

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 10th October 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 Graham
Cllr Sands
Cllr Woollett

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Members of the Public

A resident of Fox Corner

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Receive Members' Apologies for Absence Cllr Fidgett welcomed members and a resident of Fox Corner to the meeting. Apologies for absence were received from Cllr Small who was ill, and Cllr Watson and Cllr Witham who were attending other meetings.</p> <p>1.2 To Receive Members' Declarations of Interest on any Agenda Item below There were no pecuniary declarations interests received.</p>
2.	<p><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the previous Meeting (05/09/2023) A copy of the draft Minutes were circulated to Members prior to the meeting and a draft version was published on the website. Cllr Fidgett confirmed that these Minutes were accurate. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (05/09/2023) 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</p> <p>2.2.1. NALC are working with The Parkinson Partnership LLP to update the 2019 Model Financial Regulations for England and Wales. To help NALC with the update, they're seeking views on the technical aspects of the regulations, and the responses will inform the revision and content of these regulations.</p> <p>2.2.2. A Clerk's Forum took place on 12th September 2023, led by Sally Harman, the new Surrey ALC Chair. Sally encouraged Clerks and Councillors to attend the SALC Conference on 19th October 2023 where relevant topics including planning, highways, policing and emergency planning will be discussed.</p> <p>2.2.3. NALC have launched a dedicated webpage on planning to help local parish councils in their local engagement with the planning system. This can be found on the NALC website.</p> <p>2.2.4. The LPH Secretary is in the process of setting up LPH with HMRC as an employer. This means that Maxwells will conduct LPH's payroll service separately and in addition to providing payrolls services to PPC. This should take effect from the October payroll.</p> <p>2.2.5. On the request of the Planning Committee, the Clerk requested a FOI from GBC on 12/09/23 in relation to application 23/W/00042 Vines Farm, Mill Lane. This has been received and Cllr Fidgett stated that he would now like to draft a formal complaint on behalf of the council as to the handling of this application. ACTION: The motion for the Council to write a formal complaint to GBC was proposed by Cllr Austin and seconded by Cllr Sands. The motion was unanimously carried.</p>

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2.2.6. A letter was drafted by the Planning Committee in relation to CLUED applications. GBC's position is that comments will not be accepted by parish councils. The Planning Committee would like GBC to change their position and to amend the portal to allow for material considerations on CLUED applications. No response to the letter has been received.

2.2.7. Cllr Sands and the Clerk assessed all trees surveyed by Sapling Arboriculture Ltd and listed as requiring work. A workbook of six areas was drawn up. These were: 1) trees around the pond, 2) removing epicormic growth, 3) crown lifting trees to the rear of LPH, 4) trees in the northern corner of the recreation ground, 5) dead-wooding trees at the rear of the tennis courts and 6) trees close to the pavilion and at the southern end of the sports pitch. This forms Item 6.2 of the Agenda.

2.2.8. Three quotes were sought for the grass maintenance contract which is up for renewal from March 2024. The Clerk is seeking to secure a three year tenure. This forms Item 6.3 of the Agenda.

2.2.9. An internet connection can be installed in the Pavilion for a one-off fee of £70 with a subsequent fee of around £48.99 including VAT per month. Defer at this point.

2.2.10. The Playground received its annual safety inspection on 30th August 2023. The Clerk and Cllr Sands met to go through the report which contained a number of advisory recommendations. The following is a list of these advisory recommendations and potential upgrades suggested by Cllr Sands. This forms Item 8.2.2 on the Agenda:

1. Infant swings - 2 new cradle swing seats, total £298.00.
2. Junior Swings – 2 new flat seats, total £187.56.
3. Slide - soldering the stainless steel slide, replacing rusted fixings, reassembly, total £120.
4. Rocking Horse - repairing loose bearings, tightening bolts on the foot rests, cleaning/rubbing down main supports, refitting Stan Dabbs plaque, estimate: £300.
5. The removal of the current ground apparatus and installation of a See Saw £ price awaited.
6. Roundabout - 5 new wooden panels of marine ply, total £250.
7. Signage – 2 x new “No Dogs in Playground” signs, total £76.00.
8. Signage – new Bylaws signage with up to date PPC contact details - £price awaited.

2.2.11. Parish Councils have been encouraged by the High Sheriff to take part in the national D Day Beacon lighting on 6th June 2024. This forms Item 6.4 on the Agenda.

