

# PIRBRIGHT PARISH COUNCIL



## Draft Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 15<sup>th</sup> October 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 Woollett (Chair)

Cllr Austin

Cllr Graham

Cllr Small

Cllr Watson

Cllr Rowe

### **Officers of the Council**

Mrs Helen Myers (Clerk/RFO)

### **Other Officers**

Cllr Keith Witham (GBC & SCC Councillor)

### **Members of the Public**

5 residents of the Parish

1.	<p><b>FORMALITIES</b></p> <p><b>1.1 To Receive Members' Apologies for Absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)</b> Apologies of absence were received and accepted from Cllr Sands who was attending a meeting elsewhere. Cllr Bilbe was also attending a meeting elsewhere.</p> <p><b>1.2 To Receive Members' Declarations of Interest on any Agenda Item below</b> No declarations were received.</p>
2.	<p><b>MINUTES</b></p> <p><b>2.1 To Approve the Minutes of the previous Meeting (10/09/2024)</b> A copy of the draft Minutes was circulated to members prior to the meeting and a draft version was published on the website. Upon consultation with members, Cllr Woollett declared that the Minutes were an accurate reflection of the previous meeting and motioned to sign the Minutes dated 10/09/2024. <b>RESOLUTION:</b> A motion to approve and sign the Minutes of the previous meeting (10/09/2024) was proposed by Cllr Small and seconded by Cllr Austin. The Minutes were unanimously approved and signed by Cllr Woollett.</p> <p><b>2.2 To Receive the Clerk's Report on Matters Arising</b></p> <p><b>Resignation and Co-option Procedures</b> Following the resignation of Cllr S Fidgett as Chair of PPC, GBC were notified and as per Section 87(2) of the LGA, a Notice of Vacancy which was issued by GBC and displayed by PPC and GBC. This Notice expired on 20/09/24 and the Clerk was informed by GBC that PPC were free to co-opt. Notices appealing for candidates were posted on the PPC website, the PeriNews and this Item appears on the Agenda under Governance.</p> <p><b>Sandpits Car Park Surfacing</b> The Clerk contacted SCC to investigate whether SCC's acquisition team would be interested in buying back the car park or whether they had any responsibility to the upkeep of the car park along safety grounds. Unfortunately, the acquisitions team were not willing to look at procuring the car park and as the primary school is an academy and KHS is a charity, they bore no responsibility for the safety of the pupils. The Clerk has now submitted a YFS application to SCC in the hope that the car park could be assessed as a capital investment project. The Clerk will await the outcome of the application which is being supported by Cllr Witham and potentially Cllr Azad.</p>

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## **Tennis Club**

The PTC has secured a £2,000 grant from YFS to replace the damaged low telegraph pole barrier fence.

## **Pond**

Work commenced on 09/09/24. The Pond was drained and digging out began on 16/09/24. Silt from the pond was transferred to the main green to dry out and will be cultivated into the green in the late spring of 2025, thus raising the levels and feeding the soil. The Clerk has reclaimed and received the Grant Aid monies from GBC as follows:

<b>Pond Re-landscaping</b>	<b>Project Total</b>	<b>Grant Aid GBC</b>	<b>PPC Spend</b>
Drainage works	£14,415.00	£5,883.00	£8,532.00

## **Basketball Area – Your Fund Surrey Small Community Projects Fund**

The Clerk has been liaising with a resident and basketball coach with a view to submitting an application to YFS for a capital investment project to develop the area and create a basketball court for the benefit of the community.

## **Lampriere Trust Grant**

The Clerk has applied for a grant from the Trust towards the new basketball area. The Clerk is awaiting a decision from the Trust.

## **War Memorial & Cross**

The figure and cross were reinstated into the stone plinth at St Michael & All Angels Churchyard on 01/10/24. A blessing by the Bishop of Guildford will follow the service on 29/12/24.

