

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Meeting held at Lord Pirbright's Hall on Monday 11th April 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 Godfree
Cllr Sands

Officers of the Council

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

Also in Attendance

Cllr Keith Witham (Borough & County Councillor)

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 Watson and Cllr Eason who were away on holiday and Mr Graeme Symon and Mr Henry Cresser (Shadow Councillors) who were unable to attend the meeting.</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 Meeting (01/03/2022) RESOLUTION: <i>The Minutes of the previous meeting (01/03/2022) were unanimously approved and signed by the Chairman.</i></p> <p>2.2 To Receive the Clerk's Report and matters arising <u>Housing Needs Survey for Pirbright</u> The Rural & Community Led Housing Enabler was informed that PPC would like to progress with the Survey. The draft was approved and was sent out with a closing date of 15/04/2022. A draft Report will be presented to the Council at the parish meeting on 16/05/2022. It was noted some residents had not received forms and others were misaddressed, so this would be raised with the Enabler.</p> <p><u>AONB Boundary Review</u> Using the professional services of LDA Design, a final report and supporting figures in relation to the landscape character review of Worplesdon, Pirbright and Normandy was submitted to Natural England on 3rd March 2022. PPC were required to pay a fee of £500 as their contribution towards the production of the report as agreed at an earlier parish meeting. The LDA Report was circulated to all members.</p> <p><u>MoD Jackson Company Pass Off Parade – 11th March 2022</u> The Clerk attended this Pass Off Parade at Pirbright Barracks, having been invited by the MoD Liaison Officer.</p> <p><u>Scotts Pine T123 on The Gardens, close to the Pavilion</u> The Chairman noticed that after the storms, this tree suddenly displayed signs of potential catastrophic structural weakness. Photos were sent to the GBC Tree Officer who stated that the tree should be removed as a matter of urgency. The Clerk contacted a local registered tree surgeon who was able to remove the tree immediately at a cost of £700 plus VAT. A Purchase Order was raised and the work authorised as per PPC Financial Regulations Section 13, Item 37.</p>

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Clerk's Forum – Monday 14th March 2022

The Clerk attended the quarterly forum hosted by Ann Bott, of SALC. Items covered included:

Support for Ukraine

Ann Bott confirmed that parish councils were unable to give funds to charities for Ukraine. If asked to sit on any committees formed, for example by the church, councillors should do so as an “observer” only. Principal authorities will be contacting parish councils with further information.

Climate Change

SALC will be putting out examples of what parish councils can do. SALC endorse Community Energy South.

Levelling Up Agenda

A summary has been produced by NALC and this was circulated to all members on 14/03/22. The aim is to strengthen the 1st tier of Local Government, and make it easier to form parish councils. Only 1/3 of Surrey is currently parished.

Personal Alcohol License

Having passed her BIIAB Level 2 Award, the Clerk is now the holder of a Personal Alcohol License. The Clerk has now applied to GBC to be the Designated Premises Supervisor for the Licensed Premises that is Pirbright Green.

Street Trading Consent for Sunday 5th June – Queen's Jubilee Events

The Clerk has received confirmation that the Street Trading License has been granted by GBC Licensing for the events taking place on Pirbright Green on Sunday 5th June.

Appointment of Internal Auditor

The Clerk wrote to Maxwell & Co inviting them to quote for PPC's annual Internal Audit. This forms ***Item 6.5 To Consider/Approve Maxwell & Co as Internal Auditor for the 2021-22 AGAR*** below.

Pavilion Car Park Project with Grant Aid from GBC

Initial works to formalise the car park at the rear of the Pavilion began in March. However, it was felt that once the YFS grant had been confirmed on 16th March 2022 that further works should stop until the first Phase of the Pavilion has been started. The Clerk has requested an extension to the grant aid period.

Section 106 – Picnic Table in the Recreation Area

A new bench, funded entirely by Section 106 via GBC has been installed in the recreation ground. The work was completed for PPC by local firm Steve Mitchell Carpentry with help from Mick Mason.

3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

There were no representations from members of the public.

