

# PIRBRIGHT PARISH COUNCIL

## Minutes of the Annual Meeting of the Council held in the Green Hut Meeting Room on Tuesday 14 May 2019 at 7.30 pm

**Those present:** Cllr Fidgett (Chairman), Cllr Eason, Cllr Godfree, Cllr Richmond, Cllr Swinney & Cllr Woollett.

**In attendance:** L. Graham (Clerk).

1.	<p><b><u>FORMALITIES</u></b></p> <p><b>To Receive Members' Apologies for Absence &amp; Acceptances of Office</b> Apologies for absence were received from Cllr Hallam. Members submitted their Acceptances of Office.</p>
2.	<p><b>2:1 To Elect the Chairman &amp; Vice Chair for the Forthcoming Year</b> Cllr Eason nominated Cllr Fidgett as chairman, which was seconded by Cllr Woollett and agreed unanimously. Cllr Richmond nominated Cllr Swinney as vice chairman, which was seconded by Cllr Woollett and agreed unanimously.</p> <p><b>2:2 To Receive Members' Declarations of Interest on Any Agenda Item below</b> There were no declarations of pecuniary or personal interest.</p> <p><b>2:3 To Receive Members' Registers of Disclosable Pecuniary Interests</b> Members were reminded to submit their registers of pecuniary interests.</p> <p><b>2:4 To Appoint Committees &amp; Sub-Committees for 2019-20</b> <b>Highways &amp; Environment:</b> Cllr Godfree <b>LPH Managing Trustees:</b> Cllr Fidgett, Cllr Richmond, Cllr Swinney &amp; Cllr Woollett</p> <p><b>2:5 To Appoint Members to Represent the Parish Council on Outside Bodies &amp; Joint Committees</b> <b>Flood Forum</b> – Cllr Godfree &amp; Cllr Eason <b>Pavilion project:</b> Cllr Fidgett &amp; Cllr Swinney <b>Village Fair:</b> Cllr Fidgett, Cllr Eason &amp; Cllr Godfree <b>Lemprière Trust:</b> Cllr Fidgett</p>
3.	<p><b><u>MINUTES</u></b></p> <p><b>3:1 To Approve the Minutes of the Meeting Held on 2/4/19</b> <b>RESOLUTION:</b> <i>the minutes of the meeting on 2<sup>nd</sup> April 2019 were approved and the Chairman signed them.</i></p> <p><b>3:2 To Receive the Minutes from the Annual Parish Meeting</b> Members discussed the format of the meeting and agreed to bring forward the time of the pre-meeting reception to enable it to finish 10 minutes early in order to greet residents as they arrive for the main meeting.</p> <p><b>3:3 To Receive the Clerk's Report (for information, unless further action is specified)</b> <b>SWT:</b> it was agreed to offer Surrey Wildlife Trust a special rate for its first use of LPH for a staff meeting.</p>
4.	<p><b><u>REPORTS (FOR INFORMATION ONLY)</u></b></p> <p><b>To Receive Reports from the Joint Committees &amp; Agree Any Actions Proposed</b></p> <p><b>a) Dragon Fair</b> – Members received the minutes of the Steering Committee meeting held on 26 April. The Chairman said he would need 10 or more volunteers to help on the day with marshalling crossing points and for a tug of war team. <b>ACTION:</b> <i>Cllrs Woollett and Godfree both volunteered.</i></p> <p><b>b) Pavilion Project</b> – Members received the minutes of the Steering Committee meeting held on 7 May. The planning application has not yet been submitted to GBC because the arboricultural report is not yet completed. It is recognised that there must be a responsible organisation to ensure ongoing maintenance of the new pavilion and recent discussions have been around whether on whether a CASC or a charity would be preferable. It may prove necessary to seek legal advice to ensure the correct decision for all parties is made.</p> <p><b>c) Lord Pirbright's Hall</b> – the hall is looking a little down at heel and would benefit from areas being repainted but it is difficult to find a convenient time without upsetting hirers by cancelling regular bookings.</p>

