

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 7th May 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 Fidgett (Chair)
Cllr Graham
Cllr Sands
Cllr Small
Cllr Watson
Cllr Woollett

Officers of the Council

Mrs Helen Myers (Clerk/RFO)
Shadow Cllr Rowe

Also in Attendance

Cllr Witham (Surrey County Councillor)
Cllr Bilbe (Guildford Borough Councillor)

Members of the Public

No members of the public present

1.	<p>FORMALITIES</p> <p>1.1 To Elect the Chair & Vice Chair for the forthcoming year 2024-25 It was proposed by Cllr Watson and seconded by Cllr Small that Cllr Steven Fidgett be appointed as Chair of the Parish Council. No other nominations being received, it was unanimously RESOLVED that Cllr S Fidgett be duly elected as Chair of the Parish Council for the municipal year 2024/2025.</p> <p>It was proposed by Cllr Fidgett and seconded by Cllr Watson that Cllr David Woollett be appointed as Vice-Chair to Pirbright Parish Council. No other nominations being received, it was unanimously RESOLVED that Cllr D Woollett be duly elected as Vice-Chair of the Parish Council for the municipal year 2024/2025.</p> <p>1.2 To Receive Members' Apologies for Absence Apologies of absence were received from Cllr Austin who was travelling.</p> <p>1.3 To Appoint Committee Members for forthcoming year 2024-25</p> <p><u>LPH Trustees</u> It was proposed by Cllr Fidgett and seconded by Cllr Watson that Cllr D Woollett, Cllr L Graham, Cllr S Small and Cllr N Sands be appointed as LPH Trustees. No further nominations being received, it was unanimously RESOLVED that Cllrs Woollett, Graham, Small and Sands be duly elected as Trustees for the municipal year 2024/2025.</p> <p><u>Finance & Governance Committee</u> It was proposed by Cllr Small and seconded by Cllr Sands that Cllr S Fidgett, Cllr M Watson and Cllr D Woollett be appointed as members on the Finance & Governance Committee. No further nominations being received, it was unanimously RESOLVED that Cllrs Fidgett, Watson and Woollett be duly elected to the Committee for the municipal year 2024/2025.</p> <p><u>Planning Committee</u> It was proposed by Cllr Woollett and seconded by Cllr Watson that Cllr S Fidgett, Cllr S Small and Cllr L Graham be appointed as members on the Planning Committee. No further nominations being received, it was unanimously RESOLVED that Cllrs Fidgett, Small and Graham be duly elected to the Committee for the municipal year 2024/2025.</p>
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Highways & Environment Committee

It was proposed by Cllr Fidgett and seconded by Cllr Small that Cllr N Sands, Cllr P Austin and Cllr K Rowe be appointed as members on the Highways & Environment Committee. No further nominations being received, it was unanimously **RESOLVED** that Cllrs Sands, Austin and Rowe be duly elected to the Committee for the municipal year 2024/2025.

1.4 To Appoint Members to Represent the Council on Outside Bodies for the year 2024-25

Lampriere Trust

It was proposed by Cllr Watson and seconded by Cllr Woollett that Cllr S Fidgett represent the Parish Council on the Lampriere Trust. No further nominations being received, it was unanimously **RESOLVED** that Cllr Fidgett be duly elected to the Lampriere Trust for the municipal year 2024/2025.

Pirbright In Need Trust

It was proposed by Cllr Fidgett and seconded by Cllr Small that Dr Henderson represent the Parish Council on the Pirbright In Need Trust. No further nominations being received, it was unanimously **RESOLVED** that Dr Henderson be duly elected to the Pirbright In Need Trust for the municipal year 2024/2025.

1.5 To Receive Declaration of Acceptance of Office for Chair and Vice Chair and Register of Interests

All members are required to sign their Declaration of Acceptance of Office forms prior to commencement of the meeting or at the meeting. Cllr P Austin signed his form (as witnessed by the Clerk) prior to the meeting and all other Councillors signed their forms at the meeting as witnessed by the Clerk.

All councillors were issued with a Register of Interests form and all councillors must complete these and return them to the Clerk by 26 May 2024.

1.6 To Receive Members' Declarations of Interest on any Agenda Item below

There were no pecuniary declarations of interest received.

2. MINUTES

2.1 To Approve the Minutes of the previous Meeting (09/04/2024)

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 09/04/24.

