

# PIRBRIGHT PARISH COUNCIL



## Minutes of the Parish Meeting held at Lord Pirbright's Hall on Tuesday 1<sup>st</sup> March 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 Eason  
Cllr Godfree  
Cllr Sands  
Cllr Watson

### **Officers of the Council**

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

### **Members of the Public**

Two residents of the Parish

### **Shadow Councillors**

Mr Henry Cresser

1.	<p><b>FORMALITIES</b></p> <p><b>1.1 To Receive Members' Apologies for Absence</b> The Chairman welcomed council members and members of the public. Apologies for absence were received from Cllr Austin and Mr Symon who were unable to attend the meeting.</p> <p><b>1.2 To Receive Members' Declarations of Interest on any Agenda Item below</b> There were no declarations of interest received on any items on this Agenda.</p>
2.	<p><b>MINUTES</b></p> <p><b>2.1 To Approve the Minutes of the Previous Meeting (09/02/2022)</b> <b>RESOLUTION:</b> <i>The Minutes of the previous meeting (09/02/2022) were unanimously approved and signed by the Chairman.</i></p> <p><b>2.2 To Receive the Clerk's Report and matters arising</b> <b>Treescapes / SCC Tree Planting Scheme</b> Over 100 free whips and 10 feathers were received from SCC as part of the Queen's Green Canopy scheme. Councillors and a volunteer from the village planted the trees on 21<sup>st</sup> February as part of a planting scheme to frame areas of the Green.</p> <p><b>Queen's Platinum Jubilee Lunch</b> The Parish Council have received a National Community Lottery grant of £4,000 to assist in the financing of the Pirbright Village celebrations in June. The Clerk has asked two local landscape companies to quote to clear back the brambles around the recreation railings in order to hang the award-winning bunting which has kindly been donated by a local resident.</p> <p><b>Annual Parish Meeting, Monday 25<sup>th</sup> April 2022</b> The Clerk can confirm that Cllr Witham has agreed to present at the APM and that Jonathan Lord MP has requested to be excused from Parliament to present at this event. The Clerk is awaiting a response from other organisations.</p> <p><b>Blocked Road Drains causing minor flooding</b> The Clerk reported two blocked drains. The first at the end of Malthouse Lane at Fox Corner (SCC Ref 2163360). The second along the A324 at the bus shelter on the little Green (Surrey Highways Ref 2163333).</p>

