

PIRBRIGHT PARISH COUNCIL



Minutes of the virtual meeting held on Tuesday 9th March 2021 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 Swinney (Vice Chairman)
Cllr Godfree
Cllr Hallam
Cllr Richmond
Cllr Eason
Cllr Woollett

Officers of the Council

Mrs Helen Myers (Clerk to the Council)
Mrs Lindsay Graham (LPH Secretary)

Also in attendance

Cllr Keith Witham (SCC)
Cllr Gordon Jackson (GBC)
Two Residents of the Parish

1.	<p>FORMALITIES</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.</p> <p>1:2 To Receive Members' Declarations of Interest on Any Agenda Item below Cllr Fidgett expressed a personal interest in planning application 21/P/00347, 1 Pirbright View, Dawney Hill, Pirbright, GU24 0JB under Item 7. on the Agenda (Planning). Should a vote be required Cllr Fidgett stated that he would not take part.</p>
2.	<p>MINUTES</p> <p>2:1 To Approve the Minutes of the Previous Meetings (16/02/2021) RESOLUTION: <i>The Minutes of the previous meeting (16/02/21) were approved unanimously. They will be signed by the Chairman in due course.</i> <i>It was also noted that there was an error in the January minutes whereby the 2021-2022 precept for an increase of £3.70 a year on a Band D property was incorrectly reported as an increase of 3.5% on the previous year, when it actually represented an increase of 7.4%. Discussions at the January meeting were focussed on the substantive point that the required 2021-2022 precept figure was £65,607.60 to balance the 2021-2022 budget. The precept was duly set, and the percentage should be corrected in the Minutes. Members agreed unanimously, with a verbal declaration and show of hands, that this error should be corrected in the January minutes and documented in these minutes for completeness.</i></p> <p>2:2 To Receive the Clerk's Report and matters arising <u>Parish Bench, Bus Shelter & Car Park Inspection</u> A full bench, bus shelter and car park inspection was performed by the Groundsman on the 2nd March 2021. Bench No 23, the John Piper bench on the Cricket Green close to the entrance to The Gardens has now lost 3 slats in the back rest and is potentially a health and safety risk. The Clerk has approached a local carpenter for a quote to repair the bench to a safety standard and provide the Council with a quote for the potential works. It should also be noted that the two picnic benches that had been donated to the Council by the Cricketers were stolen from the Green at the end of February 2021. The Clerk approached local businesses for CCTV footage but nothing was obtainable.</p> <p><u>Annual Parish Meeting – Monday 26th April 2021</u> The Clerk contacted both Surrey Wildlife Trust and the Military to invite them to present at the APM.</p>

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The Commanding Officer at Pirbright Barracks is currently on leave but will be contacting the Clerk on his return with a view to presenting.
SWT have also agreed to liaise with the Clerk to provide a speaker and the Clerk will report at the Parish Meeting in April to update the Council.

Waffle Tram

The owners of the Waffle Tram contacted the Clerk for a letter from PPC giving permission as the landowner for them to apply for the relevant planning and licensing permissions to gain a one year trading license to trade from the southern end of Avenue De Cagny car park. After gaining permission from the Council members, the Clerk wrote a simple letter to confirm that PPC gave permission to the Waffle Station to trade in the car park on a one year license. Further terms and conditions should be agreed at the forthcoming Parish Meeting. The Waffle Station also applied for a temporary 28 day trading license, to trade in the LPH car park and this has been granted. The Waffle Station would like the Parish Council to give them permission to use their remaining 8 trading days to resume trading in the Avenue De Cagny car park from Saturday 13th March 2021. The Waffle Station would also like to gain permission to run an Easter egg hunt in the recreational ground on the morning of Sunday 4th April 2021 for local children.

ACTION: *This forms Item 8.4 (To Consider the reopening of the Waffle Station) on the Agenda.*

Guildford Dragon

The Clerk was contacted by the Guildford Dragon who are planning a series of articles, over a six month period, highlighting each of the parish councils in the Borough. Each article would be written by the Parish Councils themselves and would be an opportunity for them to give the public an insight into the role of the Parish Council. The Parish Council should now decide if they would like to be included as one of the Councils featured by the Guildford Dragon.

