

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 8th November 2022 at 7.30pm

The meeting was held in the Committee Room of 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 Austin
Cllr Eason
Cllr Godfree

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Also in Attendance

Cllr Keith Witham

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Receive Members' Apologies for Absence Cllr Fidgett welcomed members and Cllr Witham to the meeting. Apologies were received from Cllr Sands and Cllr Watson who were unable to attend due to family commitments.</p> <p>1.2 To Receive Members' Declarations of Interest on any Agenda Item below Cllr Fidgett declared a personal interest in Planning Application 22/P/01478 Thorner Cottage, The Green, Pirbright, GU24 0JT as this property is a direct neighbour. No other declarations of interest were received.</p>
2.	<p><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the previous Meeting (04/10/2022) RESOLUTION: <i>The Minutes of the previous meeting (04/10/2022) were approved and signed by Cllr Fidgett.</i></p> <p>2.2 To Receive the Clerk's Report on Matters Arising</p> <p><u>Councillor Training</u> Cllr Watson will be attending the Introduction to Planning Training Session, run by SLCC Mulberry & Co on 22nd November 2022. The cost of this course is £40.</p> <p><u>Trees Report</u> Works to trees along the Gardens were completed in October (T109 – T145). The remainder of the trees to be worked on this year will be done in mid November.</p> <p><u>Elections May 2023 & Proposed Meeting Dates for 2023</u> Town and Parish Council elections will take place on Thursday 4th May 2023. With the King's Coronation on Saturday 6th May, a Bank Holiday is likely to impact dates.</p> <p><u>2023 Calendar of meetings will be as follows:</u> Tuesday 10th January 2023 Tuesday 7th February 2023 Tuesday 7th March 2023 Tuesday 4th April 2023 Monday 24th April 2023 (Annual Parish Meeting) Tuesday 9th May 2023 – (Annual Meeting of the Council) (<i>to be confirmed</i>) Tuesday 6th June 2023 Tuesday 11th July 2023 Tuesday 5th September 2023</p>

PIRBRIGHT PARISH COUNCIL

Tuesday 10th October 2023
Tuesday 7th November 2023

War Memorial Maintenance

The previous contractor will no longer be maintaining the area around the Memorial. A local company will now complete the maintenance as required going forward.

Parish Liaison Meeting – Friday 14th October 2022

The Clerk attended this meeting which took place at GBC's offices. Election procedures were discussed and webinars will be organised early in 2023. GBC explained that the typical cost of an uncontested election will be approx. £200 with additional costs being shared 50/50 by PPC and GBC. Voter ID will be required by the electorate. Nominations will open on around 22nd March 2023.

LoCase gave a presentation on grants available to village halls and new project builds awarding grants from £1,000 - £20,000 and up to 40% of total costs. The deadline for this European grant is April 2023 for projects being completed by June 2023. The next Parish Liaison Meeting will be 10th March 2023.

NALC Pay Scales for Clerks

The NALC 2022 pay scales were issued on 2nd November 2022. These should be implemented as soon as possible and must be applied from 1st April 2022. The pay scales only apply to the Clerk and PPC's payroll have been notified. This is covered under Item 6.2 below.

3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

No members of the public were present.

3.2 To Consider Recent Communications Sent & Received

3.2.1 Residents of Rapley's Field are unhappy with the level of staff parking from the adjacent garage again in this Close. Staff are parking illegally on the junction and with no consideration to residents. The Clerk has tried to engage with Senior Management but so far the emails have gone unanswered.

3.2.2 The following organisations have approached the Parish Council for donations in the next financial year:

1. Pirbright Horticultural Society. They are looking for a contribution towards the 2023 Show.
2. The Fox Corner Wildlife Association are raising funds to replace the boardwalk across the pond. The total cost of replacement is £25,000. They would appreciate any donation the Parish Council can offer.
3. LPH – The Hall Secretary has approached the Clerk for a donation towards the upgrading of the Hall.
4. The Twinning Association are looking for a contribution towards their 2023 activities.

