

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 7th November 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 Watson

Cllr Woollett

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 were present.

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Receive Members' Apologies for Absence Cllr Fidgett welcomed members and Cllr Bilbe to the meeting. Apologies of absence were received from Cllr Witham who was ill and Cllr Small who was unable to attend due to personal circumstances.</p> <p>1.2 To Appoint a Shadow Councillor Unfortunately, as Mr Keith Rowe was unable to attend this meeting, this Item will be deferred until the January 2024 meeting.</p> <p>1.3 To Receive Members' Declarations of Interest on any Agenda Item below There were no pecuniary declarations of interest received. A personal interest was noted by the Clerk from both Cllr Austin and Cllr Graham in regards to any discussions held in relation to parking in the laybys close to the Pond.</p>
2.	<p><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the previous Meeting (10/10/2023) 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 declared that these Minutes were accurate reflection of the previous meeting and motioned to sign the Minutes dated 10/10/23. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (10/10/2023) was proposed by Cllr Austin 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 The Clerk contacted Gary Kirk at GBC to confirm that the dog waste bin at Fox Corner would remain the responsibility of GBC. This was confirmed. Mr Kirk also confirmed that GBC would remove unwanted green bins and red dog waste bins from the village green free of charge, but would not be able to dig out the concrete bases and make good. It was confirmed that litter bins and dog waste bins that remained in Pirbright would become PPC assets. The Clerk has produced a template and has sprayed the existing green bins to indicate that they are now mixed waste. ACTION: The Clerk will put together a plan of the village, indicating which bins will remain and become mixed waste bins, which bins will remain the responsibility of GBC and which bins will carry a weekly charge once the scheme is introduced. This plan will be discussed at the next meeting.</p> <p>2 x Junior Swing Seats and 2 x Cradle Seats were ordered from Wicksteed at a cost of £476.92. Cllr Sands has been notified.</p>

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PPC has received requests for permanent parking spaces from Knowl Hill School and Pirbright Surgery. At the previous meeting members resolved to consider creating spaces in the pavilion car park for this purpose. The Clerk was tasked to confirm with both parties that they would be willing to pay for these spaces to cover the cost of monitoring the car park. Both parties have said they would be prepared to pay a fee but would require an indication of costs.

This forms Item 8.3.1. on the Agenda.

The Grant Application timeframe closed on 31st October 2023. Grants requests have been received from the Horticultural Society and the Twinning Society.

This forms Item 6.5 on the Agenda.

Tree works will commence in the village in November/December when the ground has dried out. A Purchase Order has been issued to NP Tree Management Ltd in the amount of £6,088.00 as per their Quote 4554 issued on 25/08/23 to undertake works on trees around the Pond, in the recreation area, on the sports field and in the Sandpits.

The Clerk attended a Planning Information Webinar fun by Scribe, hosted by Richard Blyth Head of Policy Practice & Research at the Royal Town Planning Institute. Richard informed the group that policy had been passed that week to give more planning powers to Government Ministers. The RTPi offers membership to a "politicians in planning network" for an affiliation fee of £100. The network offers free training courses and some free advice to local authorities.

RESOLUTION: *A motion to revisit this membership if and when PPC no longer has planning expertise on the Council was proposed by Cllr Woollett and seconded by Cllr Austin. This motion was unanimously carried.*

PPC's domain host "Zen Internet Limited" are withdrawing gov.uk domains from their portfolio. This means PPC must find another domain host prior to 30/11/23. Once a new domain host has been selected, the DNS records will be transferred and Zen will be notified as to who PPC have chosen.

The Clerk met with a local contractor in regards to the digging out of the pond in accordance with the current grant aid project. The contractor explained that the only way would be to bring in a long reach digger and scoop out the silt and dump it on the Green. Attempting to spread the silt across the Green would result in a significant layer of smelly silt covering most of the Green but this silt would eventually be drawn down into the ground. The Clerk has requested that the contractor put the costs in writing to the council and these will be brought to the next meeting.

