and Bank Reconciliations for November Cllr Hallam reported that the spreadsheets and bank statements, including a mid-month reconciliation, had been verified. <i>RESOLUTION: Members approved the schedule and bank reconciliations and the Chairman signed them.</i></p> <p>6:2 To Discuss the Budget for the Next Financial Year (2018-2019) <i>RESOLUTION: Members unanimously approved budget proposal C, an increase of 7%. This includes a provision of £7000 for an emergency fund.</i></p> <p>6:3 To Approve Purchase of a Replacement Seesaw <i>RESOLUTION: Members agreed to defer the decision until January in order to allow time to consult local children about whether they would like to see a new seesaw or something else.</i></p> <p>6:4 To Approve Purchase of a Second Picnic Bench for the Children's Play Area on the Green <i>RESOLUTION: Members unanimously approved the purchase of a second picnic bench.</i></p>
7.	<p><u>PLANNING</u></p> <p>To Discuss Recent Planning Updates & Consider a Response to Pending Applications <i>No new pending planning applications had been received.</i></p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8:1 To Receive an Update on the SDR and VAS VAS: the sign has been sited in School Lane just before the junction with Vapery Lane, where it appears to have been effective in slowing traffic approaching Causeway bridge. After recharging, it will be installed again in Aldershot Road. SDR: the statistics from the period when the SDR was installed in Gole Road show that the mean average is 38mph. However, there are also some alarmingly high speeds and the stats will be passed to the police & Surrey Highways.</p> <p>8:2 To Agree Parking Measures for the Avenue de Cagny Car Park The measures will begin with a soft approach by changing the current signage to advertise the new restriction in length of stay in the car park to four hours. A note will be put on windscreens to advise long stayers about the measures for a while and then further enforcement will be introduced if it appears necessary. <i>RESOLUTION: Members unanimously approved the purchase of new signs.</i></p>

	<p>8:3 To Discuss Parking Problems in School Lane GBC has responded to photographs of bad parking by explaining that they cannot be used as evidence, which could only be obtained by an enforcement officer or an official CCTV camera (although it is unlikely that these would be installed near a school because of other concerns). However, Cllr Witham has advised that PPC should continue to request GBC to make enforcement visits and also to send them photos, because they provide a log of the problem.</p> <p>8:4 To Consider Installation of swales & replacement posts on parts of the Green to Improve Drainage & Security Members liked the idea of swales in some areas but were concerned about the appearance of steel posts, while recognising that robust wooden posts could be sawn through, although they are more pleasing aesthetically <i>ACTION: Members agreed that it is necessary to strike a balance between security and urbanisation, and requested Cllr Hobbs to look at options.</i></p> <p>8:5 To Review Liability Issues for the Placement of Advertising Banners on the Green The guidelines for the placement of advertising banners on the Green have been amended to include the requirement for proof of Public Liability insurance cover for the location plus a risk assessment by the installing organisation. It would be their responsibility and, in the event of an accident caused by the banner, it would be their negligence. <i>RESOLUTION: Members approved the amended guidelines.</i></p> <p>8:6 To Discuss the Repairs to the Bus Shelters in Ash Road This item was deferred at the October meeting to allow members time to inspect the shelters. <i>ACTION: Members agreed that one of the shelters in Ash Road should receive a good clean while the other one needs a support to prevent people falling backwards from the seat. The broken glass panels will not be replaced. It was also agreed that the shelter in Connaught Rd should also be cleaned.</i></p>
9.	<p><u>NEWSLETTER</u> To Agree Items for the January Issue <i>Adoption of the Vision Statement, progress on the Pavilion project, the creation of a new log to record all road accidents within the Parish, and the Grant Aid approved for projects in 2018 will all the items reported in the January issue.</i></p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u> 10:1 To Receive Chairman's Notices & Members' Questions <i>Cllr Hallam reported on the Design Award made to Pirbright Institute by GBC for the Jenner Building.</i></p> <p>10:2 To Adopt the PC's Vision Statement <i>RESOLUTION: Members agreed unanimously to adopt the Parish Council's Vision Statement.</i></p> <p>10:3 To Approve the Calendar of Meetings for 2018 It had been suggested that by moving the monthly meetings of the Parish Council to the first Tuesday of the month, up-to-date financial information could be provided and checked with monthly bank statements. It would also address the problem of Members wishing to take family holidays during the May & October school half term week without missing council meetings. However, the January meeting would still need to be held mid month because of the date set by GBC for submission of the Precept requirement for the next financial year. <i>RESOLUTION: Members agreed unanimously to change the dates of regular monthly meetings.</i></p> <p>10:4 Agree Items for Discussion at the next Meeting (16/1/2018) <i>Approval of the Precept, updates on the pavilion project and the Duck Fair and the selection of new playground equipment to replace the see saw will all be topics for the January meeting.</i></p>

The meeting ended at 9.35pm.

Signed.....

Date.....