

PIRBRIGHT PARISH COUNCIL



Draft Minutes of the Parish Council Meeting held in the Committee Room at Lord Pirbright's Hall on Thursday 2nd January 2025 at 7.30pm

The meeting was held in 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 Sands

Cllr Small

Cllr Watson

Cllr Rowe

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Members of the Public

None present

1.	<p>FORMALITIES</p> <p>1.1 To Accept Apologies and reasons for Absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) Apologies of absence were received from Cllr Witham and Cllr Bilbe.</p> <p>1.2 To Accept and Receive Members' Declarations of Interest on any Agenda Item below None were declared.</p>
2.	<p>MINUTES</p> <p>2.1 To Approve the Minutes of the previous Meeting (12/11/2024) 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 12/11/2024. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (12/11/2024) was proposed by Cllr Watson and seconded by Cllr Small. The Minutes were unanimously approved and signed by Cllr Woollett.</p> <p>2.2 To Receive the Clerk's Report on Matters Arising <u>Sandpits Car Park Surfacing</u> This YFS Project, greatly supported by Cllr Witham and Cllr Asad, has been completed. Cllr Woollett wished to Minute the parish councils' thanks to both councillors for the allocation of their funds and will follow up with them to thank them personally. Cllr Woollett would like the Clerk to follow up with Axtell Construction on where the surfacing meets the pavement and the Clerk will do this in the New Year to avoid future maintenance issues at this location.</p> <p><u>"Litter Picking – It's a Piece of Cake"</u> The litter pick in partnership with the Church is scheduled for 04/01/2025. This event is being run by Cllr Keith Rowe and volunteers will meet at LPH to be issue with litter picking equipment from 2pm. Tea and cake will be served from 2.30pm for those who have taken part.</p> <p><u>Cllr Fidgett's Leaving Gift</u> Steve was presented with a water colour of the village Green, painted by Maggie Read at an event on 13/12/24 to celebrate his many years as a Councillor, with the final 7 of those years as Chairman.</p>

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3.	<p><u>PUBLIC FORUM & COMMUNICATIONS</u></p> <p>3.1 To Receive any Representation from Members of the Public No members of the public were present.</p> <p>3.2 To Consider Recent Communications Sent & Received</p> <p>3.1 GBC confirmed that LPH will once again act as a Christmas Tree Recycling point from 23rd December to 20th January 2025.</p> <p>3.2 Residents from Gole Road informed PPC that the pavements had been cleaned and cleared by Surrey Highways as requested.</p> <p>3.3 The Pirbright Institute sponsored the 12ft Christmas Tree for Lord Pirbright's Hall.</p> <p>3.4 The White Hart pub sponsored the 6 ft Christmas Tree for the roof of the Club Room.</p> <p>3.5 W Davis Fun Fair have contacted the Clerk to request to return in June 2025. The Clerk has advised them that the Green may not be finished by then, however as this part of the Green would not be used, W Davis have agreed that this would be okay. The Clerk has also advised that W Davis take a look at the Green and liaise with the Clerk in the run up to their arrival. They currently plan to arrive on Monday 23rd June and will either stay for one week or for two weeks.</p>
4.	<p><u>HEALTH & SAFETY</u></p> <p>4:1 To consider any Health & Safety Issues arising since the last Meeting (12/11/2024) No issues were reported.</p>
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 Woollett gave a brief summary of the relationship between LPH and PPC with regards to the responsibilities and ownership of the community pavilion. This topic will be brought back to full council at the next meeting in February 2025 for a full discussion.</p> <p>b) Lord Pirbright's Hall Cllr Woollett stated that the next trustees meeting would be later in the month. A new cooker had been installed in time for several large, end of year events and new security doors would be the next set of items on the refurbishment list followed by a kitchen refresh. Trustees will also be proposing a rate increase to build up a maintenance fund for further investment in the hall which is starting to require some major investment.</p> <p>c) Report from Borough & County Councillors 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 PPC Receipts & Payments for November 2024 A list of receipts and payments for the month of November 2024 were circulated prior to the meeting. This document was discussed and approved by members. RESOLUTION: <i>Cllr Woollett moved to approve the November 2024 Receipts & Payments schedule. This motion was proposed by Cllr Rowe and seconded by Cllr Small. The motion was unanimously carried and the document was duly signed by Cllr Woollett.</i></p> <p>6.4 To Agree the 2025/2026 Budget and Precept request The Clerk circulated a proposed budget and Precept request to members prior to the meeting giving a breakdown of costs projected to be incurred over the next financial year. These were discussed and Cllr Woollett summarised by stating that whilst recognising the need to build reserves in order to maintain the council's assets, together with the lack of support from the Borough Council, it was suggested that PPC request a Precept of £87,820 which represents a 3.5% increase on the previous year. Cllr Woollett stated that the council was acutely aware of the continued challenges faced by parishioners with the ongoing cost of living crisis and felt on balance that a Precept of £87,820, below the rate of inflation, was required to fulfil</p>

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	<p>the council's key obligations to the parish. The parish council will not seek to undertake any high value projects without an outside funding stream during the financial year 2025-26. As Chair of the Trustees for the Village Hall, Cllr Woollett also suggested that a working party should be formed to consider the long term maintenance of the village hall, starting with a full structural survey to feed into future years' financial planning. This will be explained and expanded upon at the Annual Parish Assembly in April. The proposed Precept request of £87,820 was unanimously agreed by all councillors.</p> <p>ACTION: Cllr Woollett moved to confirm that PPC submit a Precept request of £87,820 for the financial year 2025-2026. This motion was proposed by Cllr Woollett and seconded by Cllr Graham. The motion was unanimously carried by all councillors and the Clerk will submit the proper request forms to GBC by the required deadline.</p>
7.	<p><u>PLANNING</u> 7.1 To Review applications received and other Planning related issues</p> <p>24/P/01801 4 Thompsons Close, Pirbright, GU24 0JG Single storey rear extension together with a front porch extension. PPC Response: Having reduced the uplift to 38% PPC has no objection to the application subject to the stated working hours being adhered to and matched materials.</p> <p>24/P/01790 Heath Mill House, Heath Mill Lane, GU3 3PR Listed Building Consent for a proposed landscape design, extension of front garden dwarf wall and railing together with a proposed new driveway gate. PPC Response: PPC raise no objection to the application.</p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u> 8.1 To Receive and Update on Tree Management No report was received on this matter at this time.</p> <p>8.2 To Receive an Update on the Management of the Green and Local Environment No report was received on this matter at this time.</p> <p>8.3 To Receive a Report on any Parking and Traffic Issues The YFS application to completely refurbish the Sandpits Car park, supported by Cllr Witham and Cllr Asad was completed in December 2024.</p>
	<p><u>NEWSLETTER</u> To Confirm Items for the February 2025 Issue of the Pirbright Village Newsletter It was agreed that the February issue should contain an article thanking volunteers for attending the litter pick which was supported by the Mayor of Guildford and an article showing the new village post box topper. A further article should announce the Precept request and the date of the Annual Parish Assembly which will give further details of the 2024-25 projects that have taken place and will highlight the Council's plan for 2025-26. The Assembly will take place on 21/04/25 and will be held in the Pavilion.</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 finished at: 20.45 hrs.

The next meeting was announced as Tuesday 11th February 2025 at 19.30hrs.

Signed.....

Date.....