

PIRBRIGHT PARISH COUNCIL



Draft Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 9th April 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 Austin
Cllr Fidgett (Chair)
Cllr Graham
Cllr Sands
Cllr Small

Officers of the Council

Mrs Helen Myers (Clerk/RFO)
Shadow Cllr Rowe

Members of the Public

One member of the public/Pirbright Institute

1.	<p>FORMALITIES</p> <p>1.1 To Receive Members' Apologies for Absence Cllr Fidgett welcomed members to the meeting. Apologies of absence were received from Cllr Woollett and Cllr Watson who were travelling. Cllr Witham and Cllr Bilbe were attending meetings elsewhere.</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 (05/03/2024) A copy of the draft Minutes were circulated to Members prior to the meeting and a draft version was published on the website. Upon consultation with members, Cllr Fidgett declared that these Minutes were an accurate reflection of the previous meeting and motioned to sign the Minutes dated 05/03/24. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (05/03/2024) was proposed by Cllr Fidgett and seconded by Cllr Small. The Minutes were unanimously approved and signed by Cllr Fidgett.</p> <p>2.2 To Receive the Clerk's Report on Matters Arising Annual Parish Meeting – Monday 15th April 2024 A reminder that the Annual Parish Assembly will take place on 15/04/24 at 7.30pm. The evening will be preceded by an Exhibition of Local Clubs & Societies from 6pm to 7pm.</p> <p>Biodiversity Webinar, Tuesday 20th February Following this webinar the Clerk contacted the Greener Futures Team to see if the village Pond could be assessed and used as a BNG Bank. The Clerk has asked SWT to quote for the cost of a survey which would produce a middle to long term plan of increasing the pond's biodiversity. Contractors who tendered for the Pond grant aid works are pressing for an answer as Phase 1 would need to be carried out in August/September 2024. Members discussed the topic and motioned to take a view subject to the SWT survey cost and recommendations. Therefore, it was proposed to carry out the Grant Aid Project on the Pond subject to first receiving advice from SWT. This motion was proposed by Cllr Small and seconded by Cllr Sands. The motion was carried unanimously. ACTION: The Clerk will communicate the cost of the survey, followed by the recommendations of the survey to members in order for them to give final approval to start the project within the grant aid timeframe.</p>

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Staff Salaries from 1st April 2024

From 01/04/24 the National Living Wage will rise from £10.18 to £11.44. The Groundsman will therefore see an increase in his/her hourly rate of £1.26 per hour (12.38%).

The Clerk having acquired the relevant CPD points will move from SCP 33 to SCP 34 from 01/04/24 and will gain 1 extra days' holiday entitlement.

Annual Governance and Accountability Returns (AGAR)

Forms have been received by PKF Littlejohn. The deadline for submission is Monday 01/07/24. PPC's internal auditors will attend on 22/04/24. The Clerk will aim to present the conclusion of internal audit and completed AGAR forms for the Council to approve on 07/05/24.

Avenue D'Cagny Parking

The Clerk has been liaising with Shere Parish Council who are installing parking cameras in their parish car park. The Clerk will meet with Ocean Parking to discuss a similar proposal. The Clerk has received a quote for resurfacing the Avenue D'Cagny car park and repainting the lines as follows:

Removing 40mm of the surface (in places) and resurfacing - £13,419.20 excl VAT.

Repainting the lines for parking spaces - £1,480.00 excl VAT.

Members were in agreement for Ocean Parking to visit the site to make an assessment. Members also requested that the Clerk continue to look into funding to extend the size of the car park.

VE Day – Thursday 8th May 2024

The Clerk would like to confirm that the flag should be flown on this date and that a wreath should be laid at the War Memorial on behalf of the Parish Council.

RESOLUTION: *Members agreed unanimously that this should be done.*

D Day 80 Anniversary – Thursday 6th June 2024

The Clerk would like to confirm that the flag should be flown on this date. No other plans have been made and it was suggested that members and the Chair of PPC attend the Normandy PC evening event.

RESOLUTION: *Cllr Fidgett suggested that PPC should celebrate the historic anniversary at the Normandy PC event and that the Normandy PC event should be advertised widely. This motion was proposed by Cllr Fidgett and seconded by Cllr Small. The motion was unanimously carried.*

3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

Mr Heath Jeffries, Head of Communications at the Pirbright Institute, gave an overview of a proposed new single storey, visually unobtrusive, 500 square metre laboratory and support rooms for next generation vaccine development on the southwestern side of the Pirbright site behind the existing Boehringer Ingelheim building. Construction activity will generate no on-road parking issues with minimal additional construction traffic. Work is expected to start February/March 2025 with completion in December 2025. The laboratory will be a Good Manufacturing Practice facility working at low containment – level 2 medium risk at maximum – with a predicted BREEAM rating of 'very good'. The planning application will be forthcoming and forms part of the original master plan.

