

PIRBRIGHT PARISH COUNCIL



Minutes of the virtual meeting held on 9th April 2020 at 7.30pm.

Those present:

Councillors

Cllr Fidgett (Chairman)
Cllr Eason
Cllr Godfree
Cllr Hallam
Cllr Richmond
Cllr Swinney
Cllr Woollett

Officers of the Council

Mrs Helen Myers (the new Clerk to the Council)
Mrs Lindsay Graham (retiring Clerk to the Council)

Members of the public

No members of the public were present

1.	<u>FORMALITIES</u> To Receive Members' Apologies for Absence <i>The Chairman welcomed members to the first virtual meeting of the Council. There were no apologies for absence.</i>
2.	To Receive Members' Declarations of Interest on Any Agenda Item below <i>There were no Members' Declarations of Interest.</i>
3.	<u>MINUTES</u> 3:1 To Approve the Minutes of the Previous Meeting (3/03/20) RESOLUTION: <i>the minutes of the previous meeting were approved unanimously. They will be signed at a meeting after the current national crisis is over and normal meetings can resume.</i> 3:2 To Receive the Clerk's Report (for information, unless urgent action is required) Access to military land on the ranges: the flags are currently down on the ranges and gates are tied open. The Chairman has heard from Jonathan Lord MP that Michael Gove's office is organising an MP meeting and a meeting with the Defence Secretary, to discuss proposed changes to byelaws on use of MOD land in local constituencies that might be affected/potentially affected. ACTION: <i>Members agreed to pursue the matter and to consider the proposals in the consultation about any revised bye-laws when it becomes available. It is not known if the consultation timetable dates will change because of the national situation.</i> Flooding issues in the parish: surface water on roads has receded during recent fine weather. SCC Highways have cleared the blocked drains, caused by compacted tree roots, on the A324 alongside the Little Green. PeriNews: the April edition had to be rewritten because the outbreak of Covid-19 was becoming so severe that a Government lockdown was expected and normal activities could not take place. In response to the situation, a new scheme known as PeriAid, was announced offering community assistance for vulnerable people being advised to stay at home. Cards were inserted into the newsletters for residents to add their contact details and put through neighbours' doors offering help with shopping or just phone chat. Another leaflet distributed with the newsletter gave details of home delivery service from the butchers, with a vegetable box if desired. Volunteers helped with the delivery of the newsletters across the parish to spare the regular deliverers, many of them now considered as vulnerable. Several residents have been subsequently been in touch with the newsletter editor and the Parish

	<p>Clerk to offer help to anyone who needs it and are being matched with requests from residents nearby where possible. <i>The Chairman thanked the Clerk and PeriNews editor for producing the revised newsletter so quickly and for putting in the leaflets.</i></p> <p>Meetings: legislation of 1972 requires local authority meetings to be held with members present in a place specified in the agenda & with voting on proposals to be carried out by those actually there.</p> <p>However, the emergency legislation (passed on 23 March under the Coronavirus Act 2020) included regulations to permit remote local authority meetings to be held via video conferencing technology, under Regulation 5(2). Most other requirements under the 1972 act still apply.</p> <p><i>The Chairman noted that this was a temporary measure but may become permanent if successful. A future remote meeting of PPC could be held at the end of the month, depending on the situation. While there is no current requirement to hold an annual meeting of the Council, it is hoped to hold the annual assembly of residents on a date to be agreed in due course.</i></p>
4.	<p><u>REPORTS (for information, unless urgent action is required)</u> To Receive Updates on:</p> <p>a) Pavilion Project – there is no further news on this.</p> <p>b) Summer Fair – this has been postponed until 2021 and stallholder fees have been returned.</p> <p>c) Lord Pirbright’s Hall - the Hall has been closed to users for the duration of the lock-down and deposits for functions during this period will be honoured for a future date. The Clubroom roof is currently being replaced and paintwork inside is being refreshed. <i>The Chairman has inspected the work on the roof and considers that a good job has been done.</i></p>
5.	<p><u>PUBLIC FORUM & COMMUNICATIONS</u> To Discuss any Urgent Issues Raised in Recent Communications Sent & Received</p> <p>Coronavirus: several updates with information and advice have been received from the national & county associations of local councils, including a model pandemic policy to be put into a framework to decide what can be agreed by parish councils on a delegated basis. Cllr Witham’s reports on SCC activities included advice on coping during the lock-down and the use of the Spectrum centre in Guildford as a distribution point for aid to vulnerable residents.</p> <p>The Chairman had also received an email from the butchers, expressing concerns about people they meet while doing deliveries in the parish who feel vulnerable and isolated. <i>It was agreed that it wouldn’t be possible able to do an extra drop of a help-leaflet, but phone numbers of key PeriAid volunteers could be put on a leaflet to go in their meat & vegetable boxes.</i></p> <p>Members discussed concerns that groups of people with children playing games had been seen on the Green & playing fields, although it was not known if they were of the same family or household. <i>It was agreed to post notices restating government guidance and to ask people to maintain social distancing if the situation persists.</i></p>
6.	<p><u>FINANCE & GOVERNANCE</u></p> <p>6:1 To Approve the Receipts & Payments and Bank Schedules for March 2020 The list of receipts & payments with the bank schedule were circulated with the agenda papers as usual, and a physical check to ensure BACS details were correctly applied will take place when it becomes possible later. In the meantime, regular payments can be made under delegated powers and one-off payments can be authorised by members via email, to create an audit trail.</p> <p>6:2 To Review the Financial Statement for 2019-20 RESOLUTION: <i>Members approved the financial statement for the year ending March 2020.</i></p> <p>6:3 To Appoint the New Clerk for the Parish Council & the Secretary for Lord Pirbright’s Hall RESOLUTION: <i>Members unanimously approved the appointment of Helen Myers as the new Clerk to the Parish Council, to be backdated to 1st April 2020. Members also approved the appointment</i></p>

