

PIRBRIGHT PARISH COUNCIL

Minutes of the meeting held in the Green Hut Room, Lord Pirbright's Hall, on Tuesday 2 October 2018 at 7.30pm

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

In attendance: L. Graham (Clerk) and Mr M. Godfree.

1.	<p><u>FORMALITIES</u></p> <p>To Receive Members' Apologies for Absence <i>Apologies for absence were received from Cllr Woollett, Cllr K. Witham (SCC) & Mr M. Jackson.</i></p> <p>To Receive Members' Declarations of Interest on Any Agenda Item below <i>There were no declarations of pecuniary or personal interest.</i></p>
3.	<p><u>MINUTES</u></p> <p>3:1 To Approve the Minutes of the Previous Meeting (4/9/18) RESOLUTION: <i>the minutes of the meeting held on 4 September 2018 were approved and the Chairman signed them.</i></p> <p>3:2 To Receive the Clerk's Report (for information, unless further action is specified) Training day: the Legal & Finance training day recently attended by the Clerk was beneficial in the topics discussed and useful through meeting other clerks from parishes across Surrey & Sussex. In the finance seminar it was reported that some parishes found problems with the new external audit regime for the Annual Return in 2017-18, and more could be ahead because of requirements soon to be introduced by HMRC for digital reporting of VAT, which will necessitate use of a special accounting package. However, PPC is observing the good practices outlined in the legal seminar.</p> <p>Refurbishment of the football pitch: as agreed at the previous meeting, the revised specification was approved by the Chairman & Cllr Hobbs and sent to the potential contractors to re-quote. One of the Parish Council's regular contractors had to pull out at this stage because of other work, but recommended a colleague who put forward a competitive tender, which was eventually selected.</p> <p>Banner for the school fireworks display: a representative from FOPS (the parents' association at the village primary school) has requested permission to erect a banner on the Green. ACTION: <i>the Clerk will be able to approve the request when the size and exact position of the banner have been agreed.</i></p>
4.	<p><u>REPORTS</u></p> <p>4:1 To Receive Reports from the County & Borough Councillors (for information only) <i>There were no reports from the county & borough members.</i></p> <p>4:2 To Receive & Discuss Reports from the Joint Committees and Consider Any Resolutions Recommended:</p> <p>a) Pavilion Project Members received the minutes from the PPP committee meeting held on 19 September. No response has yet been received on the pre-application submitted to GBC but a positive meeting has been held with a local property investment manager, who is interested in leasing the café space in the new pavilion. He is preparing an outline proposal and he may also quote for doing the work.</p> <p>b) Summer Fair Members received the minutes from the Steering Committee meeting held on 25 September, at which it was agreed that the event would be named the Pirbright Village Dragon Fair, with an appropriate theme for activities. RESOLUTION: <i>Members agreed unanimously to continue supporting the village fair, to be held on 15 June 2019.</i></p> <p>c) Lord Pirbright's Hall Heating: it has not been possible to turn on the heating in the chilly mornings and evenings recently because of repairs to the boilers that require installation of new electronic circuit boards. Fortunately the hot water heaters are not affected (lack of hot water in the kitchen and cloakrooms might have necessitated cancellation of bookings for reasons of H & S).</p> <p>Bookings: a new booking form has been introduced for potential hirers when enquiring about availability of dates, with a warning that reservations cannot be confirmed until their deposit is received and acknowledged. The form is also available on the village hall section of the PPC website.</p>