	<p>With two wedding receptions booked for August, it is hoped to carry out some work towards the end of July. A request to hire the hall for a family party has been received during the period between Christmas and New Year, when the Hall is usually closed. Members felt that it would be worth asking staff if they could manage the opening and cleaning requirements of the function, for which Bank Holiday rates will be charged.</p>
5.	<p><b><u>COMMUNICATIONS</u></b></p> <p><b>To Consider Issues raised at the APM &amp; Communications Sent &amp; Received since the Previous Meeting</b> <b><u>GBC, SCC &amp; Policing issues</u></b></p> <p><b>1. Bollards in School Lane:</b> the Head Teacher of the village primary school has written to thank PPC for donating the bollards to SCC for installation outside the school. It is hoped that the bollards will ensure that vehicles are not parked illegally on the pavement, which stops access for pushchairs, buggies and wheelchairs. <i>For information – Cllr Woollett will mention to the school that there are two extra bollards available if desired.</i></p> <p><b>2. Parking on Pirbright Green South:</b> Cllr Gordon Jackson has contacted officers at GBC to ask for help and guidance on resolving the problem raised at the Annual Parish Meeting. The Waste, Parking &amp; Fleet Services Manager and the Parking Manager of Operational Services, have both responded, saying that a meeting between those affected is a very good idea and would be worthwhile to see if some accord can be found to balance the use of the space informally, as it is not on the current list of reviews and has some way to go to gain priority status over other requests on their long list. <i>ACTION: Members agreed on the need to organise a meeting to discuss parking issues and were asked to consider some ideas to put to forward for discussion.</i></p> <p><b>3. Professional dog walkers on Pirbright Heaths:</b> Cllr Gordon Jackson has contacted the appropriate officers to ask for information about potential controls for this kind of activity and to ask whether there are any existing regulations that can be applied or if not, whether there is any chance of introducing something. <i>For information. It was recognised that solving this issue may require a change in the local by-laws.</i></p> <p><b><u>General correspondence</u></b></p> <p><b>1. Law Meadows:</b> the Managing Director of OSP Architecture, the firm providing the design work for the redevelopment of the former stables, has invited the Parish Council to make a site visit with a guided tour and an update on the current design. <i>ACTION: to discuss and suggest an appropriate date for a visit towards the end of the month or early June, to be attended by Cllrs Fidgett, Swinney, Eason and Hallam.</i></p> <p><b>2. Police muster for parade on Remembrance Day:</b> the Ceremonial Branch of Surrey Police has again requested use of LPH on 10<sup>th</sup> November for changing before the parade and refreshments after the service in Brookwood Cemetery. <i>ACTION: to agree to this request.</i></p> <p><b>3. Litter through the village:</b> a litter picking warrior sends regular updates on his litter picking cycle rides along Gole Road through to Mytchett. Litter on the other approach roads to the village was also an issue raised at the Annual Parish Meeting. <i>ACTION: Members recognised the need for litter picking across the Parish but had concerns about the safety of volunteer litter pickers when working on busy roads with no footway, although it might be possible in other parts of the village. It was agreed to ask for advice from GBC.</i></p> <p><b>4. Banners 1:</b> Members approved the request by the Horticultural Society to place banners on the Green for one day to advertise the Plant Sale at Cricketers Cottage. <b>Banners 2:</b> a non-village amateur dramatics group has requested permission to erect a banner on the Green for a forthcoming production. However, Members did not consider this would be appropriate but suggested that the group could have a stall at the village fair.</p>
6.	<p><b><u>FINANCE &amp; GOVERNANCE</u></b></p> <p><b>6:1 To Approve the Schedule of Receipts &amp; Payments and Review Bank Reconciliations for April 2019</b> Michael Jackson had checked the bank statement and verified all relevant invoices &amp; documents for the month. <i>RESOLUTION: Members approved the statements &amp; bank reconciliations and the Chairman signed them.</i></p> <p><b>6:2 To Approve the Accounts for 2018-2019</b> The Clerk confirmed that the Independent Internal Audit would be taking place later in the week. <i>RESOLUTION: Members approved the accounting statements and the Chairman signed them.</i></p>

	<p><b>6:3 To Receive the Updated Register of Fixed Assets</b> Members received the updated register of fixed assets for 2019-20. It was noted that the new P.A. system, posts around the Green and the longboard in the children’s playground had been added.</p> <p><b>6:4 To Consider Any Amendments to the Risk Assessment for 2019-20</b> Cllr Woollett has reviewed the Risk Assessment in detail and adjusted some of the values where appropriate. It was proposed to add an item on the risk and potential requirement for support staff in case of illness or the unavailability of the Clerk. Adjustments for use of Green for licensable activities will also be considered.</p>
7.	<p><b><u>PLANNING</u></b> <b>To Receive Planning Updates and Consider Pending Planning Applications:</b> Members agreed to review the pending applications for final comment by the Chairman and submission to GBC by the Clerk (see annex 1).</p>
8.	<p><b><u>CHAIRMAN’S CONCLUSION</u></b></p> <p><b>8:1 To Receive the Chairman’s Notices and Member’ Questions</b> There were no notices or Members questions.</p> <p><b>8:2 To Note Items for Inclusion on the Agenda for the Next Meeting (4/6/19)</b> Items for inclusion on the next agenda will be approval of the Annual Governance and Accounts Return; determination of action for replacement of trees on Little Green and a discussion of the future maintenance of trees generally.</p> <p><b>8:3 To Consider Future Plans &amp; Projects for the Parish Council</b> A review of Lord Pirbright’s Hall and an update on the progress for the protection of the Green will both be added to the Parish Council’s list of future plans and projects.</p>

The meeting ended at 10.07 pm.

Signed.....Date.....