2.2.12. GBC have notified Clerks that the LCTSS grant (£1,197.00 per year) is unlikely to be extended. Councils should make provision in their 2024-25 budget.

2.2.13. GBC notified Clerks that refuse collections will no longer be free of charge from early 2024. Only litter bins on the highway will continue to be emptied free of charge. The Clerk is looking into other waste removal companies to compare prices with those stated by GBC. PPC might wish to remove some of the 10 dog waste bins in areas where a green bin exists as green bins are now mixed waste. This forms Item 8.2.3 on the Agenda.

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. The Union flag was flown on 08/09/23 to mark His Majesty's Accession.

3.2.2. Bench Number 22 has been reported as damaged. Mitchell Carpentry will quote for the cost of repairs.

3.2.3. Residents reported unauthorised tree works at Dawney Hill Cottage on 11/09/23. The Clerk spoke to the tree surgeons, and they ceased work immediately. An enforcement notice has been issued EN/23/00359.

3.2.4. A resident of the village wished to alert the parish council to a wrought iron kissing gate, lamp post and gate that had been installed just in front of the old existing wooden kissing gate. The resident wanted to check that this was permitted. The kissing gate was on the south end of Rails Lane where footpath 384

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and 387 intersect. The Clerk contacted the Countryside Access Team at SCC who place a priority on ensuring the gates are safe and afford access. However, they were going to attempt to visit the site to check that the gates were considered authorised structures.

3.2.5. The Clerk received correspondence from GBC copying in correspondence between themselves and residents of the Gardens. The residents had requested further pot hole repairs but the council having visited had graded these as mostly cosmetic repairs and had let residents know that they would not have the finances to undertake the work. GBC would be repairing the more significant potholes close to Number 4 in the future.

3.2.6. The Clerk and Cllr Sands are now regularly monitoring the 4 hour maximum stay limit on Avenue D'Cagny car park. As result of this Knowl Hill School have asked the parish council to consider renting spaces to them in the pavilion car park. This informs Item 8.3.2 on the Agenda.

3.2.7. It was reported to the Clerk that caravans had moved onto MoD land at Gole Road and Gapemouth Road. This was reported to RSM Robert Wiseman. The LPH Secretary took the decision to raise the bollards to the car park at LPH for security. The Clerk was in weekly communication with the DIO for the MoD. The caravans have now moved on.

3.2.8. Attendance at Remembrance Sunday Services. The following services will take place this year on Sunday 12th November:

St Michaels & All Angels Church – will be attended by Cllr Graham
Brookwood Cemetery (British) - will be attended by Cllr Woollett
Holy Trinity Church, Guildford – will be attended by Cllr Fidgett
Brookwood Cemetery (American) – will be attended by Cllr Fidgett

3.2.9. A resident of The Gardens said it has become difficult to get in and out of the Gardens. The resident would like the parish council to revisit the junction of The Gardens with the Guildford Road. The resident also complained about the number of people parking in The Gardens at drop off and pick up times and requested that the council find more parking to meet the needs of the village. The Clerk has reported the vegetation reducing visibility to SCC Highways, reference: 2767808.

3.2.10. Members of the Parish Council have been invited to the opening of the Fox Corner Wildlife Boardwalk project. This takes place on 21st October.

3.2.11. A resident of the village asked that the plastic cones along School Lane, opposite Knowl Hill School, be removed. The Clerk responded to say that these cones had no connection to the parish council.

3.2.12. A resident of Mill Lane stated that 4 of the 5 residents living at No's 3 – 11 Mill Lane, were disabled and had blue badges for their cars. There is currently only 1 disabled assigned parking bay. Jo Packman, Community Engagement Advisor at GBC is also involved in this issue. The resident is asking the Parish Council for support additional disabled parking. The clerk is liaising with the Project Manager for parking at SCC. This forms Item 8.3.3 on the Agenda.

3.2.13. Surrey County Council have been awarded £7.8 million to further improve and protect local buses. It is hoped that more evening and weekend services, with reduced fares for younger people will be rolled out over the coming months.

3.2.14. Guildford Borough Council published its Financial Recovery plan announcing that it had avoided a Section 114 Notice. GBC said it had identified savings and additional incomes to balance this year's budget gap. GBC acknowledged that there was much work to be done. In addition, Tom Horwood has announced his resignation after a short time in office.

