

PIRBRIGHT PARISH COUNCIL

Minutes of the meeting held in the Green Hut Room on Tuesday 5 March 2019 at 7.30pm

Those present: Cllr Fidgett (Chairman), Cllr Eason, Cllr Hallam (until 9.22pm), Cllr Hobbs, Cllr Richmond, Cllr Swinney & Cllr Woollett.

In attendance: L. Graham (Clerk) & Mr Max Godfrey.

1.	<p><u>FORMALITIES</u></p> <p>To Receive Apologies for Absence <i>Apologies for absence were received from 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 (5/2/19) RESOLUTION: <i>the minutes of the meeting on 5 February 2019 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) Damaged bus shelter: the partition & one of the benches in the shelter were too damaged for reuse and a local joiner has removed the broken pieces. He was able to repair & install the other bench seat, and it was agreed to leave the shelter open, because it now provides better sight lines for everyone using this busy junction.</p> <p>Tree bench: concerns were raised that the roots of the tree had grown over the years and begun to lift the concrete surround. It agreed to remove the concrete and enlarge the earth area around the base of the tree before installing a new bench and adding a retaining surround and gravel.</p> <p>Green Hut: small cracks have been filled & repainted inside and flaking paint on the exterior has also been remedied.</p>
4.	<p><u>REPORTS</u></p> <p>4:1 To Receive Reports to or from the County & Borough Councillors (for information only) <i>There were no reports from the ward members of GBC and SCC.</i></p> <p>4:2 To Receive Updates from the Joint Committees & Consider Any Actions Recommended:</p> <p>a) Pavilion Project: the project is moving ahead well, with an agreed design and surveys being undertaken to accompany the formal planning application to GBC, which will be made under PPC's name. It is hoped to obtain financial commitments from the sports clubs and also to encourage other activities, such as Petanque or bridge, to become regular users of the facilities, thereby contributing to ongoing overheads. <i>It was agreed in principle that the cricket club may install a recruitment sign near its entrance on the Green.</i></p> <p>b) Lord Pirbright's Hall: members were concerned to hear that the cleaner has been on sick leave, suffering from a blood clot in her leg. Her work has been covered by the caretaker. <i>The Clerk confirmed that the cleaner would be able to take adequate time off for rest when she returns to work.</i></p> <p>Hall utility bills: the gas account has reached £4300 so far this financial year and it may be necessary to install more flexible thermostats, such as a Hive system, so that the premises are heated only when required for hirers.</p> <p>Peribus donation: the committee has offered a donation towards capital expenditure for improvements to the Hall's facilities. Projects under consideration are replacement of the hot-water heaters and the cooker.</p> <p>Tower clock: the clock has stopped striking although it is still keeping to time. The engineers are due on site to repair it soon.</p> <p>c) Summer Fair: the committee has been joined by a new member nominated by the Parochial Church Council to oversee and advise on Health & Safety issues (see item 6:4).</p>
5.	<p><u>PUBLIC FORUM & COMMUNICATIONS</u></p> <p><i>There were no issues raised in the Public Forum or via communications.</i></p>

