

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 6th June 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 Woollett (Chair)
Cllr Austin
Cllr Sands
Cllr Small

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

Two residents from Dawney Hill

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Receive Members' Apologies for Absence Cllr Woollett chaired the meeting and welcomed members, Cllr Witham, Cllr Bilbe and members of the public. Apologies for absence were received from Cllr Fidgett and Cllr Watson who were travelling and could not attend this meeting.</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 (16/05/2023) A copy of the draft Minutes were 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 (16/05/2023) was proposed by Cllr Austin and seconded by Cllr Sands. The Minutes were therefore unanimously approved and signed by Cllr Woollett.</p> <p>2.2 To Receive the Clerk's Report on Matters Arising <u>Annual Governance & Accountability Return 2022/23 Form 3</u> The AGAR was sent to PKF Littlejohn LLP on Monday 29th May 2023. Confirmation has been received by the Clerk that the forms have been received. The Notice of Public Rights has been posted and runs from 5 June – 14 July. Approved Sections 1 and 2 of the AGAR have been uploaded to the website.</p> <p><u>PPC's Statement of Internal Control</u> Following the Internal Auditors Report, the Clerk has updated the Statement of Internal Control to specify the use of SignRequest as the Parish Council's preferred method of authorisation of each invoice by two councillors and the Clerk. This forms Item 6.2 on the Agenda.</p> <p><u>Council Member Resignation</u> Cllr Max Godfree notified the Chair of his immediate resignation from the Parish Council on 23rd May 2023. The Electoral Services Manager at GBC was informed and Notices posted.</p> <p><u>War Memorial</u> The Pirbright War Memorial has been in dry, ventilated storage with Thomas Restorations for six weeks. A condition report has been received along with photos of the memorial. The report and photos were sent to the War Memorials Trust for their further guidance.</p>

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	<p><u>Coronation Pear Tree Plaque</u> The Plaque commemorating the planting of the Pear Tree has been installed. The stake is set in concrete and the plaque thanks Cllr Keith Witham for his grant towards the planting.</p> <p><u>Tree Survey</u> Following the Survey produced for the Parish Council, the Clerk and Cllr Sands assessed the trees around the Green. A further inspection of the trees close to the Sandpits will be arranged.</p>
3.	<p><u>PUBLIC FORUM & COMMUNICATIONS</u></p> <p>3.1 To Receive any Representation from Members of the Public Two residents from Dawney Hill wished to propose a sign on the track running to their properties as further issues have arisen with school parents parking on the track. The residents would propose a sign similar to the one in The Gardens as follows: “No Parking, Residents Only. No Through Road”. The residents would bear the cost of producing and erecting the sign. Residents would also like to erect a second sign at the entrance to the track carrying their house names so that it can be seen by drivers coming from both directions. The cost of this sign would be borne by the residents. ACTION: <i>Councillors discussed this and were sympathetic to the parking issue. Cllr Woollett suggested that residents contact the Head of Pirbright School to ask that he remind parents not to park where it will cause nuisance to neighbouring residents. Councillors voted to give permission for the signs to be erected but wished to see a draft of the signs before they are commissioned by residents and informed residents that enforcement would not be possible. The motion to approve the signs was proposed by Cllr Woollett and seconded by Cllr Austin. The motion was unanimously carried.</i></p> <p>3.2 To Consider Recent Communications Sent & Received</p> <p>3.1 Brookwood Cemetery set up a banner at bottom of sports field on 12th May to promote their Open day.</p> <p>3.2 A member of the public wished to report the Himalayan Balsam on Bullswater Common. The Clerk directed them to the Countryside Partnership and the work parties they are coordinating from 10am – 3pm on Tuesday 6th and Wednesday 7th June.</p> <p>3.3 A resident living close to Swallow Pond wished to complain about the grass cutting in that area. The Clerk directed them to the SCC Highways, Report a Problem portal on the website.</p> <p>3.4 Cllr Sands reported that the mini turnstile had come loose and was no longer fixed to the spindle. The Clerk organised for the Caretaker to exclude this equipment from use and is in the process of having the turnstile repaired. Quotes for new infant swing seats have also been requested. Although these are showing signs of wear, this remains on an advisory.</p> <p>3.5 The Clerk is making arrangements for the annual Safety Inspection of the playground via PPC’s Insurer’s BHIB with an inspector from British Engineering Services. The cost for this annual inspection is £376.29.</p> <p>3.6 Further correspondence has been received from the residents living close to Greenways, Ash Road, Pirbright who are unhappy with responses received from both SCC and GBC. Cllr Witham suggested that residents attend the SCC’s Select Committee which oversees matters regarding Adult Social. Cllr Witham has also suggested registering a formal complaint with the Leader of SCC. At the PPC Planning Meeting, Cllr Fidgett instructed the Clerk to begin a FOI request to both GBC and SCC requesting correspondence.</p> <p>3.7 The Council had agreed at the end of 2022 to award a £500 grant to the Fox Corner Wildlife Area Association towards their Boardwalk Appeal. This payment has been authorised and made by bank transfer.</p> <p>3.8 The Plaque acknowledging the donations made by SCC’s Your Fund Surrey, local donors and the Parish Council have been mounted on the Pavilion. The Plaque recognising the contribution made by Derek Bytheway has been mounted on the Pavilion.</p> <p>3.9 The Plaque to commemorate the planting of the Coronation Pear Tree and thanking Cllr Witham for his contribution towards the planting has been installed.</p> <p>3.10 As summer approaches, the Clerk has requested additional litter sweeps by the Groundsman.</p>

