

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 4th April 2023 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 Eason
Cllr Sands
Cllr Woollett

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Also in Attendance

Cllr Keith Witham (Borough/County Councillor)

Members of the Public

One Borough candidate
Four residents of the Parish

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Receive Members' Apologies for Absence Cllr Fidgett welcomed members, Cllr Witham and members of the public. Apologies for absence were received from Cllr Godfree, Cllr Watson and Cllr Austin who were travelling.</p> <p>1.2 To Receive Members' Declarations of Interest on any Agenda Item below There were no declarations received.</p>
2.	<p><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the previous Meeting (07/03/2023) A copy of the draft Minutes was circulated to members prior to the meeting and published on the website. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (07/03/2023) was proposed by Cllr Fidgett and seconded by Cllr Woollett. The Minutes were therefore unanimously approved and signed by Cllr Fidgett.</p> <p>2.2 To Receive the Clerk's Report on Matters Arising <u>Parish Liaison Meeting, Friday 10th March 2023</u> The Clerk attending this meeting hosted by Tom Horwood (Joint Chief Executive of Guildford & Waverley Borough Council). A note on presentations was circulated to members.</p> <p><u>War Memorial Restoration</u> Following the attainment of a Grant from the War Memorials Trust, worked commenced on Monday 3rd April 2023 with the removal of the cross and figure for restoration. The Portland Stone slabs are also being steamed cleaned.</p> <p><u>Coronation</u> The Clerk has arranged for the village bunting to be put up by 2 Groundsmen on Friday 5th May ahead of the Coronation weekend. This will cost approx. £120 in staffing costs. The Flag will be flown from Saturday 6th May to Monday 8th May. Additionally, 500 recycled leather bookmarks for school children in Pirbright have been ordered at a cost of £320 + vat. Flyers were printed at a cost of £58 and inserted into the April PeriNews inviting parish organisations and societies to apply for a grant of up to £100 towards Coronation events and street parties. The grants will be awarded on a first-come, first-served basis as PPC have limited funds. It is also proposed that a commemorative plaque be attached to the new Pavilion as it is being opened in the Coronation year.</p>

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Cllr Witham is kindly supporting grants for Coronation expenditure and it is hoped that he will support PPC with the planting of an additional Pear Tree with a commemorative plaque on the Green to mark the occasion.

Commemorative suggestions will be confirmed under Item 6.5 on the Agenda.

Flag flying for 2023

The following dates have been designated for flying the Union Flag on government buildings. Councillors have confirmed the following dates:

Designated days for flying the Union Flag on UK government buildings 2023

- **13 March:** Commonwealth Day (second Monday in March)
- **9 April:** His Majesty's Wedding Day
- **23 April:** St George's Day (in England)
- **6 May – 8 May:** Coronation Weekend
- **17 June:** Official Birthday of His Majesty The King
- **21 June:** Birthday of The Prince of Wales
- **24 June:** Armed Forces Day
- **17 July:** Birthday of The Queen Consort
- **18 July:** Liberation of Cagney (French Flag)
- **8 September:** His Majesty's Accession
- **12 November:** Remembrance Day (second Sunday in November)
- **14 November:** Birthday of His Majesty The King

2022-2023 Annual Governance & Accountability Return (AGAR)

Forms have been received from PPC's External Auditor (PKF Littlejohn). The deadline for the submission is Monday 3rd July 2023. Under the Accounts & Audit Regulations 2015, PPC must publish the following on its website:

Before 1 July 2023, PPC must publish:

- Notice of the period for exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 – Annual Governance Statement 2022/23, approved and signed, page 4
- Section 2 – Accounting Statements 2022/23, approved and signed, page 5

Not later than 30 September 2023, PPC must publish:

- Notice of conclusion of audit
- Section 3 – External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review
- It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that PPC also publish the Annual Internal Audit Report, page 3.

PPC's internal Auditors (Maxwell & Co) are scheduled to conduct the internal audit of both PPC and LPH on Wednesday 19th April 2023. End of year accounts will be sent to Maxwells ahead of this date for interrogation.

NALC – Joint Panel on Accountability and Governance, Practitioners' Guide

The National Association of Local Councils (NALC) have published a March 2023 version of the JPAG. The updates refer to the AGAR commencing 1 April 2023.

Notice of Borough and Parish Elections – 4th May 2023

Notices were received by the Electoral Services Manager and posted as required on 22nd March 2023 on noticeboards and on the PPC website. They will be removed as required on 5th April 2023. The main Hall of LPH is booked as the local Polling Station.

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3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

A resident from Fox Corner stated that since October 2020, Greenways (a residential property on the Ash Road) has been rented to Applenet Care & Support Ltd. The property is being used in such a way as to cause extreme concern to the resident and other neighbours. The resident would like further support from the Parish Council.

