

PIRBRIGHT PARISH COUNCIL



Minutes of the virtual meeting held on Tuesday 8th September 2020 at 7.30pm

The meeting was held using the video conferencing platform Microsoft TEAMS, 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 (Clerk to the Council)
Mrs Lindsay Graham (Secretary to LPH)

Members of the public

A resident from Rapley's Field

Also in attendance

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

1.	<p><u>FORMALITIES</u></p> <p>1:1 To Receive Members' Apologies for Absence The Chairman welcomed members and members of the public to the virtual meeting of the Council. There were no apologies for absence.</p> <p>1:2 To Receive Members' Declarations of Interest on Any Agenda Item below Cllr Fidgett declared an interest in item 3.1.1 concerning the Cricketers and Cllr Swinney declared an interest in item 6.2 as one of the Grant Aid projects is on a portion of land owned by her.</p>
2.	<p><u>MINUTES</u></p> <p>2:1 To Approve the Minutes of the Previous Meetings (13/7/2020 and 21/07/2020) RESOLUTION: The minutes of the previous meetings were approved unanimously. They will be signed by the Chairman in due course.</p> <p>2:2 To Receive the Clerk's Report and matters arising <u>Playground</u> Cllr Godfree installed three Wicksteed swing seats in the playground on 31st July 2020. The existing seats were badly cracked and were in danger of failing. The replacements were therefore authorised by the Clerk as a matter of urgency under delegated powers in relation to health and safety.</p> <p><u>Volunteer Work</u> It was reported by the Clerk that the Volunteers had begun work in the playground on 8th August 2020 and 29th August 2020. Works were going well and an article had been placed in the September PeriNews acknowledging their efforts to refurbish some items of playground equipment.</p> <p><u>Past GBC Grant Aid Projects Completed</u> Two grant aid projects have been completed: the posts around the Green and the three soft-close playground gates. GBC's contribution to these projects were acknowledged in the September PeriNews.</p> <p><u>PPC Pension Scheme</u> An employer's Pension has been set up by the Clerk using NEST (National Employers Savings Trust). A pension provision is required for the Clerk as part of the Clerk's Terms of Employment. The fund will be managed by PPC's accountants.</p>

The AGAR

PPC has received notification from PKF Littlejohn LLP that the AGAR has been received and logged by them and is now in a queue for processing. Littlejohn will contact PPC again in due course to either request further information or to report their findings.

Abandoned Cars

The abandoned car in the Tennis Court car park and the abandoned car in the Avenue d’Cagny car park have both been removed by GBC.

Cricket Club Damaged Manhole Cover

It was reported to PPC that the manhole cover beside the Pavilion building had collapsed. PPC are in the process of having it repaired.

Memorial Bench for Derrick Searle

A memorial bench was purchased by residents of The Gardens in memory of Derrick Searle and the bench was installed on Sunday 30th August 2020 following a small indoor celebration at Lord Pirbright’s Hall attended by family and friends.

3. PUBLIC FORUM & COMMUNICATIONS

3.1 Recent Communications Sent & Received

3.1.1 An email had been received from a Resident complaining about anti-social behaviour and general noise disturbance coming from the Cricketers on The Green. Complaints had also been made to GBC in relation to the container units being used on the forecourt as a temporary measure following the recent fires on the 8th/9th August. PPC thought it reasonable to use these containers in order to keep the pub going in this period of stress and that the situation would be monitored.

3.1.2 The Borough Councillor had been contacted in regard to parking on double yellow lines and parking which obscured junctions around Brunswick Drive and Billesden Road, Brookwood. The Councillor had contacted the MoD and learned that this land was owned by them and as such GBC has no authority to enforce the double yellow line restrictions. Cllr Jackson further contacted Major Miller and at her request, put the issue in writing. Cllr Jackson is arranging to meet with the MoD on this point and is also in touch with the residents. No action was required by PPC.

