

PIRBRIGHT PARISH COUNCIL



Minutes of the Annual Meeting of the Parish Council held in the Committee Room of Lord Pirbright's Hall on Tuesday 16th May 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 Austin

Cllr Godfree

Cllr Sands

Cllr Small

Cllr Watson

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Also in Attendance

Cllr Keith Witham (Borough/County Councillor)

Cllr David Bilbe (Borough Councillor)

Members of the Public

No members of the public present

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| 1. | <p><u>FORMALITIES</u></p> <p>1.1 To Elect the Chair & Vice-Chair for the forthcoming year
Members moved to elect Cllr Steven Fidgett as Chair and Cllr David Woollett as Vice-Chair to Pirbright Parish Council.
RESOLUTION: This motion was proposed by Cllr Watson and seconded by Cllr Austin. The motion was unanimously carried and Cllr Fidgett and Cllr Woollett were elected as Chair and Vice-Chair. Other Councillors elected via the uncontested local election and taking their seats as Pirbright Parish Councillors are; Cllr Peter Austin, Cllr Max Godfree, Cllr Nic Sands, Cllr Sarah Small and Cllr Mark Watson.</p> <p>1.2 To Appoint Committees, Sub-Committees & Working Groups for the forthcoming year
Members present moved to form the following Committees and Working Group:
<u>Finance & General Purposes Committee</u> made up of: Chair Cllr Fidgett, Vice Chair Cllr Woollett and Cllr Watson.
<u>Highways & Environment Committee</u> made up of: Chair Cllr Fidgett, Vice Chair Cllr Sands and Cllr Godfree.
<u>Planning Committee</u> made up of: Chair Cllr Fidgett, Vice Chair Cllr Small and Cllr Austin.
<u>Pavilion Working Group</u> made up of Cllr Fidgett, Cllr Woollett and Cllr Watson. Other members of this Working Group are representatives from the Cricket Club and the football club.
RESOLUTION: The motion to form these Committees and the Working Group was proposed by Cllr Fidgett and seconded by Cllr Sands. The motion was unanimously carried.</p> <p>1.3 To Appoint Members to Represent the Council on Outside Bodies for the forthcoming year
After discussion, members moved to elect Cllr Steven Fidgett to represent Pirbright Parish Council on the Lampriere Trust Committee and for Dr Alex Henderson to represent the Parish Council as a Trustee for Pirbright In Need.
RESOLUTION: This motion was proposed by Cllr Watson and seconded by Cllr Austin. The motion was unanimously carried.</p> <p>1.4 To Complete Declarations of Acceptance of Office & General Power of Competence
Forms were provided by the Democratic Services & Elections Manager for members to sign. In accordance with the Localism Act 2011, the Parish Council can now resolve that it meets the criteria for the Power of Competence from this meeting forward for the next year.
RESOLUTION: Cllr Fidgett proposed a motion that each member should sign the forms, this was seconded by Cllr Sands. The motion was unanimously carried and members each signed the Forms which were witnessed and counter-signed by the Clerk. Cllr Fidgett further proposed that the Parish Council now met the criteria to hold the Power of Competence. This motion was proposed by Cllr Fidgett and seconded by Cllr Watson. The motion was unanimously carried.</p> |
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PIRBRIGHT PARISH COUNCIL

1.5 To Approve the Minutes of the Previous Meeting (04/04/2023)

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 (04/04/2023) was proposed by Cllr Fidgett and seconded by Cllr Sands. The Minutes were therefore unanimously approved and signed by Cllr Fidgett.

1.6 To Receive the Clerk's Report on Matters Arising

Precept Payments 2023 – 2024

The first of the two instalments of the 2023-24 Precept payment was received from GBC on 12th April 2023 in the amount of £38,680.50. The Precept for this financial year was requested by the Clerk in January 2023, in the total sum of £77,361 which amounts to an increase of 7.5% on the previous years' Precept (as agreed by the Council in November 2022) to keep in line with inflation whilst still considering the cost of living crisis being felt by many.

Declarations of Acceptance of Office

The Democratic Services & Elections Manager has issued new Forms for Councillors to sign.

Registration of Councillors' Interests

The Democratic Services & Elections Manager has issued new Forms for Councillors to complete and sign in order to register their disclosable pecuniary interests and other interests.

Internal Audit

Maxwell & Co performed an independent Internal Audit of the PPC Accounts (1st April 2022 – 31st March 2023) on 19th April 2023. The Internal Auditor's report will be available to view on the PPC website.