# PIRBRIGHT PARISH COUNCIL

	<p><b><u>Clerk's Forum – 22/02/2022</u></b></p> <p>At this Zoom meeting the Clerk was informed by Steve Cossar (Chair of SALC) that Surrey were no longer looking to follow the Unitary Authority route and were instead working with the Government to devolve some powers to County areas. A new Levelling Up White Paper has been produced setting out a top down restructuring with a review of Neighbourhood Governance. Town and Parish Councils will, it is hoped, be given roles and functions within this framework. Surrey will not be a pilot area. A new Surrey Forum has been established and a Delivery Board will be created. SALC have been invited to sit on the Forum and, in time, will hopefully sit on the Delivery Board representing parish councils. SALC will keep parish councils updated and the next Chairman's Forum meeting is on Tuesday 8<sup>th</sup> March at 7pm and the next Clerk's Forum is on 14<sup>th</sup> March at 10.00am.</p>
<p>3.</p>	<p><b><u>PUBLIC FORUM &amp; COMMUNICATIONS</u></b></p> <p><b>3.1 To Receive any Representation from Members of the Public</b></p> <p>There were no representations from members of the public.</p> <p><b>3.2 Recent Communications Sent &amp; Received</b></p> <p>3.2.1. A member of the Faggetter family (a long standing family of the village) contacted the Clerk to offer several historic books and ledgers pertaining to various properties in the village including Hatchers and Admirals Walk. The Clerk offered to meet with him on his next visit to Pirbright to take a look at the books and has also put him in touch with the Pirbright Historians.</p> <p>3.2.2. Farnborough Noise Group gave an update on their position ahead of a FACC meeting on 24/02/2022 which they were hoping to attend. In summary, the scope of the PIR has not yet been provided, there has been no prior consultation with stakeholders by the CAA or the change sponsor (Farnborough Airport Ltd) and the decision whether or not to start the review (PIR) is imminent. Farnborough Noise will keep the Parish Councils updated.</p> <p>3.2.3. A member of the public contact the Clerk to say she had been a victim of intimidation by a driver as she walked through the village on three separate occasions. The Clerk supplied contact details for PCSO Maisie Rowan.</p> <p>3.2.4. Pirbright School contacted the Clerk to ask if the Trustees might consider donating a party session as an Easter prize.</p> <p>3.2.5 A resident of the Ash Road reported organised racing along the Aldershot Road from Henley Park. The resident was advised that he should report any speeding via 101 giving the dedicated response number of: 45210122499 which was supplied to PPC by the Police Borough Commander.</p> <p>3.2.6. The Sales &amp; Lettings Manager of English Rural contacted the Clerk to inform her that a property on Cowbridge Meadows was available to rent to a candidate within the parish meeting the criteria of GBC Housing. The Clerk printed off the advertisement and posted on notice boards and the website ahead of the advert being sent to GBC.</p> <p>3.2.7. Shadow Cllr Cresser let the Council know that one of the wooden posts on the cricket outfield had been pushed over and that Storm Eunice had damaged the cricket club's sight board. The Clerk informed the cricket club and will have the wooden post straightened.</p> <p>3.2.8. Cllr Eason reported a fallen tree in Chapel Lane to SCC as a result of Storm Eunice and the Clerk reported a fallen tree in Gole Road. A tree has also fallen into the Pond and the Clerk will arrange to have this removed as soon as possible.</p> <p>3.2.9. A resident of Gole Road contacted the Clerk for an update on outstanding planning and enforcement issues at Sites 1 and 2 on Gole Road. The Clerk informed the resident that the meeting with GBC, PPC and Cllr Witham had been postponed and will be rearranged once the outcome of the two Planning Inspectorate Appeals had been reached. The rulings on these two Appeals was expected in March.</p> <p>3.2.10. It was reported to the Council that a property on Chapel Lane had erected a fence prior to receiving planning consent. This was brought to the attention of the GBC Enforcement team.</p>

# PIRBRIGHT PARISH COUNCIL

	<p>3.2.11. The new Gateway Sign on Cemetery Pales was badly damaged during Storm Eunice and has been reported to SCC Highways (Report No. 2169906).</p> <p>3.2.12. The Clerk has been contacted by James Noyce Funfairs who would like to return to the village in 2022. Mr Noyce has asked for availability and pricing for a visit to Pirbright and the Clerk will forward suitable periods when the ground conditions are likely to be favourable, whilst avoiding other events already in the calendar.</p> <p>3.2.13. The Parish Council have been contacted by the Surrey Playing Fields Association to ask for a contribution of £10 which helps the association to give grants and loans to local sports clubs, a bursary scheme to young athletes and helps to promote sport throughout the county. The association's President is Mr Michael More-Molyneux, the Lord Lieutenant of Surrey. Members discussed this donation. <b>ACTION:</b> <i>It was unanimously agreed that PPC should donate £10 to the Surrey Playing Fields Association.</i></p>
<p>4.</p>	<p><b><u>HEALTH &amp; SAFETY</u></b>  <b>4:1 To consider any Health &amp; Safety Issues arising since the last Meeting (09/02/2022)</b>          With all restrictions having now been lifted it was decided that monthly meetings could revert to the Parish Meeting Room unless high numbers were expected in which case meetings could be held in the Club Room if it were available.</p>
<p>5.</p>	<p><b><u>REPORTS (for information, unless urgent action is required)</u></b>  <b>To Receive Updates on:</b></p> <p><b>a) Community Sports Pavilion</b>          Cllr Fidgett reported that subsequent questions relating to the kitchen area of the proposed Pavilion had been qualified with YFS and that the project had been passed through to its final phase. Overall the project had been positively received and was being put to the Finance Director of SCC on 16<sup>th</sup> March 2022. If the funding is granted, there will be a need to pull together a Working Group to liaise with contractors and a Management Committee to agree a Lease between PPC and LPH. Volunteers will be required for these roles. It had been previously agreed to go ahead with works on the pavilion car park and PPC had accepted a quote for the works. However, issues with the tree protection zones has been encountered. If these issues cannot be resolved, these reserves will be released and put towards this stage of the pavilion project.</p> <p><b>b) Lord Pirbright's Hall</b>          Cllr Woollett announced that quotes to repair the lightening protection were being reviewed. It was also noted that the grant to replace hot water system expires on 31<sup>st</sup> March 2022 and that an extension to the grant period may be needed. Cllr Woollett also stated that the Trustees had received a request to donate a "Hall Hire Session" to FOPS and that this had a cash value of circa £100. It was agreed that this would be funded 50% by LPH and 50% from the PPC Chairman's fund.</p> <p><b>c) Report from Borough &amp; County Councillor</b>          Cllr Witham circulated his monthly update relating to Pirbright which covered the following:</p> <ul style="list-style-type: none"> <li>• UK Power Networks compensation for power cuts</li> <li>• Support for Surrey's 52 libraries</li> <li>• Average speed cameras for the 'Pirbright Bends'</li> <li>• An explanation of the SCC budget for 2022-23</li> <li>• Environmental Action by SCC</li> <li>• Updates from Lisa Townsend, Police and Crime Commissioner</li> <li>• SCC support for Surrey's unpaid carers</li> <li>• SCC working with businesses to promote apprenticeships</li> <li>• Surrey Fire and Rescue update</li> <li>• Independent living</li> <li>• SCC support for Surrey's Citizen's Advice Bureaus</li> <li>• Advice about the welfare of animals</li> <li>• Vehicle charging points for electric vehicles</li> </ul> <p>Cllr Witham also stated that he was chasing both SCC and GBC over the parking consultation for Avenue De Cagny and around the Green. Council Members thanked Cllr Witham for his support and wished to pass on their thanks to SCC who had been very proactive in responding to reports of storm damage.</p>

