

PIRBRIGHT PARISH COUNCIL

ANNUAL MEETING

Minutes of the Annual Meeting held in the Green Hut Room on Tuesday 22 May 2018 at 7.30 pm

Members present: Cllr Fidgett (Chairman), Cllr Hobbs, Cllr Richmond, Cllr Swinney & Cllr Woollett (from 7.40pm)

In attendance: L. Graham (Clerk) & Max Godfree

1.	<p><u>FORMALITIES</u> To Receive Members' Apologies for Absence Apologies for absence were received from Cllr Eason, Cllr Hallam, Cllr G. Jackson (GBC) & Cllr K. Witham (SCC).</p>
2.	<p>2:1 To Receive Members' Declarations of Interest on Any Agenda Item below Cllr Fidgett made a Personal Declaration of Interest re item 18/T/00097 (Tarrens).</p> <p>2:2 To Elect the Chairman & Vice Chairmen for the Forthcoming Year <i>ACTION: Cllr Fidgett was unanimously re-elected as Chairman, with Cllr Hallam & Cllr Eason as joint vice-chairmen.</i></p> <p>2:3 To Appoint Members to Represent the Parish Council on Outside Bodies & Joint Committees <i>ACTION: it was unanimously agreed that the Parish Council's representation on outside bodies and joint committees would remain unchanged for the forthcoming year.</i></p>
3.	<p><u>MINUTES</u> 3:1 To Approve the Minutes of the Meetings held on 10 April & 12 May 2018 <i>ACTION: Members approved the minutes of the previous meetings and the Chairman signed them.</i></p> <p>3:2 To Receive an Update on the Unauthorised Encampment on the Green & Consider Future Protection Measures Following the successful eviction of the travellers and their departure within less than the 24 hours specified by the bailiffs, the refuse left by them on the Green was then cleared by a group of parish councillors and residents. The Green was back to normal within less than 48 hours of the incursion and GBC collected the refuse on the following Monday. Additional posts have now been installed to deter vehicles from driving on to the playing fields and swales & bunds are also being considered. <i>ACTION: Members agreed that a combination of measures would be required to protect vulnerable areas, so different ideas will be suggested at the Annual Parish Meeting to gauge the reaction of residents. It is hoped to come up with a scheme for discussion at the next meeting of the Parish Council.</i></p> <p>3:3 To Receive the Clerk's Report (for information, unless further action is specified) Benches on the Green: the new picnic bench has been installed to the east of the pond and is being well used. The donor who offered a new commemorative bench to replace the broken bench on the other side of the pond has selected one matching those under the canopy of the Green Hut. It will be installed in the next few weeks. Banners on the Green: permission has been requested by Pirbright Horticultural Society to erect banners for their plant sale at the end of the month and for the Annual Show at the end of July. <i>ACTION: Members agreed to the PHS request but commented on the poor fit of banners erected in frames for the recent Church plant sale. It was suggested that appropriate sizes could be added to the information leaflet supplied to those requesting permission to erect banners on the Green in future.</i> Twining brass plaque: the plaque on the south wall of LPH, commemorating the inauguration of Pirbright's twinning with Cagny, has been restored by Pirbright Institute. It is now in the Main Hall of LPH to prevent future tarnishing.</p>
4.	<p><u>REPORTS (FOR INFORMATION ONLY)</u> To Receive Reports from the Joint Committees & Agree Any Actions Proposed LPH: concern was raised at the recent meeting of the Managing Trustees about reduced revenue, mainly caused by the difficulties in accepting concurrent hirings, because they can lead to complaints about sound transfer between rooms. It is hoped to raise funds at the Duck Fair and also to improve income by increasing the hourly rate by 5% from September. Pavilion: draft proposals for the constitution of the Community Amateur Sports Club (CASC) were circulated at the recent project meeting and a reassessment made of building costs & land available around the pavilion. A topographical survey of the area to pick up ground levels, drainage and exact size of the land under PPC ownership is now required. Vertidrainage has been commissioned for the whole Green and playing fields, to be followed by further improvements to the surface of the football ground. Flood Forum: the minutes from the April meeting contain a log of all actions required. Duck Fair: a large feature duck has been made for White Hart Corner and a "scuba diving duck" has been presented to LPH for its Duck & Dive Stall (a PPC duck is yet to be created). The layout is soon to be finalised and logistics need to be worked through for the period before and on the day (e.g. having hay bales delivered for the arena, cones picked up etc.) Permission has been granted for the closure of Avenue de Cagny for the day and refuse bins have been ordered from GBC.</p>