Dates for Public Rights & Publication in relation to AGAR 1 April 2022 – 31 March 2023

The PPC accounts will be available for inspection between 5th June 2023 and 14th July 2023. Notices will be posted on Noticeboards and on the PPC website. This forms Item 6.5 on the Agenda.

PPC Risk Schedule 2023-2024

The current Risk Schedule has been updated by Cllr Sands with the Pond included as an additional item 6. This is to be discussed and approved under Item 6.7 on the Agenda. The Clerk would recommend sourcing additional signage for the pond to reduce the risk as per the Schedule.

Community Partnership Grant

The Clerk submitted a Grant application to SCC Community Partnership Team for assistance with the cost of a Coronation Pear Tree and plaque, planted on the Green in commemoration of the King's Coronation on 6th May 2023. This Grant was accepted and granted.

PPC Grants to Societies & Clubs in the Parish

The Council had agreed at the end of 2022 to award a £200 grant to the Horticultural Society and a £200 grant to Pirbright Twinning Association in order to help the two parish clubs to continue with their events in the village throughout the year. These payments have been authorised and made by bank transfer.

PPC Grants for Coronation Celebrations over the Coronation Weekend

Having distributed a flyer via the April PeriNews the Council supported Coronation Parties held over the Coronation weekend.

Pavilion Plaques

A plaque commemorating the contribution given by Derek Bytheway for the promotion of the pavilion and future sport and recreation within the parish was commissioned by the PPC at a cost of £166.50.

A plaque recognising the contributions by local people, SCC's Your Fund Surrey and Lord Pirbright Hall & Recreation Ground Charity has been commissioned by PPC at a cost of £207.70.

A plaque recognising that the Pavilion was completed in the Coronation Year has been commissioned by PPC at a cost of £58.29.

PIRBRIGHT PARISH COUNCIL

2.	<p>FORMALITIES</p> <p>2.1 To Receive Members' Apologies for Absence Apologies for absence were received from Cllr Woollett who was in Birmingham on business. Cllr Woollett signed the Declaration of Acceptance of Office on 12th May 2023 in the presence of and witnessed by the Clerk.</p> <p>2.2 To Receive Members' Declarations of Interest on any Agenda Item below There were no declarations received.</p>
3.	<p>PUBLIC FORUM & COMMUNICATIONS</p> <p>3.1 To Receive any Representation from Members of the Public There were no representations.</p> <p>3.2 To Consider Recent Communications Sent & Received</p> <p>3.1 <u>Redevelopment of the 4 Airey Houses (5, 6, 17 & 18 Rapleys Field) Application 21/P/01649</u> The Chair met with the GBC Housing Development Lead to gain assurances as to the residents' concerns over the redevelopment process. GBC are allocating a Development Manager for the project who will then liaise directly with each resident. GBC assured that the residents would have a right to return on the same tenure and that PPC would be kept informed. Cllr Fidgett wrote to each tenant informing them that this meeting had taken place and that the assurances that had been given. Cllr Witham is also aware of this matter and is lending his support to the residents where possible.</p> <p>3.2 A system that will give the Government and emergency services the capability to send an alert directly to mobile phones when there is a risk to life has been launched and was tested on 23rd April 2023. Working with mobile broadcasting technology the Emergency Alerts System will provide a means to get urgent messages to nearly 90% of mobile phones in a defined area.</p> <p>3.3 Worknest in partnership with NALC are producing a new employment contract, which the Clerk will look out for and bring to the council when it has been published.</p> <p>3.4 PPC have once again been invited to attend the American Military Cemetery Centennial Memorial Day Ceremony & Reception by the American Battle Monuments Commission on Sunday 28th May 2023. This event will be attended by Cllr Austin.</p> <p>3.5 A request for a commemorative bench close to the new Pavilion has been received in honour of the late Derek Bytheway. This request will be explored further in due course.</p> <p>3.6 Relatives of those whose benches have been temporarily removed, close to the new Pavilion, have asked the Council when and where these benches will be reinstated. Reassurances have been given that they will be reinstated in due course.</p> <p>3.7 The Clerk reported flooding on the road by bus shelter close to White Hart Corner to Surrey Highways.</p> <p>3.8 The Clerk assisted the LPH Secretary in arrangements for using LPH as a polling station on Thursday 4th May. The proceedings were inspected by GBC officers on 2 occasions throughout the day and the arrangements went smoothly with the portable voting booths being collected swiftly on 9th May.</p> <p>3.9 Three residents of the village complained that the Council had not organised a whole village event for the Coronation. The Clerk explained the measures the Council had taken to mark the occasion.</p> <p>3.10 A new stainless steel basketball net was purchased for the hoop in the recreation ground by the Parish Council. This was stolen within 2 weeks of being installed. A further fabric net has been purchased and installed by the Clerk.</p> <p>3.11 The Clerk has contacted the contractor who put in the wooden bollards around the Green to ask for a quote for ordering replacements for those that have rotted. The Clerk has also asked for a quote from the contractor for replacing them.</p>

