

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 5th September 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 (acting Chair)

Cllr Austin

Cllr Graham

Cllr Small

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Also in Attendance

Cllr David Bilbe (Borough Councillor)

Members of the Public

No members of the public present

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Receive Members' Apologies for Absence Cllr Woollett Chaired the meeting in Cllr Fidgett's absence. Cllr Woollett welcomed members and congratulated Cllr Graham on her position as Councillor. Cllr Graham's Declaration of Acceptance of Office was signed by Cllr Graham on 09/08/23 and her Declaration of Interests has been submitted to GBC. Apologies for absence were received from Cllr Fidgett, Cllr Sands, Cllr Watson and Cllr Witham who were attending meetings out of county or on holiday. Cllr Woollett wished to state for these Minutes that although it had not been captured previously, that the LPH Trustees (Cllr Woollett, Chair, Cllr Austin, Cllr Fidgett and Cllr Sands) would remain as Trustees for the current financial year. Membership would be reviewed in May 2024.</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 (11/07/2023) A copy of the draft Minutes were circulated to Members prior to the meeting and a draft version was published on the website. Cllr Woollett confirmed that these Minutes were accurate. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (11/07/2023) was proposed by Cllr Woollett and seconded by Cllr Austin. The Minutes were therefore unanimously approved and signed by Cllr Woollett.</p> <p>2.2 To Receive the Clerk's Report on Matters Arising AGAR – April 2022 – March 2023. Section 3 of the AGAR was received back from PKF Littlejohn LLP on 08/08/23. The Certificate confirms that PPC have met the relevant legislation and regulatory requirements. Notices issued by PKF Littlejohn were posted on the PPC website and on Noticeboards. Confirmation of receipt of the External Auditors Report forms Item 6.2 of the Agenda.</p> <p>Guildford Borough Council reported that they would not be accepting applications for grant funding for the forthcoming financial year. Grants already approved will be honoured.</p> <p>A request was received for parking restrictions to be placed on the two parking bays opposite the Butchers to maximise the opportunity for customer parking once the double yellow lines are in place. Surrey Highways have confirmed that the bays do not form part of the highway and are not within their control. ACTION: The Clerk will confirm by reviewing the Deeds that they are, in essence, part of the Green and that signage similar to that on display in the Avenue D'Cagny car park could be installed. This item will be brought back for discussion at the next meeting.</p>

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PPC's insurance policy will be automatically renewed shortly. Adding the new Pavilion and storage shed will incur an increase of £1,949.46 to PPC's premium. LPH has obtained a quote from its insurers to add the Pavilion and storage shed to its insurance at an additional cost of £732.48 pa.

ACTION: *The Clerk and LPH Secretary will scrutinise the insurance schedules and prepare a brief email to Councillors in order for them to make a decision as to who will insure the Pavilion and storage shed.*

Three new concrete plinths for memorial benches in front of the pavilion have been agreed by PPC and costed at approximately £650. The Clerk would like to ratify PPC's decision and this forms Item 6.4 on the Agenda.

Cllr Fidgett contacted Wellers Law Group to seek advice on making an application to the Charities Commission to vary the objects of the LPH Constitution to include the addition of the pavilion building to the benefit of LPH. Advice was received and a response to the application is awaited from the Charities Commission.

Following the resignation of Cllr Godfree, a By-Election was called and held by GBC on 09/08/23. Election costs borne by PPC will amount to approximately £3,375.00.

Proposed Future Full Council Meeting Dates – 2024

Tuesday 9th January 2024

Tuesday 6th February 2024

Tuesday 5th March 2024

Tuesday 9th April 2024

Monday 15th April 2024 (Annual Parish Meeting at LPH, report to electorate)

Tuesday 7th May 2024 (Annual Meeting of the Council)

Tuesday 11th June 2024

Tuesday 9th July 2024

Tuesday 10th September 2024

Tuesday 8th October 2024

Tuesday 12th November 2024

The Clerk has submitted a Planning Application for the tree works as advised by PPC's arboreal surveyors and Cllr Sands. The Clerk has put the works out for tender to three local tree surgeons and will report these anonymously to full Council at the next meeting when a company will be selected. Works will take place between October 2023 and March 2024.

Quotes for the grass cutting works to the village green from 2024 - 2026 are being sought. Three anonymous quotes will be put to the Council at the October meeting and a contractor for the next three years will be discussed and agreed.

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 17/07/23 (Queen Consort's Birthday), 18/07/23 (French Flag - Liberation of Cagny).

3.2.2 Residents reported that the traffic lights at School Lane were out of sync. The Clerk reported this to Surrey Highways and the issue was resolved.