5.	<p><u>COMMUNICATIONS</u></p> <p>To Discuss Issues raised by Correspondence & Consider Actions Required</p> <p><u>GBC, SCC & POLICING ISSUES</u></p> <p>5:1:1. Transit sites for travellers: in response to a question put to GBC by a neighbouring parish at the Clerk’s Liaison Meeting, GBC has replied there are discussions going on about the viability of a site and the Community Wellbeing Officer will be able to provide further information later in the year. <i>For information</i></p> <p>5:1:2 Litter/dog mess: GBC’s Waste & Fleet Services Manger has confirmed that the council recently introduced a public space protection order, requiring all fouling across the borough to be removed by dog walkers, with an associated campaign earlier in the year. The dog warden is happy to assist with media or campaign posters that parishes may require. <i>ACTION: members agreed to take up the offer of posters.</i></p> <p>5:1:3 Sustainable Transport Plans in the borough: GBC’s Overview & Scrutiny Committee has discussed plans and policies to change travel behaviour via a “Modal Shift” to encourage the move away from use of private cars to other more environmentally-friendly forms of transport, such as rail, bus, walking or cycling. <i>ACTION: Members considered that this would need to be supported by improvements to public transport, with better & more frequent bus services and safer pedestrian & cycling routes. It was agreed to respond to GBC about the potential delays at Brookwood Station over the planned ticket barriers, problems of over-crowded trains and the need for better connections to rural parts of the borough. Locally it was agreed to consider installing Sheffield cycle stands for LPH.</i></p> <p>5:1:4 LCTSS (Local Council Tax Support Scheme): GBC’s Director of Finance has confirmed that the grant will be provided again for the financial year 2019-20. <i>For information</i></p> <p>5:1:5 Grant Aid projects: GBC has warned that the applications have exceeded the budget by £39,000 and is asking parishes to consider shelving or postponing projects or it may be necessary to limit them to £5000 or to two schemes each. <i>ACTION: Members agreed that two of the parish schemes for new benches schemes could be combined.</i></p> <p><u>OTHER ISSUES</u></p> <p>Parish Grants: a resident has asked whether PPC could make an annual donation to the Church to help with its shortfall of funding. <i>ACTION: the Chairman had already responded to the resident to confirm that this was not an official request from the church. He then explained that section 8 of LGA 1894 [when civil parish councils began] confers a power to execute works to parish property, “not being property relating to affairs of the church or held for an ecclesiastical charity”. PPC supports church activities such as the summer fair & might support specific projects if requested in the future. However, as a general principle, current legislation does not permit regular financial support by parish councils for the church.</i></p>
6.	<p><u>FINANCE & GOVERNANCE</u></p> <p>6:1 To Approve the Schedule of Receipts & Payments and the Bank Reconciliations for September 2018 Michael Jackson had checked the financial statements for the month and notified the Chairman that all was in order. Members received the financial statement for the half year and noted that income & expenditure was in line with budget. <i>RESOLUTION: Members approved the statements & bank reconciliations and the Chairman signed them.</i></p> <p>6:2 To Receive the Report from the External Auditor for 2017-18 The External Auditor’s report states that the information provided in PPC’s Annual Governance & Accountability Return (AGAR) was in accordance with proper practices and no other matters came to their attention that gave cause for concern that relevant legislation and regulatory requirements have not been met. There were no other matters that needed to be drawn to the attention of the Parish Council and no penalties were issued with queries during the course of the audit. <i>ACTION: The instructions listed in covering letter from the external auditor have been carried out by the Clerk, including uploading the documents on to the Parish Council’s website, with a notice detailing electors’ rights of inspection and the requirement that the documents are available for public access for 5 years from the date of publication.</i></p> <p>6:3 To Discuss Ideas for Inclusion in the Budget for 2019-20 Election costs, training, employment costs, provision for ongoing maintenance of the football ground and projects including future drainage of the pond will be included into next year’s budget proposals, with a general increase of 3%.</p>
7.	<p><u>PLANNING</u></p> <p>7:1 To Discuss Recent Planning Updates & Consider Responses to Pending Applications</p> <p>18/P/01674 (Pirbright Institute: Reserved matters application for the construction of western access road [internal element only] with associated ground works & landscaping, pursuant to outline planning application 15/P/00604 approved 27/07/16, to consider access, appearance, landscaping, layout & scale) <i>PPC response: Pirbright Parish Council has No Objection to these proposals, subject to conditions relating to closure of existing accesses on completion of this new access and there being no additional lighting in association with the new road.</i></p>

	<p>18/P/01687 (Pirbright Institute: Retention of existing abatement centre & proposed installation of associated quench tower) <i>PPC response: Pirbright Parish Council has No Objection to this proposal.</i></p> <p>18/P/01798 (4 Model Cottages): Erection of single-storey rear extension & new obscure glazed window to side elevation) <i>PPC response: Pirbright Parish Council has No Objection to this proposal, subject to use of materials matching those existing and a ban on working on Sundays & Bank Holidays.</i></p> <p>18/P/01220 The Cricketers – new documents have been uploaded on to the GBC for the renovation & extension. <i>The Chairman will draft a response & circulate to members for agreement.</i></p> <p>7:2 To Consider the Introduction of Article 4 for the Conservation Areas in the Parish <i>It was agreed to defer this item for further discussion at a later meeting.</i></p>
<p>8.</p>	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8:1 To Receive Updates on:</p> <p>a) The Speed Data Recorder and Vehicle Activated Sign The VAS is currently in School Lane and it was agreed that the SDR should be installed on the A324, near LPH.</p> <p>b) Parking Measures & Improvements at the Avenue de Cagny Car Park <i>Quotes for filling potholes are still required.</i></p> <p>c) Parking Problems in School Lane & The Gardens Both roads were quiet during school holidays, although complaints have been received about vehicles parking on the pavement outside Victoria Cottage in School Lane.</p> <p>d) Protection of the Village Green PPC has applied for grant aid for the project, to be followed by pre application to GBC and an approach to the Community Liaison Officer. Concern has also been raised about vehicles parking on the Green. ACTION: <i>it was agreed to draft a letter to be placed on the windscreens of vehicles parked on pavements & the Green.</i></p> <p>e) Restoration of the Football Ground The work has just begun, with the vertidrainage and scarifying completed on the first day.</p> <p>f) Activities at Stoney Castle There is no progress on enforcement, but incidents of burning should continue to be reported, with photographic evidence.</p> <p>g) Maintenance of the Pond on the Village Green The netting of the pond revealed 16 catfish and several other fish that have been removed, leaving small species space in which to thrive. Dredging will be considered if there is a very dry spell next summer. A fallen tree needs to be removed.</p>
<p>9.</p>	<p><u>NEWSLETTER</u></p> <p>To Agree Items for the Commemorative Edition for November Reference to the Parish Council minutes for November 1918, the commemorative event at LPH, removal of catfish from the pond and a report on the football ground renovations will all be items for the November issue of PeriNews.</p>
<p>10.</p>	<p><u>CHAIRMAN'S CONCLUSION</u></p> <p>10:1 To Receive Chairman's Notices & Members' Questions</p> <ul style="list-style-type: none"> • Cllr Eason reported on an accident to a lady who tripped outside doctors' surgery because of the uneven pavement (this will be reported to SCC). • A suggestion has been made about forming Junior Council to organise events. <p>10:2 To Agree Items for Discussion at the Next Meeting (6/11/18) Next year's budget proposals & the introduction of article 4 will be items included on the agenda for the next meeting.</p>

The meeting ended at 9.50pm.

Signed.....

Date.....