RESOLUTION: Members discussed the above and the following sums will be allocated in the 2023 Budget: Pirbright Horticultural Society - £200, The Twinning Association – £200, FCCWA - £500. It was felt that as PPC had applied for Grant Aid on behalf of LPH for projects in 2023 that they had fulfilled their request for funds at present.

3.2.3 Soakaway at The Sandpits Car Park

The Clerk requested an up to date quote for cleaning out the soakaway and also for the expansion of the soakaway. Farnborough Contracting has quoted £2,230.00 plus VAT to:

Set up appropriate barriers/signs, high pressure jet wash existing channel drains, clear gully of debris, removed waste water from soakaway chamber, excavate 12m of trench from the existing chamber, supply and lay 100mm perforated pipe surround with 20mm shingle. Excavate and install 3 soakaway crates connected by the perforated pipe, both wrapped in geotextile membrane, back fill and compact, cap off and concrete. Leave site tidy. A further 10 tons of road planings will be laid once the work is complete. The cost for the road planings will be £616.20 plus VAT.

RESOLUTION: Members discussed these works and it was agreed to proceed with the above works at the above cost, to improve the condition of the car park for all users. The Clerk will issue a Purchase Order.

PIRBRIGHT PARISH COUNCIL

	<p>3.2.4 Cllr Watson reported glass in the Avenue De Cagny car park. This was cleared immediately by the Groundsman.</p> <p>3.2.5 The Clerk contacted the Community Engagement Officer at ATC Pirbright to request representatives to attend the Remembrance Services at St Michael's Church on Sunday 13th November. The Clerk also liaised with ATC Pirbright who are organising their Remembrance Service at Brookwood Cemetery. The Clerk put the RBL in contact with the Engagement Officer who is reserving two seats for them. The service at Brookwood Cemetery starts at 10.55am and Cllr Woollett will be attending. The American service at Brookwood cemetery starts at 2pm and Cllr Fidgett will be attending. The service at St Michael's starts at 10am and Cllr Eason will be attending. All three Councillors will lay wreaths on behalf of PPC.</p> <p>3.2.6 A resident of Gole Road wrote to Cllr Witham, copied to the PC, requesting that Gole Road be added to the list of patrolled areas by the Police speed watch team.</p> <p>3.2.7 The Clerk has sourced a 6ft Christmas Tree from Nigel Jeffries Ltd to be erected on the exterior wall of Lord Pirbright's Hall at a cost of £60.00 excluding VAT. This will be delivered and erected on 2nd December 2022.</p> <p>3.2.8 <u>Gole Road Enforcement Issue</u>. The landowner has raised the level of the ground in Plot 1 on Gole Road and put 2 stables on the raised platform. PPC had complained to the Enforcement Team at GBC. GBC Enforcement have responded to say that the stables are on skids and therefore temporary and that they will be awaiting the outcome of the current planning application for the 2 stables before taking further action. Residents have contacted the Clerk for updates on the Planning Applications but the case is still outstanding. The Parish Council has responded to GBC Enforcement to request that they reconsider their response in light of the fact that the application is for permanent stables and that the levels have been raised so dramatically.</p> <p>3.2.9 Cllr Sands reported that the drain at the exit of Cowshott Crescent is blocked and in heavy rain floods the pavement. Surrey Highways have advised that the drain is not on the adopted highway and the Clerk suggested that Cllr Sands report the drain to Rural Housing to request that they arrange to have it cleared.</p> <p>3.2.10 A resident reported a fallen tree in Vapery Lane. A local resident cleared the tree. The Clerk thanked the resident for his efforts.</p> <p>3.2.11 The Pirbright Players requested permission to place two banners on the Little Green, promoting this years' pantomime "A Revue and Treasure Island". The show will run on the 10th and 11th December 2022. This request was approved by Council members.</p> <p>3.2.12 Cllr Godfree has organised a community Litter Pick for Saturday 5th November at 2pm. Members of the public should meet at LPH. This event was published in the November PeriNews and on Noticeboards around the Parish.</p> <p>3.2.13 A resident of the village suggested that the Trustees of Lord Pirbright's Hall should consider allocating a room at LPH for residents who are struggling with the cost of living crisis. The Clerk will pass this suggestion to the Trustees. Both GBC and SCC are providing Warm Hubs and details of these Hubs can be found on their websites.</p>
<p>4.</p>	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (04/10/2022) There were no new Health & Safety Issues to report.</p>
<p>5.</p>	<p><u>REPORTS (for information, unless urgent action is required)</u> To Receive Updates on: a) Community Sports Pavilion, including proposed name for the Pavilion Cllr Fidgett advised that the old pavilion has now been taken down. Bat and bird boxes were erected and the YFS Team have confirmed that contracts have been signed. PPC/LPH will now receive an engrossed copy for their records. Costs can now be drawn down on and the new Community Pavilion is due to be completed by May 2023. All planning conditions had been signed off by GBC.</p>