3.1.3 A resident had contacted Cllr Witham and Cllr Jackson to raise a query about the increased number of flights over Pirbright as a result of the re-routing of the approach path to and from Farnborough airport. Residents were encouraged to log their complaints directly with the Environmental Manager at Farnborough Airport Ltd, Farnborough Airport, GU14 6XA or via email on complaints@tagfarnborough.com. Cllr Witham noted that boroughs outside of Hampshire had not been directly involved in the consultation, which was unfortunate, but that SCC were aware of the issue. No further action was required by PPC

3.2 To Receive any Representations from Members of the Public.

3.2.1 A resident of Rapley’s Field attending the public Meeting wished to state that residents in the cul-de-sac appreciated the efforts that the Parish Council had made so far with the excessive and poor parking nearby but that the congestion was getting worse. The resident wished to state that this has been ongoing for many years and that a workable solution was now needed. The resident stated that she had contacted the local PCSO when illegal parking had taken place but that the PCSO had been reluctant to come out. The resident stated that various neighbours had contacted the JET team when poor parking had occurred and that other residents had been in direct contact with Managers at Squire Ferneaux but that these conversations had not improved the situation. The resident was now looking to PPC to help move things forward and find a solution that was acceptable to all parties. The resident wished it to be noted that the efforts that the Clerk had gone to in this matter were also appreciated.

PPC responded to the Resident by stating that they had attended a meeting with GBC’s On-Street Parking Coordinator on 13th August who had outlined measures that could be undertaken to address the parking issues. In addition, PPC have arranged for wooden posts to be installed on grass verge with SCC undertaking the work in the near future. Further measures such as putting yellow lines in certain areas of the village, such as the entrance to Mill Lane and Rapley’s Field and in front of Cricketers are also being considered. These restrictions must follow a process and will be put to GBC and considered at a Joint Committee Meeting. There are a list of competing locations and a points system is used to determine suitability and priority. Mill Lane/ Rapley’s Field may not rate highly compared to other locations involving

	<p>schools etc, but PPC will look at a range of measures including potential partial funding to raise the priority of this specific area. PPC also intend to meet again with Squire Ferneaux to progress initiatives and to try and address the situation further. PPC would ask the residents of Mill Lane/Rapley's Field to continue to report vehicles if they are illegally parked or blocking driveways and that in these instances, the police should attend.</p> <p>Cllr Witham wished to state that all instances of obstruction must be reported in order for the authority to build a profile of the area. Thereafter, if that profile is increased Guildford Police will allocate their time and effort accordingly, whereas if only one-off reports are received, the response will not be as targeted. Residents should keep a log of dates and times of poor parking, as opposed to it being anecdotal, as if reports have been made, this will encourage Guildford's Joint Committee to prioritise the problem.</p> <p>Cllr Fidgett encouraged residents to use the SCC online reporting system for inconsiderate parking which was quick and user friendly. Illegal parking should be reported to the Police.</p>
4.	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting. Prior to the Volunteers commencing work onsite, a Risk Assessment was carried out and approved by Cllr Swinney. This document was considered by all Council Members. RESOLUTION: <i>The Risk Assessment was approved by the Council and was adopted into PPC's bank of documents and policies.</i></p>
5.	<p><u>REPORTS (for information, unless urgent action is required)</u> To Receive Updates on:</p> <p>a) Cricket Pavilion Cllr Fidgett and Cllr Swinney met with members of the Cricket Club to discuss funding options. Cllr Fidgett also met with the Junior Team Coach and was impressed with the number of local children who had been attracted to join the Club over recent months. Over 60 children regularly attend training, with 12 children on a waiting list. 70% of these children live in the Parish and attend the local Primary School. The Junior Team also now have a sufficient number of girls involved to form a Girls Only Team which makes them one of the few Junior female teams in the County. The coaching staff are part of Surrey County Cricket making the facility a top training setup with the Junior Team now having secured double the membership numbers of the Adult Team in just three months. Both football and cricket now have combined membership from young children through to adult players, to encourage progression and with both sports being played on the Green. In the short term, the Pavilion need ladies and disabled toilets and a kitchen upgrade that meet Health & Safety requirements. The Cricket Club Committee are finalising proposals to publicly campaign for funds and PPC have seen plans to develop the facility into a multi-use facility, encouraging other sports onto the Green and working to complement the village hall to create an extensive recreational facility on the Green. ACTION: <i>Cllrs Fidgett and Swinney will meet again with the Cricket Club to progress the redevelopment of the Pavilion and will circulate proposal papers to Members prior to the next Council Meeting.</i></p> <p>b) Lord Pirbright's Hall The Secretary to Lord Pirbright's Hall reported that the Hall is open and that Hirers were coming back slowly. The weekly Country Market had returned, been well attended and had received positive feedback. Likewise, the Pilates classes have returned and the organisers would like to thank the Secretary for her efforts in getting the Hall up and running safely, in such a short space of time. Many other social activities however, such as private parties had not fully returned. In addition, the WI and the Rawlins Club had not felt able to return to an enclosed space, despite the Hall conforming to all Covid-safe procedures. The newly installed security bollards are working well and are being raised and lowered on an almost daily basis.</p> <p>c) To Receive Reports from the District & Borough Councillor (for information only)</p> <p><u>Surrey County Council</u> Cllr Witham commented that he had received correspondence from a Pirbright resident regarding traffic problems in School Lane. The "build-outs" in the road were a source of contention and residents had requested speed humps to take their place in an effort to reduce speeding and poor parking. The issue had been referred to Surrey Highways for comment. Cllr Woollett suggested that the school parking had slightly improved but that PPC should keep a watching brief.</p> <p>Cllr Witham also reported that he had received complaints generally about noisy motorbikes travelling through the borough and had circulated a Blue Triangle road sign that could be attached to existing road</p>