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	<p>3.11 The metal gate between the recreation area and the Avenue D’Cagny car park has had some screws removed from it. The Clerk has asked the Caretaker to try and repair this.</p> <p>3.12 The commemorative benches are ready to be reinstated on the Sports Field close to the Pavilion. The Clerk is arranging to have new concrete plinths made for the existing benches and a further plinth commissioned for a new Derek Bytheway bench which has been requested by Derek’s family.</p> <p>3.13 Farnborough Noise sent various updates regarding the expansion of Farnborough Airport.</p>
4.	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (16/05/2023) 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 Woollett stated that the final elements are being put in place for the official opening on the 17th June. Invites have gone out to donors for a private reception on the 16th June. Cllr Woollett reminded the council that this is a community pavilion and advised that the Trustees were exploring whether it is possible to grant a lease to a commercial café and that a meeting with advisors had been set up regarding this. It was also noted that the cricket club (as a regular user of the pavilion) had been invited to apply for a grant through surrey cricket for furniture for the bar area of the pavilion. Cllr Woollett confirmed this would be lightweight aluminium bistro type furniture that could be moved. The Council approved the cricket club applying for the grant for some furnishings for all users. This was proposed by Cllr Woollett, seconded by Cllr Sands. The motion was passed.</p> <p>b) Lord Pirbright’s Hall Cllr Woollett stated that the Trustees would be meeting in July to put together a schedule for LPH for the following 6 – 12 months, to include the asbestos removal.</p> <p>c) Report from Borough/County Councillors Cllr Witham distributed his monthly statement ahead of the meeting. In addition, Cllr Witham has arranged for residents at Fox Corner to attend the SCC Select Committee in June in regards to Greenways, Fox Corner. Jonathan Lord MP has written to Tim Oliver at GBC to complain about the lack of response to residents. Cllr Woollett wished to confirm that Cllr Witham was pursuing the planning aspects with GBC and Cllr Witham confirmed this was the case. Cllr Witham updated the council on the consultation with Farnborough Airport and advised that if PPC wished to add their voice to the concerns they would be welcomed to do so.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the Receipts & Payments for May 2023 A list of receipts and payments for the month of May 2023 was circulated prior to the meeting. This was discussed and unanimously approved by all members present. RESOLUTION: <i>Cllr Woollett moved to approve the May 2023 Receipts & Payments statement. This motion was proposed by Cllr Sands and seconded by Cllr Small. The motion was unanimously carried. The statement was signed by Cllr Woollett.</i></p> <p>6.2 To Discuss & Approve PPC’s Statement of Internal Control Members were provided with a copy of this document prior to the meeting. This has been updated to include specific details on how PPC’s authorisation software (SignRequest) is used to prevent fraud and reduce risk. RESOLUTION: <i>Cllr Woollett proposed to approve the revised Statement of Internal Control and this motion was seconded by Cllr Small. The motion was unanimously carried and the 2023-24 Statement of Internal Control was signed by Cllr Woollett and will be uploaded to the Council website.</i></p> <p>6.3 To Discuss & Approve the Annual Waffle Tram Agreement The updated Agreement was circulated to members prior to the meeting. Members discussed the Agreement and the terms and fees contained within it. RESOLUTION: <i>Cllr Woollett proposed to approve the 2023-24 Annual Agreement to be issued to the Waffle Tram for counter-signing and this motion was seconded by Cllr Austin. The motion was unanimously carried and the Agreement was signed by Cllr Woollett and will be sent to the Waffle Tram operators for counter-signature and filing.</i></p>

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	<p>6.4 To Review & Approve the Bank Mandate Signature List A copy of the current list was circulated to members prior to the meeting. This list was discussed and members of the Council and members of staff who are no longer with the council will be removed from the list. Cllr Small and the LPH Secretary will be added to the list of authorised signatories. RESOLUTION: <i>Cllr Sands proposed the motion to approve the new list and to apply for Cllr Small to be added to the list held by the bank. This motion was seconded by Cllr Woollett and was unanimously carried.</i></p>
7.	<p><u>PLANNING</u> 7.1 To Review applications received and other Planning related issues 23/P/00782 12 Rapleys Field, Pirbright, Woking, GU24 0LT Proposed front porch extension, two storey front extension, conversion of garage to habitable accommodation, first floor side extension and single storey rear extension. ACTION: <i>Members decided that this application should be discussed at the next Planning Committee Meeting.</i></p> <p>23/P/00806 Orchards, The Green, Pirbright, GU24 0JE Front porch extension, two storey side extension, part first floor part two store rear extension. ACTION: <i>Members decided that this application should be discussed at the next Planning Committee Meeting.</i></p> <p>23/W/00042 Vines Farm, Mill Lane, Pirbright, GU24 0BS Application to determine if prior approval is required for a proposed: Change of Use of Agricultural Buildings to a flexible use within Storage or Distribution (Use Class B8). The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2 Part 3, Class R. ACTION: <i>Members decided that this application should be discussed at the next Planning Committee Meeting.</i></p> <p>7.2 To consider other planning related issues Greenways, Ash Road, Pirbright, GU3 3PP The Council have submitted a FOI request to both SCC and GBC requesting correspondence between the authorities and the operators of the facility. ACTION: <i>The Clerk will update the Council when responses have been received.</i></p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u> 8.1 To Receive and Update on Tree Management The remaining trees will be surveyed by Cllr Sands and the Clerk. A report with a suggested Schedule of Works will then be presented to full council for approval.</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><u>NEWSLETTER</u> To Confirm Items for the July 2023 Issue of the PeriNews It was agreed that the July Issue of the PeriNews would contain an article with photos regarding the June opening of the Pavilion, the June event to thank the donors from the community, an article reminding residents on how to contact Surrey Highways to report verges, trees, hedges, obstructing driving views or signage and an article advertising the vacancy of Councillor.</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 8.32pm

Signed.....

Date.....