ACTION: *It was proposed that the Clerk should find an alternative quotes for the works. This motion was proposed by Cllr Fidgett and seconded by Cllr Watson. The motion was unanimously carried.*

The Clerk has ordered a 6ft Fir Tree to be erected on the roof/wall of LPH. A suitably qualified resident has kindly offered to put the tree in place. This will be done just prior to the Switch On of lights at LPH on Saturday 2nd December 2023.

The Clerk has received the NALC pay application from 1 April 2023 to 31 March 2024. NALC have encouraged employers to implement this pay award as swiftly as possible. For all spinal points to 43, the agreed award was a flat rate payment of £1,925 based on a 40 hour working week.

RESOLUTION: *It was proposed that once clarification of the amount had been received from SALC that this award be granted. This motion was proposed by Cllr Fidgett and seconded by Cllr Woollett. The motion was 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 A suspected abandoned car was reported to Clerk. The car was parked in the layby by the Pond. The Clerk reported the car to GBC and the police who informed her that the car was registered locally. The car was ultimately moved.

3.2.2 The Church contacted the Clerk to ask for authorisation for parking on the Little Green for the service of Thanksgiving on Monday 6th November 2023. This was granted.

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3.2.3 A parishioner requested that residents be consulted before trees are planted around the village Green as they may not always be welcome and spoil views.

3.2.4 As the Cricket club have seeded the access route to the pavilion to make good the ground, the grass contractors have been unable to access the sports field to cut the grass in October. The contractor did, however, attend the Green to cut the grass on 31st October with a much smaller mower that would fit around the back of the pavilion.

3.2.5 The Clerk was contacted by a gentleman who had purchased a book from the Wiltshire Museum in Devizes titled "Notes on the History of Pirbright – Compiled mainly from materials collected by the Rev. Francis Owston for many years Vicar of the Parish. By W. Maurice Adams". The Clerk thanked the gentleman and the book was received and loaned to the Pirbright Historians for archiving. The Historians have also loaned the "Special Rate Book for December 1904", and "The Overseers of the Poor, from c1813-21" from the Green Hut storage. The Historians have suggested that all 3 documents, once logged by them, should be lodged with the Surrey History Centre with a letter from PPC confirming their donation.

RESOLUTION: *It was proposed that PPC were supportive of Historians proposal. This motion was proposed by Cllr Austin and seconded by Cllr Woollett. The motion was unanimously carried.*

3.2.6 A Consultant to the Rural Services Network contacted the Clerk to encourage PPC to join the group at a cost of approx. £100 in order to share best practice and enable the group to campaign for fairer funding for rural areas, affordable housing and access to health care and improved public transport.

RESOLUTION: *Members discussed the membership but resolved not to move forward with it at this time. An affordable housing survey had been completed recently in partnership with GBC and it was concluded that if PPC were to consider more affordable housing that PPC would consider membership. This motion was proposed by Cllr Woollett and seconded by Cllr Watson. The motion was unanimously carried.*

3.2.7 A member of the public reported a dead duck floating in the pond. The Clerk attended the following day but was unable to locate it.

3.2.8 Surrey ALC notified parish clerks of the forthcoming closures to the M25 and also alerted them to a petition which has been created to "Stop the closure of the Right turn at the bottom of 7 Hills Road in Cobham" following M23 Junction 10 works.

3.2.9 A parishioner has contacted the Clerk to raise their concern over the expansion of Farnborough Airport. The Clerk directed them to the PeriNews front page article (October 2023), the PPC website, and the Farnborough Noise group website and facebook group. The Clerk also informed the Parishioner that the subject would once again be on the Agenda and encouraged them to come to the meeting on 7th November 2023 to make their views known.

3.2.10 A formal complaint was registered by PPC with GBC in regards to application: 23/W/00042 Vines Farm, Mill Lane. Two elements form the complaint: 1. The fact that the barn in question was being advertised as over 500 sqm and 2. The fact that the Highways Authority requested further information on vehicle movements as a result of the application and that in the absence of this information that a condition be placed on the application. PPC are stating that the planning officer erred in law in the assessment of the application. PPC are seeking the revocation of permission and corrective steps to procedures. The complaint was submitted on 01/11/23 via the GBC official process and also put in writing.

