

# PIRBRIGHT PARISH COUNCIL

Minutes of the meeting in the Green Hut Room on Tuesday 3 March 2020 at 7.30pm

**Those present:** Cllr Fidgett (Chairman), Cllr Eason, Cllr Godfree, Cllr Hallam, Cllr Richmond & Cllr Woollett (from 8.15pm).

**In attendance:** L. Graham (Clerk) and two members of the public.

1.	<p><b><u>FORMALITIES</u></b> <b>To Receive Members' Apologies for Absence</b> <i>Apologies for absence were received from Cllr Swinney and Cllr Witham (SCC).</i></p> <p><b>To Receive Members' Declarations of Interest on Any Agenda Item below</b> <i>There were no Members' Declarations of Interest.</i></p>
3.	<p><b><u>MINUTES</u></b> <b>3:1 To Approve the Minutes of the Previous Meeting (4/02/20 )</b> <b>RESOLUTION:</b> <i>the minutes of the previous meeting were approved and signed by the Chairman.</i></p> <p><b>3:2 To Receive the Clerk's Report (for information, unless further action is specified)</b> <b>Police &amp; Crime Commissioner election:</b> the election is scheduled for Thursday 7<sup>th</sup> May.</p> <p><b>Bench in playground:</b> a local contractor has said it will be possible to repair the seat of a damaged bench.</p> <p><b>Memorial seat for cricket ground:</b> a resident has requested permission to donate a picnic bench, to be placed on the outskirts of the cricket ground, in memory of her late husband. <b>ACTION:</b> <i>the Parish Council agreed to the request, suggesting that a position on the outfield between the gate &amp; Avenue de Cagny should be put to the Cricket Club for approval.</i></p> <p><b>VE celebrations:</b> the RBL dinner planned for February has been rescheduled because of illness and rearranged in May, enabling it to be combined with celebrations marking the 75<sup>th</sup> anniversary of VE day.</p> <p><b>Corona virus:</b> the cleaner and caretaker of LPH have reviewed their work protocols and increased the frequency of cleaning handles and knobs throughout the building. Extra cleaning of table tops is also being undertaken. Hot water, soap and paper hand towels are always available in the kitchen and cloakrooms.</p> <p><b>Co-mingled waste:</b> the LPH cleaning team has complained about bags left at the recycling area containing multiple small black bags of dog waste, and wondered if they might have been left by a professional dog walker. Now a Bisley resident has contacted PPC to commend the provision of dog-waste bins on Pirbright Green, because they have been removed in Bisley, where dog waste bags are now put in general waste bins. Bisley's Parish Clerk has explained that Surrey Heath BC charges the parish for emptying waste bins (unlike Guildford BC, which also accepts the bags in general waste and clears the dog bins f.o.c. to the parishes.) <b>ACTION:</b> <i>to speak to the Bisley resident again if she appears to be dumping dog- waste bags in Pirbright.</i></p>
4.	<p><b><u>REPORTS</u></b> <b>To Receive &amp; Discuss Reports from Joint Committees and Consider Any Resolutions Recommended:</b></p> <p><b>a) Pavilion Project</b> – there is no further news and no committee meetings have taken place. The London Marathon Trust has stated the Pirbright grant application was not successful this time. A further application can be submitted but would require evidence of wider community involvement, such as youth development.</p> <p><b>b) Summer Fair</b> – minutes from the recent meeting held on 25 February were received. Plans are on schedule, following a similar successful format of last year's fair.</p> <p><b>c) Lord Pirbright's Hall</b> – the roof repair is scheduled for later in March. Fortunately the contractors made a temporary fix, which has mostly been effective in all but extremely heavy rain. The ivy been removed from the south-east wall by the committee room window.</p>
5:1	<p><b><u>PUBLIC FORUM &amp; COMMUNICATIONS</u></b> <b>To Discuss Issues raised in the Public Forum</b> A resident from Gole Road wished to follow up on his report that his parked car parked had been in a collision outside his house, and to offer support for any efforts at traffic calming past the houses. <b>ACTION:</b> <i>Cllr Godfree explained Community Speedwatch to the resident and invited him to join the group, suggesting that Gole Rd might be proposed again for inclusion with the eight current locations. SCC will be request to install the SDR in Gole Rd.</i></p>