3.2 Recent Communications Sent & Received

3.2.1. A resident of the Ash Road wanted to object to the sign opposite the Royal Oak which indicated that the Ash Road was the route to Woking B380. He suggested a Turn Left Only sign could be erected at HBP so that all lorries over 7.5 tonnes exited the business park and travelled towards Aldershot. PPC responded following meetings with SCC Highways that the Ash Road does not meet the criteria to be weight restricted, nor would it be viable to send lorries towards Normandy and that such signage would not be enforceable. PPC has objected to several applications by operators of HBP to extend their hours and do recognise that residents of the parish are affected by an increase in HGVs but feel there is no real possibility of imposing additional restrictions.

3.2.2 A resident of Fox Corner wished to make the parish council aware that vans are regularly parking on the SSSI/verge, adjacent to the new access to Millstream House and just before the Bullswater Bridge. The vans are parked facing towards the Bullswater Bridge and the resident sees this as very dangerous to other road users when the vans then pull onto the Highway.

3.2.3 A resident of Mill Lane wished to complain about Volvo cars being parked in the lane and also that deliveries are being made to Volvo using Mill Lane as the drop off point. The Clerk spoke to the manager of the garage who said he would perform more spot checks on where cars are parked and also remind staff to park considerately.

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3.2.4 St Michael & All Angels requested permission to hold a vigil for Ukraine on Saturday 5th March 2022 on the Little Green. This was supported by the Council. The church have also requested permission to move the Cross to its usual position at White Hart Corner for Easter and this permission was also granted.

3.2.5 The Council was contacted by the Pirbright Twinning Association with a request to host a dedicated page on the PPC website, perhaps under the Community heading. This appears on the Agenda as **Item 6.7 To consider/approve hosting a Twinning Association Page on the PPC Website** below.

3.2.6 A resident sent photos of increasing piles of rubbish at Plot 2 of Gole Road. The Clerk logged an enforcement complaint with GBC as land being used for tipping or the storage of waste constitutes a change of use and planning permission. GBC contacted the owner who refuted this and burnt the piles over the w/e of 12th / 13th March.

3.2.7 NALC have written a summary of the Levelling Up Agenda. This was circulated to all members on 14/03/22.

3.2.8 Farnborough Noise - the CAA announced that the delayed review (PIR) of the Farnborough Airspace Change would commence from 27th March 2022. It is apparent that the CAA and Farnborough Airport plan to significantly restrict the scope of the review so that it will not consider the issues raised by many members of the public and other bodies in West Surrey and East Hampshire. As it stands, the review will not consider anything other than aircraft flying into Farnborough in controlled airspace and will only consider noise within a few miles of the airport. The CAA also announced that any data (e.g. complaints) submitted before 27th March 2022 will be ignored. The scope of the PIR needs to include the issues raised by the public and pressure needs to be applied by MPs to get the CAA (via the Department for Transport) to amend the scope of the PIR. Farnborough Noise would respectfully ask that PPC request their MP to write a letter of objection.

ACTION: *The Clerk should draft a letter of objection to be sent from the office of Jonathan Lord MP.*

3.2.9 The Clerk noticed that the gate to the pavilion car park lock was broken. This was promptly repaired by the Caretaker.

3.2.10 The Parish Council were invited by the Mayor of Guildford to attend a reception at the Guildhall on 23rd March 2022. The evening was to thank parish councils for their commitments to high standards throughout the year. This evening was attended by Cllr Peter Austin.

3.2.11 The Pirbright Historians contacted the Clerk to add additional information about Earnest Cole into the WW1 book kept at the Green Hut. This was added.

3.2.12 In preparation for the Jubilee celebrations, the Clerk has employed a local gardening firm to clear brambles and bracken away from the railings running around the recreation area and playground. This has tidied up the area considerably. This was at a cost of £220 incl VAT. Further clearance of leaves will be undertaken in the coming weeks.

3.2.13 The Clerk circulated an invitation to Councillors to attend a webinar entitled "Positive Action of the Climate Crisis in Surrey" which was taking place at 10am on Thursday 7th April 2022.

3.2.14 The Regional Housing Manager of English Rural contacted the Parish Council to request their input in verifying 2 candidates' applications for the property available for rent at Cowbridge Meadows. The request was circulated to members for private consultation.