ACTION: *It was agreed by the Council, using a declaration and a show of hands, that the Clerk should respond to the Guildford Dragon agreeing to take part in the feature.*

3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

A resident of the village wished to make the Parish Council aware of her objection to Planning Application 21/P/00347, 1 Pirbright View, Dawney Hill, GU24 0JB. The resident has submitted her objection to GBC and wished to state her reasons for this objection. The basis for her objection was the impact on the general setting of Dawney Hill with the disproportionate size of the proposed extension which comes within 1.5 feet of the boundary. The resident questioned the design and style of the proposed extension, being one of a pair of Lord Pirbright cottages and the impact that the extension would have on the neighbouring properties.

The Chairman thanked the resident for her comments and requested permission from the other Members of the Council to bring this Item forward on the Agenda. This planning application is Item 7. Planning on the Agenda. The Chairman also requested that the Vice Chairman, Cllr Swinney host the meeting from this point as the Chairman had expressed a personal interest in this Item.

Members of the Council unanimously agreed, with a declaration and a show of hands, to bring the Item forward and for Cllr Swinney to chair the meeting for this Item.

Cllr Swinney canvassed opinion from the remaining members of the Council and it was agreed that an objection be raised as the proposed extension would occupy the full width of the plot, that the proposed two storey extension would also extend to the full depth of the house and was therefore considered overly large. The proposed extension was also considered unneighbourly. The property is within the Conservation Area and is one of a pair of Lord Pirbright cottages. It was felt that the proposed extension would alter the symmetry and that the side elevation should also be considered as there is a lane running along the side of the plot. The key issues would be the impact on neighbours in terms of creating an unneighbourly relationship due to the plot boundary. It is questionable whether the property would be able to maintain their own boundary and there would be a feeling of enclosure. Neighbours would be overlooked by this proposed extension and garden privacy would be lost.

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ACTION: *It was unanimously agreed, with a declaration and a show of hands, that PPC would raise an objection to this planning application along the lines discussed above.*

3.2 Recent Communications Sent & Received

3.1 A resident of the village informed the Clerk that they had reported burning at the Gole Road site. Cllr Godfree also made the Council aware that two structures had been erected on the site, both on concrete bases. This falls under Enforcement Number EN/20/00314 Gole Farm, Gole Road, GU24 0PZ and photos of the structures were sent to GBC. The Enforcement Officer informed the Parish Council that he planned to meet the owner of the land on site and would update the Council in due course.

3.2 A local resident of Chapel Lane contacted the Clerk to enquire as to whether the Parish Council ran litter picking volunteer groups. The Clerk thanked the resident for her offer and directed her to the GBC website and helpline to see if litter picking equipment could be loaned through GBC as the Parish Council did not coordinate such schemes.

ACTION: *Council Members requested that the Clerk purchase two mechanical litter picker arms and produce an advice sheet to issue to members of the public borrowing the equipment.*

3.3 The Clerk was made aware by SCC Highways that the “reduce speed” and “chevron” signs on the Guildford Road, approaching Fox Corner had disappeared. SCC Highways have reordered replacements. SCC Highways also informed the Clerk that the new “Fox Corner” sign had been installed adjacent to the Fox Corner roundabout. This sign was replaced as it had badly deteriorated.

3.4 The Clerk was contacted by a member of the public who was moving to Pirbright enquiring about public access onto the Ash Ranges. The Clerk answered his query and also welcomed him to the Parish, giving him other information including links to the Parish website and PeriNews.

3.5 The Clerk was contacted by the playground volunteers to let the Council know that they will be meeting over the next few weeks to put together a work plan for the next stage of the play area refurbishment. They will put together availability dates and a work plan including man hours and skills available. They would then require PPC to allocate a total spend to identify what work can be achieved in 2021 and agree a work plan for the coming months.

3.6 The Clerk was contacted by John Lawson Circus to inform her that following Government guidance he would not be visiting Pirbright this year but that they would contact the Clerk again to make arrangements to visit in 2022.