5:2	<p><b>Communications received and sent since the last meeting</b>  <b>GBC, SCC &amp; Policing issues</b></p> <p><b>1. Flooding near Swallow Pond:</b> Jonathan Lord MP has passed on his reply to a resident who contacted him with concerns about ongoing flooding from the pond at Swallow Corner on the A324. The issue has been reported by Cllr Hallam several times to SCC and the Community Highways Officer. The problem is probably caused by damage to old drains that may have been moved during construction of Collens Field. There is also difficulty in determining responsibility for drainage of the pond.  Following prolonged rain during February and March, Cllr Fidgett added that there are further flooding issues in Cemetery Pales near Chapel Lane, on the A324 in Guildford Road by the Little Green and also just north of Pirbright Arch at the end of Connaught Road. These appear to be due to blocked drains causing vehicles to splash passing pedestrians and effectively putting the bus stops at Swallow Corner and the Little Green out of use, because people waiting for buses on the footway are being soaked by passing traffic.  <b>ACTION:</b> Members agreed that the situation is exacerbated by silt build up and to contact GBC &amp; SCC to raise the issue of road sweeping &amp; impact on gutters not draining.</p> <p><b>2. Flooding in Vapery Lane:</b> a resident has reported a recurrence of an old problem with lack of regular maintenance that is causing flooding in the lane again.  <b>ACTION:</b> the issue has been reported to the SCC and the Community Highways Officer who has carried out a detailed inspection, confirming that water was not getting into the culverts due to the screens (intended to prevent debris flowing through) being completely blocked. Some clearance of the ditch has been carried out near the screen and the water has been flowing much faster.  Both items 1 and 2 will be reported and discussed at the next meeting of the Flood Forum.</p> <p><b>3. VAS on Aldershot Road:</b> SCC's traffic engineer recently reported that the VAS near the Royal Oak was showing 30 mph instead of 40mph and requested that it be adjusted.  <b>ACTION:</b> the key to the VAS was unavailable, so immediate resolution was not possible and, although it was agreed that a black bag could be placed over the sign, the battery ran out before this could be done. To avoid future similar problems, a spare key to the device will be kept by the Clerk</p> <p><b>4. GBC Grant Aid:</b> GBC has sent a reminder that all grant aid projects approved for the 2018-19 financial year should be completed by 31 March 2020.  <b>ACTION:</b> two of PPC's projects (football pitch and purchase of a waterproof P.A. system) have already been completed and grant aid claimed. The third project was the proposed extension of the Sandpits car park, which will not now be undertaken.</p> <p><b>5: LGA Peer Review of Planning Committee:</b> as part of the review, the team would like to meet and gather views from Parish Councils as part of a focus group, from 4 – 5pm on Wednesday 25 March.  <b>ACTION:</b> for further discussion. The details will be forwarded email to interested Members.</p> <p><b>6: Potential loss of walkers' access to Military Land Ash &amp; Aldershot Ranges:</b> the MoD has announced a public consultation for Pirbright Camp, Ash &amp; Pirbright Ranges, to commence in April 2020. It is part of an ongoing review of the Aldershot Military Byelaws, potentially impacting on large numbers of the public, and designing new byelaws covering this area is both complex and time consuming. It is anticipated publicising the proposed new byelaws as part of a widespread public consultation in mid-2020.  <b>ACTION:</b> it was agreed to keep a watching brief on progress of the consultation although it is not specific to our local ranges but appears to be a review of powers etc. We will need to see the consultation paper and prepare a comment, and also again about installation of bunds and restrictions to parking and access points.</p> <p><b>General correspondence</b></p> <p><b>7. Use of the Avenue de Cagny car park:</b> a company that requested use of the car park to sell pizzas on one or two evenings a week has expressed disappointment about PPC's decision to decline the request and has asked if it would be possible to reconsider and/or take part in future fairs on the Green.  <b>ACTION:</b> this has been passed to the Village Fair steering committee but the catering suppliers for this year's fair are already decided. It was agreed that their details would be kept on file in case the situation changes.</p>
6.	<p><b>FINANCE &amp; GOVERNANCE</b></p> <p><b>6:1 To Approve the Receipts &amp; Payments and Bank Schedules for February 2020</b>  Cllr Godfree reported that he had checked the schedules for the month to verify that payments were correctly authorised and BACS details accurately applied. The bank statement was also checked live online.  <b>RESOLUTION:</b> Members approved the schedules, which were signed by the Chairman.</p> <p><b>6:2 To Review Current Financial Regulations and Approve any Amendments</b>  <b>RESOLUTION:</b> Members approved the new paragraph requiring verification of suppliers' BACS details.</p>