3.2.15 SLCC wrote to all parish councils to support them in their drive to improve standards in the sector. SLCC are asking for councils to write to their MPs to support their EDM motion and supplied templates for this purpose in order to raise this issue in parliament. The email was circulated to members ahead of the meeting.

3.2.16 GBC informed PPC that the nomination for Rosemary Richmond to receive the Mayor's Award was accepted and a letter of recognition and invitation to receive her award was sent to Rosemary. The presentation will take place on 30th April 2022.

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	<p>3.2.17 Zero Carbon Guildford wrote to all Guildford parishes inviting them to attend a Zoom event on 31st March 2022. The event was to discuss climate action in Guildford's parishes. The link to register for the event with Zero Carbon Guildford was forwarded to all Parish members.</p> <p>3.2.18 SCC wrote to PPC to alert them to a Flood & Climate Resilience Meeting they wish to organise on Saturday 9th July from 10am – 4pm. The meeting will be split into 2 sessions: first a meeting for active groups, second a session for new groups and members of the community effected by flooding but not part of a group. An Agenda will be written once interest has been logged. SCC requested that Parish Councils publicise this meeting. The Clerk forwarded the information to Jonathan Lord MP and has requested material that can be put on notice boards and the PPC website when it becomes available.</p> <p>3.2.19 Community Energy South informed the Clerk that they would be holding a Zoom meeting on Climate Action in Surrey on Thursday 7th April at 10am – 2pm. This invitation was forwarded to all Parish members. Community Energy South are endorsed by SALC.</p> <p>3.2.20 The Democratic Services & Elections Mgr wrote to Clerks to advise that the next full Council meeting would be taking place on 5th April at 7pm and that Councillors would be considering a report on the possible review and potential update to the Local Plan. This email was forwarded on to all Parish members for their information.</p>
4.	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (01/03/2022) There were no Health & Safety issues to discuss since the last meeting.</p>
5.	<p><u>REPORTS (for information, unless urgent action is required)</u> To Receive Updates on:</p> <p>a) Community Sports Pavilion Cllr Fidgett was delighted to announce that a decision from YFS had been received and that up to £300K would be forthcoming for the new community pavilion. Cllr Fidgett wished to thank Cllr Witham for his support on the project. Cllr Woollett also wished to thank Cllr Fidgett for his work on the lengthy application process which had brought the project to fruition. Cllr Fidgett stated that there may be a requirement to retender due to the increase in building costs but there may be areas where costs could be saved. A delivery committee would now be formed to include the Parish Council, the Cricket Club and the Football Club. Cllr Sands offered to become involved and volunteered his services as a Project Manager. A GDPR database would be required to hold pledges and contact details. Cllr Fidgett will pull together an Agenda for a subcommittee in the near future.</p> <p>b) Lord Pirbright's Hall Cllr Woollett wished to record his thanks to Lindsay Graham as LPH Secretary for her years of service to LPH in the PPC Minutes. This was endorsed by members. Cllr Woollett announced that Interviews had taken place and that a successful candidate had been found. LPH would be seeking to appoint Victoria Everton as LPH Secretary. Cllr Woollett also informed Members that LHP had requested an extension to the grant aid period for the new hot water system to be installed. LPH accounts gave an indication that revenue was returning to original levels, notwithstanding the increase in utility prices. LPH would bear the cost of the new LPH Secretary</p> <p>c) Queen's Jubilee Lunch at LPH and Picnic on the Green The Clerk circulated the latest costings for both events which were progressing well.</p> <p>d) Report from the Borough & County Councillor Cllr Witham circulated his monthly update which covered the following:</p> <ul style="list-style-type: none"> • SCC community grants awarded to local groups in the past year, and the "YOUR FUND SURREY" • Pass Out Parade for new Army recruits at the Army Training Centre, Pirbright - and the Surrey Military Covenant - support for ex service personnel at local veteran hubs • SCC and GBC contact details • Surreys Children's Services' OFSTED rating • New mobile phone laws for drivers • Road funding petition • Surrey's ongoing solidarity and support for the people of the Ukraine