3.7 The Director of Pirbright Arts contacted the Clerk to ask if it might be possible to be featured on the Parish Council website on a permanent basis. He hopes to put on an event every 4 to 6 weeks and would like to submit an article on each occasion talking about the aims of Pirbright Arts, the support he hopes to achieve and giving links to his own Pirbright Arts website so that visitors to the PPC website can keep up to date with forthcoming events.

3.8 The Director of Pirbright Arts also contact the Parish Council requesting permission to hold an event on the Green in June 2021. The event would consist of 2 or 3 acts on a pop-up stage in an area that can safely accommodate 500 – 750 people. The event would be targeted at local people and the Director would provide toilets, selected food outlets and a bar. The Director is willing to draw up a detailed plan of the proposed event for the Parish Council if there is initial agreement.

ACTION: *The Clerk was requested to respond to the Director of Pirbright Arts to inform him that in principle PCC would be supportive of such an event on a no commitment basis, subject to various lockdown restrictions and an appropriate set of protocols ensuring public safety being in place. It was felt that a more detailed plan was required giving specific details of scale, logistics, methods adopted, areas proposed and for this to be presented for discussion at the next parish meeting.*

3.9 A resident of Chapel Lane contacted the Council to inform them that Brookwood Cemetery had restarted tree works along the boundary with the dwellings without notification as promised in the meeting between the Cemetery and the Parish Council in December 2020.

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	<p>The Clerk contacted the Cemetery Manager who issued an email to the resident and the Parish Council stating that the works were the completion of the works that had stopped due to poor weather in December and that no additional works would be carried out without prior notification to residents and the Parish Council. The Cemetery Manager also stated that a new fence would be erected on the boundary or at the toe of the bund on the cemetery side but that this would not be carried out without prior notification to the residents and the Parish Council.</p>
<p>4.</p>	<p><u>HEALTH & SAFETY</u></p> <p>4:1 To consider any Health & Safety Issues arising since the last Meeting.</p> <p>It was discussed that with Covid restrictions lifting there will be more people using village green again. This is likely to result in increased litter and it was agreed that the Clerk should monitor with a view to requesting extra refuse collections by GBC. This would be monitored. It was agreed no further health and safety measures were needed for the time being and that existing signage would be maintained.</p>
<p>5.</p>	<p><u>REPORTS (for information, unless urgent action is required)</u></p> <p>To Receive Updates on:</p> <p>a) Community Sports Pavilion</p> <p>A note to had been circulated with the Agenda on the Community Sports Pavilion Project. An Ideas Submission has been made to the SCC Community Projects Fund Team with the next step being the preparation of the full submission. If this submission meets the required objectives, a full bid will be invited. This full bid will be for circa £200,000 in grant funding from a project total of approximately £300,000 leaving £100,000 to be raised. £50,000 has already been pledged leaving a local fund raising target of £50,000. There is confidence that this remaining amount can be achieved and these figures provide good leverage for the funding sought.</p> <p>In order to put in a full bid, PPC need to be clear of the legal structure being proposed. Initially, the cricket club and football club had wanted to manage the pavilion themselves but in talking to them and reviewing the fact that they would need to be a leaseholder and have formal obligations to the LPH trustees and PPC, their preference is for the pavilion to be managed by LPH Trustees. The proposal is for there to be a Steering Committee formed potentially including LPHRC, PPC, ATC Pirbright, the Cricket Club, the Football Clubs, the Tennis Club, Pirbright School, Knowle Hill School and the Pirbright Institute. The intention is that day to day management is provided through the LPH Secretary with a quarterly meeting of the Steering Committee to determine policies and actions going forward. This simplifies things as PPC would have a greater degree of certainty that the arrangements were secure in the long term. There would need to be a lease between PPC as landowner and LPHRC as the leaseholder for the building. There would be the potential for a café within the pavilion and discussions have been had with a potential operator. A business plan in terms of operations should cover the costs plus provide a rental income for the LPHRC management. Cllr Fidgett recommended that steps are taken to prepare for the bid process and is seeking approval from the Parish Council.</p> <p><i>ACTION:</i> <i>It was unanimously agreed, with a declaration and a show of hands, to start preparing for the full submission on the terms outlined above.</i></p> <p>b) Lord Pirbright's Hall</p> <p>The Lord Pirbright's Hall Secretary submitted a report stating that Acre had provided guidance on the government's four-step road map to unlocking village halls, confirming that the hall will be able to reopen from 12th April 2021 for some activities. Regular hall maintenance was ongoing and a further grant had been received from GBC for Covid relief.</p> <p>c) Pirbright Summer Fair</p> <p>Cllr Fidgett stated that there was nothing further to report since the February parish meeting. A decision would be made later in March.</p> <p>d) To Receive Reports from the District & Borough Councillor (for information only)</p> <p><u>Guildford Borough Council</u></p> <p>Cllr Gordon Jackson stated that, after 11 years of service, he was retiring as a Borough Councillor with effect from Friday 19th March 2021. Cllr Jackson is looking forward to being able to spend more time with his family. As this will result in there being no GBC councillor until the May elections, Cllr Jackson will continue to help in a private capacity where needed.</p> <p>Cllr Fidgett stated that he was confident that he spoke for all members when he thanked Cllr Jackson for his years of input and for tirelessly attending parish meetings and representing the parish at various</p>

