

PIRBRIGHT PARISH COUNCIL



Minutes of the virtual meeting held on 12th May 2020

The meeting was held using the video conferencing platform Zoom, with details available for members of the public in advance by application to the Parish Clerk.

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

Also in attendance

Cllr Keith Witham (SCC)
Cllr Gordon Jackson (GBC)

1.	<u>FORMALITIES</u> To Receive Members' Apologies for Absence <i>The Chairman welcomed members to the 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 (9/4/20) RESOLUTION: 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. 3:2 To Receive the Clerk's Report (for information, unless urgent action is required) Gov.uk email addresses – <i>this is covered in Item 6.2.</i> Zoom Pro Licence – <i>this is covered in Item 6.3.</i> Pirbright Parish Council Debit Card – <i>this is covered in Item 6.4.</i> Pirbright Parish Council Website – <i>this is covered in Item 6.5.</i> Annual Audit – The AGAR has been prepared and will be the subject of an independent internal audit in the coming weeks, whilst adhering to social distancing requirements. SSALC Training Course – It was agreed that the incoming Clerk should attend the New Clerks Induction course in June and that the cost would be borne by PPC.

4.	<p><u>REPORTS (for information, unless urgent action is required)</u></p> <p>To Receive Updates on:</p> <p>a) Pavilion Project – There is no further news and no committee meetings have taken place. No fundraising is currently able to take place. The Cricket Club has asked for PPC assistance with the mowing regime on the cricket square, however more details have been requested.</p> <p>b) Lord Pirbright’s Hall – The replacement of the Club Room roof has been completed.</p> <p>4.1 To Receive Reports to or from the County & Borough Councillors (for information only)</p> <p>SCC: A verbal report was received by Cllr Witham who has been keeping residents up to date via email. Issues covered in recent updates include:</p> <ul style="list-style-type: none"> • Phased re-opening of the Community Recycling Centres, now underway • the digital services of Surrey Libraries; the use of which doubled in a month • Surrey’s Climate Change strategy; • how the County has been responding to the Coronavirus pandemic • details of the local support available with the Spectrum continuing to be the hub for food parcel distribution to those classed as shielded; • Unclaimed grants for businesses re Business Rates • and the move of County Hall to Woking, but not to the office building that was previously planned. <p>GBC: Cllr Jackson gave a verbal report, stating that GBC are focused on the Coronavirus pandemic with Officers being moved across to work with SCC in liaising with residents. Extra support is being given to help with the additional Crematorium demands. Longer term, £15m from GBC reserves has been allocated to help during the crisis. GBC is going to be dependent on Government funding and with various incomes removed due to the Pandemic, its finances are in a serious situation. It is not clear at this point to what extent services will return to their pre-pandemic level.</p> <p>Cllr Jackson gave a verbal report on the Local Plan Part 2 dealing with development management to mitigate climate change. Documents will be issued shortly for consultation.</p>
5.	<p><u>PUBLIC FORUM & COMMUNICATIONS</u></p> <p>To Discuss any Urgent Issues Raised in Recent Communications Sent & Received</p> <ul style="list-style-type: none"> • A request was received by Pirbright Church to send a note of welcome to the new incumbent to the Parish. ACTION: <i>A letter was sent on behalf of PPC welcoming Reverend Beverley Hunt to Pirbright.</i> • Large quantities of clothes, some electrical equipment and other rubbish have been dumped over recent weeks around the recycling bin area in the car park of LPH. A postal label was recovered from one of the boxes and the JET team were contacted. The JET team agreed to write to the individual. This fly tipping has been exacerbated by the lockdown. RESOLUTION: <i>It was agreed that the Salvation Army Clothes Recycling bin should be removed as there is provision for Clothes recycling at Pirbright School and Cherrywood Nursery. These recycling units provide fund raising opportunities for the School and Nursery and so removing the bin from LPH car park would not detrimentally affect them.</i> • Correspondence has been received from the PPC Groundsman. He is unable to continue to cut the various areas needing a smaller mower. PPC’s current grass contractors were contacted and have quoted for mowing the additional areas. ACTION: <i>The current Contractors will add these additional areas to their remit and their quote was accepted and agreed.</i> • A resident contacted PPC enquiring as to what VE Day decorations PPC would be put up at LPH. ACTION: <i>The flag was put up at LPH. PPC also wrote a piece for the June PeriNews</i>

