

# PIRBRIGHT PARISH COUNCIL



## Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 11<sup>th</sup> July 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 Woollett

Cllr Sands

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**

There were no members of the public present

1.	<p><b><u>FORMALITIES</u></b></p> <p><b>1.1 To Receive Members' Apologies for Absence</b> Cllr Fidgett welcomed members, Cllr Witham and Cllr Bilbe. Apologies for absence were received from Cllr Small who was unwell and Cllr Austin who was working in London.</p> <p><b>1.2 To Receive Members' Declarations of Interest on any Agenda Item below</b> There were no declarations received.</p>
2.	<p><b><u>MINUTES</u></b></p> <p><b>2.1 To Approve the Minutes of the previous Meeting (06/06/2023)</b> A copy of the draft Minutes were circulated to Members prior to the meeting and published on the website. <b>RESOLUTION:</b> A motion to approve and sign the Minutes of the previous meeting (06/06/2023) was proposed by Cllr Woollett and seconded by Cllr Sands. The Minutes were therefore unanimously approved and signed by Cllr Fidgett.</p> <p><b>2.2 To Receive the Clerk's Report on Matters Arising</b> <b><u>Contested Election for Parish Vacancy</u></b> An election has been called by 10 parishioners for the vacancy of parish councillor. GBC have confirmed the date of any election as 09/08/23. The Parish Council will be required to bear the costs of this election. The estimated cost for the election is £5,000 if poll cards are issued. PPC have therefore opted not to issue poll cards and to widely publicise the By-election instead. An extensive article was published in the July PeriNews. An article was published in the school newsletter and a Flyer will go in to the August PeriNews. The Notice of Election was posted on the website and Noticeboards on 30/06/23. This forms Item 6.2 of the Agenda should Councillors have any questions for the Clerk on the process.</p> <p><b><u>Clerk's Forum, 19<sup>th</sup> June 2023</u></b> The Clerk attended the monthly Clerk's Forum, run by SALC. Anne Bott announced her resignation and the new Chair (Chris Howard) was introduced. SALC informed Clerks present that there was a shortage of Clerks in Surrey generally and that a pool of locum Clerks was being recruited. It was announced that the SALC AGM would take place at Dorking Halls on 19/10/23 and Councillors and Clerks were encouraged to attend. With the elections having just taken place, SALC were keen to emphasize the importance of Councillor training, stressing that it was crucial for Councillors to understand their roles and that of parish councils fully.</p>

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## **War Memorial**

The Pirbright War Memorial is in dry, ventilated storage with Thomas Restorations. A condition report has been received. The current estimate for restoration is £8,800 + VAT. This does not include the stone cleaning work by the stone contractor. The report and suggested solutions has been sent to the WMT for their further guidance and approval.

**Martyn's Law** – SLCC have informed Clerks that Proposed New Legislation to ensure that Venues (such as Village Halls or any public events with more than 100 persons capacity) are better prepared and protected against terrorist attacks has been drafted. The law will require some venues to take appropriate measures based on the size and nature of their activities.

## **Grass Cutting Contracting**

The Clerk has contacted the current grass contractors to start the tender process for 2024 and beyond. The annual cost for cutting the green currently stands at £10,981.00 excl VAT and the current contractor is suggesting a significant increase in prices going forward.

***ACTION:*** *Cllr Fidgett proposed that the Clerk should report at the next meeting on projected future costs and requested an indication from the Clubs as to whether or not they wish to take responsibility for the sports fields. This motion was seconded by Cllr Sands. The motion was therefore unanimously carried.*

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

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

There were no representations from members of the public.

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

3.2.1 Flags were flown on the following dates: 17/06/23, 21/06/23 and 24/06/23.

3.2.2 A member of the Staff Development Team at the Pirbright Institute contacted to the Clerk to arrange a charity football match on the sports field in support of Prostate Cancer UK. This took place on 22/06/23.