RESOLUTION: *A motion to approve and sign the Minutes of the previous meeting (09/04/2024) was proposed by Cllr Sands and seconded by Cllr Small. The Minutes were unanimously approved and signed by Cllr Fidgett.*

2.2 To Receive the Clerk's Report on Matters Arising Annual Governance and Accountability Returns (AGAR)

PPC's internal auditors attended on 22/04/2024. The signed Internal Audit Form is being presented to full Council at this Annual Meeting of the Council. The Internal Auditors checklist is also being presented. The Clerk will present the Annual Governance Statement 2023/24 (Section 1) and the Accounting Statements 2023/24 (Section 2) for signature. Once signed the AGAR (together with the Variances Schedule and Bank Schedules) will be sent to the External Auditors. The Clerk will publish confirmation of the dates of the period for the exercise of public rights and these will run from Monday 3rd June to Friday 12th July 2024. All documents will be uploaded to the PPC website under Governance.

Grant Aid for 2024/25

Grants have been paid, as agreed by full Council to the Pirbright Twinning Association and the Pirbright Horticultural Society.

Pond Project

The Clerk issued a Purchase Order to Surrey Wildlife Trust to carry out a comprehensive Survey of the Pond and this took place on 26/04/24. The cost for this survey is £492.50. DS Fisheries have allocated - 0/09/24 – 25/09/24 for Phase 1 of the works to empty the pond, remove any fish to be rehomed, dredge the pond and transport the silt to dry out behind the playground. This is part of an approved grant aid project which was submitted and agreed by GBC and must be completed by March 2025.

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New NALC Financial Regulations

These were expected by 01/04/24 and SALC are pushing for these to be published in time for Parish Council's to adopt at their Annual Parish Meetings. To date, they have not been received and so this has not been possible for PPC. The new Financial Regulations will be presented when they are available for approval at the next full Council meeting.

Armed Forces Day Picnic on the Green – 29th June 2024

The National Lottery Grant application has been successful and PPC will receive £1,120 towards the cost of hosting the event. These funds will be set against the cost of running the event.

SALC's Clerk Forum 23/04/24

The forum covered: Surrey's Local Resilience Forum (SLRF), Community Emergency & Resilience Team (Tandridge District Council), Brockham Emergency Response Team and a presentation by Breakthrough Communications who run training on a range of topics for SALC. The next Clerk's Forum has been set for 02/07/24.

3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

No members of the public were present.

3.2 To Consider Recent Communications Sent & Received

3.2.1 A Portrait of the King has been received by the Clerk. Portraits became available at no cost to every Parish Council. The Clerk would request guidance as to where the Council would like to hang this second portrait of King Charles III.

ACTION: *The LPH Trustees will decide where to hang the second portrait at their next meeting.*

3.2.2 Residents of Gole Road informed the Clerk that 10 young cattle had been brought into Plot 1. The Clerk contacted the BCMS to ascertain if permissions/licences are required. A CPH (County Parish Holding) number is required but these are obtained easily online via the Gov website. Further enforcement action is being sought as the landowner put down a large area of tarmac around the entrance without planning permission.

3.2.3 Residents living adjacent to the White Hart contacted the Clerk to ask for assistance as rocks and objects were being thrown over the dividing fence. The Clerk informed the resident that they should record all incidents and contact the police. The Clerk also put the residents in touch with Cllr Bilbe.

RESOLUTION: *Cllr Bilbe visited the resident and has given advice. Cllr Bilbe is in contact with both parties and will update the council at the next meeting.*

3.2.4 Cllr Witham was contacted by residents from Rapleys Field who have been informed that the redevelopment of the Airy houses will take place in 2025 however they are being asked to bid of available alternative accommodation now. Cllr Graham has been liaising with the residents affected and will give a report to full Council under Item 7 on the Agenda.

3.2.5 Residents attending the Annual Parish Assembly suggested that the recreation area, and in particular the basketball hoop should be refurbished. The residents have put together a case study for several levels of upgrade which the Clerk has circulated to members. The Clerk has thanked the residents and enquired as to whether they are aware of any funding streams via Sport England or similar to fund the upgrade.

ACTION: *The LPH Trustees will look at possible funding streams and would like to work towards renovating the area.*

3.2.6 The Clerk was contacted by the Health & Wellbeing Team at the MoD in Pirbright to establish ownership of various roads around the Training facility. The Clerk put the team in touch with a member of Surrey Highways.

3.2.7 A resident of the Parish has suggested that the copper beech tree, planted on the little Green, opposite White Hart corner has died.