# PIRBRIGHT PARISH COUNCIL

6.	<p><b><u>FINANCE &amp; GOVERNANCE</u></b></p> <p><b>6.1 To Approve the Receipts &amp; Payments for February 2022</b> A list of receipts and payments and bank reconciliations for the month of February 2022 was circulated to all members prior to the meeting. <b>RESOLUTION:</b> <i>Members unanimously approved the schedule February 2022 and it was duly signed by Cllr Fidgett, Chair.</i></p> <p><b>6.2 To Agree an annual pay increase for PPC staff to be implemented on 1<sup>st</sup> April 2022</b> The Clerk circulated the 2019/2020 NALC pay scale prior to the meeting having not yet received the NALC pay scales for 2020-2021. The Clerk and LPH Sec left the meeting whilst this matter was discussed. <b>RESOLUTION:</b> <i>Members agreed to recognise the successful completion of a significant period of work, including the audit process and having obtained the SLCC Level 2 ILCA qualification that the Clerk should be raised to Level 25 on the NALC scale from 1<sup>st</sup> April 2022. It was further resolved that in anticipation of the national award between the Government and NALC being announced in August 2022 for salaries from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023, that PPC were minded to apply a 2% increase to the Clerk's salary effective from 1<sup>st</sup> April 2022 and also recommend to LPH Trustees for consideration at their next meeting in respect of other staff.</i></p> <p><b>6.3 To Approve Letters of Employment</b> The Clerk circulated a draft Letter of Employment for the new Caretaker to all Members. <b>RESOLUTION:</b> <i>Members unanimously agreed for this to be issued, subject to final review by Cllr Watson and Cllr Fidgett.</i></p> <p><b>6.4 To Consider the Housing Need Survey</b> The Clerk circulated an example survey following on from the presentation given to PPC in November 2021 by the Rural &amp; Community Led Housing Enabler at Surrey Community Action. This is something PPC have been involved with a number of times before and has supported. Members felt that Surrey Community Action are specialists in identifying whether there is a housing need and that PPC should ascertain if there is an affordable housing requirement within the Parish. <b>RESOLUTION:</b> <i>Members unanimously agreed that the survey should be performed by Surrey Community Action.</i></p> <p><b>6.5 To Review the Current LPH Policies and incorporate those that fall under the PPC umbrella</b> The Clerk circulated the current Policies. Members discussed their content and purpose. Cllr Fidgett, Cllr Woollett and Cllr Watson agreed to further review the policies and update them where necessary and bring back to the full Council at the meeting in May. <b>ACTION:</b> <i>Members agreed that the Policies should be adopted on an interim basis and that they should be reviewed again at the Parish Meeting in May for review and approval.</i></p> <p><b>6.6 To Review the Standing Orders, Financial Regulations and Risk Assessment</b> The Clerk circulated the current Policies. The Standing Orders, Financial Regulations and the Risk Assessment were reviewed. <b>ACTION:</b> <i>Members agreed unanimously that the policies should be adopted and were signed by the Chairman, Steve Fidgett.</i></p>
7.	<p><b><u>PLANNING</u></b></p> <p><b>7.1 To Review Planning Applications received</b> <b>22/P/00052 (Oak Tree Cottage, Cowshot Common, Brookwood, GU24 0NX</b> Single storey side extension, two storey rear extension and new porch together with reconstruction of main roof to existing property). <b>PPC Response:</b> <i>Pirbright Parish Council does not raise a concern. PPC would suggest conditions to ensure hours of working; daytime 8am-6pm and no working on Sundays and Bank Holidays to protect the amenities of neighbours.</i></p> <p><b>22/P/00208 (Hockford Farmhouse, Ash Road, GU24 0DE</b> <a href="#">Certificate of Lawfulness for a proposed development</a> to establish whether the erection of a summer house would be lawful). <b>PPC Response:</b> <i>Pirbright Parish Council raise a question about the area proposed for the summer house and raise a question whether this area actually forms part of the garden, or part of the equestrian area and therefore would not be lawful.</i></p>