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	<p>Cllr Witham also announced that two small grants had been awarded to the Pirbright Horticultural Society and to Lord Pirbright's Hall Charity. Cllr Witham confirmed that the School Lane traffic calming scheme, estimated at £60,000 had been approved by the GBC Joint Committee. The scheme would now progress to the Highways Design Team with implementation expected later in the financial year. Cllr Godfree gave the meeting an overview of the design for this project. Cllr Witham explained that this left four projects on the running list; traffic calming on Dawney Hill, traffic calming on Gole Road, traffic calming on the Aldershot Road and safety improvements to Pirbright Arch. Cllr Witham is working with WBC to find potential funding for this final project.</p> <p>Cllr Fidgett enquired about the status of the planned traffic restrictions in Pirbright. Cllr Witham suggested that the Clerk contact the Project Manager, Parking Service Delivery Directorate.</p> <p>ACTION: <i>The Clerk should contact the GBC Project Manager in this regard.</i></p>
6.	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Consider/Approve Receipts & Payments for March 2022 and PPC Year End Statement 2021/22 A list of receipts and payments for the month of March 2022 was circulated to all members prior to the meeting. A Year End Statement for 2021/22 was circulated to all members prior to the meeting. RESOLUTION: <i>Members unanimously approved the schedule March 2022 and the Year End Statement and these were duly signed by Cllr Fidgett.</i></p> <p>6.2 To Consider/Approve the Pay Scale for the Clerk/RFO which was released by NALC on 03/03/22 Following the Parish Meeting held on 1st March 2022, NALC issued pay increases on 3rd March 2022. With this new information, it was discussed and agreed that the Clerk and LPH Secretary would receive the NALC increase of 1.7%. As per the NALC guidance this increase would be for the period 1st April 2021 to 31st March 2022. RESOLUTION: <i>Members unanimously agreed to follow the NALC recommended pay award for the period 1st April 2021 to 31st March 2022.</i></p> <p>6.3 To Consider/Approve the Hourly Rate of the PPC Part Time Groundsman from 1st April 2022 and consider recommendations for the LPH Trustees to consider for LPH staff It was agreed that the PPC Part Time Groundsman should receive a 2% increase in the hourly rate from 1st April 2022 and that members would recommend to LPH Trustees that LPH staff receive a 2% increase from 1st April 2022. RESOLUTION: <i>Members unanimously agreed a 2% pay increase for the Part Time Groundsman and agreed to recommended a 2% pay increase for LPH staff to the LPH Trustees.</i></p> <p>6.4 To Consider/Approve the Asset Register for 2021 – 2022 The Clerk circulated the PPC Fixed Asset Register for 2021-22 to all members prior to the meeting. RESOLUTION: <i>Members discussed and unanimously approved the 2021-22 Fixed Asset Register.</i></p> <p>6.5 To Consider/Approve Maxwell & Co as Internal Auditor for the 2021-22 AGAR The Clerk circulated the letter of invitation to Maxwell & Co in relation to the 2021-22 Internal Audit to be carried out. Maxwell & Co have quoted the sum of £570 plus VAT which is a 0% increase on fees from last year. Should the Council wish to proceed and instruct Maxwell & Co, they would be prepared to carry out the Internal Audit on Wednesday 20th April at LPH. ACTION: <i>Members unanimously agreed the appointment of Maxwell & Co as Internal Auditors for PPC.</i></p> <p>6.6 To Consider/Approve the PPC Hiring Agreement for The Green The Clerk circulated an updated PPC Hiring Agreement for the Green prior to the meeting. Members discussed the Policy and wished to be reassured that PPC would not be liable for any costs if PPC were to cancel a booking at late notice due to ground conditions and the like. ACTION: <i>Members agreed unanimously that subject to this condition being satisfied that the Policy would be adopted.</i></p> <p>6.7 To Consider/Approve hosting a Twinning Association Page on the PPC Website Members discussed the request by the Twinning Association to upload content onto a dedicated page on the PPC website. Cllr Fidgett proposed also that links to websites and contact details for other parish clubs and societies also be included on a webpage where they were available. ACTION: <i>Members agreed unanimously that suitable content could be passed to the Clerk for uploading onto the PPC website by the Twinning Association and links to various local clubs and societies.</i></p>