PIRBRIGHT PARISH COUNCIL

	<p>3.12 The Coronation of HM King Charles III took place on 6th May 2023 at Westminster Abbey. The ceremony was conducted by the Archbishop of Canterbury. The Parish Council has commissioned the framing of a portrait of King Charles III to hang in Lord Pirbright's Hall.</p> <p>3.13 A new Tree Survey was commissioned by PPC on the trees for which it has responsibility: around the village green, the sandpits and tennis courts, around the sports pavilion and sports pitches, and the woodland adjacent to the sports pitches</p> <p>3.14 NALC is running an online event: <u>Demystifying the Role of Local Councillors</u> on Wednesday 26th July 2023 at 12.00 – 13.15. the cost is £33. This event is aimed at newly elected Councillors or Councillors who have never been on a seminar to find out more about the role of a Councillor.</p>
4.	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (04/04/2023) Following the Risk Schedule update. An information board concerning the pond should be sourced.</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 the building was nearing completion with an official hand over taking place on 19/05/23. Mains water was now connected. The pavilion will be officially opened on Saturday 17th June at 11am.</p> <p>b) Lord Pirbright's Hall Cllr Fidgett informed the Council that Maxwells had been approached to produce an I&E cashbook for the previous years' accounts. Cllr Watson suggested that the wording should be examined in regards to the ownership of the hall contained in LPH's insurance. Confirmation of the arrangements for the Pavilion should be sought from the Auditor. ACTION: The LPH Secretary to produce LPH's insurance schedule for examination.</p> <p>c) Report from Borough/County Councillor Cllr Bilbe introduced him and thanked PPC for the invitation to attend parish meetings. Cllr Witham gave a round up of his activities and points he thought the council would find of interest including that YFS had agreed a grant of £10,000 towards the FCWA boardwalk appeal.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the Receipts & Payments for April 2023 A list of receipts and payments for the month of April 2023 was circulated prior to the meeting. This was discussed and unanimously approved by all members present. RESOLUTION: Cllr Fidgett moved to approve the April 2023 Receipts & Payments. This motion was proposed by Cllr Godfree and seconded by Cllr Sands. The motion was unanimously carried and the statement was signed by Cllr Fidgett.</p> <p>6.2 To Receive the Internal Auditors Report Members were provided with a copy of the Report for discussion prior to the meeting. Members discussed the content and recommendations in the report. RESOLUTION: Cllr Fidgett proposed to publish the Internal Auditor's Report. This motion was seconded by Cllr Austin. The motion was unanimously carried and the Audit Report will be uploaded to the Parish website.</p> <p>6.3 To Discuss & Approve the Annual Governance Statement (Section 1) Members were provided with the AGAR Governance Statement prior to the meeting. This was discussed. RESOLUTION: Cllr Fidgett proposed to approve the statement provided confirmation was received from the Auditors that the Pavilion asset correctly sits within the LPH accounts and this motion was seconded by Cllr Watson. The motion was unanimously carried and Cllr Fidgett agreed to sign Section 1 of the AGAR once confirmation is received. A copy of Section 1 will also be uploaded to the PPC website.</p> <p>6.4 To Discuss & Approve the Accounting Statements (Section 2) Members were provided with the AGAR Accounting Statement prior to the meeting. This was discussed. RESOLUTION: Cllr Fidgett proposed to approve the statement provided confirmation was received from the Internal Auditors that the Pavilion asset correctly sits within the LPH accounts and this motion was seconded by Cllr Sands. The motion was unanimously carried that Section 2 of the AGAR would be signed by Cllr Fidgett and the Responsible Financial Officer and will be submitted to the External Auditor on receipt of advice. A copy of Section 2 will also be uploaded to the PPC website.</p>