<p>6.</p>	<p><u>FINANCE & GOVERNANCE</u></p> <p>6:1 To Approve the Financial Schedules for February 2019 RESOLUTION: <i>the financial schedules for February were approved & signed by the Chairman.</i></p> <p>6:2 To Approve Outsourcing of the Payroll RESOLUTION: <i>Members approved the proposal to outsource the preparation of the monthly payroll.</i></p> <p>6:3 To Review the Risk Assessment & Update as Required <i>It was agreed that Cllr Woollett would go through the policy and help the Clerk to update it. It was also agreed to maintain a separate record of risk events, with actions taken.</i></p> <p>6:4 To Discuss Insurance & Indemnity issues for the Summer Fair The Clerk had discussed the issues of insurance and indemnity with Mr Godfree, who suggested amendments to the draft document drawn up by the Parochial Church Council for agreement by both councils. RESOLUTION 1: <i>The Parish Council agrees to establish a Steering Committee, composed of members nominated by Pirbright Parish Council (PPC) with Pirbright Parochial Church Council (PPCC), for the Pirbright Dragon Fair to be held on the Village Green and in Lord Pirbright's Hall on 15 June 2019.</i> As a participating member of the Steering Committee, PPC therefore adopted the following: (i) <i>The Steering Committee will provide the overall organisation & management of the Pirbright Dragon Fair.</i> (ii) <i>The Steering Committee will ensure that all participating individuals, clubs, societies and organisations agree in writing to accept responsibility for all risks, H & S responsibilities and public liabilities for the activities at the Fair that they organise, manage and are directly responsible for. Each participating organisation will be required to demonstrate that they have valid and adequate insurance cover and corresponding certification to manage any risks to the public and their volunteers, in respect of the activities they will organise. Acceptable documentation will include but is not limited to: adequate Public Liability Insurance, a Risk Assessment for the event and, where food is offered to the public, a current food hygiene certificate and/or a guarantee that a responsible person with current Hygiene Certification has reviewed and supervised the activity</i> (iii) <i>Furthermore, each participating individual, club, society or organisation agrees to fully indemnify both PPC and PPCC in respect of all liability for any injury, loss, damage and costs incurred by them arising out of or in connection with the activities of the said individual, club, society or organisation at the Fair.</i> RESOLUTION 2: <i>as participating organisations, PPC will ensure an event risk assessment is carried out for the village green and Lord Pirbright's Hall and hopes that the PPCC will do likewise in respect of the church and churchyard.</i></p>
<p>7.</p>	<p><u>PLANNING</u></p> <p>7:1 To Discuss Recent Planning Updates & Consider Responses to Pending Application/s: #2 Cooks Green, School Lane (single-storey rear extension & erection of new porch to side) PPC comment: <i>the Parish Council has No Objection in principle to this proposal but does have concerns about the height of wall and depth of the boundary of the rear extension, which may be overbearing and reduce direct sunlight for the adjoining neighbour.</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 has been up at Fox Corner on request from a local resident, but will go to School Lane next. The SDR is due to go up in Guildford Road.</p> <p>b) Parking Problems in School Lane – GBC’s parking watch seems to be good when an official is present, but there is no regular enforcement. The Sandpits deeds indicate that the Tennis Club can use the car park but it cannot restrict other users, unless the car park has been booked for an event.</p> <p>Parking Problems in The Gardens – the situation with commuter parking has improved but it is not yet known how the new layout planned at Brookwood Station will work. It was suggested that the Parish Council could contact SWR again, to say that implementation of the scheme is premature, with lack of consultation and H & S concerns about the restricted arrangements being proposed, with the possibility of a kettling of people exiting the station during rush hours. Concerns were also raised that the cemetery may restrict access hours.</p> <p>c) Protection & Tree Management of the Village Green and around the Parish – it was agreed to:</p> <ul style="list-style-type: none"> (i) check the legal position about installation of swales on a village green; (ii) ask a junior barrister to give a legal opinion about whether the scheme needs formal planning consent; (iii) arrange for an arboriculturist to make an initial site visit.

<p>d) Future Maintenance of the Playing Fields – a member of the football club had offered to arrange cutting of the pitch “in house” but members preferred to use a professional contractor, which is the policy for the other areas of the green and also stated in the PPC risk assessment. The village football clubs will have priority for use of the pitch but it was agreed that it could be hired out to other clubs if the schedule permits. <i>ACTION: it was resolved to seek a second quote for the work, as required by PPC’s Financial Regulations, from a professional contractor and to agree a cutting schedule in order to ensure that pitch will be cut in time for fixtures. The quality of the work will be assessed throughout the season.</i></p> <p>e) Activities at Stoney Castle – updates from SCC and GBC indicate that important enforcement action is ongoing.</p> <p>8:2 To Consider Clearance of Vegetation on the Sandpits Site & on the Far Side of the Green The Clerk will contact the chairman of the Tennis Club to discuss the clearance of vegetation near the car park. It was agreed to wait for the arboricultural report on the first area to be surveyed on the Green and consider whether remedial maintenance can be undertaken.</p>
<p>9. <u>NEWSLETTER</u> To Agree Items for the April Issue The main items for inclusion will be the date of the Annual Parish Meeting and nominations for the new parish council.</p>
<p>10. <u>CHAIRMAN’S CONCLUSION</u> 10:1 To Receive Chairman’s Notices & Members’ Questions 10:1:1 The Chairman thanked the Clerk, colleagues and friends for organising the refreshments for the wake at LPH following Burnham Clinton’s funeral.</p> <p>10:1:2 Jonathan Lord MP has invited the Chairman to attend a meeting of SWT on the ranges to look at work being done there. Concerns have been raised about a planned review of byelaws for MoD ranges across the country, perhaps leading to restrictions for recreational users.</p> <p>10:2 To Agree the Date of the Annual Parish Meeting & Items for the Agenda of the Next Meeting 10:2:1 It was agreed that the APM would be held on Monday 29th April.</p> <p>10:2:2 Items for inclusion on the agenda for the next meeting will include pay increases for staff, updates on current projects and plans for the APM.</p>

The meeting ended at 10.10 pm.

Signed.....

Date.....