

PIRBRIGHT PARISH COUNCIL



Minutes of the Meeting held at Lord Pirbright's Hall on Tuesday 4th January 2022 at 7.30pm

The meeting was held in the Club Room of Lord Pirbright's Hall, with details available for members of the public in advance.

Those present:

Councillors

Cllr Fidgett (Chairman)
Cllr Woollett (Vice Chairman)
Cllr Austin
Cllr Eason
Cllr Watson

Officers of the Council

Mrs Helen Myers (Clerk/RFO)
Mrs Lindsay Graham (LPH Secretary)

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Receive Members' Apologies for Absence The Chairman welcomed council members. Apologies for absence were received from Cllr Godfree who was self-isolating, Cllr Richmond who was unwell and Cllr Witham who would also not be attending the meeting. Cllr Fidgett announced that he had received written notice earlier that day from Cllr Richmond stating that she would be resigning from the Council and the Board of LPH Trustees with effect from 31st January 2022. Cllr Fidgett wished to publicly thank Cllr Richmond for her long and valued service to both the Parish Council and to the residents of the parish.</p> <p>1.2 To Receive Members' Declarations of Interest on Any Agenda Item below There were no declarations of interest received on any items on this Agenda.</p>
2.	<p><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the Previous Extraordinary Meeting (20/12/2021) RESOLUTION: <i>The Minutes of the previous extraordinary meeting (20/12/21) were approved subject to a minor amendment and would be signed by the Chairman on 5th January 2022.</i></p> <p>2.2 To Receive the Clerk's Report and matters arising</p> <p><u>The Little Green</u> The young copper beech tree on the Little Green had died as a result of being strimmed badly by the grass contractors. The contractors replaced the tree the first week of December.</p> <p><u>Brookwood Tunnel Lighting</u> The Clerk reported that the lights were not working in the tunnel and that this was a pedestrian safety issue. This was logged with Milestone Infrastructure and the lights were repaired on the 4th December. The lights will be replaced with LEDs in 2022.</p> <p><u>Clerk's Forum & Quarterly SLCC Meeting</u> The Clerk attended a Clerk's Forum on 25th November and the Quarterly SLCC meeting on 8th December. Various issues were discussed including the provision to hold virtual council meetings with the country going to Plan B on 10th December 2021 and the rapid spread of Omicron. GBC wrote to the Rt Hon Jacob Rees-Mogg MP requesting that Borough and Parish Councils be permitted to hold virtual meetings again but central government is still taking the line that this would need to a change to primary legislation which takes time. Surrey ALC are also keeping a watching brief on the situation and keeping parish clerks informed.</p> <p><u>Grant Aid Projects for 2022 – 2024</u> The Clerk received notification from GBC that the following projects have received approval for Grant Aid in the financial years 2022 – 2024:</p>

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	Description	Total Cost	GBC Grant	PPC
1	Resurfacing of the area around the baby swings & rocking horse	£1,800.00	£900.00	£900.00
2	A new gate or drop post to the entrance to the Cricket Pavilion car park	£1,600.00	£800.00	£800.00

Charity Parcels

Pirbright In Need Charity successfully distributed their Christmas hampers on 11th December 2021.

War Memorial Refurbishment

The Clerk submitted the required Grant forms, obtained quotes, photos, maps, supporting docs to the War Memorials Trust on 15th December 2021. The application will be assessed on 28th February 2022. The trust provides funding to the extent of 75% but more typically 50%. Quotes have been received in the amounts of £4,032.00 and £5,316.00 however, both carpenters stressed that this amount might increase once the figure was removed and properly examined.

3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

3.1.1. There were no representations.

3.2 Recent Communications Sent & Received

3.1.1 A resident of the Ash Road has again requested that the Parish Council look at working with Surrey Highways to erect signage directing HGVs to use alternative routes, rather than travelling through the village. A meeting has therefore been arranged for early February 2022.

3.1.2 The Clerk has requested an update on the Gateway signs that were removed from the village on Cemetery Pales and the Aldershot Road for repair. SCC Highways have confirmed that these are in the process of being reinstated in those original locations.