3.2.3 The annual Playground Inspection took place on 30th August 2023 and was performed by British Engineering Services. Their full report will be reported to the Council at the next meeting.

3.2.4 Residents emailed the Clerk to say that parking in the track off Dawney Hill is ongoing. The residents are awaiting new signage which they hope will discourage random parking in this location.

3.2.5 Residents living adjacent to the Cricketers emailed the Clerk to complain about late-night noise issues and of patrons urinating in the track beside the pub. The Clerk suggested that the resident open a dialogue with the Manager to resolve these issues.

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3.2.6 The back stop to gate leading to Avenue D’Cagny car park from the recreation ground has been reported as a trip hazard. The tape had come off and has been reapplied by the Caretaker.

ACTION: *Cllr Sands to assess whether this should be removed.*

3.2.7 The latest update from Farnborough Noise was received in July and circulated to all members.

3.2.8 SCC and GBC are working together to develop a “Local Cycling & Walking Infrastructure Plan” (LCWIP) for the area. They will produce a shortlist of routes to be recommended. The Guildford LCWIP is in the early stages and the Clerk will keep Councillors informed of routes that may affect Pirbright.

3.2.9 Residents of West Heath emailed the Clerk to complain about cars driving the wrong way down Church Lane. The “No through road” signs had become obscured. The Clerk logged this with Surrey Highways who cut back some of the foliage.

3.2.10 The Clerk received emails from residents asking for an update on the Gole Road planning application (22/P/01277) that had been lodged with GBC in August 2022, and subsequently revised and re-submitted in March 2023. The Clerk requested an update on the application and also on the enforcement notice relating to the site. No updates have been received. This will be raised at the next Planning Committee meeting.

3.2.11 A resident of Gole Road made contact with the Road Safety & Traffic Management Officer at Surrey & Sussex Police to request that a Speed Data Recorder (SDR) is placed on Gole Road to gather speed data. This request was accepted, although no timeframe could be given as a backlog of requests currently exists.

3.2.12 Cllr Fidgett and Cllr Sands met with representatives of the old Nursery to consider tree works. Cllr Fidgett suggested that a Planning Application would be required and that PPC would put a notice on the website to alert residents of the works.

3.2.13 The Parish Council was contacted by the CEO of Boom Community Bank suggesting that Parish Councils should change to a cooperative bank (Boom Community Bank) enabling the locally based bank to continue to lend affordable capital to residents.

3.2.14 Two young residents of the village emailed Jonathan Lord MP to suggest that the playground needed improving; suggesting new play furniture. They also asked for a new net on the football goal and another new basketball hoop net (the net has been replaced twice in 2 months). Cllr Fidgett responded to the residents to inform them that the latest equipment had been chosen by school children at the school and that PPC had recently undergone a series of refurbishments, notably the safety surfacing and soft close gates.

ACTION: *Cllr Woollett suggested writing to the residents to alert them to the existence of the extensive playgrounds at ATC Pirbright which are open to the public.*

3.2.15 The Clerk was contacted by the Community Wellbeing Officer at GBC to promote WalkFest 2023. The Clerk added the details to the PPC website.

3.2.16 Fly tipping on Gole Road, close to Pirbright Arch was reported by the Clerk to GBC (ref 00380069).

3.2.17 Fly tipping on the B.O.A.T between Chapel Lane and Malthouse Lane was reported by the Clerk (00384539).

3.2.18 A resident of the village asked for permission to pick the walnuts from the tree close to the Green Hut. The Clerk gave the resident permission.

3.2.19 NALC have reminded PCs that 2023 is the 60th anniversary of the last serviceman to be demobilised from National Service, the 70th anniversary of the cessation of hostilities in the Korean War, and 75 years since the voyage of the Empire Windrush. Services of Remembrance continue to resonate with the nation. Unfortunately, the Pirbright War Memorial is unlikely to be returned prior to this event. The Clerk has kept the Church updated and the Church are arranging for their own cross to be installed for this event and liaising with the British Legion.

3.2.20 The Clerk was informed that the Sandpits car park was being used by KH School for staff parking. Item ii) of the covenant of transfer restricts the use of the car park to ancillary parking for recreational use by the general public and item (d) of the covenant permits the use of the car park by members and users of the tennis club facilities only. This forms Item 8.3.1 on the Agenda.