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	<p>3.2.8 The Clerk was contacted by members of Send Parish Council who asked if PPC would share documentation on the PPC pavilion bid. RESOLUTION: <i>Members gave consent for the Clerk to send documentation.</i></p> <p>3.2.9 Shadow Cllr Rowe reported that a serious road traffic accident had taken place on Cemetery Pales on Wednesday 24th April at around 11pm. The occupant of at least one vehicle was seriously injured.</p> <p>3.2.10 The Clerk has contacted PPC's Senior Highways Officer to look at suggestions for repairing the verge along Avenue D'Cagny.</p> <p>3.2.11 The Clerk chased SCC Highways for the replacement Gateway signs.</p> <p>3.2.12 A resident of Chapel Lane has contacted the Clerk to ask when residents will be able to access ultra fast internet connections.</p> <p>3.2.13 Brookwood Cemetery's charitable arm are running an event on Friday 17th May from 4.30pm to 8pm. They would like to use parking on the Little Green and LPH for some guests as they are expecting 300 attendees. The Clerk is liaising with Brookwood on use of the Little Green.</p> <p>3.2.14 Dr Govender's PA (KHS) is moving out of county and working remotely from July. She has provided the new Office Manager's contact details.</p> <p>3.2.15 The Clerk has been contacted by an Ecologist at WSP to find out more about the ponds in the Parish in order to conduct Great Crested Newt surveys.</p> <p>3.2.16 Normandy PC are running the D-Day 80 event on 06/06/24 from 7pm – 10pm at Manor Fruit Farm. RESOLUTION: <i>Unfortunately, no members are available to attend.</i></p> <p>3.2.17 James Noyce Junior FunFair are looking to return to Pirbright in July 2024.</p> <p>3.2.18 The Clerk is liaising with the Monitoring Officer at GBC and Polling Booth Delivery Manager to make sure the polling at LPH takes place smoothly on 02/05/24.</p> <p>3.2.19 SALC forwarded through a Consultation from NALC on Accountability within Public Bodies. The Clerk forwarded this on to all members to complete.</p> <p>3.2.20 Positive feedback was received from many of the stall holders following the Annual Parish Assembly which was organised by the Clerk.</p> <p>3.2.21 As per the Council's Plan of the Green, various litter and dog waste bins have been removed. The remaining litter and dog waste bins are now being emptied on a weekly basis by GBC at a cost to PPC.</p> <p>3.2.22 The Head of Pirbright Primary School contacted the Clerk to ask for guidance on submitting a request for a one way system or no traffic zone outside the school between drop off and pick up times, similar to the signage below. The Clerk gave the Head email details for Cllr Bilbe and Cllr Witham and let him know that this would be a Surrey CC Highways project. RESOLUTION: <i>Cllr Witham stated that this suggestion has been passed to Surrey Highways for consideration.</i></p> <p>3.2.23 The daughter of Rev John Green contacted the Clerk to let her know that her father had sadly passed away and to thank the producers of the PeriNews and in particular Fred Cobbett who had continued to send a copy of the newsletter to Rev Green and which he had thoroughly enjoyed each month. The Clerk also forwarded the email on to the Church Warden who may choose to put a piece in the PeriNews.</p>
4.	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (09/04/2024) No issues were reported.</p>

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5.	<p><u>REPORTS (for information, unless urgent action is required)</u></p> <p>To Receive Updates on:</p> <p>a) Community Sports Pavilion Cllr Fidgett stated that the venue was entering its second cricket season and that the LPH Trustees should now focus on drawing up an agreement with the Cricket Club.</p> <p>b) Lord Pirbright's Hall Cllr Woollett stated that the hall is very busy which is, on occasion, creating issues with noise moving between spaces. Cllr Woollett would encourage hirers to consider the pavilion as an additional hireable space. Cllr Woollett also stated that the kitchen renovation was imminent and that the replacement doors were also planned. Cllr Woollett stated that the hall may need some major rewiring and that the Trustees would look to wrap up this rewiring as part of all the environmental improvements to be made to the hall.</p> <p>c) Summer Fair 2024 (08/06/2024) Cllr Small reported that she would go ahead with the project to turn the duck house into the Moulin Rouge for the fair and that the Fair Committee were looking for volunteers to help on the day.</p> <p>d) Report from County Councillor Cllr Witham circulated his monthly newsletter to members prior to the meeting. Cllr Witham has again asked SCC Highways to look at improving the condition of the pavement close to the doctors surgery and reported that additional lighting was being installed between the P.I. and Upper Stanford as part of the Section 278 planning application in relation to the P.I.</p> <p>Report from Borough Councillor Cllr Bilbe stated that he was pleased to see strong parish councils in both Pirbright and Normandy but warned that GBC was not in a good state and that an impending SOLACE report will give more details on the general governance of the borough council. Cllr Bilbe also wished to extend an invitation to PPC to contact him on any planning matters.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Declare PPC's General Power of Competence for the forthcoming year 2024-25 To pass a resolution that the Parish Council meets the criteria for the Power of Competence in accordance with the Localism Act 2011. It was proposed by Cllr S Fidgett and seconded by Cllr Small and unanimously RESOLVED that the Parish Council is eligible to use the Power of Competence as it continues to meet the prescribed conditions which are:</p> <ol style="list-style-type: none">1. The number of members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election is equal to or greater than two-thirds of the total number of members of the Council.2. The Clerk to the Parish Council holds the Certificate in Local Council Administration. <p>6.2 To Discuss & Approve the Receipts & Payments for April 2024 A list of receipts and payments for the month of April 2024 was circulated prior to the meeting. These were discussed and approved by members. RESOLUTION: <i>Cllr Fidgett moved to approve the April 2024 Receipts & Payments. This motion was proposed by Cllr Graham and seconded by Cllr Sands. The motion was unanimously carried and the documents were duly signed by Cllr Fidgett.</i></p> <p>6.3 To Receive the Internal Auditors Report The Internal Auditor's report was circulated to all members prior to the meeting. The report was discussed and items raised in the report by the Auditor were discussed. The Internal Auditor's report suggested a change to the Internal Control as far as the bank reconciliations and bank statements were concerned. The Auditor would suggest that the original bank statements, which are received by post midway through the month, are collated and signed with the online statements which are printed off at the beginning of the month for reconciliation purposes and that both the printed statement and paper statement are kept together in a single folder. ACTION: <i>Cllr Fidgett moved to publish the Auditor's report on the website and to action the suggestion. This motion was proposed by Cllr Graham and seconded by Cllr Sands. The motion was unanimously carried and the action plan will be actioned by the Clerk.</i></p>