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	<p>6.8 To Consider/Approve Agenda for the 125th Annual Parish Meeting on 25/04/22 The Clerk circulated an updated Agenda for this event, to be agreed by the Council members. ACTION: Members unanimously agreed the Agenda.</p>
<p>7.</p>	<p><u>PLANNING</u> 7.1 To Review Planning Applications received</p> <p>22/T/00063 (Grove Farm Nurseries, Chapel Lane, GU24 0JY G1 London Plane & White Poplar trees - fell (Tree Preservation Order No 15 of 2005). PPC Response: Pirbright Parish Council raise no objection subject to the Tree Officer's recommendations.</p> <p>22/P/00362 (Roughways, Chapel Lane, GU24 0LU, Erection of detached study & gym/studio following demolition of existing detached garage) Unless something comes to light post reviewing the plans that we can now view, PPC raise no objection. PPC Response: 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.</p> <p>22/P/00377 (GorseView, West Heath, GU24 0JQ Proposed front porch, part single part two storey rear extension and conversion of garage to habitable space, including changes to fenestration, following demolition of rear extension). PPC Response: This is an important property in the street scene of West Heath and it is important that the front, primary elevation is maintained. The proposed extensions appear to respect this, subject to materials matching the existing building. PPC would also suggest conditions to ensure hours of working; daytime 8am-6pm and no working on Sundays and Bank Holidays to protect the amenities of neighbours.</p> <p>22/P/00346 (1 Law Meadows, Pirbright, GU24 0BF Part retrospective/part proposed application for oak framed pergola to rear, changes to fenestration and infill wall.) PPC Response: While PPC understand the retrospective nature of the application. PPC is concerned that the overall volume and footprint of buildings on the Law Meadows site, which exceed the provision made for the overall redevelopment of the site which gave rise to this development complex. That decision maximised the volume allowed within Green Belt. This is an extension of the recently constructed buildings and clearly needs to be taken into account in Green Belt terms as it has three solid walls and roof and is, in effect, a building.</p> <p>22/P/00488 (2 Thompsons Close, Pirbright, GU24 0JG Erection of a front porch and part single/two storey rear extension along with changes to fenestration.) PPC Response: Pirbright Parish Council raise no objection in principle, subject to a condition for brick and roofing materials to match existing and subject to confirmation that the depth of the rearward two storey extension does not adversely affect light to the rear windows of the adjoining properties.</p> <p>21/P/02432 (The Cricketers, The Green, GU24 0JT Listed Building Consent for the creation of additional parking spaces and resurfacing of existing car park with introduction of new kerb around the Horse Chestnut to the north of the site and external bar and two sheds at the rear (south) of the site (retrospective application)). PPC Response: Pirbright Parish Council have commented previously on the corresponding planning application. We note as submitted the application is limited to the car park re-surfacing, and re-marking to create additional car parking spaces to the Cricketer's public house. However, GBC have included two sheds and a temporary external bar in the description which is at odds with the application and the status of which is not clear. They are not referenced in the Heritage of Design Statements. These were previously stated as temporary and the plan indicates the removal of the external bar, which should be conditioned. We note the annotation on the layout plan requiring all servicing and waste vehicles to be daytime only and access the site from the car park area to minimise ongoing amenity issues with nearby residential properties.</p>
<p>8.</p>	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management Cllr Godfree gave an update on tree work that had been undertaken in March and Members were informed that an additional Purple Maple had been planted on the Little Green.</p>

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	<p>8.2 To Receive and Update on the Management of the Green Members were informed of three small areas around the Village where the grass will be left long for a number of weeks to increase biodiversity.</p> <p>8.3 To Receive an Update on any Parking and Traffic issues There were no further matters to report.</p>
9.	<p><u>NEWSLETTER</u> To Confirm Items for the May 2022 Issue of the PeriNews It was agreed that the May Issue of the PeriNews should contain an article thanking Lindsay Graham, the outgoing LPH Secretary for her years of service to the parish council. The article should also welcome the new LPH Secretary, Victoria Everton to the role. Further updates on the Jubilee Celebrations and a request for volunteers to help at the LPH lunch would also be included in this edition.</p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u> To Receive Chairman's Notices & Members' Questions There were no members' questions.</p>

The meeting ended at 9.15pm

Signed.....

Date.....