3.2.3 A job had been raised with Thames Water to come and jet the manhole on the Green close to the rear of LPH. Dyno Rod had previously attended and cleared the blockage but after the Fair on 17/06/23, the manhole was overflowing again. Dyno Rod had stated this might be the responsibility of Thames Water as it could be a shared man hole. Thames water attended and informed the Clerk that it was not a shared drain and that LPH would be liable. Dyno Rod was therefore called out again. The LPH Secretary posted more signage in the toilets to try and deter the public from putting sanitary products and wet wipes down the toilets.

3.2.4 The mini turnstile in the playground had come loose of its fixings. The caretaker was unable to repair the piece. The Clerk is meeting with a local engineer who will hopefully be able to quote for reinstating the turnstile. The Clerk will then need approval from the Council to approve the cost of the repair when it is known.

3.2.5 Further information was received from Farnborough Noise calling for parish councils, who think their parishioners will be affected by the expansion of Farnborough Airport, to register their support for Farnborough Noise's call to hold the aviation industry to account over the expansion without, what they consider, proper consultation.

3.2.6 Surrey Highways & Transport's Engagement & Commissioning Team contacted PPC to announce the Pirbright arch pedestrian safety scheme was moving forward. This would be at a cost of around £119,300; a significant rise from the originally quoted £60,000. The team was reassuring in stating that the shortfall would be covered by SCC. Timings for the commencement of the project have been tentatively set for first quarter of 2024. PPC have committed £5,000 towards this scheme which will benefit a high percentage of parishioners.

3.2.7 The Clerk has arranged for the British Engineering Services Inspection to take place on 30/08/23. The report for this Annual Playground Inspection will be sent to the council following the assessment.

3.2.8 Parking on the Little Green for guests has been requested by a couple getting married on 29/07/23. On previous occasions the Church have taken responsibility for this and completed the PPC form to accept liability for any damage as a result. The Church are no longer willing to accept any liability in relation to this. This forms Item 8.3 on the Agenda.

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	<p>3.2.9 The Pavilion has been registered with the Rates department at GBC. A final completion date of 01/08/23 has been given and Property Reference number: 125360202 has been assigned to the Pavilion. The Valuation Dept of GBC will be in touch in due course.</p> <p>3.2.10 The Clerk met with a representative of the Cricket Club to confirm the location of a new concrete plinths which could be built to take the 2 existing memorial benches (bench numbers 23 and 26) and a third, new bench in memory of Derek Bytheway. The position which has been suggested is in front of the pavilion on the left hand side. The Clerk has requested a quote. <b>RESOLUTION:</b> <i>The Council agreed to the suggested positioning. This motion was proposed by Cllr Fidgett and seconded by Cllr Woollett. The motion was therefore carried.</i></p> <p>3.2.11 The Clerk contacted a local craftsman who is going to straighten the metal clips on the plinth of Bench No 22 and reinstate the bench.</p> <p>3.2.12 An eco-friendly Converted Coffee Trailer approached the Parish Council wishing to rent a pitch somewhere on the village Green. The Council were consulted and it was decided that the Council would not be permitting further mobile units in the Parish at this time.</p>
<p>4.</p>	<p><b>HEALTH &amp; SAFETY</b>  <b>4:1 To consider any Health &amp; Safety Issues arising since the last Meeting (06/06/2023)</b>            There were no reported safety issues.</p>
<p>5.</p>	<p><b>REPORTS (for information, unless urgent action is required)</b>  <b>To Receive Updates on:</b></p> <p><b>a) Community Sports Pavilion</b>            Cllr Fidgett stated that some significant overruns had been incurred which were notified to PPC late, but these should largely be covered with grants and Gift Aid with some potential for further fundraising. Cllr Fidgett will speak to the clubs and the contractor to seek to reach agreement. Cllr Fidgett stated that discussions around finances were being finalised with the clubs and a schedule of responsibilities and duties would be drawn up, led by Cllr Woollett for LPH. A Lease between PPC and LPH would be drawn up subject to advice.  <b>RESOLUTION:</b> <i>Cllr Fidgett proposed engaging with an external law firm to draw up a peppercorn Lease between PPC and LPH with the aim of moving to this arrangement from 01/08/23. Cllr Woollett proposed a motion granting Cllr Fidgett delegated authority to carry this out. This motion was seconded by Cllr Sands and the motion was carried. Drafts of Lease documents will be circulated to members for ratification.</i></p> <p><b>b) Lord Pirbright's Hall</b>            Cllr Woollett stated that the Trustees had agreed to increase the hiring rates of the hall in line with new terms and conditions to become effective from 01/09/23. Cllr Woollett will be writing to regular hirers over the coming days. The Clerk and LPH Sec have agreed to vary their hours to allow the Committee Room to be hired.</p> <p><b>c) Report from Borough/County Councillors</b>            Cllr Witham distributed his monthly statement ahead of the meeting. In addition, Cllr Witham stated that he had questioned the lead councillors regarding Greenways (both Planning and Licensing). He had attended a meeting with the Surrey Cabinet Member for Adult Social Care and the select committee had agreed to an investigation with the Adult Social Care Department. Residents have compiled a list of incidents and Cllr Mark Nutti is willing to facilitate all parties getting around the table, although Cllr Nutti did state that funding would not be withdrawn. Cllr Witham had also raised the facility with the Surrey Police Commissioner as the Police are spending time dealing with mental health issues at this facility. Cllr Witham will continue to feedback to PPC on developments. Cllr Fidgett stated that PPC would be willing to attend any follow-up meetings.            Cllr Bilbe stated that a report will be issued by GBC relating to its poor financial position. Across most boroughs of Surrey there appear to be financial problems. A re-budget submission will be issued in September to deal with medium term finances of GBC which may have implications on services. Cllr Bilbe is requesting details on how the reduction of services will affect Parish Councils.</p>
	<p><b>FINANCE &amp; GOVERNANCE</b>  <b>6.1 To Discuss &amp; Approve the Receipts &amp; Payments for June 2023 and First Quarter Statement</b>            A list of receipts and payments for the month of June 2023 and a First Quarter Statement were circulated prior to the meeting. These were discussed and Members requested that PPC's payroll provider should begin supplying LPH with separate payroll accounts in relation to LPH staff.</p>

