

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 5th March 2024 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 Graham
Cllr Sands
Cllr Small
Cllr Watson
Cllr Woollett (Vice Chair)

Officers of the Council

Mrs Helen Myers (Clerk/RFO)
Cllr Keith Witham (County/Borough Councillor)
Shadow Cllr Rowe

Members of the Public

The Reverend Wilkinson
Two Church Wardens

1.	<p>FORMALITIES</p> <p>1.1 To Receive Members' Apologies for Absence Cllr Woollett welcomed members to the meeting. Apologies of absence were received from Cllr Fidgett, Cllr Austin and Cllr Bilbe 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 of interest received.</p>
2.	<p>MINUTES</p> <p>2.1 To Approve the Minutes of the previous Meeting (06/02/2024) 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 declared that these Minutes were accurate reflection of the previous meeting and motioned to sign the Minutes dated 06/02/24. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (06/02/2024) was proposed by Cllr Watson and seconded by Cllr Small. 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>Armed Forces Day, Saturday 29th June 2024 11.00am - 3pm</u> The Clerk is working with the MoD Liaison Officer on this event and is holding monthly meetings to coordinate activities. The Council will be kept informed in the lead up to the event.</p> <p><u>Annual Parish Meeting – Monday 15th April 2024</u> The Clerk has advertised the event in the March PeriNews and will run another article in the April edition. Local Clubs and Societies are keen to attend and the Clerk is firming up on arrangements.</p> <p><u>End of Year AGAR for Accounts running from 1st April 2023 to 31st March 2024</u> The Clerk has arranged for Maxwell & Co to begin the Internal Audit for both PPC and LPH on Monday 22nd April 2024.</p> <p><u>Biodiversity Webinar, Tuesday 20th February</u> The Clerk attended this webinar hosted by SCC Surrey Greener Futures Team as the new Biodiversity Net Gain requirements in the planning process came into effect in February for larger developments and comes into force in April for smaller development projects. Biodiversity net gain is a way of creating and improving biodiversity by requiring developments to have a positive impact ('net gain') on biodiversity.</p>

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The Clerk has contacted the Greener Futures Team to see if the Pond could be assessed and used as a Bank against which companies can purchase green credits. The Clerk will update members when she has more information.

Martyn's Law

The Clerk attended a webinar on this topic for standard tier consultation. The Society of Local Council Clerks (SLCC) and the National Association of Local Councils (NALC) are working together through a Steering Group on their responses to the Home Office consultation and looking at how to best support local councils with the Draft Terrorism (Protection of Premises) Bill (Martyn's Law). The Clerk circulated a summary of the points raised. Martyn's Law will affect the Village Hall when it is brought into force.

Union Flag Flying Guidance for Government Buildings

HM Government have designated the following dates when the Union Flag must be flown on government buildings.

11 March: Commonwealth Day	21 June: Birthday of HRH The Prince of Wales
9 April: His Majesty The King's Wedding Anniversary	17 July: Birthday of Her Majesty The Queen
23 April: St George's Day	8 September: His Majesty The King's Accession
6 May: Coronation Day	10 November: Remembrance Day
15 June: Official Birthday of His Majesty The King	14 November: Birthday of His Majesty The King

ACTION: A motion to agree the dates for 2024 was proposed by Cllr Woollett and seconded by Cllr Sands. The motion was unanimously carried and the Caretaker and other members of staff will make arrangements to fly the flag on these dates.

3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

The Reverend Wilkinson introduced himself and handed over to the Church Warden who firstly wished to thank Cllr Small for serving on the Church Fair Committee. The Warden stated that it would be helpful to have a figure in regards to the hire of the hall on the day of the Fair. The Warden explained that local crafters do not have PLI nor the funds to take out PLI. The Warden also questioned the fee for the hire of the Green. Cllr Woollett responded to say that the LPH Trustees would respond to the Church with a figure for the hire of the Hall and that PPC would come back to the Church with a fee for the hire of the Green. Cllr Woollett offered to ask LPH's insurer if they were able to extend the LPH insurance to cover individual stall holders at the event. Unfortunately, with Cllr Fidgett and Cllr Austin being unable to attend the meeting, the LPH Trustees were not quorate and therefore unable to provide an answer immediately.