3.2.15. Normandy PC have contacted PPC to inform them that the Project Lead at Farnborough Airport has agreed to a meeting with representatives from both councils and Jonathan Lord MP. Both parish councils are keen to take up this offer of a dialogue and Jonathan Lord has organised a meeting. This forms Item 8.2.1 on the Agenda.

3.2.16. The Clerk has spoken to the Parking officer at SCC in regard to the two lay-bys beside the Pond and opposite the butchers. The officer has confirmed that these are not part of the adopted Highway and

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	<p>that PPC is free to erect parking signage similar to that in Avenue D’Cagny to restrict parking to 4 hours. <u>This forms Item 8.3.1 on the Agenda.</u></p>
<p>4.</p>	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (05/09/2023) There were no new Health & Safety Issues since the last meeting.</p>
<p>5.</p>	<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 Pavilion is now complete with the final contractual sum having been paid. PPC received an overrun bill of £37K plus VAT which should be balanced with a gift aid sum of £15K, £10K in additional donations and a further sum from YFS. Building Regs sign-off will be completed shortly. Members of the Parish Council had attended a meeting with the cricket club to discuss on-going operations for the Pavilion and the club has agreed to pay an annual fee as previously discussed for the seasons’ use. Rules and responsibilities have been discussed and the cricket club were now of the view that the current operations were working well and that an additional café operator would not be required. The Pavilion, as a venue had been added to Hallmaster as a hireable space and it was proposed that the PPC and LPH would give the current set-up a year to bed in. An agreement between PPC and LPH still needs to be formalised but this must follow LPH receiving permission to amend its constitution to include the Pavilion which falls outside the green railings.</p> <p>b) Lord Pirbright’s Hall Cllr Woollett stated that the Trustees have agreed to increase the hall’s hiring rates and confirmation will go out to all hirers on 11/10/23. The new rates will take effect from 01/01/24 to allow regular hirers to plan ahead. The Trustees have agreed to meet to walk around the hall to identify care and maintenance projects. The Trustees also resolved to complete all grant aid projects that have been agreed; these include the kitchen refurbishment, new doors and new blinds.</p> <p>c) Summer Fair 2024 (08/06/2024) Cllr Small was unable to attend this Parish meeting due to illness, therefore her report will be carried over to November meeting.</p> <p>d) Report from Borough/County Councillors Cllr Witham distributed his monthly statement ahead of the meeting which was circulated to all members.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the Receipts & Payments for September 2023 and the Second Quarter Statement A list of receipts and payments for the month of September 2023 were circulated prior to the meeting. These were discussed and approved by Members. RESOLUTION: <i>Cllr Fidgett moved to approve the September 2023 Receipts & Payments. This motion was proposed by Cllr Austin and seconded by Cllr Sands. The motion was unanimously carried and the documents were duly signed by Cllr Fidgett.</i></p> <p>6.2 To Discuss & Select a Tree Surgeon for 2023/24 Tree works As per the Parish Council’s Financial Regulations, three anonymous quotes were put to members and these were circulated ahead of the meeting. The works and costs were discussed and as all three contractors had been used satisfactorily in the past, members resolved to appoint the cheapest quote for the works. RESOLUTION: <i>As all quotes are for the same work, Quote A was chosen as it had come in slightly cheaper than Quotes B and C. This would enable the council to come in on budget for tree works for 2023/2024. This motion was proposed by Cllr Woollett and seconded by Cllr Fidgett. The motion was unanimously carried.</i></p> <p>6.3 To Discuss & Select a Grounds Maintenance Company for 2024-2026 As per the Parish Council’s Financial Regulations, the Clerk sought three quotes for the contract. These quotes were turned into anonymous quotes and circulated to members prior to the meeting. RESOLUTION: <i>As all three contractors have been used satisfactorily by the Council in the past, members selected the cheaper of the three quotes in order to save public money. The Council agreed to appoint Quote A to complete the grounds maintenance for the next three years with a proviso that the cutting of the sports field could be revisited after one year. This motion was proposed by Cllr Woollett and seconded by Cllr Austin. The motion was carried unanimously.</i></p>