3.2 To Consider Recent Communications Sent & Received

3.2.1 A resident living on the track running beside the Cricketers wishes to plant an evergreen hedge. PPC informed the resident that planning would not be required. The Committee urged the property owner to communicate with other properties to allow them to voice any concerns.

3.2.2 The White Hart wished to announce that they now offer a 10% discount on all food and drinks to military personnel.

3.2.3 A member of the public wrote to the Clerk to report high amounts of litter along the verges of Gapemouth Road. The Clerk thanked the person, informed them of the litter pick scheduled on 21/4/24 and reported the litter. (Reference number 00466257)

3.2.4 The Clerk was contacted by a member of the public whose car had been damaged by a pothole in School Lane. The Clerk directed the person to the Surrey Highways reporting portal.

3.2.5 A blocked road drain was reported by Cllr Graham outside Francis Place. This was reported to Surrey Highways for clearing (ref: 2902430).

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3.2.6 The Clerk sent out an invite to the local PCSO for the April meeting and also to attend the Armed Forces Day Picnic on the 29/06/24. The PCSO is unable to attend.

3.2.7 The House Committee at Cunningham House contacted a member of the Council to express concern about the anti-social parking. The Committee would like guidance from the parish council on how to escalate this issue with the right authorities. The Clerk stated that any illegal parking should be reported to the police and that the Committee could lobby both KHS and Pirbright Primary School to become more proactive in discouraging anti social parking by parents, staff and taxis.

3.2.8 A resident has complained about some of the tree cutting around the pond which has left one or two unsightly stumps. Although these have been correctly coppiced, the Clerk considered these a trip hazard and arranged for the Groundsman to remove them.

3.2.9 Residents of Gole Road informed the Clerk that 10 cattle had been brought into Plot 1. The Clerk contacted the BCMS to ascertain if permissions/licences are required.

3.2.10 The PTA at Pirbright Primary School have approached the Parish Council for support for its Summer Fair on 15/06/24. The Clerk suggested a Hall Hire Voucher for a Birthday Party or similar at the hall. The Clerk sought permission from the Trustees to make this offer. Permission was given and the LPH Secretary will produce a voucher.

3.2.11 A resident of Collens Field contacted the Clerk following the removal of a Squire Furneaux wall which acted as a fence at the end of their garden. The resident had contacted the GBC Estates Team to complain. The Estates Officer visited the property. The resident has lodged a formal complaint with the GBC. The resident has also contacted Cllr Witham for assistance. On request the Clerk has provided the resident with the relevant planning application details and documents.

3.2.12 The Chair and Clerk of PPC have received an invitation from Mayor Cllr Musuk Miah to a reception on 25th April at 2pm to be held at the Guildhall.

RESOLUTION: *Cllr Small and the Clerk will attend.*

3.2.13 An amount of fly tipping was dumped on the track running behind the cottages at Fox Corner, adjacent to the Wildlife Area. This was reported via the portal by the Clerk and residents. Ref 00477476.

3.2.14 A resident complained about the amount of rubbish being dumped on the roads leading out of Pirbright. The Clerk supplied the link to the GBC website and also alerted the resident to the litter pick on 21/04/24.

3.2.15 A resident was concerned about the appearance on the pond of a single cygnet. The Clerk arranged to meet with an officer from the Surrey Swan Sanctuary. The officer was confident that the cygnet was healthy and that no action should be taken.

3.2.16 GBC will be hosting an event on Sunday 12th May 2024 at Holy Trinity Church in order for Cllr Sallie Barker to reaffirm her Declaration of Acceptance of Office and Oath of Allegiance as the new Mayor of Guildford. GBC would request the attendance of a representative from PPC at this event.

RESOLUTION: *Cllr Fidgett will attend this event on behalf of PPC.*

3.2.17 Cllr Graham reported to the Clerk that the surface water drains in Church Lane were blocked. These had been reported by the Clerk on 13/06/24. Surrey Highways' email states that the drains will be clear within six weeks of the complaint. Reference Number: 2884700. Highways Reference Number: 112269

3.2.18 Cllr Graham reported that the spine path running from the war memorial to the church was in poor condition. The Clerk would recommend the church contact the Community Payback Volunteers. The church has used this service and these volunteers in the past and the scheme would be well suited to this particular chore.

3.2.19 An invitation to attend the next Flood Action Group Forum was received from SCC. The Forum will be held on 17th April at Surrey County Councils offices.