3.1.3 Residents have reported to the Borough/County Councillor that organised car racing is taking place from Henley Park estate. Cllr Witham raised a complaint with the Guildford Police Commander and a dedicate reporting number has been assigned. The Clerk forwarded this number to the residents concerned and again suggested that the police are called when this illegal activity is taking place.

3.1.4 A resident at Fox Corner reported that there was a fallen tree close to the Bullswater Bridge. The tree was reported via the SCC website and was removed the same day.

3.1.5 The Clerk was contacted by a home care service based in Farnborough. The company wished to advertise in the PeriNews but after some discussion with the Editor, it was felt that the company did not meet the criteria set down by the Newsletter Committee.

3.1.6 The Pirbright WI suggested that a defibrillator should be placed somewhere at LPH. The Clerk acknowledged this request and let the W.I. know that this would be discussed by the Trustees of LPH.

3.1.7 A resident of Gole Road reported that the cat's eyes which were removed whilst resurfacing works took place have not been replaced in a stretch of Gole Road. The Clerk reported this matter to Surrey Highways, requesting they be replaced.

3.1.8 The Waffle Tram would like to ask the Parish Council for permission to run an Easter Egg hunt around the recreation ground on Easter Sunday 2022.

RESOLUTION: *The Council gave their permission for the Waffle Tram to run the Easter Egg hunt on Sunday 17th April 2022.*

3.1.9 The BBC's RangaBee Productions contacted the Clerk looking for a facility to park 40 cars and minibuses for a 2 day period in December. The Clerk helped facilitate this with The White Hart Pub.

3.1.10 PPC were contacted by a football coach who runs both an adult and junior team, looking for a venue for the remainder of the season. PPC's Chair responded by thanking the club but explaining that although PPC had invested in extra drainage to the pitches, that with our own parish teams using the facility that it was unlikely that the playing surface could withstand additional clubs at this time.

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	<p>3.1.11 Jonathan Lord MP informed the Parish Council that WBC and GBC were being invited to sit on the FACC (Farnborough Aerodrome Consultative Committee) in regards to Farnborough Airport. WBC have accepted a seat and it is hoped that GBC will do the same. PPC's Chair is supporting this increased consultation and would like to see the profile increased.</p> <p>3.1.12 A resident of the Village reported that she had been involved in a minor collision outside the Cricketers Pub due, in her opinion, to poor parking which did not allow good visibility to other road users.</p> <p>3.1.13 Pirbright Cricket Club wished to inform the parish council that 2 tournaments had been arranged for the 4th June 2022 and the 12th June 2022. Risk Assessments will be produced and forwarded to PPC in due course.</p> <p>3.1.14 A resident of Gole Road reported that rubbish and spoil had been brought into Site 2 on Gole Road. A meeting has been arranged with GBC Enforcement Officers for January 2022.</p> <p>3.1.15 Cllr Witham informed the Council that Brookwood Cemetery had been granted permission for two lighting columns with keypad entry to their entrance gates situated off Dawney Hill.</p> <p>3.1.16 The Clerk received correspondence from GBC informing her that their bid for City Status had been submitted to the Government as part of the Queen's Diamond Jubilee honours bid.</p> <p>3.1.17 The Lead Councillor for the Environment GBC published an article announcing that GBC were going pesticide and herbicide free in the borough. The Clerk contacted the Councillor to ask to be added to any action plan and share information on how this could be achieved.</p> <p>3.1.18 A note was received from a resident of the village who suggested that a handrail be erected on the path as it slopes away from the southern corner of LPH towards the village green would be very useful. The Clerk passed this request to the LPH Secretary.</p> <p>3.1.19 All Parish Councils were contacted by the GBC Service Delivery Director to arrange a meeting with a representative from each parish council to discuss planning and enforcement. This meeting has been arranged for early January 2022.</p>
<p>4.</p>	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting. The Government moved to tighter restrictions and Plan B on 8th December 2021 with face masks becoming compulsory in most public indoor venues. Employees were also asked to work from home where possible.</p>
<p>5.</p>	<p><u>REPORTS (for information, unless urgent action is required)</u> To Receive Updates on:</p> <p>a) Community Sports Pavilion Cllr Fidgett reported that further detailed questions had been received from YFS, the questions were on a range of issues including those relating to the depreciation of the building over time. These questions were answered and documentation submitted by Cllr Fidgett with input from the Cricket Club including input from a qualified accountant before the Christmas holidays. PPC are now waiting to hear from YFS in the coming weeks.</p> <p>b) Lord Pirbright's Hall Following Cllr Richmond's resignation, it was noted that an additional Trustee would be needed in addition to the current vacancy. This matter was dealt with under Finance & Governance, Item 6.8 below. A meeting of LPH Trustees was to follow the PPC meeting and would be reported subsequently.</p>
<p>6.</p>	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Approve the Receipts & Payments for November & December 2021 A list of receipts and payments and bank reconciliations for the months of November and December 2021 were circulated to all members prior to the meeting. RESOLUTION: <i>Members unanimously approved the schedules for November and December 2021 and they were duly signed by Cllr Fidgett.</i></p> <p>6.2 To Approve the Accounts for the Third Quarter Spreadsheets giving a breakdown of the receipts and payments over the three quarters to date were circulated to members prior to the meeting.</p>