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	<p>6.4 To Discuss PPC taking part in the D-Day 80 Beacons (06/06/24) Information has been passed down by the Lord High Sheriff that a national beacon lighting event will take place to celebrate this occasion at 21.15hrs on 06/06/2024. Cllr Woollett stated that it was important to mark such occasions as fewer veterans remain and with Pirbright sitting alongside the ATC training ground and Brookwood Cemetery. The Clerk suggested potentially organising a dinner at LPH to consolidate the theme and will put a proposal to the Council in the near future. RESOLUTION: Cllr Fidgett proposed that PPC would take part in the D-Day 80 Beacons. This motion was seconded by Cllr Woollett. The motion was unanimously carried.</p>
7.	<p>PLANNING 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 will take place on 19th October 2023.</p> <p>7.2 To consider other planning related issues No issues were discussed at this meeting.</p>
8.	<p>HIGHWAYS & ENVIRONMENT 8.1 To Receive and Update on Tree Management The Clerk will begin building a time frame for all six areas on the Schedule of Works. These will not affect LPH or the LPH car park. The Clerk will liaise with Cllr Sands on the supervision of the works.</p> <p>8.2 To Receive an Update on the Management of the Green 8.2.1. To respond to current Farnborough Airport consultation Cllr Fidgett stated that Cllr Watson had put together a list of points to be discussed at a meeting which has been arranged by Jonathan Lord MP. ACTION: Cllr Fidgett will report back from the meeting with Farnborough Airport at the next parish council meeting in November. This motion was proposed by Cllr Fidgett and seconded by Cllr Woollett. The motion was unanimously carried.</p> <p>8.2.2. To Discuss the Playground Report and Discuss future works Following the list of works identified in the Clerk's Report, the council resolved to carry out Items 1, 2, 3, 4, 6, and 7. RESOLUTION: The Clerk will contact the various contractors to purchase the Items listed for the playground. The Clerk will report back to the parish council at the November meeting with the outstanding figures for Items 5 and 8. This motion was proposed by Cllr Sands and seconded by Cllr Fidgett. The motion was unanimously carried.</p> <p>8.2.3. To Discuss forthcoming charges for litter/dog waste bin emptying by GBC Guildford Borough Council have reported to all parish councils that from early 2024 they will no longer be emptying litter bins and dog bins free of charge. A charge of £340 per bin per year will be levied. The Clerk is putting together a proposal to submit to the parish council at the November meeting and also looking to source alternative quotes for emptying the bins. RESOLUTION: The Clerk will report to members at the November meeting on this matter.</p> <p>8.3 To Receive an Update on any Parking and Traffic issues 8.3.1. To discuss signage for the parking bays opposite the Butchers Cllr Fidgett stated that the council were sympathetic to the situation for both customers of the butchers and also residents without any parking. Signage was discussed and the council would like to see examples of signage that could be erected in the bays to permit residents to park in the bays and also permit customers a stay of 30 minutes. ACTION: The Clerk should bring examples of potential signage to the November meeting. This action was proposed by Cllr Fidgett and seconded by Cllr Woollett. The motion was unanimously carried.</p> <p>8.3.2. To discuss a request for permanent parking spaces from Knowl Hill School Members agreed that as landowners the parish council would be in agreement with this proposal but that the decision would lay with LPH as manager of the facility. This proposal would therefore have to go before the LPH trustees. In theory, a figure that provides a reasonable income, albeit with restrictions on times/days etc would have to be agreed. This proposal should extend to Pirbright Surgery who also offer a community service and who have approached the council in a similar way. ACTION: Cllr Fidgett proposed a motion for PPC to pass this matter to the LPH Trustees for discussion. This motion was seconded by Cllr Sands. The motion was carried unanimously.</p>

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	<p>8.3.3. To discuss the disable parking allocation in Mill Lane Three further disabled spaces in the layby in Mill Lane have been requested by residents of the bungalows who hold blue disabled badges. This has been put to Surrey CC who have provisionally agreed to add the additional spaces. SCC have given a timeframe of within six months. The Clerk is liaising with SCC and the residents.</p>
	<p><u>NEWSLETTER</u> To Confirm Items for the November 2023 Issues of the PeriNews It was agreed that the November Issue of the PeriNews would contain a “Save the Date” article promoting the Christmas Event at the Hall on Saturday 2nd December 2024 and an article letting residents know of the forthcoming charge for refuse collection being levied on the parish council and the fact that all bins are now mixed waste bins, able to take dog waste. The article would also alert residents to forthcoming tree works.</p>
10.	<p><u>CHAIR’S CONCLUSION</u> To Receive Chair’s Notices & Members’ Questions There were no Chair’s Notices or Questions.</p>

The meeting ended at 20.55

Signed.....

Date.....