# PIRBRIGHT PARISH COUNCIL

	<p><b>22/P/00218 (Hockford Farmhouse, Ash Road, GU24 0DE Certificate of Lawfulness for a proposed development</b> to establish whether the construction of a swimming pool and pool house with associated hardstandings would be lawful).</p> <p><b>PPC Response:</b> <i>Pirbright Parish Council raise a question about the area proposed for the swimming pool and pool house and raise a question whether this area actually forms part of the garden, or part of the equestrian area and therefore would not be lawful.</i></p>
<b>8.</b>	<p><b><u>HIGHWAYS &amp; ENVIRONMENT</u></b></p> <p><b>8.1 To Receive and Update on Tree Management</b> As per the Clerk's Report, over 100 free whips and 10 feathers were planted around the village as part of the Queen's Green Canopy scheme. The Council would like to thank Romy Read for her help with planting.</p> <p><b>8.2 To Receive and Update on the Management of the Green</b> The Clerk has requested the loan of 20 sets of litter picking equipment from GBC to run a litter picking day on Saturday 16<sup>th</sup> April 2022. Provided the request is granted, the Clerk will advertise the event in the April PeriNews, Notice Boards and on the PPC website. <b>ACTION:</b> <i>The Clerk should follow up with GBC and advertise the event.</i></p> <p><b>8.3 To Receive an Update on any Parking and Traffic issues</b> The consultation on the traffic restrictions along Avenue de Cagny and the Green is still awaited. Cllr Witham had requested an update on timings and has been informed that the plans were with Highways and would soon go to consultation. Cllr Godfree announced that he is still waiting to hear if the School Lane traffic calming measures have been approved. Cllr Godfree will update the Council at the next meeting.</p>
<b>9.</b>	<p><b><u>NEWSLETTER</u></b></p> <p><b>To Confirm Items for the April 2022 Issue of the PeriNews</b> It was agreed that the April Issue of the PeriNews should announce the Annual Parish Meeting, contain further updates on the Jubilee Celebrations including requests for volunteers and, once confirmed by GBC, should also announce the Litter Picking day of Saturday 16<sup>th</sup> April 2022 with a reminder to dog owners that poo bags should not be left on paths and in trees.</p>
<b>10.</b>	<p><b><u>CHAIRMAN'S CONCLUSION</u></b></p> <p><b>To Receive Chairman's Notices &amp; Members' Questions</b> There were no members' questions.</p>

The meeting ended at 20.55

Signed.....

Date.....