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**RESOLUTION:** Cllr Fidgett moved to approve the June 2023 Receipts & Payments and First Quarter statement. This motion was proposed by Cllr Watson and seconded by Cllr Sands. The motion was unanimously carried. The documents were duly signed by Cllr Fidgett.

## 6.2 To Discuss the call for a By-Election on 9<sup>th</sup> August 2023

Members had no further questions.

## 6.3 To Discuss & Approve the Clerk's Salary increase as per the Finance & General Purposes Committee Meeting held on 05/07/23

Cllr Fidgett stated that the General Purposes Committee had approved the increase and gave reasons as to why this was the case.

**RESOLUTION:** Cllr Fidgett proposed to approve the Finance & General Purposes Committee recommendations to increase the Clerk's SCP grade to SCP33. This motion was proposed by Cllr Sands and seconded by Cllr Watson. The motion was unanimously carried.

## 6.4 To Discuss & Approve the updated PPC Financial Regulation 2023-24

The Internal Auditor recommended that PPC's authorisation application (SignRequest) should be listed in PPC Financial Regulations. Cllr Watson proposed to remove any square brackets from the document.

**RESOLUTION:** Cllr Fidgett introduced the motion to approve the updated Financial Regulations as per the Internal Auditor's Report and to remove the square brackets. This motion was proposed by Cllr Woollett and seconded by Cllr Watson. The motion was unanimously carried.

## 6.5 To Consider using a Regulated Third Party Agency to control parking in Avenue De Cagny Car Park

Details of an agency called Flash Park were circulated to members prior to the meeting. Members discussed the practicalities of using a third party, the costs involved and the monitoring required.

**RESOLUTION:** Cllr Fidgett suggested that the Council defer engaging the Parking Control Agency at this time. This motion was proposed by Cllr Woollett and seconded by Cllr Sands. The motion was unanimously carried.

## 6.6 To Consider a Terms of Reference Policy document for the PeriNews

A draft Policy was put together by the Clerk and circulated to members prior to the meeting. Members discussed the policy and the regulations that the Parish Council must observe when involved with a parish newsletter.