3.2.11 Cllr Witham contacted the Clerk to gain permission to advertise for volunteers to join the Pirbright and/or Fox Corner Speedwatch groups on behalf of PPC. Both groups have ceased to run, having lost their respective Coordinators. The Clerk agreed and this request has gone out in Cllr Witham's November newsletter.

3.2.12 Cllr Austin attended a meeting on 31/10/23 with officers from SCC, Jonathan Lord MP, Cllr Witham and local residents in relation to Greenways, Fox Corner. Cllr Austin informed members that SCC had resolved to investigate matters further and meet again in February 2024.

ACTION: *Members discussed what further action could be taken and resolved that PPC should write to GBC to follow up on enforcement action. Members also resolved that PPC should write to SCC to suggest that the licence enabling this facility should be removed. The motion was proposed by Cllr Woollett and seconded by Cllr Austin. The motion was anonymously carried.*

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4.	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (10/10/2023) There were no new Health & Safety Issues since the last meeting.</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 PPC have now received the final invoice for the £38K overrun. GiftAid on donations in the sum of £19K has been received and further community donations were being gathered. It was hoped that paying the final invoice would draw a line under the build.</p> <p>b) Lord Pirbright's Hall Cllr Woollett stated that the Trustees had conducted a walk-through of the Hall to agree on the kitchen renovation whilst acknowledging the quality of some of the existing equipment which will be repurposed. The kitchen was now a priority along with the asbestos removal and replacement doors. Cllr Fidgett has put in a request to the Charities Commission to extend LPH's Deed of Trust to include the pavilion building and the Trustees are awaiting the outcome of this application. Cllr Woollett also confirmed that all regular hirers had received notice of the rate increase, due to take effect from 01/01/24.</p> <p>c) Report from Borough/County Councillors Cllr Witham distributed his monthly statement ahead of the meeting which was circulated to all members. Cllr Bilbe stated that he had attended a meeting in regards to the Farnborough Airport expansion and would be attending a further meeting in which he would be happy to put forward the views of PPC. Cllr Bilbe also stated that GBC had avoided a Section 114 and that the Secretary of State had written to GBC Planning to inform them that they were not being put into special measures although their finances remained in crisis. Finally, Cllr Bilbe announced that the Normandy Shop was now open and doing well. <i>ACTION: PPC should forward their views on the Farnborough Airport expansion to Cllr Bilbe.</i></p> <p>d) Summer Fair 2024 (08/06/2024) Cllr Small was unable to attend the meeting. A report will be given at the January meeting.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the Receipts & Payments for October 2023 A list of receipts and payments for the month of October 2023 were circulated prior to the meeting. These were discussed and approved by Members. <i>RESOLUTION: Cllr Fidgett moved to approve the October 2023 Receipts & Payments. This motion was proposed by Cllr Watson 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 & Approve the 2024/25 PPC Precept requirement The Clerk circulated three options for the 2024/25 Precept request with a detailed breakdown of PPC's costs for the forthcoming year. These were discussed and it was acknowledged that PPC's costs would increase by at least £5,200 per annum with GBC charging for emptying litter bins on the Green and with the removal of the LCTSS grant and the increase in grass cutting fees. With these additional charges in mind, it was agreed that an increase in the Precept amount of 9.95% would be required by PPC for it to continue to provide the services it provides. <i>RESOLUTION: A motion to request a Precept of £85,055.00 for 2024/25 was proposed by Cllr Fidgett and seconded by Cllr Watson. This motion was unanimously agreed and carried.</i></p> <p>6.3 To Discuss & Approve PPC Direct Debits as per PPC's Standing Orders A list of the current direct debits were provided to members for review. These were announced and approved by members. <i>RESOLUTION: It was resolved to approve the direct debits in place with Lloyds Bank Plc as per PPC's Financial Regulations. This motion was proposed by Cllr Woollett and seconded by Cllr Austin. The motion was unanimously carried and the Direct Debit sheet was signed by Cllr Fidgett.</i></p> <p>6.4 To Discuss the 2024/25 Grant Requests received Two grant applications were received prior to the deadline of 31/10/23. These were from the Pirbright Horticultural Society in the sum of £200 and the Pirbright Twinning Association in the sum of £300. These grants were discussed and approved. It was agreed that the available grant sum for 2024/25 period be set at £400 and that clubs and societies should be encouraged to raised funds through membership. <i>RESOLUTION: A resolution to approve the two grants was proposed by Cllr Woollett and seconded by Cllr Austin. This motion was unanimously carried.</i></p>