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	<p>3.2.21 SALC announced its AGM and Conference will take place on the 19th October 2023 at Dorking Halls. The cost is only £20 pp. Key speakers will address Planning, Highways and Policing.</p> <p>3.2.22 Residents of Gole Road notified the Clerk that roadworks taking place at the end of August were to install a new water connection to Plot 2 on Gole Road.</p> <p>3.2.23 A resident of Dawney Hill complained to the Clerk that several property owners were not maintaining their hedges and that these were now protruding extensively onto the pavement. The resident suggested that this will be a problem for pushchairs and children returning to school. Surrey County Council (ref 2734254) visited the homeowners and gained assurances that these will be cut. SCC will follow up.</p> <p>3.2.24 A resident of Chapel Lane approached the Council to find out why the road was being closed for 3 days from 11th September. The Clerk was able to inform the resident that this was a UK Power Network closure for upgrading. A notice was posted on the PPC website.</p>
<p>4.</p>	<p><u>HEALTH & SAFETY</u></p> <p>4:1 To consider any Health & Safety Issues arising since the last Meeting (11/07/2023)</p> <p>4.1.1 The back stop to the gate leading from the recreation area to the Avenue D’Cagny car park is considered a possible health & safety issue.</p> <p>4.1.2 The Bench on the cricket outfield has been identified by Cllr Austin as needing attention and possibly being a health & safety issue.</p> <p>ACTION: Cllr Sands will assess the gate back stop and the Clerk will ask Mitchell Carpentry to assess and repair the bench.</p>
<p>5.</p>	<p><u>REPORTS (for information, unless urgent action is required)</u></p> <p>To Receive Updates on:</p> <p>a) Report from Borough/County Councillors</p> <p>Cllr Witham distributed his monthly statement ahead of the meeting.</p> <p>Following the meeting with GBC that morning in regards to Greenways, Fox Corner, Cllr Bilbe stated that GBC Planning was now one of the worst planning departments in the country, particularly in regards to the speed at which applications are determined and the appeal success rate. Cllr Bilbe will be meeting with Jeremy Hunt, Michael Gove and Angela Richardson to discuss various issues and stated that PPC should let him know if there were issues that PPC would like him to raise at this meeting. Cllr Bilbe also sits on the cross party finance communication group which communicates what the leadership of GBC are going to do to rectify the financial situation. Cllr Bilbe will report to PPC when he has pertinent information on this. Cllr Bilbe is expecting GBC service cuts to parish councils.</p> <p>ACTION: Cllr Woollett suggested forming a working group to look at what services might be under threat, ie refuse collections, fly tipping clearance etc and to consider how this might impact the upkeep of the village and to inform budget planning.</p> <p>b) Community Sports Pavilion</p> <p>Cllr Woollett stated that budget overruns were being addressed through gift aid and further community donations and that PPC and LPH would be formalising arrangements to run the Pavilion over the coming months with a lease to LPH by PPC. LPH is in the process of making a small adjustment to its objectives with the Charities Commission to include the Pavilion and subject to this adjustment being made, PPC will grant a long-term lease to LPH to manage the Hall and Pavilion facilities. LPH will work collaboratively with the various sports clubs but will proceed cautiously to ensure all legal requirements are followed.</p> <p>c) Lord Pirbright’s Hall</p> <p>Cllr Woollett stated that the Trustees agreed that the LPH Secretary continues to do a good job running the Hall and once the outstanding Pavilion issues are resolved, will tackle the outstanding kitchen refurbishment, asbestos removal and grant funded projects. The Trustees will be formulating a plan for these projects going forward in addition to the green initiatives which are still progressing. The Trustees will meet for this purpose in October. The Trustees have agreed to increase hiring fees from 1st January 2024 to give hirers ample notice. Cllr Woollett also announced that the caretaker had resigned and will be leaving at the end of the calendar year as his own company was growing and demanding more of his time. An advert would be placed in the next newsletter.</p> <p>Cllr Graham expressed her interest in becoming an LPH Trustee or Shadow Trustee and Cllr Woollett thanked Cllr Graham for her interest and stated that in the interim the Trustees would welcome her input.</p>