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RESOLUTION: Members discussed the financial spreadsheets. The Council's finances were on target to meet expected expenditure as per the budget for 2021-22. Members approved the Third Quarter Statement and this was duly signed by Cllr Fidgett.

6.3 To Set the Precept for the Financial Year April 2022 to March 2023

A spreadsheet giving information for setting the Precept was circulated to members prior to the meeting. The budget requirements for 2022-2023 were discussed by members with approved projects and forecasted inflation being taken into account.

RESOLUTION: A vote was taken and Members unanimously agreed to request a Precept amount of £71,700.00 for the financial year 2022-23. This would take the amount per Band D household from £53.45 to £57.18 per annum, representing an increase on the 2021-22 Precept of 6.8%. This Precept requirement will be communicated to GBC.

6.4 To Approve the Subscription to Scribe as PPC's accounting software from 1st April 2022

The Clerk has been introduced to Scribe as an accounting package for PPC's requirements.

RESOLUTION: Members agreed that the Clerk should take advantage of this accounting package and enter into an agreement for their services from 1st April 2022 at a cost of £581 + VAT for the first year, this fee includes a £197.00 one off set up fee.

6.5 To Ratify the Decision to Undertake Tree Works in the Parish

The Clerk had circulated two anonymous quotes to Members which had been received for the tree works to be undertaken in the fourth quarter of the accounting year by local contractors. These quotes were assessed by Members and the Clerk was authorised to instruct the most competitive quote, being the Tree Care Company, to undertake the works as specified on the Tree Survey undertaken by Sapling Arboriculture Ltd in September 2020. A purchase order for these works was issued to The Tree Care Company on 18th November 2021.

RESOLUTION: Members agreed to ratify this instruction at this meeting of the Council.

6.6 To Ratify the Decision to appoint the Grass Contractor for 2022

The Clerk had circulated three anonymous quotes to Members which had been received for the grass cutting contract for 2022 by local contractors. These quotes were assessed by Members and the Clerk was authorised to instruct Nigel Jeffries Landscapes Ltd to undertake the grass cutting and maintenance of the Green and sports field for the period of March 2022 to October 2022. A purchase order for this contract was issued to Nigel Jeffries Landscapes Ltd on 24th November 2021.

RESOLUTION: Members agreed to ratify this instruction at this meeting of the Council.

6.7 To Approve a Contractor for the Grant Aid Approved Pavilion Car Park Project

The Clerk had circulated three anonymous quotes from local contractors to Members which had been received which Members discussed. Cllr Fidgett suggested that if Members decided to proceed with the Pavilion Car Park, the contractor to be appointed should complete the groundworks to a semi-finished state, leaving out the final stage of a top dressing until a decision has been reached on the funding for the new Community Pavilion. This would enable the car park to be left in a usable condition even if funding is not immediately forthcoming. A specification of works would need to be agreed to ensure that GBC conditions on the pavilion planning permission are satisfied and that final plans for issues such as root protection are agreed prior to works commencing. Pirbright Cricket Club and Pirbright Football Clubs should be made aware of the timings of the work which could take place as early as the end of January, subject to ground conditions.