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	<p>6.5 To Discuss & Review the following Policies: Banners on the Green Policy, Data Protection Policy, Dignity at Work Policy, Emergency Plan, Equality & Diversity Policy, Health & Safety Policies, Memorial Bench & Tree Policy</p> <p>Links to the current policies were circulated to all members prior to the meeting. Each policy was discussed and it was noted that the Clerk should correct the meaning of “harassment” in the Dignity at Work Policy and add tree prices to the Memorial Bench & Tree Policy. A donation of £20 should be requested for organisations wanting to place banners on the Green. Other policies remained correct.</p> <p>RESOLUTION: <i>Cllr Fidgett proposed that the policies be adopted and this was seconded by Cllr Woollett. The motion to adopt the policies was unanimously agreed.</i></p>
7.	<p><u>PLANNING</u></p> <p>7.1 To Review applications received and other Planning related issues</p> <p>23/P/01610 Railway land near Basingstoke Canal towpath, Mindehurst, GU16 6RQ Installation of street light pole with an antenna on top at locations stated alongside the rail track.</p> <p>PPC Response: <i>Pirbright Parish Council raise no objection to this application.</i></p> <p>7.2 To consider other planning related issues</p> <p>No issues were discussed at this meeting.</p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management</p> <p>No further updates were given.</p> <p>8.2 To Receive an Update on the Management of the Green</p> <p>8.2.1. To Discuss & Approve fees for Sports Pitch</p> <p>Cllr Fidgett stated that it had always been the intension of PPC to charge the clubs a pitch fee to recoup some of the costs for the extra maintenance that it carries out each year, solely on the sports pitches. PPC have put together a proposal for the football club and PPC is in the process of obtaining fees from the cricket club.</p> <p>ACTION: <i>A motion to formalise the pitch fees was proposed by Cllr Woollett and seconded by Cllr Watson. This motion was unanimously agreed and carried.</i></p> <p>8.2.2. To Receive an update in regards to Farnborough Airport</p> <p><i>Cllr Watson attended a zoom call with Farnborough Noise and other attendees. It is believed that a planning application will be lodged with Rushmoor Borough Council over the coming weeks and it is hoped that PCC will be made aware of this application as Rushmoor BC would normally not consult PPC on an application outside the borough. PPC will make a comment on the application at that time. PPC have submitted comments on how flight paths could be enforced and will look to reiterate this.</i></p> <p>8.3 To Receive an Update on any Parking and Traffic issues</p> <p>8.3.1. Requests for Parking Spaces</p> <p>Cllr Fidgett stated that if a limited number of permanent parking spaces were to be provided in the pavilion car park that a PIR activated system would have to be installed and the car park monitored. Members discussed the need to confirm with PPC’s insurers that this would be permissible. Members requested that the Clerk respond to confirm fees before proceeding.</p> <p>ACTION: <i>The motion to confirm costs and fees was proposed by Cllr Woollett and seconded by Cllr Fidgett. The motion was carried unanimously.</i></p>
	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the December 2023 and January 2024 Issues of the PeriNews</p> <p>It was agreed that the December and January Issues of the PeriNews would contain seasons wishes from the Parish Council and details of the annual Christmas tree collection point at LPH and advise on trees generally in a Conservation area. The January edition would send New Year wishes to parishioners and a reminder that volunteers are needed to coordinate the Speedwatch Schemes in both Pirbright and Fox Corner. An article from the Trustees of LPH would be included setting out the projects they hope to achieve in the first half of 2024.</p>

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10.	<p>CHAIR'S CONCLUSION To Receive Chair's Notices & Members' Questions Cllr Graham requested the Chair give an overview of the meeting that had been held with the Church in regards to the PeriNews. Cllr Fidgett stated that a set of procedures on how the newsletter is put together would be compiled by the Clerk and the Editor. This document would be a useful guide for future PeriNews administrators and it was agreed that annual meetings would continue.</p>
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The meeting ended at 9.45pm

Signed.....

Date.....