ACTION: *It was proposed by Cllr Fidgett and seconded by Cllr Woollett and unanimously agreed that PPC will keep pressure on GBC as the planning authority. Cllr Witham will also continue adding his support and will continue to push GBC Enforcement. Cllr Fidgett suggested that PPC request the raising of the level of enforcement with GBC and question whether a Planning Contravention Notice has been served. PPC should also raise a further objection with SCC, who PPC consider are in breach of planning in allowing the facility in a property without appropriate planning.*

A resident of Rapley's Field, on behalf of residents living at No's 5, 6, 17 & 18 Rapley's Field, stated that the redevelopment of the houses was now set to proceed later in the year. The resident stated that GBC had not made suitable provision for these residents whilst the works were going ahead, nor given reassurances that they would be able to return to their homes. Those affected are long standing residents of the village.

ACTION: *PPC will query the provisions being made with GBC Housing and report back to the residents.*

The same resident wished to alert the Parish Council to various instances of electric vehicles and their batteries catching fire. The resident questioned whether The Cricketers or Squire Furneaux had had fire service risk assessments carried out for their rapid charging stations as she felt this posed a potential risk for local residents.

ACTION: *PPC will make enquiries as to the legal requirements for charging point installation.*

3.2 To Consider Recent Communications Sent & Received

3.1 The Council received a request from KHS to create habitats in the woodland edge of the sports field.

ACTION: *PPC will liaise with to GBC to see if they are interested in helping the children at KHS to develop their nature/conservation skills. This action was proposed by Cllr Fidgett and seconded by Cllr Woollett. The motion was unanimously carried.*

3.2 The Placement Coordinator from the Community Payback Scheme contacted the Clerk to ask if PPC would be interested in their services and in becoming a regular work provider.

ACTION: *PPC will ask the Coordinator if they would be interested in one-off projects and report back to the next meeting. This action was proposed by Cllr Fidgett and seconded by Cllr Woollett. The motion was unanimously carried.*

3.3 A resident of the Aldershot Road wrote to the council to request a reduction in the speed limit of the road approaching the Royal Oak Pub from Aldershot. The resident also contacted Cllr Godfree in regards to becoming part of the Pirbright Speedwatch Team if it becomes operational again.

3.4 A parishioner reached out to ask if the Parish Council would like to direct her to a local charity to donate goods from her home. The clerk put the resident in touch with the parish church.

3.5 A resident of the parish wished to complain about the repeated planning applications being submitted by homeowners of the properties in Law Meadows, they were aware of PPC's concerns raised in this regard.

3.6 GBC have set up the following webinars for newly elected Councillors:

Ethical Standards for Councillors

26th June 2023 @ 7pm

13th June 2023 @ 7pm

Data Protection Training for Councillors

3rd July 2023 @ 7pm

3.7 The Clerk received a letter from Surrey Playing Fields who support sports clubs across the borough. They are a charity, run by volunteers, who provide grants and loans to clubs to assist with capital expenditure and other aspects of club activity including a bursary scheme. Once again they are suggesting a one-off donation of £10.

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	<p>ACTION: PPC will support this charity with the suggested donation of £10. This action was proposed by Cllr Woollett and seconded by Cllr Eason. The motion was unanimously carried.</p> <p>3.8 The Cricket Club contacted the Council in regards to contractor damage to the edge of the outfield whilst the pavilion is being constructed. The contractor will be removing the current construction access track coverings and will seed and make good the damaged area. Any further remedial work will be discussed at a future meeting.</p> <p>3.9 The Clerk has been informed that the current PCSO is leaving on 6th April 2023. The Clerk will be informed of her successor in due course.</p>
4.	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (07/03/2023) There were no reported safety issues.</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 stated that with the cladding now on the building that it was nearing completion. Internally, the first fix had been completed and the interior had been plastered and painted. Second fix was now in progress with external lighting being discussed. LPH is now deciding on whether to appoint a café operator and initial expressions of interest have been received. The finances are tight and there is a need to carefully manage cashflow, but the overall costs were likely to come in very close to the budgeted figure. The official launch will be on 17th June 2023 in conjunction with the village fair.</p> <p>b) Lord Pirbright's Hall Cllr Woollett announced that a further Trustee meeting had been held to approve the year end accounts. Hirings were back to pre-covid levels and finances were in good shape despite utilities bills having doubled. The Trustees had chosen to invest in the Committee room refurbishment, electronic entry keypads and the refurbishment of the kitchen in the months to come. Longer term projects would include solar panels to the flat roof. A successful handover had also taken place to the new LPH Secretary who was now in post.</p> <p>c) Report from Borough/County Councillor Cllr Witham distributed his monthly statement ahead of the meeting including a breakdown on borough and county budget and council tax increases and an update on his involvement in local parish issues.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the Receipts & Payments for March 2023 and Year End A list of receipts and payments for the month of March 2023 was published prior to the meeting. This was discussed and unanimously approved by all members present. RESOLUTION: Cllr moved to approve the March 2023 Receipts & Payments statement and the Year End Summary. This motion was proposed by Cllr Fidgett and seconded by Cllr Woollett. The motion was unanimously carried. The statements were signed by Cllr Fidgett.</p> <p>6.2 To Discuss & Review the Asset Register for 2022-23 Members were provided with a copy of the 2022-23 Register for discussion and approval. RESOLUTION: Cllr Woollett proposed to approve the Asset Register for 2022-23, this motion was seconded by Cllr Eason. The motion was unanimously carried and the Register will be uploaded to the website and will inform the 2022-23 AGAR.</p> <p>6.3 To Discuss & Approve the Agenda for the Annual Parish Meeting on 24th April 2023 A proposed Agenda was produced and circulated to members prior to the meeting. Members discussed the running order and length of the meeting as a whole. RESOLUTION: Cllr Fidgett proposed to approve the Agenda, subject to the discussed changes, and this motion was seconded by Cllr Woollett. The motion was unanimously carried and the Agenda will be posted on Noticeboards and on the website from 05/04/23.</p> <p>6.4 To Discuss & Approve Coronation Commemorations All expenditure as detailed in the Communications was discussed and approved. RESOLUTION: Cllr Sands proposed the motion to approve the expenditures and items to be commissioned. This motion was seconded by Cllr Eason and was unanimously carried.</p>

