

# PIRBRIGHT PARISH COUNCIL



## Minutes of the Parish Council Meeting held at The Parish Meeting Room on Tuesday 7<sup>th</sup> June 2022 at 7.30pm

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

Those present:

### **Councillors**

Cllr Fidgett (Chair)  
Cllr Woollett (Vice Chair)  
Cllr Sands  
Cllr Eason  
Cllr Austin

### **Officers of the Council**

Mrs Helen Myers (Clerk/RFO)

### **Members of the Public**

A member of the Pirbright Institute

1.	<p><b><u>FORMALITIES</u></b></p> <p><b>1.1 To Receive Members' Apologies for Absence</b> The Chairman welcomed council members. Apologies for absence were received from Cllr Watson, Cllr Godfree, Cllr Witham, Mr Graeme Symon and Mr Henry Cresser.</p> <p><b>1.2 To Receive Members' Declarations of Interest on any Agenda Item below</b> Cllr Eason expressed a personal interest in planning application 22/P/00815 being a next door neighbour to this property.</p>
2.	<p><b><u>MINUTES</u></b></p> <p><b>2.1 To Approve the Minutes of the Annual Parish Meeting (25/04/2022) and the Minutes of the Annual Meeting of the Parish Council (16/05/2022)</b> <b>RESOLUTION:</b> <i>The Minutes of the previous meetings (25/04/2022 and 16/05/2022) were approved and signed by the Chairman.</i></p> <p><b>2.2 To Receive the Clerk's Report on Matters Arising</b> <b><u>VAT refund received from HMRC</u></b> A total of £9,359.73 was claimed in VAT for the period of 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022. The Clerk will move to reclaim VAT on a quarterly basis going forward.</p> <p><b><u>War Memorial</u></b> A Method Statement was produced by the Clerk in relation to the required works to the War Memorial. Further quotes are being sought to satisfy the War Memorials Trust. <b>ACTION:</b> The Clerk should contact St Michael &amp; All Angels to follow up on the application for a Faculty to enable works to progress.</p> <p><b><u>Playground Inspection</u></b> PPC's insurer, BHIB, would like to reconfirm the inspection fee and criteria for the annual playground inspection. The fee for this inspection will be £292.74. <b>RESOLUTION:</b> This fee was agreed by members.</p> <p><b><u>Statement of Internal Control</u></b> This document has been updated to reflect the use of SignRequest as the electronic software being used by the Parish Council to facilitate invoices being logged and authorised by two Councillors and the Clerk. The authorised invoices are stored in the Cloud and verify the authenticity of the signatories. The Internal Auditor also recommended dating every page of the Minutes and these amendments form Item 6.3 on the Agenda.</p>

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## 3. **PUBLIC FORUM & COMMUNICATIONS**

### **3.1 To Receive any Representation from Members of the Public**

A member of the Pirbright Institute wished to show the Institute's support for any joint projects going forward. Cllr Fidgett wished to thank the P.I. for the Jubilee volunteers and suggested various ways in which employees at the P.I. could become more socially involved in the village. The bus shelters close to the P.I. were discussed. These had formerly been the responsibility of PPC but were handed over to SCC in 2021. The P.I.'s support for the new community sports pavilion was also discussed.

**ACTION:** Cllr Fidgett agreed to liaise with Cllr Witham on the bus shelter issue and also agreed to speak directly to the P.I.'s contractor (KIER) in regards to units which might be available to assist with the pavilion project.

### **3.2 To Consider Recent Communications Sent & Received**

3.2.1 The Caretaker reported that discarded canisters had been found in the Avenue De Cagny car park. The Clerk informed the PCSO who stated that any anti social behaviour should be reported to the Police on 111.

3.2.2 A resident of the village wrote to Cllr Keith Witham, copied to the Clerk, requesting road tables to the approach of the Swallow Pond roundabout.

**ACTION:** Cllr Godfree has contacted SCC Highways and is looking into placing data cables across the road at the junction of the Guildford Road and Swallow Pond roundabout and also at the junction of the Ash Road and the Swallow Pond roundabout. Cllr Godfree will report at the next meeting.

3.2.3 A resident of Mill Lane wished the Parish Council to be aware of a gully running alongside the boundary of the Volvo garage and Ferndale. The resident thought this should be brought to the attention of both the Council and GBC and would be objecting to the planning application submitted by Squire Ferneaux.