5.	<p><u>COMMUNICATIONS</u></p>
	<p>To Consider Issues raised by Communications Sent & Received Since the Previous Meeting</p>
5:1	<p><u>GBC ISSUES</u></p> <p>1. General Data Protection Regulation: GBC has written further about its offer to support parish councils with an initial workshop and officer help in ensuring compliance with the new regulation. It has been confirmed that parish councils will not need to appoint an independent Data Protection Officer. <i>ACTION: for discussion under item 6:5.</i></p> <p>2. Residential extensions & alterations: GBC is consulting on an updated its supplementary guidance document on how to deliver well-designed extensions & alternations. The consultation runs until 4 June & is available on the GBC website. <i>ACTION: Members agreed to make comments as part of the consultation.</i></p> <p>5:2 <u>Traffic & parking issues</u></p> <p>1. Parking in The Gardens: more correspondence has been received from residents who wish to discourage commuters from parking in the lane and then walking through the cemetery to Brookwood Station. They are aware that PPC owns a section of the lane near the cricket ground and wonder whether a notice saying “No Parking, Residents only” could be erected by the existing road sign. <i>ACTION: Members agreed that the issue needs further discussion with GBC & residents and suggested that it would be a good topic to raise at the Annual Parish Meeting.</i></p> <p>2. Parking in School Lane: the head teacher and a school parent/governor have written with concerns about vehicles being parked on the pavement outside the primary school. They are suggesting that installation of bollards or railings might solve this problem and are also requesting improved enforcement from GBC. <i>ACTION: Members agreed that the real problem is that there are currently no consequences to be faced by the selfish parkers and the Parish Council would support greater enforcement outside the school. It was agreed to put pressure on GBC again and ask SCC about installation measures of a physical nature, such as bollards or railings. The question will also be raised at the Annual Parish Meeting and in the school newsletter.</i></p> <p>3. Speeding in Church Lane: a resident has written about the dangers to pedestrians from speeding vehicles as well as those ignoring the one-way restriction in the lane. <i>ACTION: it was agreed to put the SDR in Church Lane to gather more evidence and also to try again to obtain police consent for an activated sign and a speed deterrent. .</i></p> <p>4. Speeding in Gole Road: Cllr Hobbs has contacted the Guildford Police Casualty Reduction Officer to request a speed awareness day in Gole Road. <i>ACTION: the police officer has promised to check the road to identify a location where speed monitoring could be conducted, because of concerns about Gole Road being a difficult place to stop a motorist and the requirement for a safe place to hold education/enforcement interventions.</i></p> <p>5:3 <u>Other issues</u></p> <p>1. Access to Brookwood station: a concern has been raised with Jonathan Lord MP about a possible plan by South West Railway to install ticket gates at the station and secure the gate to the cemetery. Mr Lord has subsequently heard from the MD of SWR that the list of stations to receive gates has not yet been finalised but, while SWR’s revenue needs to be protected, it is intended to maintain access to the cemetery on request. <i>ACTION: to consider writing to SWR about impact on Pirbright & Brookwood who use the route between villages.</i></p> <p>2. Use of LPH in an emergency: Cherrywood Nursery has requested use of LPH as a refuge for the children (60-70 children, with 25 staff) if it became necessary to evacuate its building. [This issue has also been raised by the primary school.] The Clerk has expressed willingness to help but also raised concerns about the potential difficulties (when the Hall was already in use or locked up because it wasn’t) if sanctuary was needed immediately, and suggested arranging a practice to test if it could work. However, this was declined, because of the lack of staff available to carry it out. <i>ACTION: Members agreed that this situation would happen only under extreme circumstances and that PPC should do what is reasonable to assist, subject to a suitable protocol being discussed. Keyholders’ contact details would have to be made available, with a suggestion of muster points in the event of such an emergency evacuation, including the use of the hall for shelter if possible.</i></p> <p>3. Heritage Open Days: the Guildford Society has invited the parish to participate in the borough Heritage Open Days (6-9 September or 13-16 September), by organising a walk or trail to include buildings of historic or architectural interest, exhibitions of photographs or talks relating to the village in some way. <i>ACTION: Members liked the suggestion, which could be combined with Walkfest, to include places and houses of interest around the parish. Further discussion will be needed with Cllr G. Jackson.</i></p> <p>4. Pirbright Fun Run: the organiser of the fun run, held for the Sunflower Trust Charity, has thanked the Parish Council for permitting use of the Sandpits car park during the event. More than £2,400 was raised for the charity. <i>For information</i></p>