PIRBRIGHT PARISH COUNCIL

	<p>b) Lord Pirbright's Hall Cllr Woollett announced that fees had now been formalised and that projections for 2023 were in progress. The Green Hut is being hired out to produce a regular income and refurbishments have started with the completion of the Committee Room and corridor through to the Club Room. The Kitchen will be the next area to be refurbished using contributions from the Peribus and other funding streams with a completion target of January 2023. LPH Trustees will meet to finalise the 2023 budget early in new year and have suggested incorporating a Data Retention Policy into Governance. The Trustees would also like to organise a regular event to be held at the beginning of September each year to exhibit all 48 Pirbright clubs and societies to encourage new subscriptions.</p> <p>c) Report from Borough/County Councillor Cllr Witham distributed his monthly statement ahead of the meeting.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the Receipts & Payments for October 2022 A list of receipts and payments for the month of October 2022 was circulated to all members prior to the meeting. <i>RESOLUTION: Members discussed the list of payments and receipts and these were approved by all members and signed by the Chair, Cllr Fidgett.</i></p> <p>6.2 To Approve the 2022 Clerk pay scales as issued by NALC The 2022 pay scales were circulated in advance of the meeting. <i>RESOLUTION: Members approved the NALC pay scales which will be forwarded to PPC's payroll provider.</i></p> <p>6.3 To Discuss & Approve the 2023 – 2024 Parish Council Budget Members were provided with three options for budget setting purposes with varying expenditure. <i>ACTION: Members agreed that to keep up with rising costs of services, the 2023 budget would require a Precept of £77,077.50. This would enable the Parish Council to complete the Grant Aid projects it hopes to be awarded by GBC and continue to maintain the Green, the playground, carry out works required on the many trees in the village and continue to pay staffing costs in line with the recommendations by NALC.</i></p> <p>6.4 To Discuss & Approve the decision made by the LPH Trustees to employ Contract Cleaners As some employees are currently employed by PPC, members were consulted on the benefits of using a Contract Cleaning company to serve the needs of the Village Hall. Contractors will remove the risk of lone working and other health and safety concerns. <i>RESOLUTION: Members agreed that using a cleaning contractor at the village hall was a sensible solution.</i></p> <p>6.5 To Consider organising a Coronation Event in May 2023 Members discussed whether a Coronation Event might be well received in the Parish in May 2023. <i>RESOLUTION: Members agreed that if funding could be sourced, the Parish Council would like to contribute in some modest way to activities that groups might be organising around the Parish. The Clerk will look at possible funding streams.</i></p> <p>6.6 To Review & Approve the following policies: PPC Freedom of Information Policy, PPC Data Protection Policy, PPC Equality & Diversity Policy, PPC Dignity at Work Policy, PPC Banners on the Green Policy, PPC Emergency Plan, PPC Health & Safety Policy, PPC Health & Safety (Volunteer) Policy, PPC Memorial Bench & Memorial Tree Policy Drafts of the above policies were forwarded to Members in advance of the meeting. <i>RESOLUTION: Members agreed unanimously that all policies as suggested should be renewed and/or incorporated.</i></p>
7.	<p><u>PLANNING</u></p> <p>7.1 To Review applications received 22/P/01535 (Orchards, The Green, Pirbright, Woking, GU24 0JE) Part two storey / part single storey side / rear extension following demolition of single garage. <i>PPC's Response: While PPC had no objection in principle to a proposed extension within the conservation area per se, there is some concern over the extent of the extension and proximity to the northern boundary with the neighbouring property as shown on the plans provided and question the impact on the amenities of the neighbour. The space between buildings would reduce by building on the boundary line and this may appear cramped.</i></p>