3.2.4 American Memorial Day at Brookwood Cemetery took place on 29<sup>th</sup> May 2022. This was attended by Cllr Austin who laid a wreath on behalf of the Parish Council.

3.2.5 SCC's Tree Planting Officer has contacted the Clerk to ask whether PPC would have a requirement for further trees in the next planning season.

**ACTION:** *It was decided that there was no further need for additional trees at this time.*

3.2.6 A resident of the Aldershot Road requested help with a possible planning breach. The Clerk directed the resident to the GBC "Report a Planning Issue" page and asked that the Parish Council be kept informed.

3.2.7 The Director of Safety for the British Horse Society wished to announce an event at Merrist Wood College on 14<sup>th</sup> June 2022 at 7pm. This information was circulated to all members.

3.2.8 The Clerk was contacted by StoneRose Pizza Co, a mobile pizzeria who operate in Worplesdon, to ask if they could be permitted to sell their pizzas on the first Friday of every month from 5pm – 8pm in the Avenue D'Cagny car park.

**ACTION:** *After discussion, it was decided not to take any further catering outlets in the car park.*

3.2.9 Platinum Jubilee Beacon Lighting. A Certificate of Grateful Recognition was received from Her Majesty's Pageant Master, Bruno Peek. The Beacon was lit by Cllr Fidgett at 9.45pm on 2<sup>nd</sup> June 2022. Singers accompanied this event.

3.2.10 Cllr James Steel, Lead Councillor for Environment GBC informed PPC that GBC were in the process of resolving the large unauthorised encampment at Stoke Park. The group arrived on 26<sup>th</sup> May, were served on 28<sup>th</sup> May and vacated over the bank holiday weekend. As a precautionary measure, Cllr Fidgett requested that the security bollards be raised at the LPH car park.

3.2.11 An HGV road accident at the Fox Corner bend was reported to the Clerk on 1<sup>st</sup> June. The Fox Corner speedwatch coordinator has requested further discussions with Surrey Highways, the Parish Council and the Borough Councillor to discuss options to avoid further incidents which he claims are increasing at this location. This meeting has been arranged for July 2021.

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4.	<p><b><u>HEALTH &amp; SAFETY</u></b>  <b>4:1 To consider any Health &amp; Safety Issues arising since the last Meeting (16/05/2022)</b>                  There were no new Health &amp; Safety Issues to report.</p>
5.	<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 had extended the deadline for tenders to Monday 13<sup>th</sup> June 2022 in light of the extended Jubilee weekend. Three tenders are expected. Representatives from the various sports clubs are being updated and the LPH subgroup would consider the tenders once received.  <b>ACTION:</b> Cllr Woollett, Cllr Fidgett and Cllr Sands agreed to arrange a meeting to draw up a lease to bring back to the next PPC meeting for approval.</p> <p><b>b) Lord Pirbright's Hall</b>                  Cllr Woollett stated that the handover between the LPH Secretaries was now complete. Ms Everton would be simplifying invoicing with an online booking system and looking at new income opportunities, including the long term hire of the committee room. Cllr Woollett was looking at possible grant funding to support future maintenance and refurbishment projects.</p> <p><b>c) Report from Borough &amp; County Councillor</b>                  Although unable to attend, Cllr Witham circulated his monthly update relating to Pirbright.</p>
6.	<p><b><u>FINANCE &amp; GOVERNANCE</u></b></p> <p><b>6.1 Receive the Housing Needs Report from the Rural &amp; Community Led Housing Enabler</b>                  The Housing Officer was unable to attend the meeting due to illness but sent her Report to the Parish Council for their consideration.  <b>RESOLUTION:</b> Members discussed the report and decided to invite the Officer to the meeting in July to fully explain the Report and its findings.</p> <p><b>6.2 To Discuss &amp; Approve the Receipts &amp; Payments for May 2022</b>                  A list of receipts and payments for the month of May 2022 was circulated to all members prior to the meeting.  <b>RESOLUTION:</b> Members discussed the list of payments and receipts and the schedule was approved by all members and signed by the Chairman, Cllr Fidgett.</p> <p><b>6.3 To Discuss &amp; Approve the Statement of Internal Control</b>                  The document was updated to include details of the SignRequest software which has been adopted by PPC to facilitate the authorisation and cloud storage of invoices.  <b>RESOLUTION:</b> Members unanimously agreed the updated Statement of Internal Control and this was signed by the Cllr Fidgett. The Clerk will upload the latest version to the PPC website.</p> <p><b>6.4 To Discuss &amp; Approve the BHIB Playground Inspection Fee for 2022</b>                  A breakdown of the fee for the Annual Playground Inspection from BHIB was sent to members prior to the meeting.  <b>RESOLUTION:</b> Members agreed to put the additional policy in place and receive the Playground Inspection in August 2022.</p> <p><b>6.5 To Review the Bank Mandate Signature List</b>                  A copy of the latest Signature List was circulated to members prior to the meeting.  <b>ACTION:</b> Members agreed that the list should be updated. It was also agreed that only LPH Trustees should have authorisation on LHP accounts. The Clerk should action the changes via Lloyds Bank Plc.</p>
7.	<p><b><u>PLANNING</u></b></p> <p><b>7.1 To Review applications received</b>  <b>22/P/00790 (Hogleys Farm, Chapel Lane, GU24 0LU Single storey side extension with roof canopy, two storey rear infill extension).</b>  <b>PPC Response:</b> PPC raise no objection to the proposals. The application design appears within the overall form of the existing and previously consented building, which while previously extended is more sympathetic. Subject to conditions on materials matching existing and no working on Sundays and bank holidays to protect neighbour amenity.</p>