	<p><b>6:3 To Review and Approve the Asset Register for 2019-2020</b>  <b>ACTION:</b> Members approved the register, which had been updated to include the new curtains for LPH.</p> <p><b>6:4 To Discuss Future Staffing Provision for the Parish Council and Lord Pirbright's Hall</b>  Members agreed that this item should be moved to the end of the agenda and that the Clerk and visitors should be not present during the discussion. The Chairman took the minutes for this part of the meeting. The Clerk had made the Council aware of her intention to retire by July 2021 and, with her agreement, a period of advertising/interviews for the post has just been completed. Members then authorised the Chairman to accept notice of the retirement of the Parish Clerk/Responsible Financial Officer (RFO).  <b>ACTION:</b> PPC resolved to authorise the Chairman to take the necessary steps for the appointment of a new Parish Clerk on appropriate terms that accord with current practice and SSALC guidelines. It was further resolved that, following notice of the retirement of the present Parish Clerk, the role of Parish Clerk would cease and two new roles would be created, separating the Parish Clerk/RFO from the Secretary of Lord Pirbright's Hall Charity and new appointments would now be made to these roles.</p>
7.	<p><b><u>PLANNING</u></b>  <b>To Consider Responses to Currently Pending Planning Applications in the Parish</b>  20/P/00166 (4 Stanford Cottages, Aldershot Road - Erection of a part single/two storey rear extension following demolition of existing single storey rear extension and lean to gazebo)  <b>PPC comment:</b> Pirbright Parish Council has No Objection in principle to this proposal, subject to GBC's confirmation that sunlight &amp; daylight are maintained to the neighbouring property and that the side elevation does not appear overly oppressive.</p>
8.	<p><b><u>HIGHWAYS &amp; ENVIRONMENT</u></b>  <b>8:1 To Receive Updates on:</b>  <b>The VAS and Community Speedwatch</b> – this was discussed in the public forum</p> <p><b>Parking and Speed Issues in the Parish</b> – further discussion will take place at the next meeting.</p> <p><b>Protection of the Village Green</b> – the Chairman has discussed the project with the potential contractor to evaluate two options: a) a post &amp; pole system (likely to be more expensive because of the higher cost of materials and labour); or b) replacement of the current vertical posts with thicker ones, like those around the Avenue de Cagny car park.  <b>RESOLUTION:</b> Members approved scheme b) by four votes to two. The work should be done as soon as possible in the new financial year, before the Epsom Derby build-up of traveller movement.  It was also agreed to talk to the grass-cutting contractors about maintenance of the verges and enquire about galvanised collars to protect the bases of the new posts.</p> <p><b>The Tree Survey</b> – Cllr Godfree and Mike Hobbs will do the survey in due course.</p> <p><b>8:2 To Review &amp; Approve the Grass-cutting Contract for 2020</b>  <b>Grass-cutting</b> – Members approved the quote, subject to confirmation that the 2 % increase in charges also applied to the verti-draining element and was within PPC's budget.</p>
9.	<p><b><u>NEWSLETTER</u></b>  <b>To Confirm Items for the April Issue</b>  The main item will be about the planned renewal of the posts around the Green.</p>
10.	<p><b><u>CHAIRMAN'S CONCLUSION</u></b>  <b>10:1 To Receive Chairman's Notices &amp; Members' Questions</b>  There were no notices or Members' questions.</p> <p><b>10:2 To Propose Items for Discussion at the next Meeting (7/04/20)</b>  Arrangements for the Annual Parish Meeting will also be on the agenda.</p>

The meeting ended at 10.30pm.

Signed.....

Date.....