ACTION: PPC and the Trustees will respond to the Church with a figure for the hire of the Hall and Green.

3.2 To Consider Recent Communications Sent & Received

3.2.1 PPC have employed a local contractor to straighten the Pear Tree on the main Green. The groundsman has cleared an area around the base to prevent further strimming damage and put down chippings to prevent weeds. The Groundsman will put chippings around several other young trees to prevent damage.

3.2.2 PPC received a donation of £50 from the Pirbright Horticultural Society to be set against the printing and production of the PeriNews. The Parish Council sent thanks to Committee members.

3.2.3 The Clerk has reported potholes that have again appeared along Avenue D'Cagny to Surrey Highways.

3.2.4 Surrey Playing Fields have contacted the Parish Council once again in the hope that PPC will continue to support to the association who provide grants and loans to sports clubs in Surrey. In previous years PPC has contributed £20 to this fund.

ACTION: A motion to contribute £20 to the Surrey Playing Fields Charity was proposed by Cllr Woollett and seconded by Cllr Watson. The motion was unanimously carried and the Clerk will make the payment.

3.2.5 A resident of Church Lane reported that the road drains were blocked and causing flooding. The Clerk reported the drains to Surrey Highways.

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	<p>3.2.6 PPC's grass contractors applied a slow release fertiliser to the whole of the cricket outfield during the week beginning 19/02/24.</p> <p>3.2.7 Residents of the village contacted the Clerk to inform her that cars are completely ignoring the yellow lines. The Clerk reported this to GBC and it is hoped that wardens will begin patrolling the village.</p> <p>3.2.8 One of the boys' football coaches wished to enquire if he would be able to hire half the football pitch on Thursday evenings between May and August. ACTION: A motion to allow the coach to hire the pitch, provided this does not clash with other sports was put forward by Cllr Graham and seconded by Cllr Small. The motion was unanimously carried and the Clerk will respond to the Coach.</p> <p>3.2.9 The Pirbright Historians have put together a list of ancient documents that they would like PPC to donate to the Surrey History Centre. They would like confirmation by way of a letter of authority from PPC to go ahead with the donation. The list of documents was circulated to members. ACTION: A motion to approve the documents being donated to the Surrey History Centre was proposed by Cllr Small and seconded by Cllr Watson. The motion was unanimously carried and the Clerk will liaise with the Historians.</p>
4.	<p>HEALTH & SAFETY 4:1 To consider any Health & Safety Issues arising since the last Meeting (06/02/2024) There were no health & safety issues reported.</p>
5.	<p>REPORTS (for information, unless urgent action is required) To Receive Updates on:</p> <p>a) Community Sports Pavilion Cllr Woollett stated funds had been received from the Cricket Club in relation to last years' pavilion and pitch fees. PPC and LPH are keen to reach an agreement with the Cricket Club setting out terms of use and fees but this is being delayed by the Charities Commission. In addition, the Cricket Club received a grant from the ECB to introduce an all weather pitch. The ECB require proof that the Cricket Club have a long term arrangement to use the square and the LPH Trustees are proposing that a Licence is drawn up to illustrate this. ACTION: Cllr Woollett proposed a motion to issue the Licence Agreement for use of the cricket square to the Cricket Club subject to final agreement of its contents by Councillors. The motion was seconded by Cllr Sands and it was unanimously agreed that the Licence be issued once the wording had been agreed.</p> <p>b) Lord Pirbright's Hall Cllr Woollett stated we the defibrillator has now been installed and gave thanks to Cllr Witham for his support. Final plans for kitchen are being drawn up and will be agreed at the next Trustees meeting. This will include modern appliances and provide a greater usable space for hirers. Final quotes were being received in regards to the repairs to the rear, side and double doors. Cllr Witham suggested that if YFS were going to be approached for funding for solar panels that the Trustees should do so as this fund was likely to close.</p> <p>c) Summer Fair 2024 (08/06/2024) Cllr Small requested ideas for the parish council's contribution to a creative object. The theme is sport/Olympics or Paris.</p> <p>d) Report from County Councillor Cllr Witham circulated his monthly newsletter and attended a function along with Cllr Austin at the MoD to meet Col Busshe. The Pirbright Arch pedestrian extension was discussed and this is likely to go ahead in the next financial year. Cllr Witham is also following up on the replacement Gateway signs for the Parish.</p>
	<p>FINANCE & GOVERNANCE 6.1 To Discuss & Approve the Receipts & Payments for February 2024 A list of receipts and payments for the month of February 2024 was circulated prior to the meeting. These were discussed and approved by Members.</p>