signage and that these motorbike specific signs had worked well in other villages in reducing the speed and noise produced by motorbikes. SCC would not bear the cost of these signs and it would fall to PPC to accept the costs involved in producing and erecting the signs but that certain grants might be available.

Cllr Witham also wanted to make the Parish aware of the annual small community grants scheme he is running and he would encourage local groups and organisations to apply.

ACTION: PPC agreed to consider the motorbike signage and raise the it at the next Parish Meeting.

Guildford Borough Council

Cllr Jackson gave a verbal report in which he highlighted the ongoing climate change initiatives and informed PPC that a supplemental document would be coming out shortly. Cllr Jackson would be looking to PPC to take the agenda forward.

Cllr Jackson informed the Council that the WalkFest event was taking place on Friday 11th September starting at the Royal Oak in Pirbright. The event was being led by the Surrey Hill Society.

Cllr Woollett asked Cllr Jackson for more information on the proposed bid by Surrey County Council to become a unitary authority. Cllr Jackson informed the Council that a Recovery and Devolution White Paper was being put together by Government which would see the 11 Borough and District councils disappear leading to a greater role for Parish councils. The White Paper is due to be published later this year.

ACTION: PPC agreed to discuss the issue of Surrey County Council becoming a unitary authority further at the next meeting.

6. FINANCE & GOVERNANCE

6:1 To Approve the Receipts & Payments, Bank Schedules for July 2020 and August 2020

The list of receipts and payments with the bank schedule were circulated with the Agenda papers and a physical check to ensure BACS details were correctly applied was performed by Cllr Godfree on 8th September 2020.

RESOLUTION: Members approved the schedules which had been signed by Cllr Eason and checked by Cllr Godfree.

6:2 To Approve the Projects put forward for GBC 2021/2022 Grant Aid

Four Projects were submitted to GBC for consideration.

1. Improved Accessibility Kissing Gates at either end of Footpath No. 400 on Church Lane.
2. Improvement to Blind Lane Footpath No 397 - Church Lane to School Lane.
3. Larger 110L Litter Bins, PPC Branded with Black/Gold Lettering/Logo
4. VAS System (Vehicle Activated Sign)

These project had been discussed in outline at the previous meeting and on email prior to their submission on Friday 4th September 2020 to meet the deadline set by GBC of 7th September 2020.

RESOLUTION: The Council agreed to the four projects being submitted to meet the deadline set by GBC of 7th September 2020.

6:3 To Approve the NALC recommended Annual Salary Increases for the Clerk & Secretary to LPH

The National Association of Local Councils (NALC) published a new employment briefing on the national salary pay scales for clerks and other employees employed under the terms of the model contract.

On 24 August 2020 the National Joint Council for Local Government Services (NJC) announced that an agreement had been reached between the National Employers and the NJC Trade Union on the new pay scales for 2020-21 to be implemented from 1 April 2020. NALC welcomed the new agreement and noted that increases should be backdated to April 2020.

RESOLUTION: The Council Members agreed that this pay rise should be actioned.

6:4 To Review the Local Council Insurance Renewal Policy

PPC's Insurance Policy is due to be renewed on 29th September 2020. PPC use Zurich Municipal. A renewal schedule was circulated to Council Members itemising coverage and renewal terms.