## **Hiring of the Green Policy**

The Clerk has contacted other comparable parish councils and would suggest that the current policy reflects the costs sensibly. The Clerk will add the Bye-laws to the policy to remind users of these additional terms.

## **New Government Sexual Harassment Laws**

The Worker Protection Act (amendment of Equality Act 2010) will come into force on 26/10/24 and will change the duty on employers from redress to prevention. This means all employers will be required to take proactive steps to prevent sexual harassment. WorkNest will be issuing advice for parish councils in the coming weeks.

## **SALC Clerk's Forum – 24/09/24**

Topics covered included HGV Watch and the Armed Forces Covenant. Clerks were encouraged to band together to tackle a lack of responsibility by SCC to perform highways duties such as verges and pavements. Sally Harman informed Clerks that the SALC subscription will rise by 2.5% for 2025. The NALC website relaunched on 07/10/24 and the Clerk has re-registered PPC as required. The next SALC Clerk's Forum will take place in January 2025.

## **Parish Liaison Meeting at GBC Chambers – 25/09/24**

Clerks and senior officers from GBC and SCC covered various topics. SCC elections will take place in 2025. SCC gave a presentation on the Rural England Prosperity Fund Grant Scheme which is funded by DEFRA and Clerks were encouraged to publicize the grant to local businesses. This grant is available to schemes of £2,500 - £50,000 and is 50% match funded. Projects must be able to be completed by March 2025.

## **SLCC Webinar - Common Land- Roger Taylor, Wellers Law Group LLP – 03/10/24**

The Clerk attended this webinar and gave a report to council. PPC does not manage or own any common land in the parish. The commons are owned and managed by GBC or SCC.

### **3. PUBLIC FORUM & COMMUNICATIONS**

#### **3.1 To Receive any Representation from Members of the Public**

A member of the public addressed the council in regards to obtaining Super Fast Fibre in more areas of the parish. The resident had been informed that Normandy had engaged with BT to have this installed.

**ACTION:** *The Clerk will contact Normandy PC again to try and put the resident in Normandy in contact with the resident in Pirbright.*

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## **3.2 To Consider Recent Communications Sent & Received**

3.1 Cllr Witham advised that the pedestrian improvements to Pirbright Arch will take place between 18/11/24 and 21/12/24. PPC is contributing £5,000 towards this project to improve the safety for pedestrians in the parish and ensure it goes ahead.

3.2 The Editor of the PeriNews announced that she was retiring. The Clerk put several residents, living in the parish in touch with her and is hopeful that the editorial aspect of the newsletter can be shared among a group of people.

3.3 Residents of The Gardens were alerted to tree works proposed by the GBC Countryside Team, removing trees very close to their properties. Residents were concerned that the removal of trees from the woodland would increase flooding and unwanted commuter parking. Residents have met with the Countryside Team Officer and are in discussions with GBC.

3.4 The Clerk met with representatives of the Forresters Association who are considering replacing the bench which had collapsed and had to be removed. The Association will meet to decide whether they can find the funds for a replacement bench.

3.5 Saqqara IT has migrated to ANother Managed IT Services Ltd.

3.6 Residents of Gole Road contacted the Clerk to alert her to families in caravans moving into Plot 1, Gole Road. The Clerk contacted the Enforcement team at GBC and an Enforcement case has been lodged. Officers visited the site to establish the number of caravans and families and have also spoken to the landowner.

3.7 St Michael & All Angels Church would like to invite a parish councillor to attend the Remembrance Service on 10/11/24 to lay a wreath and do a reading. The Clerk has also contacted the Police to ask for their participation at this service.

**RESOLUTION:** *Cllr Graham will attend this service on behalf of PPC.*

3.8 The Clerk has been contacted by the MoD who organise the Brookwood Cemetery Remembrance service to request the attendance of the PPC at this event.