RESOLUTION: *At such short notice, no volunteers were available, however, the Clerk will inform the organisers and request that PPC are kept informed.*

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	<p>3.2.20 The Clerk was informed on 10/4/24 that the landowner at Gole Road was laying tarmac inside the entrance to the property. Photos and videos were taken and a GBC Enforcement Officer attended. The Clerk and Enforcement Officers will log this new breach via the Portal.</p>
<p>4.</p>	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (05/03/2024) Short coppice stumps around the pond were considered a trip hazard and removed. Cllr Sands will look into repairing a small area of Wetpour surfacing at the rear of the junior swings.</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 confirmed that the Charities Commission have responded and approved inclusion of pavilion within the constitution of LPH. A meeting of LPH trustees took place in March and this inclusion was approved. This Minuted resolution will be uploaded to the Charities Commission website and a Lease or Licence will be drafted from PPC to LPH. Legal advice on what form the Licence should take will be sought. A detailed inventory of the Pavilion contents will be taken. The Pavilion will remain an asset of PPC.</p> <p>b) Lord Pirbright's Hall Cllr Fidgett stated that progress was being made on finalising the LPH accounts and that they would be sent to the Internal Auditor in advance of his visit. The next meeting of the Trustees will be to approve the audited accounts.</p> <p>c) Summer Fair 2024 (08/06/2024) Cllr Small reported that the Committee were continuing to seek entries for the themed exhibits. Members discussed a possible PPC entry and the Clerk will push this forward.</p> <p>d) Report from County Councillor Cllr Witham circulated his monthly newsletter to members prior to the meeting.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the Receipts & Payments for March 2024 A list of receipts and payments for the month of March 2024 was circulated prior to the meeting. These were discussed and approved by members. RESOLUTION: <i>Cllr Fidgett moved to approve the March 2024 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 & Approve the Year End Schedule (01/04/2023 – 31/03/2024) A spreadsheet detailing the Year End Finances was circulated to members prior to the meeting. These were discussed and approved by members. ACTION: <i>Cllr Fidgett motioned to sign the spreadsheet detailing the finances. This motion was proposed by Cllr Small and was seconded by Cllr Sands. The motion was unanimously agreed. The schedule was duly signed by Cllr Fidgett.</i></p> <p>6.3 To Review Staff Salaries from 1st April 2024 for the forthcoming financial year From 01/04/24 the National Living Wage will rise from £10.18 to £11.44. The Groundsman will therefore see an increase in his/her hourly rate of £1.26 per hour (12.38%). The uplift was discussed and Cllr Fidgett proposed to agree the increase. This motion was proposed by Cllr Austin and was seconded by Cllr Sands. The motion was unanimously approved. ACTION: <i>The Clerk will inform the payroll providers of the uplift in the hourly rate.</i></p> <p>6.4 To Authorise Regular Payments for year as per Financial Regulation 5.6 A list of the regular payments to be authorised was circulated to members prior to the meeting. These payments were discussed and approved. Cllr Fidgett moved to authorise these payments. ACTION: <i>This motion proposed by Cllr Small was seconded by Cllr Sands. The motion was carried unanimously. The Clerk is therefore authorised to actions the providers on this list with delegated authority.</i></p>

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	<p>6.5 To Review & Approve the Fixed Asset Register (01/04/2023 – 31/03/2024) The Asset Register was circulated to members prior to the meeting. This was discussed and approved. RESOLUTION: <i>Cllr Fidgett motioned to approve the amended Asset Register. This motion was seconded by Cllr Austin and the motion was unanimously carried. Cllr Fidgett signed the Asset Register which will be presented to the Internal Auditor as part of the inspection.</i></p> <p>6.6 To Discuss & Approve the PPC Data Protection Policy Cllr Woollett reviewed this Policy document and is happy to recommend to full council that it be renewed for a further year. ACTION: <i>The motion to renew the Policy without changes was proposed by Cllr Fidgett and seconded by Cllr Sands. The motion was unanimously carried. The Clerk will renew the PPC Data Protection Policy for a further year.</i></p>
7.	<p><u>PLANNING</u> 7.1 To Review applications received and other Planning related issues</p> <p>24/P/00336 Woodford Cottage, Malthouse Lane, Fox Corner, GU3 3PS Front dormer. This application was discussed and it was agreed that PPC would register no objection. PPC Comment: <i>A motion to submit this comment was proposed by Cllr Fidgett and seconded by Cllr Small. The motion was unanimously carried.</i></p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u> 8.1 To Receive and Update on Tree Management As noted in the Clerk’s Report, stumps around pond were removed as they were considered a trip hazard.</p> <p>8.2 To Receive an Update on the Management of the Green and Local Environment No updates were reported.</p> <p>8.3 To Receive a Report on any Parking and Traffic Issues No updates were reported.</p>
	<p><u>NEWSLETTER</u> To Confirm Items for the May 2024 Issue of the PeriNews It was agreed that the May issue of the PeriNews would contain an article about the Armed Forces Picnic on the Green and the D Day80 event on 6/6/24 which is taking place in Normandy. A further article will give a summary of the Parish Assembly.</p>
10.	<p><u>CHAIR’S CONCLUSION</u> To Receive Chair’s Notices & Members’ Questions No Notices or Members’ questions were received.</p>

The meeting ended at 8.50pm

Signed.....

Date.....