RESOLUTION: Members agreed that the cheapest anonymous quote be approved and that the Clerk should therefore instruct McKie Group Ltd to undertake the work subject to the above specification/provisions being agreed and to issue a purchase order for the works.

6.8 To Appoint a member of the Parish Council to the Board of Trustees for LPH

Following the resignation of Cllr Swinney on 7th May 2021 from the Parish Council and Board of LPH Trustees there has existed a vacancy. With the resignation of Cllr Richmond having been received on 4th January 2022 there will be two vacancies on the Board of LPH Trustees from 1st February 2022. Cllr Austin announced that he would be happy to stand for the role of Trustee on the Board of LPH Trustees with immediate effect.

ACTION: It was agreed that Cllr Austin would be appointed onto the Board of LPH Trustees with immediate effect. A meeting of the Trustees was to take place following the Parish meeting and Cllr Austin's appointment would be acknowledged and recorded at this meeting also. A further trustee would be appointed at a future date.

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<p>7.</p>	<p>PLANNING</p> <p>7.1 To Review applications received and agree comments.</p> <p>21/P/02434 (The White Hart, The Green, GU24 0LP Single storey rear orangery extension with adjoining lobby entrance, replacement metal estate fencing to the front, new external flooring, bin store enclosure, and outdoor seating area.)</p> <p>PPC Response: <i>Pirbright Parish Council raise no objection in principle and support the upgrade of a local pub subject to detailed comments in regards to materials, external lighting and fencing:</i></p> <ul style="list-style-type: none"> · <i>The black estate fencing to the frontage is supported in replacement of the planters</i> · <i>Care should be taken to maintain the overall character and appearance of the main pub frontage, but the rear extension is considered acceptable and does not appear to involve excessive modification to the original building</i> · <i>The drawing on external works appears inconsistent and shows the rear boundary fence as picket fencing (24) when it is a solid panel fence that is important to protect the amenity of neighbours and a solid low level brick wall which is an important part of the conservation area and which allows important views across the pub garden area from Guildford Road.</i> · <i>No details of external lighting have been proposed and should be provided to enable assessment as Pirbright is a dark village (also important in retaining bat populations) and lighting should be retained within the garden area where necessary and minimise light spill. Uplighting within trees and widespread festoon lights can be intrusive and needs to be carefully considered and controlled by condition.</i> · <i>Parking and servicing should be retained to the side of the property</i> · <i>We would ask for confirmation that the overall number of covers does not appear to differ significantly and hence parking issues in the village should not be increased.</i> <p>21/P/01501 (1 Law Meadows, GU24 0BF Erection of an attached single storey outbuilding with a garden terrace forward of the principle elevation of the existing dwelling & minor alterations to existing house to include new & replacement windows & new doors)</p> <p>PPC Response: <i>Pirbright Parish Council raise an objection to this application, which is considered to be a disproportionate addition to a recently permitted dwelling in a Green Belt location and which is contrary to national policy set minor alterations to existing house to include new & replacement windows & new doors. out in the NPPF for Green Belts and Policy P2 of the Guildford Borough Local Plan as well as increasing the built footprint within the flood zone 2 and 3, increasing the risk of flooding elsewhere. While we have no objection in principle to domestic extensions of a reasonable scale, form and design, in this case the history of Law Meadows is such that the total overall floor-space was maximised when the redevelopment occurred under 19/P/00835 and its preceding application. It is a relevant material consideration that at the time of the consideration of the previous applications for the site, the overall footprint of development and volume of buildings on the site, together with the attendant impact on the Green Belt was a key issue. This site was determined exceptionally as a brownfield site subject to the proviso that the extent of development should have no greater impact on the Green Belt than the farmstead complex it replaced. This history must be considered in any decision. This single storey outbuilding is substantial and is not a negligible addition. Cumulatively, its impact on the Green Belt is disproportionate and encloses this end of the overall site. It should be noted that permitted development rights do not apply in this instance due to the history of the site which imposed a condition resisting further extensions given the overall impact of incremental change and disproportionate additions on the Green Belt.</i></p> <p>21/P/02346 / 21/P/02347 (Burrow Hill Cottage, School Lane, GU24 0JW Proposed replacement garden hut and storage shed.)</p> <p>PPC Response: <i>Pirbright Parish Council raise no objection to either planning or listed building application. The proposal is a significant improvement over the poor condition of the garden outbuilding and will enhance the character and appearance of the listed building.</i></p> <p>21/P/02515 (3 Pirbright Terrace, Guildford Rd, GU24 0LR Two storey front/side extension.)</p> <p>PPC Response: <i>Pirbright Parish Council raise no objection.</i></p>
<p>8.</p>	<p>HIGHWAYS & ENVIRONMENT</p> <p>8.1 To Receive and Update on Tree Management</p> <p>Cllr Fidgett announced that this years' tree works would take place in the final quarter of the financial year, commencing in January 2022. Trees highlighted in arboreal survey that was undertaken in September 2020 will be actioned subject to ground and weather conditions. Those trees in high risk and</p>