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meetings with the parish's interests at the forefront. Other members wished Cllr Jackson the very best of luck for the future.

Cllr Jackson stated that with regards to GBC business, the Council may have to go through a period of development, potentially merging some sectors with Waverley. GBC was struggling to cope with the losses caused by the pandemic but it was hoped that a programme of reconstruction would be successful. With the announcement of Cllr Jackson's resignation, the Parish Council acknowledged that two electors would be required to write to GBC calling for an election.

Surrey County Council

Cllr Witham added his sincere thanks to Cllr Jackson, having known him for over 9 years and always having found him to be a very supportive colleague. Cllr Witham acknowledged that GBC are going through what Surrey has been going through over the last three to four years and that Surrey has seen its entire senior management team change. A very radical approach has been taken at SCC and the same approach is now likely to be needed at GBC.

Cllr Witham reiterated the points covered in his monthly email which focused on the Worplesdon Flood Forum site visit with Jonathan Lord MP, Surrey Fire & Rescue, Covid-19 vaccinations, SCC Council Tax and the forthcoming 2021 Census.

Cllr Witham stated that he hoped the traffic calming and parking restrictions proposed for the Avenue De Cagny would progress and that approval for funding would be sought at the Joint Committee Meeting later this month.

Further projects that have been successfully secured included proposals to reduce the speed limit on the Guildford Road, between Pirbright and Fox Corner from 60mph to 40mph and also the length of Rowe Lane from 60mph to 40mph.

In addition, traffic calming, in the form of Road Tables, proposed for Gole Road to tackle excessive speeding would now be placed on the running list although there were no time frames available for completion.

Cllr Witham stated that he had received a letter from Priti Patel to Jonathan Lord confirming the Government's intension to include legislation against unauthorised traveller encampments with more powers being given to the police to make this a criminal offence, issue fines and seize offending vehicles. Agreement has been given for a traveller transit site in Surrey and although the location has not been given, Cllr Witham stated that it would not be in Guildford.

Cllr Fidgett thanked Cllr Witham for this report and expressed his thanks for this support in the various schemes for traffic calming around the Parish, which were actively addressing local concerns and demonstrated the value of joint working.

6. FINANCE & GOVERNANCE

6:1 To Approve the Receipts, Payments and Bank Schedule for February 2021

The list of receipts and payments and bank reconciliation were noted and agreed.

RESOLUTION: *Members unanimously approved, with a declaration and a show of hands, the schedules and Cllr Fidgett will sign the Bank Schedule in due course.*

6.2 To Agree the Board Resolution updating the banking mandates

The current bank mandates and signatures held by Lloyds Bank Plc for accounts managed by PPC are out of date and currently hold signatories who are no longer valid. Signatures of current council members are to be added to the mandates and Lloyds Bank Plc require this to be done by formal resolution of the Parish Council. These mandates should be reviewed annually for accuracy.