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	<p><b>22/P/00808 / 22/P/0009 (The Old Apple Store, Furzehill Place, Stanley Hill, GU24 0DN</b> Full and Listed Building Consent: Erection of a single storey rear extension and associated internal alterations).</p> <p><b>PPC Response:</b> PPC raise no objection to the proposals. The application design appears well considered and within the overall form of the existing building. Subject to conditions on materials matching existing and no working on Sundays and bank holidays to protect neighbour amenity.</p> <p><b>22/P/00815 (Rosemarie Cottage, Chapel Lane, Pirbright, GU24 0JY</b> Erection of a first floor extension and alterations together with the removal of outbuildings).</p> <p><b>PPC Response:</b> Although this is a large second floor extension and we have some concern over neighbouring privacy from the Juliet balcony at first floor level, we note that there are no neighbour objections and hence PPC raise no objection to the application subject to conditions on materials matching existing and no working on Sundays and bank holidays to protect neighbour amenity.</p> <p><b>22/P/00831 (Dorset Magna, Rowe Lane, GU24 0LX</b> Erection of a two storey front extension, single storey side and rear extension, replacement porch and new roof to front bay).</p> <p><b>PPC Response:</b> PPC raise no objection to the proposals. The application design appears well considered and within the overall form of the existing building, which while previously extended is sympathetic. Subject to conditions on materials matching existing and no working on Sundays and bank holidays to protect neighbour amenity.</p> <p><b>22/P/00927 (Brambles, Mill Lane, GU24 0BS</b> Proposed first floor rear extension).</p> <p><b>PPC Response:</b> PPC raise no objection to the proposals. The application design appears well considered and within the overall form and footprint of the existing building, which while previously extended is sympathetic and would not have any perception of increased scale. Subject to conditions on materials matching existing and no working on Sundays and bank holidays to protect neighbour amenity.</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> There were no updates to discuss.</p> <p><b>8.2 To Receive and Update on the Management of the Green</b> There were no updates to discuss.</p> <p><b>8.3 To Receive an Update on any Parking and Traffic issues</b> Cllr Godfree circulated a report to the Clerk letting the Council know that he was in discussion with Surrey Highways over monitoring cables across the road on the approach to the Swallow Pond roundabout in response to a resident who had requested that the Parish Council look at speeding at this location. Cllr Godfree will update the Council at the next meeting. There may be a contribution needed from PPC towards these cables in the region of £200 for a two week period. Extensive speed data would be gathered from this venture. <b>ACTION:</b> Members agreed that PPC would contribute towards these speed cables, should SCC Highways require it.</p>
<b>9.</b>	<p><b><u>NEWSLETTER</u></b></p> <p><b>To Confirm Items for the July 2022 Issue of the PeriNews</b> It was agreed that the July Issue of the PeriNews would contain articles reporting on the Jubilee celebrations and beacon lighting. News of the new LPH online booking system should also be announced.</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 Notices or Members' questions.</p>

The meeting ended 8.37

Signed.....

Date.....