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	<p>high traffic areas on the survey will be tackled as a priority in this financial year with the remaining trees highlighted for attention being tackled in the financial year 2022-2023 as per the projected budget expenditure.</p> <p>ACTION: <i>The Clerk should liaise with the Tree Care Company to facilitate works which will be completed in several phases over the coming weeks.</i></p> <p>8.2 To Receive and Update on the Management of the Green</p> <p>It was announced that PPC's application to Surrey County Council in association with Forestry Commission to plant 100 donated whips and 10 donated standard trees around the Green had been successful. These trees will replace the two horse chestnut trees in front of LPH and will also be planted close to the woodland trees running along the sports fields and in other areas around the village. The trees are part of the Queen's Green Canopy planting initiative to celebrate the Platinum Jubilee. The Clerk has been informed that the trees will arrive mid January and an agreement has been received from SCC which is currently being reviewed by Cllr Watson. Cllr Woollett suggested the planting project should be shared with Pirbright School with the children potentially being involved in the planting of the trees.</p> <p>ACTION: <i>Cllr Woollett will contact Pirbright School to suggest PPC and Pirbright School work together on the planting of the 110 trees once they are delivered.</i></p> <p>8.3 To Receive an Update on any Parking and Traffic issues</p> <p>Cllr Godfree circulated a Highways Report in advance of the meeting. The report stated that SCC have agreed to remove two redundant VAS signs from the Pirbright bends where a new average speed zone is being introduced. The Report also stated that the SDR has now been moved to Gole Road and that the Speed Watch volunteer groups have performed 34 sessions since April which is roughly one per week with 466 offences having been reported, which is approximately 14 offences per session. Members wished to acknowledge the work of the Speed Watch volunteers and thank them for giving up their time to undertake so many sessions throughout lockdown.</p> <p>Cllr Fidgett and other members also wished to query the timing of the Pirbright traffic restrictions consultation which had been expected in the Autumn. Parking was as bad as ever in the village and it was felt that the consultation should go ahead as soon as possible.</p> <p>ACTION: <i>The Clerk should make enquires of GBC as to the overdue parking restrictions consultation. Thanks should also be acknowledged in the PeriNews to the CSW volunteers for their work during the year.</i></p>
9.	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the February 2022 Issue of the PeriNews</p> <p>It was agreed that the February Issue of the PeriNews should thank Cllr Richmond for her long and valued service to the Council and the Parish and a notice of the vacancy should appear. Thanks should also be given to the speed watch volunteers along with a request for volunteers for the heathland clearing day in February and volunteers to help with the planting of the whips that PCC are to receive.</p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u></p> <p>To Receive Chairman's Notices & Members' Questions</p> <p>There were no items.</p>

The meeting ended at 9.00pm

Signed.....

Date.....