	<p><i>of Lindsay Graham as Secretary to Lord Pirbright's Hall, subject to ratification of the Managing Trustees at a future meeting. In the meantime, the retiring Clerk will complete the accounts for the statutory audits for the 2019-20 financial year and Annual Governance & Accountancy Report.</i></p> <p>6:4 To Ratify the Purchase of a Laptop Computer & Printer for the New Clerk RESOLUTION: <i>Members unanimously approved the purchase of a laptop computer and printer for use by the new Clerk.</i></p> <p>6:5 To Discuss a New Email Address Including "gov.uk" (e.g. pirbright-pc.gov.uk) PPC website: this is currently hosted by Spanglefish as http://www.parish-council.com/pirbright. The new Clerk would like to apply to the Government Cabinet Office for a gov.uk domain name. If the application is certified and approved, the PPC website would be http://www.pirbright-pc.gov.uk and email addresses relating to roles at the council could be used, e.g. clerk@pirbright-pc.gov.uk. This would give residents assurance that they are contacting an official of the local authority.</p> <p>Document security: the new laptop saves documents to a personal One Drive system, backed up to the Cloud. This could be upgraded to a One Drive Business Account that would allow staff and members to save, share and retrieve files from the same location. The Clerk would be assigned administrative status and would register all current users, rescinding their access if people leave.</p> <p>Phone number: the Clerk will use the phone number in the Green Hut, where broadband service has now been upgraded, and arrangements for diversion of calls to a new mobile number will be introduced. The Secretary for LPH will continue with the current phone number and email address.</p> <p>ACTION: <i>members agreed these ideas unanimously but requested that comparative costs should be obtained. It was further agreed that proceeding to Cloud storage would be wise.</i></p>
7.	<p><u>PLANNING</u> Any Applications Received will be reviewed under Delegated Powers <i>Members agreed the draft responses drafted by the Chairman, to be submitted to GBC by the Clerk under delegated powers (see annex 1).</i></p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u> To Discuss & Agree the Installation of Replacement Posts Around the Village Green A member of the contractor's team has a Streetworks ticket, which is required for the project for work being done on adopted highways land (a 1m border around each section of the Green). The posts can now be ordered and should be delivered in about four weeks' time. ACTION: <i>Members agreed to proceed with the project with the posts broadly in same positions, but moved closer to the road edge opposite the Cricketers, and matching elsewhere on the Green. An advance payment will be made to the contractor to cover the purchase costs of the new posts.</i></p>
9.	<p><u>NEWSLETTER</u> To Confirm Items for the May The Chairman will compose the entry to include an announcement about the new Clerk and LPH Secretary, as well as more about the progress of PeriAid. It is hoped that the newsletter will be distributed by the same volunteers as for the April edition.</p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u> To Receive Chairman's Notices & Members' Questions No dates are yet arranged for the May meeting and the Annual Meeting, but they will be held as virtual meetings if the Government restrictions are still in place. The accounts will be prepared in a paper version and the Annual Governance and Accounting Return for 2019-20 will be completed when the templates and dates for submission are received.</p>

The meeting ended at 8.30pm.

Signed.....

Date.....