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	<p>Cllr Woollett stated that he would put her request to become a Shadow Trustee to the other Trustees at the meeting in October.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the Receipts & Payments for July 2023 and August 2023 A list of receipts and payments for the months of July and August 2023 were circulated prior to the meeting. These was discussed and approved by Members. RESOLUTION: <i>Cllr Woollett moved to approve the July and August 2023 Receipts & Payments. This motion was proposed by Cllr Austin and seconded by Cllr Small. The motion was unanimously carried and the documents were duly signed by Cllr Woollett.</i></p> <p>6.2 To Receive the External Auditor’s Report and Certificate The External Auditor’s Report and Certificate were circulated to members prior to the meeting and uploaded to the PPC website. These documents were noted at this time and the Clerk was thanked for her efforts in completing a successful AGAR.</p> <p>6.3 To Discuss PPC’s involvement in the 2024 Summer Fair Cllr Woollett stated that St Michael & All Angels wished to continue running the Summer Fair as a church event but that they would welcome any members of the Council onto the Fair Committee. Cllr Small volunteered to sit on the Fair Committee and keep the Council informed of progress. RESOLUTION: <i>Cllr Woollett proposed that Cllr Small be the Parish Council’s representative on the Fair Committee. This motion was seconded by Cllr Austin and the Clerk will make the Fair Committee aware that Cllr Small would like to volunteer.</i></p> <p>6.4 To Approve the cost of three new concrete plinths at the Pavilion for memorial benches Following agreement via email prior to the meeting, it was ratified that three plinths would be installed by Mitchell Carpentry and two commemorative benches reinstated at the pavilion at a cost of approximately £650. A Purchase Order for this work has been issued. RESOLUTION: <i>Cllr Woollett proposed that the Parish Council should ratify the decision to fund the installation of three concrete plinths and the re-installation of the two commemorative benches at the pavilion. This motion was proposed by Cllr Austin and seconded by Cllr Small. The motion was unanimously carried.</i></p> <p>6.5 To Discuss and Approve the Insurance Premium for PPC Assets for 2023-2024 Following a discussion, Cllr Woollett suggested that the Clerk and LPH Secretary should scrutinise the two quotations to ensure they were like for like. Subject to the findings of the Clerk, Cllr Woollett suggested that a decision should be taken via email correspondence between Councillors to decide which quotation to accept prior to the 28th September deadline. RESOLUTION: <i>Cllr Woollett proposed that a decision be taken via email correspondence between Councillors on which insurance quote to accept following analysis by the Clerk. This motion was seconded by Cllr Austin and the motion was carried unanimously.</i></p>
<p>7.</p>	<p><u>PLANNING</u></p> <p>7.1 To Review applications received and other Planning related issues Outstanding planning application will be discussed and comments submitted at the next planning committee meeting which has been scheduled for Tuesday 12th September 2023.</p> <p>7.2 To consider other planning related issues No issues were discussed at this meeting.</p>
<p>8.</p>	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management The Clerk has submitted a planning application to GBC to work on specific trees as highlighted by the most recent tree survey. Three quotes are being sought for the 2023/24 tree works and these will be presented at the next meeting.</p> <p>8.2 To Receive an Update on the Management of the Green</p> <p>8.2.1 To Consider the installation of an Artificial Cricket Pitch on the Sports Field This application has been approved by GBC. Cllr Woollett stated that an agreement will now be put in place between PPC as landowner and the Cricket Club to set out terms of the installation and maintenance of the artificial pitch.</p>

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	<p>RESOLUTION: Cllr Woollett proposed that an agreement should be drawn up between PPC and the cricket club. This motion was seconded by Cllr Austin. The motion was unanimously carried.</p> <p>8.3 To Receive an Update on any Parking and Traffic issues</p> <p>8.3.1. To Discuss the Parking issues at the Tennis Club car park</p> <p>The Tennis Club wrote to PPC stating that staff from KHS were using this car park to park staff cars and reminded the Council that this contravened the Transfer Deed. It was agreed that PPC should contact KHS to remind them of the parking restrictions in place.</p> <p>ACTION: Cllr Small put forward a motion that PPC should write to KHS. This motion was seconded by Cllr Woollett. The motion was unanimously carried.</p> <p>8.3.2. To Discuss SCC's 20's Plenty Campaign and a proposed motion of support for lower traffic speeds in the Parish</p> <p>Councillors discussed the premiss of the campaign and felt that PPC would be supportive of a reduction in speed to 20mph in the village centre and on traffic hot spots such as Dawney Hill, Church Lane, between West Heath and School Lane and on Cemetery Pales over the road tables. PPC would be open to working with the coordinators of the campaign.</p> <p>ACTION: Cllr Woollett proposed a motion for PPC to work with the 20's Plenty Campaign group to support reducing the speed in the core areas of the village to 20mph. This motion was seconded by Cllr Small. The motion was carried unanimously.</p>
	<p>NEWSLETTER</p> <p>To Confirm Items for the October 2023 Issues of the PeriNews</p> <p>It was agreed that the October Issue of the PeriNews would contain an article reminding residents to maintain hedges and giving out the various telephone numbers for SCC to enable residents to contact them directly. An advert for a new caretaker and an article making residents more aware of the PCC website as a "go to" site for information about village issues and events. Cllr Woollett also suggested placing an article in the October issue letting members of the local community know that the Pavilion is now available to hire.</p>
10.	<p>CHAIR'S CONCLUSION</p> <p>To Receive Chair's Notices & Members' Questions</p> <p>There were no Chair's Notices or Questions.</p>

The meeting ended at 20.55

Signed.....

Date.....