ACTION: *It was unanimously agreed, with a declaration and a show of hands, that the Resolution to amend the mandates be passed and that this Resolution along with these Minutes be sent to Lloyds Bank Plc with an authorised mandate variation request form, signed by the previous Chairman of the Parish Council. A copy of the Resolution is below:*

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Pirbright Parish Council

The Parish Shop, The Green, Pirbright, Woking GU24 0JT

Tel: 01483 797840 E-mail: clerk@pirbright-pc.gov.uk

<https://pirbright-pc.gov.uk>

At a meeting of Pirbright Parish Council the full Council held a Council meeting on the 9th March 2021 and the following resolutions were passed in accordance with the Company's Standing Orders:

1. That the following person(s) be appointed as new signatories to all accounts:

Full Name: Steven David Fidgett

Full Name: Elaine Eason

Full Name: David Woollett

2. That the following person(s) be removed as authorised signatories from all the accounts:

Full Name: Michael Jackson

Full Name: Burnham Clinton

Full Name: Anthony Michael Champneys Hobbs

Full Name: Andrew King

Full Name: Neil Dennison

For the aforementioned changes to take effect upon the Bank's receipt of this resolution. We hereby certify that the above resolution is in accordance with the Council's Standing Orders.

Member's full name in block capitals: RHODA NEVINS

Existing Member's signature:

A handwritten signature in cursive script, appearing to read 'Rhoda Nevins'.

In the presence of:

Independent witness' full name in block capitals:

A handwritten signature in block capitals, appearing to read 'JAMES EDWARD BATES'.

Witness' signature:

A handwritten signature in block capitals, appearing to read 'J.E. BATES'.

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	<p>6.3 To Approve an Agreement between PPC & St Michael and All Angel's regarding the War Memorial An Agreement is required to set out responsibilities for the Grade II listed memorial. The memorial sits on land owned by the church, however the parish council own the memorial and it is insured by PPC. The Church gives access to PPC to maintain the grounds immediately around the memorial and to maintain the memorial itself. An agreement between parties is required to formalise these provisions.</p> <p>ACTION: <i>It was unanimously agreed, with a declaration and a show of hands, that the Agreement should be finalised and issued to the Church.</i></p> <p>6.4 To Discuss the Production of an Emergency Plan An Emergency Plan was written and had been circulated to Members of the Council. This plan would be activated in a civil emergency.</p> <p>ACTION: <i>It was unanimously agreed, with a declaration and a show of hands, that the document be adopted and reviewed annually going forward.</i></p> <p>6.5 To Adopt the reviewed PPC Financial Regulations, Standing Orders, Statement of Internal Control and PPC Risk Assessment Cllr Fidgett had reviewed and circulated these documents with amendments to identify areas of responsibility. These documents now reflect those amendments and the comments sought from the internal auditors that there could only be one overall RFO but that the day to day working arrangements would be such that the RFO would work together with the LPH Secretary on LPH business.</p> <p>ACTION: <i>Members unanimously agreed, with a declaration and a show of hands, to adopt these amended documents and these will be signed by Cllr Fidgett as soon as possible. It was also unanimously agreed with a declaration and a show of hands that these would be reviewed annually and that the bank mandate should be added to the list of policies to be reviewed and adopted annually.</i></p> <p>6.6 To Consider Employment Contracts Following the employment of several new members of staff, various contracts of employments are now required. The Clerk has approached SSALC for help with these contracts and has been given a specialist firm to contact in this regard.</p> <p>RESOLUTION: <i>The Council unanimously agreed with a declaration and a show of hands that advice be sought and to roll over this item to the next meeting when the Clerk hopes to have a response from HR Services Partnership; the specialist company recommended by SSALC.</i></p>
7.	<p><u>PLANNING</u></p> <p>7.1 To Consider Responses to Currently Pending Planning Applications in the Parish:</p> <p>21/P/00347 (1 Pirbright View, Dawney Hill, GU24 0JB The erection of a two storey extension and internal alterations including the demolition of the existing garage).</p> <p>PPC Response: <i>Pirbright Parish Council will formulate an objection to this planning application in accordance with the terms stated in 3.1 above.</i></p> <p>21/P/00375 (Vines Farm, Mill Lane, Pirbright, Woking, GU24 0BS <i>Certificate of Lawfulness for existing use</i> to establish whether three outbuildings have been used for incidental residential use for more than ten years ago from the date of this application.)</p> <p>PPC Response: <i>Pirbright Parish Council will submit a response in due course.</i></p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management Cllr Godfree stated that he will be looking to walk the green with Cllr Fidgett to confirm which groups of trees will be prioritised for the October tree works. Cllr Godfree will also address the tagging of the trees in the woodland without tags.</p>