**RESOLUTION:** *Cllr Small will attend this service on behalf of PPC.*

3.9 The American Battle Monuments Commission at Brookwood Cemetery have invited PPC to attend this service.

**RESOLUTION:** *Cllr Woollett will attend this service on behalf of PPC.*

3.10 A representative from PPC has been requested by the Mayor of Guildford to attend the Remembrance Service at Holy Trinity Church on 10/11/24.

**RESOLUTION:** *A note will be sent to GBC letting the know that on this occasion a representative will be unable to attend.*

3.11 The Clerk was contacted by a resident asking about how to go about getting BT high speed fibre throughout Pirbright, similar to that in Normandy. The Clerk contacted Normandy PC who advised that a resident had taken on the task and spearheaded a community buy-in scheme (Fibre Community Project).

3.12 The Clerk has informed the Church that the main part of the Green will not be available to hire in June due to the silt which is due to be cultivated into the ground in April/May. The Church will meet to decide to either use the remaining parts of the Green, or move the date to August/September.

3.13 The LPH Secretary informed PPC that the boilers in the hall had failed. An email was sent immediately from the Chair of the Trustees to all hirers explaining the situation. The LPH Secretary is working to relocate some hirers to the Pavilion and also to provide temporary heaters. The Clerk has spoken to GBC who have amended the PPC Grant Aid provision to allow for LPH to instruct a contractor to replace the old boilers that have broken and cannot be replaced.

3.14 A new bench has been installed in the playground adjacent to the infant swings. The bench in this popular position had become unsafe and was removed prior to the summer fair in June 2024. A new bench

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	<p>made of recycled plastic was put together and installed by the Clerk and a local carpenter at a cost of £545.00</p> <p>3.15 The residents of No. 1 Pirbright View, off Dawney Hill have placed two non-permanent bollards with reflective patches on the track to visibility denote their driveway to increase road safety on the track. Other neighbours have similar temporary posts and hedges to protect grassed verges. It is noted that these items can be removed at the parish council's request and does not affect the council's rights on the track which it owns. Members discussed this issue and suggested that a letter should be sent to residents drawing attention to this matter, whilst not asking them to take any action in regards to removable objects. <b>ACTION:</b> A motion for Cllr Watson to draft a letter to residents was proposed by Cllr Woollett and seconded by Cllr Small. The motion was carried unanimously.</p> <p>3.16 The Clerk has been contacted by her usual supplier to ask whether PPC would like its usual 6ft fir tree (£51) for the roof of LPH and its usual 12ft tree (£196) for the interior of LPH. <b>RESOLUTION:</b> The Council resolved to approve the purchase. This motion was proposed by Cllr Woollett and seconded by Cllr Small. The motion was unanimously carried and the trees will be purchased.</p> <p>3.17 A resident of Normandy emailed to comment on the amount of litter along Cemetery Pales. The kind resident offered to help at the next litter pick in Pirbright. The Clerk explained parish/borough boundaries.</p>
4.	<p><b><u>HEALTH &amp; SAFETY</u></b> <b>4:1 To consider any Health &amp; Safety Issues arising since the last Meeting (10/09/2024)</b> No Safety issues were reported.</p>
5.	<p><b><u>REPORTS (for information, unless urgent action is required)</u></b> <b>To Receive Updates on:</b></p> <p><b>a) Community Sports Pavilion</b> Cllr Graham stated that club kit is now being stored in one of the changing rooms to make the main space more appealing to potential hirers. Cllr Woollett stated that the Agreement between the Cricket Club and LPH was still outstanding. The Agreement has been signed by the CC and Peter Sawyer, who was present at this meeting, will send a copy of the Agreement to the Clerk and LPH Sec who will circulate to members for final approval. A meeting will then be arranged between councillors and the CC.</p> <p><b>b) Lord Pirbright's Hall</b> Cllr Woollett stated that the two old boilers had failed and could not be repaired. The grant previously received by PPC for a new security door and blinds would be repurposed in order to be available immediately to replace the boilers. Cllr Woollett stated that the LPH Trustees would convene immediately after the parish meeting to confirm which quote and contractors they were intending to use and to confirm their agreement to repurpose the grant awarded to PPC by GBC.</p> <p><b>c) Report from Borough Councillors</b> Cllr Witham circulated his monthly newsletter to members prior to the meeting.</p>
	<p><b><u>FINANCE &amp; GOVERNANCE</u></b></p> <p><b>6.1 To Co-opt a Councillor to the Parish Council</b> Following the resignation of Cllr Fidgett, the Parish Council was informed by the Borough Council that it was now able to co-opt a councillor. At this point in the proceedings, three members of the public each addressed the Council on why they felt they should be co-opted and what they could offer the Council. All members of the public were then asked to leave the room whilst a private discussion took place. <b>ACTION:</b> Following a discussion among members, the public were invited to return to the committee room and Cllr Woollett announced the result of a private vote and motioned to co-opt Mr Keith Rowe. This motion was proposed by Cllr Small and was seconded by Cllr Watson. The motion was unanimously agreed and Cllr Keith Rowe was welcomed to the Parish Council. Cllr Rowe immediately signed the Declaration of Acceptance of Office and was given a Register of Interests to complete and return to the Clerk at his earliest opportunity. The two other residents were thanked by the Chair and encouraged to attend future meetings to understand fully, the role of a parish councillor.</p>