PIRBRIGHT PARISH COUNCIL

	<p>22/P/01591 (Land to the west of, Mazamboni Equestrian Centre, Stanley Hill, Pirbright, GU24 0DN) Proposed construction of a new detached dwelling, ancillary staff and guest wing, incidental outbuilding (indoor pool and gym), and equestrian hay barn, following demolition of existing equestrian buildings, equestrian hay barn, and fixed surface infrastructure; proposed natural pond, landscaping and biodiversity planting.</p> <p>PPC's Response: <i>PPC raise an objection to the proposed development which is considered to have an unacceptable impact on the Green Belt and its openness, contrary to policies of the NPPF and Guildford Local Plan. The existing equestrian use of the property and the erection of buildings associated with that use were only consented on the basis of this being a use that was consistent with Green Belt policy and was a predominantly open land use. Concerns were expressed that this should not be used as a stepping stone to residential redevelopment in the future, as now proposed. This defeats the purpose of the Green Belt which is designed to avoid the proliferation of inappropriate development. This is compounded by the excessive scale and nature of the proposed dwelling which is not justified by the present buildings and is of a distinctly urban appearance that is out of character with the rural qualities of the area. The location of a new dwelling within close proximity to the Thames Basin Heaths SPA increases pressure on the heaths and is also contrary to policy.</i></p> <p>22/P/01534 Institute For Animal Health, Ash Road, Pirbright, Woking, GU24 0NF Siting of a Data Centre Module located in part of under-used car park.</p> <p>PPC's Response: <i>Pirbright Parish Council raise no objection.</i></p> <p>22/P/01674 (5 Gibbs Acre, Pirbright, GU24 0JX) Proposed part single/part two storey side extension and single storey rear extension.</p> <p>PPC's Response: <i>Pirbright Parish Council raise no objection subject to conditions to restrict hours of working to exclude Sundays and bank holidays and Saturday afternoon and materials to match existing.</i></p> <p>22/P/01478 Thorner Cottage, The Green, Pirbright, Woking, GU24 0JT Erection of replacement outbuildings and replacement garden fence along with relocation of existing Air Source Heat Pump together with associated landscaping.</p> <p>PPC's Response: <i>While PPC raise no objection in principle to the proposed development, a condition should be imposed requiring the retention of existing boundary hedges and trees within the plot, which provide a mature edge to the village green around the pool area and subject to conditions to restrict hours of working to exclude Sundays and bank holidays and Saturday afternoon and materials to match existing.</i></p>
<p>8.</p>	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management The tree surgeon contracted by PPC to undertake this years' works has completed the first tranche of works. These were in regard to trees T109 – T145 at a cost of £4,428.00. The remaining trees (T33-T38, T24-T30, T46 and T81) will be completed by the end of November, costing an additional £2,719.00.</p> <p>8.2 To Receive an Update on the Management of the Green Cllr Godfree announced that he had organised a Litter Pick on 5th November 2022 which was quite well attended. As a result GBC are willing to donate 10 sets of litter picking equipment to the Parish Council to be used in future sessions. Cllr Godfree hopes that sessions can be run every six months with the next session being planned for Spring 2023.</p> <p>8.3 To Receive an Update on any Parking and Traffic issues PPC are still awaiting the results of the GBC consultation on the parking restrictions in the village. Cllr Witham informed members that he had spoken to GBC and was hopeful that the amendments, suggested as part of the consultation by members of the public, would be incorporated in the final plans.</p>
<p>9.</p>	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the December 2022 Issue of the PeriNews It was agreed that the December Issue of the PeriNews would contain an update on the Community Sports Pavilion, thanks to residents who attended the litter picking session, a reminder of the event at LPH on 3rd December and information on the warm hubs being run in the borough.</p>

PIRBRIGHT PARISH COUNCIL

10.	CHAIRMAN'S CONCLUSION To Receive Chairman's Notices & Members' Questions There were no Notices or Members' questions.
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The meeting ended at 9.42

Signed.....

Date.....