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	<p>RESOLUTION: Cllr Woollett moved to approve the February 2024 Receipts & Payments. This motion was proposed by Cllr Watson and seconded by Cllr Small. The motion was unanimously carried and the documents were duly signed by Cllr Woollett.</p> <p>6.2 To Review PPC’s Standing Orders and Risk Management Policy Copies of these policies were circulated to members prior to the meeting. ACTION: Cllr Woollett motioned for the Policies to accepted into Governance for a further year or until instructed to amend them by NALC. This was seconded by Cllr Watson and unanimously agreed. The policies’ review date will be amended and they will be accepted into Governance for a further twelve months.</p> <p>6.3 To Receive an Update on the PPC Data Protection Policy Cllr Woollett apologised for not having reviewed these documents and requested that this item be rolled over to the next Parish Meeting.</p> <p>6.4 To Receive an Update on the PPC Banner on the Green Policy Copies of these policies were circulated to members ahead of the meeting. Members discussed the wording of the policies and agreed that the term “Donation” should be changed to “Fee”. ACTION: A motion to change the wording on the two policies and to incorporate changes suggested by Cllr Watson was proposed by Cllr Woollett and seconded by Cllr Small. The motion was unanimously carried and the Clerk will make the changes.</p>
7.	<p><u>PLANNING</u></p> <p>7.1 To Review applications received and other Planning related issues</p> <p>24/P/00186 Gresham School Rifle Club House, Queens Way, Bisley Camp, Brookwood. Replacement of windows and metal roof sheet. This application was discussed and it was unanimously agreed to submit a comment on behalf of PPC to state that PPC had no objection to this application subject to similar materials being used. PPC Comment: A motion to submit this comment was proposed by Cllr Woollett and seconded by Cllr Sands. The motion was unanimously carried.</p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management There were no further reports.</p> <p>8.2 To Receive an Update on the Management of the Green</p> <p>8.2.1. To Discuss the installation of additional wooden bollards close to Avenue D’Cagny car park and repair of damaged bollards, plus possible installation of additional drop bollard. The Clerk met with contractors to discuss costs for the works as outlined above. Photos of the area to be addressed were shown to Councillors who agreed that the work should be carried out. ACTION: A motion to budget for these improvements in the next financial year was proposed by Cllr Woollett and seconded by Cllr Sands. The Clerk will contact a suitable contractor to carry out the works over the coming months.</p> <p>8.3 To Receive a Report on any Parking and Traffic Issues The Clerk is working with GBC to enforce the yellow lines around the village. The Clerk is also working with GBC to ensure that the Avenue De Cagny car park and the Sandpits car park are covered with a T.R.O. (Traffic Road Order). GBC have informed the Clerk that resurfacing works along the West Heath track are scheduled to take place the week commencing 11/03/2024. Residents have been made aware.</p>
	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the April 2024 Issue of the PeriNews It was agreed that the April issue of the PeriNews would contain an article about the Annual Parish Meeting, a save the date for the Armed Forces Picnic on the Green in June, an announcement for a Community Litter Pick in April and an April fools piece about floating pontoons on the pond for parking.</p>

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10.	<u>CHAIR'S CONCLUSION</u> To Receive Chair's Notices & Members' Questions Cllr Woollett announced to Members that ex councillor Rosemary Richmond had sadly passed away at home. Rosemary was deservedly honoured with a Mayoral Award in 2022, having served on the Parish Council for almost 48 years. Cllr Woollett wished it to be noted in the Minutes that Rosemary would be greatly missed by the whole village.
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The meeting ended at 9.05pm

Signed.....

Date.....