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	<p>6.4 To Discuss & Approve the Annual Governance Statement (Section 1) The Annual Governance Statement was circulated to members prior to the meeting and following the Auditors Report. RESOLUTION: <i>Cllr Fidgett moved to approve and sign the Annual Governance Statement. 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 Fidgett (Chair).</i></p> <p>6.5 To Discuss & Approve the Accounting Statement (Section 2) The Accounting Statement was circulated to members prior to the meeting and following the Auditors Report. RESOLUTION: <i>Cllr Fidgett moved to approve and sign the Accounting Statement. 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 (Chair).</i></p> <p>6.6 To Approve the Commencement Date for the Exercise of Public Rights The form illustrating the commencement dates for the Exercise of Public Rights was circulated to members prior to the meeting. RESOLUTION: <i>Cllr Fidgett moved to approve the proposed dates for the Exercise of Public Rights. This motion was proposed by Cllr Woollett and seconded by Cllr Small. The motion was unanimously carried and the dates agreed.</i></p> <p>6.7 To Discuss & Approve the PPC Risk Schedule for the forthcoming year 2024–25 A copy of the PPC Risk Schedule was circulated to members prior to the meeting. RESOLUTION: <i>Cllr Fidgett moved to approve the PPC Risk Schedule 2024-25. This motion was proposed by Cllr Woollett and seconded by Cllr Small. The motion was unanimously carried and the PPC Risk Schedule will be added to the governance documents.</i></p>
7.	<p><u>PLANNING</u></p> <p>7.1 To Review applications received and an Update on the Rapleys Field redevelopment</p> <p>24/P/00615 No.3 Rapleys Field, Pirbright, GU24 0LT Application for dropped kerb and associated landscaping. PPC Comment: <i>PPC raise no objection to this application. A motion to submit this comment was proposed by Cllr Fidgett and seconded by Cllr Woollett. The motion was unanimously carried.</i></p> <p>24/P/00625 Green Gates, The Green, Pirbright, Woking, GU24 0JT Extension of an existing property to the rear and sides with associated landscaping including removing an outbuilding. PPC Comment: <i>PPC raise no objection to this application. A motion to submit this comment was proposed by Cllr Fidgett and seconded by Cllr Small. The motion was unanimously carried.</i></p> <p>24/P/00319 Heath Cottage, Heath Mill Lane, GU3 3PP Certificate of lawfulness for proposed development to establish whether a kitchen extension would be lawful. PPC Comment: <i>PPC had no comment to make on this Certificate of Lawfulness.</i></p> <p><u>Rapleys Field Redevelopment</u> <i>Cllr Graham circulated a report on the current situation. Cllr Fidgett suggested that Cllr Graham query the rate of rent set out by GBC for tenants wishing to return to Rapleys Field after the redevelopment to give the residents the best possible opportunity to return to the village. Cllr Fidgett would also suggest that residents keep on bidding for alternative accommodation in the lead up to the redevelopment.</i></p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management No updates were reported.</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>

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	<p><u>NEWSLETTER</u> To Confirm Items for the June 2024 Issue of the PeriNews It was agreed that the June issue of the PeriNews would contain an article about the community bus service available to some residents who otherwise struggle for transport.</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 9.09pm

Signed.....

Date.....