**ACTION:** Cllr Fidgett proposed meeting with the Newsletter Committee in August to discuss the Policy and feedback to the Parish Council at the next meeting. This motion was proposed by Cllr Watson and seconded by Cllr Woollett. The motion was unanimously carried.

## 7. **PLANNING**

### 7.1 To Review applications received and other Planning related issues

**23/P/00704 12 Land south west of Curzon bridge, near, Gapemouth Road, Pirbright, GU24 OPQ** Installation of a street light pole with an antenna on top at locations stated alongside the rail track.

**ACTION:** The Parish Council agreed to allow the Planning Committee to consider this application and submit comments to GBC on behalf of PPC. This motion was proposed by Cllr Sands and seconded by Cllr Watson. This motion was therefore carried.

**23/W/00042 Vines Farm, Mill Lane, Pirbright, GU24 OBS** 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:** Following the Holding Objection registered by PPC, documents have now been uploaded to the GBC Portal. Members discussed the application and decided to submit a further objection to this change of use on the basis that the use did not comply with the relevant criteria for this class of permitted development and further was inappropriate for this site. This was motion was proposed by Cllr Woollett and seconded by Cllr Watson. The motion was therefore carried unanimously.

**23/P/01038 Green Gates, The Green, Pirbright, GU24 OJT** Proposed single storey side and rear extension with changes to fenestration following demolition of outbuildings.

**ACTION:** The Parish Council agreed to allow the Planning Committee to consider this application and submit comments to GBC on behalf of PPC. This motion was proposed by Cllr Sands and seconded by Cllr Watson. This motion was therefore carried.

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	<p><b>7.2 To consider other planning related issues</b> <b>Greenways, Ash Road, Pirbright, GU3 3PP</b> The Council has received correspondence from GBC and SCC via FOI's and Cllr Fidgett is currently reviewing this information, which is extensive. Cllr Fidgett will report to the Council at the next meeting.</p>
8.	<p><b><u>HIGHWAYS &amp; ENVIRONMENT</u></b> <b>8.1 To Receive and Update on Tree Management</b> The remaining trees were surveyed by Cllr Sands and the Clerk. A report with a suggested Schedule of Works will be drawn up and presented to full council for approval at the next meeting.</p> <p><b>8.2 To Receive an Update on the Management of the Green</b> There were no current issues to report.</p> <p><b>8.3 To Receive an Update on any Parking and Traffic issues and the use of the Little Green for Parking</b> The Little Green is currently offered by the Parish Council as overflow parking to events at the Church were this might be necessary. Previously the Church has signed a form accepting liability on behalf of people using the Little Green for this purpose. The Church are no longer prepared to do this. <b>RESOLUTION:</b> <i>It was resolved that the Parish Council advise that as the Church were the organiser of the weddings and events to which this related, they should continue to make provision for this on their insurance to enable them to continue to act as the Organiser on the governance form entitled PPC Parking on the Little Green Application Form. The PPC had NO contractual relationship with third parties for such events and could not accept the administrative costs and liabilities from doing so. The Little Green had been made available in the past to serve the requirements of the Church. However, if the Church were unable to add this facility to their insurance, then the provision should be removed. The Council suggested that the Church could hold a list of private owners of fields in the area which they could pass to interested parties should the Little Green no longer be available.</i></p>
	<p><b><u>NEWSLETTER</u></b> <b>To Confirm Items for the August &amp; September 2023 Issues of the PeriNews</b> It was agreed that the August Issue of the PeriNews would contain a flyer on behalf of the Parish Council explaining that Poll Cards for the forthcoming By-Election were not being printed. The article would encourage Parishioner to Vote on 09/08/23. Ideas for the September Issue would be circulated and agreed before the deadline.</p>
10.	<p><b><u>CHAIRMAN'S CONCLUSION</u></b> <b>To Receive Chairman's Notices &amp; Members' Questions</b> There were no Chairman's Notices or Questions.</p>

The meeting ended at 21.06

Signed.....

Date.....