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## **6.2 To Discuss & Approve the Receipts & Payments for September 2024 & Quarter 2 Statement**

A list of receipts and payments for the month of September 2024 and a Quarter 2 Statement were circulated prior to the meeting. These documents were discussed and approved by members.

**RESOLUTION:** *Cllr Woollett moved to approve the September 2024 Receipts & Payments schedule and Quarter 2 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 Woollett.*

## **6.3 To Discuss and Approve the PPC Sexual Harassment Policy**

New positive duty for parish councils, as employers, comes into effect on 26 October 2024 to prevent sexual harassment in the workplace. The Equality Act 2010 ('the Act') states that all employers now have a legal obligation to actively prevent sexual harassment of workers (**s.40A(1)**).

**ACTION:** *Cllr Woollett motioned to agree that Cllr Watson, Cllr Graham and the Clerk would review PPC's current policies and make proportionate changes to capture this update including a risk assessment and to bring any updated policy to the next meeting to be approved. This motion was proposed by Cllr Woollett and seconded by Cllr Rowe. The motion was carried unanimously.*

## **6.4 To Review the External Auditor's Report and Section 3 of the AGAR**

PPC received the External Auditor's Report and Section 3 of the AGAR. This was published on the PPC website. The fee for the External Auditor's Report was £420. Members of the council wished to acknowledge the good work of the Clerk/RFO in this regard for another properly conducted annual audit of accounts which members recognise takes many hours of work.

**RESOLUTION:** *A motion accept the External Auditor's findings was proposed by Cllr Small and seconded by Cllr Austin. This motion was unanimously approved. The findings were published on the PPC website and posted on Noticeboards when they were first received.*

## **6.5 To Review and Approve the PPC Hiring of the Green Policy**

This Policy was circulated to members prior to the meeting. The Clerk consulted other local parish councils and recommended that the fees remain at the same level and that each hiring would be considered individually. The Clerk will add the parish Byelaws to the policy and will continue to review this Policy on an annual basis.

**RESOLUTION:** *The motion to approve the current Policy without fee amendment was proposed by Cllr Woollett and seconded by Cllr Watson. The motion was carried unanimously and the Policy will be followed for a further year.*

## **7. PLANNING**

### **7.1 To Review applications received and other Planning related issues**

**24/P/01301 The Duchies Cottage, Mill Lane, GU24 0BT.** Proposed side extension roof alterations changes to fenestration and internal alterations following demolition of conservatory.