6.	<p><u>FINANCE & GOVERNANCE</u></p> <p>6:1 To Approve the Schedule of Receipts & Payments and Review Bank Reconciliations for April 2018 Michael Jackson had earlier confirmed that he had scrutinised the vouchers on the monthly schedule of Receipts & Payments and checked that the bank reconciliations are correct for April 2018. RESOLUTION: <i>Members approved the schedule & bank reconciliations and the Chairman signed them.</i></p> <p>6:2 To Receive a Report from the Independent Internal Auditor for 2017-18 & Consider Any Comments ACTION: <i>Members agreed that the audit results were good & would introduce an Equal Rights Policy as recommended.</i></p> <p>6:3 To Approve the Annual Governance Statement for 2017-18 RESOLUTION: <i>Members reviewed & approved the Annual Governance Statement, which was signed by the Chairman.</i></p> <p>6:4 To Approve the Accounting Statements for 2017-18 RESOLUTION: <i>Members approved the Accounting Statements, which were signed by the Chairman.</i></p> <p>6:5 To Discuss & Consider Protocols for Compliance with the New General Data Processing Regulations ACTION: <i>It was agreed to conduct a data audit and to attend workshops but avoid spending funds at the moment.</i></p> <p>6:6 To Discuss & Agree a Budget for the Annual Parish Meeting (31/5/18) & Twinning Vin D'Honneur (1/6/18) ACTION: <i>Members agreed to keep the format for the pre-meeting reception simple and with a reduced budget (up to £200). The invitation would include partners as in previous years. The budget for the Vin d'Honneur was agreed as £300.</i></p> <p>6:7 To Consider Any Projects for the Year 2018-19 Village green protection & the new cricket pavilion will be key projects for the current financial year. Grant aid projects for 2019-20 will be considered in August/September.</p>
7.	<p><u>PLANNING</u></p> <p>To Receive Planning Updates and Consider Pending Planning Applications: <i>Members reviewed the updates and agreed to raise concerns about ongoing issues at Stoney Castle with GBC & SCC.</i></p> <p>18/T/00093 (Holmbury, Dawney Hill: T1 Leyandii, T2, T3 and T4 Misc deciduous trees) <i>PPC comment: Pirbright Parish Council has No Objection to this proposal, subject to the approval of GBC's Tree Officer.</i></p> <p>18/T/00097 (Tarrens, The Green: fell T1 Apple Tree & T2 Pine Tree) <i>PPC comment: Pirbright Parish Council has No Objection to this proposal, subject to the approval of GBC's Tree Officer.</i></p> <p>18/W/00063 (The Glen, Mill Lane: Prior Approval for a change of use from premises in light industrial use and any land within its curtilage to dwelling house) – no submission was required.</p> <p>18/P/00852 (Pirbright Primary School, School Lane: Erection of new single storey classroom) <i>PPC comment: Pirbright Parish Council has No Objection to this proposal.</i></p> <p>18/P/00935 (Claremont, Chapel Lane: single-storey rear extension) <i>PPC comment: Pirbright Parish Council has No Objection to this proposal, subject to conditions requiring materials to match existing and a ban on Sunday and Bank Holiday working.</i></p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>To Receive Updates on Current Highways Issues The SDR is now erected at the direction sign near the Fox Pub in order to check the readings before the school holiday. After recharging, the VAS will go to Aldershot Road and then to School Lane but will return to Fox Corner in due course.</p>
9.	<p><u>NEWSLETTER</u></p> <p>To Agree Items for the July Issue Items for the newsletter will be a report on the Annual Parish Meeting and the statutory audit notice about electors' rights.</p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u></p> <p>10:1 To Receive any Chairman's Notices and Member' Questions The meeting will begin with a welcome & report from Chairman, followed by a short AV presentation of PPC's work throughout the year, with updates on the pavilion project & village fair. There will then be the usual reports from GBC & SCC ward members, with an invitation for the GBC guests to speak before the break. Open forum will follow the break.</p> <p>10:2 To Note Items for Inclusion on the Agenda for the Next Meeting (19/6/18) There will be a debrief on the APM and discussion on a plan for protection measures for the Green at the next meeting.</p>

The meeting ended at 10.21pm.

Signed.....

Date.....