ACTION: It was agreed that PPC should renew its Policy Schedule with Zurich Municipal for a term of one year.

6.5 To Approve the Incorporation of the Bench Operating Document, the Little Green Parking Document and an updated Asset Register.

6.5.1 Bench Operating Document

Following the review of all benches around the Green, the Clerk has drawn up a Memorial Bench Application document to be used for future bench applications.

RESOLUTION: *This document was considered by the Council and subject to additional wording it was approved for inclusion into the PPC bank of standard documents. This Memorial Bench Application document will appear on the PPC website.*

6.5.2 Little Green Parking Document

The Church held its first wedding since lockdown in July and wished to use the Little Green for overflow parking. The Clerk drew up an authorisation for parking document to be used each time parking is required. The Church were in full agreement to using this document and have also signed for a key to the drop post on the western side of the Little Green which they will hold for future events.

RESOLUTION: *This document was approved and will now be incorporated into the PPC bank of standard documents.*

6.5.3 The Insurance Asset Register

This document has been updated with Insurance to reflect the 482 new wooden posts, 6 security posts, the new laptop and printer and by increasing the sum insured for benches. These changes have not affected the current premium.

6.6 To Discuss the Appointment of a Groundsman and a Cleaner.

The Clerk and the LPH Secretary posted vacancies for a *Groundsman/Caretaker* and *LPH Cleaner* on Noticeboards, the PPC website and in the September PeriNews.

ACTION: *It was agreed that the Clerk should arrange an interview for the applicant who has applied for the vacancy of Groundsman/Caretaker with the Council. It was further agreed to keep the positions open for another month.*

7. PLANNING

To Consider Responses to Currently Pending Planning Applications in the Parish:

20/P/01079 (The Glen, Mill Lane, Pirbright, GU24 0BN Erection of a side conservatory)

PPC Response: *Pirbright Parish Council has no objection to this planning application.*

20/T/00192 (West Side, The Green, Pirbright, GU24 0JE, T1 Silver Birch, reduce height by 1m, T2 Portuguese Laurel, reduce by 0.5, T3 Eucalyptus, prune to 18m)

PPC Response: *Pirbright Parish Council has No Objection subject to view of Tree Officer.*

20/T/00193 (Yew Tree Cottage, West Heath, GU24 0JQ Conifer Tree)

PPC Response: *Pirbright Parish Council has No Objection subject to view of Tree Officer.*

20/P/01012 (Mandalay, Fox Corner, GU3 3PP Infill porch at front to create 2 storey front extension.)

PPC Response: *Pirbright Parish Council has no objection. The proposed extension is a reasonable and necessary adaptation of the existing dwelling.*

20/T/00224 (The White Hart, The Green, GU24 0LP, Cherry T1 remove leading trunk overhanging neighbours fence line.)

PPC Response: *Pirbright Parish Council has No Objection subject to view of Tree Officer.*

20/T/00193 (Yew Tree Cottage, West Heath, GU24 0JQ Conifer Tree.)

PPC Response: *Pirbright Parish Council has No Objection subject to view of Tree Officer.*

20/P/01321 (St Johns Villa, Dawney Hill, GU24 0JB Single Storey side/rear extension, new front door with canopy above and changes to side fenestration following demolition of rear extension and garage.)

PPC Response: *Pirbright Parish Council has no objection to this planning application.*

20/P/01001 (Henley Business Park, Pirbright Road GU3 2DX Variation of condition 2 & condition 13 (operating hours) re: planning permission 14/P/01054 approved 11/11/14 to allow for an extension of the hours of access by commercial vehicles to the eastern service yard only at Unit 6.)

PPC Response: *Pirbright Parish Council are concerned that they were not consulted on this application and have heard about the application late from the adjoining Parish. We would wish to register our strong objections to the extension of vehicle operating hours at Henley Park. The restrictions were imposed*

because of the nature of the development and the proximity of both the site and the routes to the site which affect residential properties. Pirbright is significantly adversely affected by HGVs accessing the site particularly in the mornings and evenings at present, with noise, vibration and speed issues as they pass through Pirbright and Fox Corner. The vehicles create a great deal of disturbance when passing over the traffic calming measures within the village creating noise and vibration for those houses that are close to the road. This will be made significantly worse if movements are allowed at night, with an adverse effect on the amenities of residents within the village on Pirbright Road, Pirbright village green, Ash Road and Guildford Road. The condition was imposed to protect the amenities of nearby properties and there is no case advanced in the application documents that justifies this being relaxed. The noise assessment fails to consider any properties other than those immediately adjacent to the site and does not take account of the effects of night time movements in this rural village.