PIRBRIGHT PARISH COUNCIL

	<p>6.5 To Approve the Commencement Date for the exercise of Public Rights The Clerk/RFO proposed that the period for the exercise of Public Rights should run from Monday 5th June 2023 to Friday 14th July 2023. RESOLUTION: Cllr Fidgett proposed to approve the dates for the exercise of Public Rights once confirmation has been received from the Auditors that the Pavilion asset correctly sits within the LPH accounts and this motion was seconded by Cllr Small. The motion was unanimously carried. A copy of Notice will also be posted on Notice Boards and uploaded to the PPC website.</p> <p>6.6 To Discuss and Approve the PPC Risk Schedule (2023 – 2024) The current Risk Schedule has been updated by Cllr Sands with the Pond included as an additional item 6. The Clerk would recommend sourcing additional signage for the pond to reduce the risk as per the Schedule. ACTION: Cllr Austin proposed to approve the sourcing of suitable signage and to approve the Risk Schedule and this motion was seconded by Cllr Small. The motion was unanimously carried and the Clerk will recommend signage at a forthcoming meeting. Cllr Fidgett signed the PPC Risk Schedule which will be added to PPC's list of Governance documents and uploaded to the PPC website.</p>
7.	<p>PLANNING The following planning applications will be discussed at the next meeting of the Planning Committee which will be held at 4pm on 25th May 2023 in the Committee Room of LPH. This meeting is open to the public.</p> <p>7.1 To Review applications received and other Planning related issues 23/P/00315 Land adjacent to The Willows, Gole Road, Woking, GU24 0QF Certificate of Lawfulness for a proposed development to establish whether the erection of 2m high brick piers, 1.8m high timber entrance gates and 2m high walls would be lawful.</p> <p>23/P/00470 Bullswater Cottage, Bullswater Lane, Bullswater Common, Pirbright, GU24 0LY Erection of an extension to an existing outbuilding (retrospective).</p> <p>23/P/00434 Bullswater Cottage, Bullswater Lane, Bullswater Common, Pirbright, GU24 0LY Part change of use of an external outbuilding to a mixed use comprising an office, and uses ancillary and incidental to the residential use (retrospective).</p> <p>23/P/00180 Heatherhurst Grange, Deepcut Bridge Road, Deepcut, GU16 6RQ Conversion of a barn to a dwelling house.</p> <p>23/P/00489 Brambles, Mill Lane, GU24 0BS Proposed single storey extension following demolition of conservatory.</p> <p>23/P/00488 Brambles, Mill Lane, GU24 0BS Proposed detached ancillary store and games room following demolition of wooden storage building.</p> <p>23/P/00558 The Warren/Springbok, Bullswater Lane, Bullswater Common, Pirbright, Woking, GU24 0LY Proposed dormer windows to existing garage and dwelling roof space together with changes to fenestration</p> <p>23/P00526 5 Gibbs Acre, Pirbright, GU24 0JX Erection of a two story front and side extension following demolition of existing conservatory.</p> <p>7.2 To consider other planning related issues The Council agreed to go back to the AONB to suggest they are disappointed. Steve to draft.</p>
8.	<p>HIGHWAYS & ENVIRONMENT</p> <p>8.1 To Receive and Update on Tree Management Cllr Sands and the Clerk will be inspecting trees which fall under the responsibility of the Parish Council and will put together a Schedule of Works to be carried out after the nesting season. The Clerk will also submit the Survey to the Tree Officer at GBC to receive the necessary planning permissions to carry out the works.</p> <p>8.2 To Receive an Update on the Management of the Green The repair of the cricket outfield was discussed. A quote has been received by PPC's grass contractor, Nigel Jeffries Ltd. The Cricket Club are also in the process of putting together a quote for the works. Members</p>

PIRBRIGHT PARISH COUNCIL

	<p>resolved that PPC would be happy if the Cricket Club were able to organise and fund the repair in return for a reduced income in the first year to cover this cost.</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><u>NEWSLETTER</u> To Confirm Items for the June 2023 Issue of the PeriNews It was agreed that the June Issue of the PeriNews would contain information on the election of Parish Councillors, the Coronation street parties that the parish council had contributed towards and the opening of the Pavilion on 17th June 2023.</p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u> To Receive Chairman's Notices & Members' Questions There were no Chairman's Notices or Questions.</p>

The meeting ended at 21:45

Signed.....

Date.....