**PPC Response:** *PPC would raise an objection to the use of "metal cladding" which is denoted in Proposed Ground Floor Plan A-104p. PPC considers this would be out of character for a property of this nature in Mill Lane and within the Conservation Area. The application form describes the exterior materials as "white render and dark cladding" and does not note that the cladding would be metal. PPC would ask that the applicant revise this before further consideration is given to the application.*

**24/P/01304 No 4 Thompsons Close, Pirbright, GU24 0JG.** Single storey rear extension together with front porch extension.

**PPC Response:** *PPC have no objection in principle provided that neighbouring properties will not suffer any loss of light or privacy as result of this extension. PPC would also request that materials and finishes match existing and there should be no working on Sundays and Bank Holidays in order to protect the amenities of the neighbours.*

**24/P/01426 West Hall Farm, Church Lane, Pirbright, GU24 0JJ.** The construction of one Padel Court within the residential curtilage of West Hall Farm.

**PPC Response:** *PPC would seek to ensure that the route protection and construction exclusion zones are adhered to. PPC would also rely on the Tree Officer's response in regards to a several large trees noted on the site plan. PPC would request that the Tree Officer is involved and visits the site to give his comments on the proposal.*



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	<p><b>ACTION:</b> A motion to submit the above comments was proposed by Cllr Woollett and seconded by Cllr Small. The motion was unanimously carried.</p>
<b>8.</b>	<p><b><u>HIGHWAYS &amp; ENVIRONMENT</u></b></p> <p><b>8.1 To Receive and Update on Tree Management and Pond Maintenance</b>          The Pond maintenance is now complete. The Clerk has contacted PPC's grass contractor in regards to cultivating the silt into the green in the spring when conditions allow. It was noted that the decision to remove the silt from the pond had been made to bring an ecological benefit to the pond and its immediate environment.</p> <p><b>8.2 To Receive an Update on the Management of the Green and Local Environment</b></p> <p><b>8.2.1. Request from the Cricket Club to apply lime pellets to the outfield</b>          The Club has rescinded this request and no longer wishes to put down lime pellets.</p> <p><b>8.2.2. Request for approval from the Sports Clubs to apply to GBC for permission for second storage container</b>          The Cricket club have asked for PPC's support in obtaining a second container to store machinery. The container would be stored behind the Pavilion within the curtilage of the Pavilion. The container would be clad and would sit on sleepers.  <i>RESOLUTION: Members discussed this and motioned to support the request subject to the cricket club committing to the Lease Agreement that is outstanding with LPH. PPC, as the landowner, supports the cricket club subject to those conditions. This motion was proposed by Cllr Watson and seconded by Cllr Austin. The motion was unanimously carried.</i></p> <p><b>8.2.3. Request to contribute towards a new capital project with YFS to install a Basketball Hoop</b>          The Clerk has been working with a resident to put together an application to YFS to achieve a grant for a capital project for a new basketball surface and hoop. The Clerk will continue to research the requirements for this and bring an update to the next meeting.</p> <p><b>8.2.4. An update on Gole Road</b>          The Clerk received notification that two caravans had arrived on Site 1 Gole Road. The Clerk lodged a planning enforcement complaint with GBC and officers visited the site. No further communication has been received from GBC.</p> <p><b>8.3 To Receive a Report on any Parking and Traffic Issues</b>          No report was received.</p>
	<p><b><u>NEWSLETTER</u></b></p> <p><b>To Confirm Items for the November 2024 Issue of the PeriNews</b>          It was agreed that the November issue of the PeriNews should contain articles informing the parish about the Co-option of Cllr Keith Rowe, the pond de-silting and the hall boilers.</p>
<b>10.</b>	<p><b><u>CHAIR'S CONCLUSION</u></b></p> <p><b>To Receive Chair's Notices &amp; Members' Questions</b>          No Notices or Members' questions were received.</p>

The meeting finished at: 21.00hrs.

It was noted that the next meeting was scheduled for Tuesday 12<sup>th</sup> November 2024 at 19.30hrs.

Signed.....

Date.....