	<p><i>including a paragraph about VE Day. This was submitted along with a photograph of the raised flag.</i></p> <ul style="list-style-type: none"> • Letter from Rt Hon Robert Jenrick MP was received thanking all Parish and Town Council members for their contributions during the pandemic. • A resident has contacted PPC with an offer to repair the Bench at the west side of the Pond. ACTION: <i>It was agreed that this offer should be accepted.</i>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6:1 To Approve the Receipts & Payments and Bank Schedules for April 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, the regular payments can continue to be made under delegated powers and where necessary one-off payments can be authorised by members via email, to ensure an appropriate audit trail is maintained.</p> <p>6:2 To Consider new email addresses “@gov.uk” ACTION: <i>It was agreed that only the Clerk should be allocated an individual email address. An email address for the Secretary of LPH might also be required and this should be investigated.</i></p> <p>6:3 To Approve the purchase of a Zoom Pro licence for virtual meetings RESOLUTION: <i>It was decided that a licence was not necessary at this time.</i></p> <p>6:4 To Discuss the acquisition of a Parish Council Debit Card ACTION: <i>It was agreed that this should be acquired. A risk assessment should be completed and steps put in place to eliminate misuse.</i></p> <p>6:5 To Discuss upgrading the Parish Website ACTION: <i>It was agreed that PPC should upgrade to Version 3 software on 25th May 2020 with a “new look” website with the added benefits of enhanced security, speed and accessibility. Councillors should assist the Clerk with content. A possible photographic competition or request for photographs to be used on the website should be initiated.</i></p>
7.	<p><u>PLANNING</u></p> <p>To Consider Responses to Currently Pending Planning Applications in the Parish</p> <p>20/W/00052 (Vines Farm, Mill Lane, GU24 0BS - Proposed change of use of agricultural building to flexible commercial use.) PPC response: <i>It would appear that the site has a long and complex history and several of the buildings around this one have been used for residential, equestrian and light industrial use. Although the Parish Council do not raise objection to the nature of the proposed use, subject to satisfactory controls on the traffic and noise, we have some concern whether this falls within permitted development rights. We note the application includes the building and the area outside the building and includes the access track, which provides access through the site to the rest of the site and land to the north. This land was the subject of planning permission which changed the use from agriculture to a sui-generis mixed use (agriculture and equestrian use) in (see 17/P/01990). As the application contains land not solely used for agriculture the application appears not to fall within part R of the Regulations.</i></p> <p>20/P/00654 (White Rabbits, 13 Bullswater Common Road, GU24 0LZ - Addition of open sided car port and shed.) PPC response: <i>Pirbright Parish Council has no objection to this proposal.</i></p> <p>20/P/00652 (Rails Field, Mill Lane, GU24 0BW - Erection of a single storey dwelling following cessation of wood processing yard and demolition of existing buildings.) PPC response: <i>Pirbright Parish Council objects to the proposed development of the site for a dwelling as it represents inappropriate development in the Green Belt and would have an adverse</i></p>

	<p><i>impact on its openness and purposes. This is not a brownfield site; it is a limited forestry related use of agricultural land and is a personal permission that is not transferable. The development of the existing timber processing yard was a personal planning permission granted to maintain the applicant's forestry related business and serve the local area. It is a predominantly open use with only a simple open pole barn for equipment. While there have been in the past some issues with heavy vehicles entering the site and causing damage to the unmade tracks off the end of Mill Lane, this does not in itself justify the redevelopment of the site for a house. On cessation of the applicant's business, the use should be removed and the land restored to agriculture. Reference to Mole Valley is not relevant and does not justify a departure from GBC policy for the Green Belt.</i></p>
<p>8.</p>	<p><u>HIGHWAYS & ENVIRONMENT</u> 8.1 To Discuss & Agree the Installation of Replacement Posts Around the Little Green and opposite The Cricketers.</p> <p><i>ACTION: Members agreed that the posts from the main green should be re-used and sited around the little green using the same Contractor. These posts would be set slightly deeper and therefore would not be as obtrusive. All Residents living around the little green would be contacted by PPC informing them of this proposed work prior to starting.</i></p> <p>8.2 To receive an update on the Tree Survey. ACTION: Whilst adhering to the social distancing rules, Cllr Godfrey will carry out the plotting of trees for the tree survey as soon as possible.</p>
<p>9.</p>	<p><u>NEWSLETTER</u> To Confirm Items for the June Issue</p> <p><i>The Chairman composed an article for the June issue which praises the community effort during the Covid crisis. It notes the VE Day which could not unfortunately be marked with a formal gathering but notes that PPC meetings will continue to be held on-line. The article also comments on the new PPC web domain, prospective new website and gov.uk email addresses. The article further includes information about the repairs to LPH and the Clubroom.</i></p> <p><i>It is hoped that the newsletter will be distributed by the same volunteers as for the May edition.</i></p>
<p>10.</p>	<p><u>CHAIRMAN'S CONCLUSION</u> To Receive Chairman's Notices & Members' Questions</p> <p>No date has been arranged for the June meeting and it is likely to be arranged around the completion of the independent internal audit. It will be a virtual meeting if the Government restrictions are still in place.</p>

The meeting ended at 8.50pm

Signed.....

Date.....