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<p>7.</p>	<p><u>PLANNING</u></p> <p>7.1 To Review applications received and other Planning related issues</p> <p>23/P/00346 The Glen, Mill Lane, Pirbright, GU24 0BN Demolition of an existing barn (with prior approval for conversion to No. 3 dwellings), and the erection of three dwellings, parking and associated works. PPC's Response: <i>PPC raise no objection to this planning application.</i> <i>Following discussion, this comment was proposed by Cllr Woollett and seconded by Cllr Fidgett. The motion was unanimously carried.</i></p> <p>23/P/00355 Little Cutt Farm, Mill Lane, Pirbright, GU24 0BW Provision of a dormer window and three roof-lights in existing outbuildings roof and conversion of upper floor storage area to gymnasium for use ancillary to the main dwelling (incidental to the enjoyment of the dwelling).. PPC's Response: <i>Pirbright Parish Council raise an objection to this planning application. There is a long history of applications at the property which have gradually increased its overall footprint and impact on the Green Belt. The conversion of a further building to ancillary domestic accommodation adds to the scale of the overall increase. The scale of development at this site has already increased the original farmhouse and the physical changes to the building would be at odds with its Green Belt location and close proximity to the SPA SAC.</i> <i>Following discussion, this comment was proposed by Cllr Fidgett and seconded by Cllr Sands. The motion was unanimously carried.</i></p> <p>23/P/00392 Stanford Cottages, Aldershot Road, Pirbright, GU24 0DQ Vehicle Crossover (Dropped kerbs) to Plots 2 – 6, Stanford Cottages, Pirbright, GU24 0DQ. PPC's Response: <i>Pirbright Parish Council supports this application subject to the views of the SCC Highways & Transportation Department.</i> <i>Following discussion, this comment was proposed by Cllr Fidgett and seconded by Cllr Sands. The motion was unanimously carried.</i></p> <p>7.2 To consider other planning related issues</p> <p>The Council are concerned at the lack of enforcement action being taken both by GBC and SCC to the level of threats to public safety and amenity surrounding Greenways, Ash Road. PPC feel enforcement action should be taking place in regards to the usage of the property which PPC feel contravenes planning policies and must be addressed. PPC feel that Applenet must provide clear information regarding the number of residents and the number of staff who work at the location and those who stay overnight. ACTION: <i>PPC will contact GBC and SCC in regards to enforcement action.</i> <i>Following discussion, this action was proposed by Cllr Woollett and seconded by Cllr Fidgett. The motion was unanimously carried.</i></p>
<p>8.</p>	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management A full tree survey has begun. The report will be discussed at the next meeting.</p> <p>8.2 To Receive an Update on the Management of the Green There were no current issues to report.</p> <p>8.3 To Receive an Update on any Parking and Traffic issues There were no updates to receive. Notification of the traffic restrictions to be installed in the village is still awaited.</p> <p>8.4 To Discuss information received from Farnborough Noise regarding changes to Farnborough airport Information from Farnborough Noise was circulated to members prior to the meeting. Councillors discussed this issue and decided to keep a watching brief and to be kept informed of developments. RESOLUTION: <i>Following discussion, it was proposed by Cllr Woollett that Cllr Fidgett would discuss this issue with Cllr Witham and report back at the next meeting. This motion was proposed by Cllr Woollett and seconded by Cllr Eason. The motion was unanimously carried.</i></p>
	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the May 2023 Issue of the PeriNews It was agreed that the May Issue of the PeriNews would contain details of the various Coronation events and initiatives being organised by the Parish Council along with an update on the Pavilion.</p>

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10.	<u>CHAIRMAN'S CONCLUSION</u> To Receive Chairman's Notices & Members' Questions There were no Chairman's Notices or Questions.
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The meeting ended at 21.20

Signed.....

Date.....