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ACTION: Cllr Godfree will purchase tree tags and label the remaining trees for completeness.

8.2 To Discuss the Management of the Green

Cllr Godfree stated that he had attended a second virtual meeting with the cricket and football clubs in connection to their proposal to take on the management of the sports pitches. The clubs would still ultimately wish to buy and store equipment on site and to carry out ground works themselves. However, in the short term they would like to work with the Parish Council's contractors to vary the grass cutting and additional action that has been planned. A further meeting on site has been suggested with the Parish Council, the cricket and football clubs and the contractors in attendance to determine the best way forward.

Cllr Godfree also informed the Council that he has arranged to meet a contractor to discuss having the ditches on the boundary of the sports pitch dug out. He hopes this will improve the drainage, particularly on the southern end of the sports pitch and will also discuss with the contractor any other works that might facilitate better drainage going forward.

ACTION: It was agreed that Cllr Godfree would update members at the next meeting when he hopes to have a firm proposal from the cricket and football clubs to put forward to the Council.

8.3 To Receive an Update on the Parking and Traffic issues

Cllr Godfree notified the Council that he had received a request for an update from a resident of Gole Road. Cllr Godfree also stated that plans had been submitted to GBC for parking restriction proposals for Avenue De Cagny. These drawings will be put to the GBC Joint Committee later this month.

ACTION: It was agreed that Cllr Godfree will respond to the resident of Gole Road with some positive news of future road tables being planned for Gole Road to combat speeding.

8.4 To Consider the reopening of the Waffle Station

The Waffle Station has requested permission to resume trading from the southern end of the Avenue De Cagny car park from Saturday 13th March 2021 and has also requested permission to hold an Easter Egg Hunt on Sunday 4th April 2021 in the recreation grounds of Lord Purbright's Hall.

RESOLUTION: Members of the Council unanimously gave their consent, with a declaration and a show of hands, for the Waffle Station to return to the southern end of Avenue De Cagny car park for their remaining trading days, commencing Saturday 13th March 2021. Thereafter it was also agreed, that the Waffle Station would be sited in the Lord Purbright's Hall car park on a temporary trading license until a one year trading license was obtained for the Waffle Station to be sited in the Avenue De Cagny car park. It was also agreed that a formal Letter of Agreement should be entered into giving notice periods, management requirements, pitch fees, location permissions and a break clause. It was agreed that Cllr Swinney would draft a formal contract to be circulated to other members of the Council for agreement prior to the next parish meeting in April.

9. NEWSLETTER

To Confirm Items for the April 2021 Issue of the PeriNews

It was agreed that the April Issue of the PeriNews should contain details of the Annual Parish Meeting on 26th April 2021, should record Councillor Gordon Jackson's retirement from office and inform the public of the Parish Council's intention of contributing to the Guildford Dragon online newspaper.

10. CHAIRMAN'S CONCLUSION

To Receive Chairman's Notices & Members' Questions

Cllr Fidgett stated that an Agenda and various roles would now be finalised and agreed in regard to the Annual Parish Meeting on 26th April 2021.

Cllr Hallam requested that the boundary fence adjacent to the Swallow Pond roundabout had been damaged and should be reported and either repaired or removed.

The meeting ended at 21.28

Signed.....

Date.....