8. **HIGHWAYS & ENVIRONMENT**

8.1 To Receive and Update on the Tree Survey

Sapling Arboriculture Ltd have been contracted to carry out the PPC Tree Condition Assessment Survey. This will include mapping circa 95 trees, plus a negative tree survey for the woodland boundary to the north of the Green and the subsequent production of a survey report with prioritised management recommendations.

The work is scheduled to commence on 15th September with the 18th September allocated as a roll over date.

ACTION: *The Council gave their approval for this Project. An update on progress will be given at the next Meeting.*

8.2 To Receive an Update on the MoD Consultation of Bylaws for the Ranges and closure of the Ash and Porridge Pot Hill sections.

There appears to be little progress other than the attendance of more Rangers on patrol with horse riders being asked to produce permits. Local residents have contributed to the survey that user groups have set up online. No further action is expected until the consultation has been completed. The consultation period has been extended. The Council also wished to thank Jonathan Lord MP for his positive support and input on this matter.

ACTION: *PPC will liaise with Ash Parish Council to ascertain what action, if any, they are taking.*

8.3 To Discuss the Management of the Green and Proposed Parking Measures

Wooden posts are due to be installed on the remaining side of the Little Green and also around the triangle opposite the Cricketers the week commencing 14th September to prevent inconsiderate parking.

PPC had a ZOOM meeting with the On-Street Parking Coordinator at GBC on 13th August 2020 who laid out the possible options to prevent obstructive parking. The most promising option was conservation grade yellow lines. These are paler, thinner yellow lines and would be considered at the southern end of Avenue d’Cagny. The On-Street Parking Coordinator was confident that with GBC and SCC support that a proposal could be put to the next GBC Parking Committee Meeting.

Yellow lines would also be considered for Mill Lane / Rapley’s Field although, working with GBC’s points system, this latter area scored significantly lower.

ACTION: *Cllr Jackson stated that he would strongly support this proposal and PPC will therefore put together a proposal to be circulated for comment with a view to submission to the next GBC Joint Committee meeting.*

8.4 To Discuss the Speeding on Church Lane.

Cllr Godfree and Cllr Swinney met with Cllr Witham and members of the Surrey Highways Team in Church Lane to discuss various options available to reduce the speeding at this point and the occurrences of motorists driving the wrong way up the one-way stretch of lane. Residents had suggested a speed reduction to 20mph or the widening of the Church pavement but Surrey Highways could not sanction either of these proposals.

SCC agreed to an additional “Give Way” sign on the approach to Church Lane from the Little Green, an additional “One Way” marker, and the erection of a pedestrian warning sign. The vegetation was also cut back.

Cllr Godfree subsequently performed a CSW operation in August and found Church Lane very quiet. The SDR data revealed the average speed to be 34mph which scored low compared to other areas of the Village.

ACTION: *Cllr Godfree agreed to perform a further CSW operation in September and gather another round of SDR data now that the schools have returned. Cllr Godfree will report his findings back to the Council at the next meeting.*

Cllr Witham highlighted the need for residents to report incidents of speeding to provide evidence and build a picture for Surrey Police.

9.	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the October Issue</p> <p>The Chairman informed the Council that the October Issue of the PeriNews will be the 50th edition and as such both the Council and the Church have agreed to co-fund a colour edition. The Council will also write an article about the Clerk's retirement and subsequent presentation.</p> <p>Clr Swinney requested that an article and potential campaign to "Save our Verges, Rivers and Hedgerows" could be submitted in a future edition of the PeriNews.</p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u></p> <p>To Receive Chairman's Notices & Members' Questions</p> <p>The Chairman concluded that the Parish had experienced a very busy period with high demands being placed on all Councillors however, it was felt that these efforts were being noticed around the village. The Chairman also stated that meetings of the Parish Council should return to the first Tuesday of the month going forward.</p>

The meeting ended at 22.00pm

Signed.....

Date.....