

PIRBRIGHT PARISH COUNCIL



DRAFT Minutes of the Parish Council Meeting held in the Committee Room at Lord Pirbright's Hall on Tuesday 11th March 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

1 Resident of the village

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) No apologies of absence were received.</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 (11/02/2025) 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 11/02/2025. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (11/02/2025) was proposed by Cllr Austin 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>Annual Accounts 01/04/2024 – 31/03/2025</u> The Clerk has written to Maxwell & Co to request their availability and suitability to carry out the annual Audit for PPC and LPH. Maxwells have confirmed that they are qualified to carry out the audit.</p> <p><u>Webinar – AI and The Benefits to PPC</u> The Clerk attended this webinar (26/02/25) hosted by Cllr Steve Walker of CloudyIT. Cllr Walker has developed an A.I. package (GovFinance) aimed at assisting parish councils. One of the modules is planning specific and costs £495 to install and £380 p.a. for the licence. The Clerk was impressed with this sector targeted software but will look into what Microsoft Copilot can produce free of charge. Other modules in the GovSuite include a) Budgeting, Expense Tracking and Advanced Reporting, b) Bank & Payment Feed Integration and c) Meeting recording, producing Minutes.</p> <p><u>Webinar - Future Shape of the Planning System</u> The webinar centred around local plans, neighbourhood plans and the new NPPF that came into force in December 2024. It was highlighted that a Parish Neighbourhood Plan is now likely to cost in the region of £10,000 and take 5 years to produce. Once in place a Parish Neighbourhood plan would remain until a new plan was devised however, once a Parish Neighbourhood Plan deviates from the Borough's Local Plan, it will carry much less weight. GBC have announced that the Guildford's Local Plan will be renewed with the new local plan being adopted in 2029.</p>

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	<p>With a new unitary authority looking likely, the role of decision makers and consultees will remain the same and it is thought that parish councils will remain as consultees. Changes to the NPPF require that the “standard method” must be used to calculate housing need and revises the formula. GBC have announced that the new Standard Method calculation has resulted in an increase in the number of new homes they must build to 1,170 per year.</p> <p>The new framework gives priority to using previously developed “brownfield” land and makes significant changes to the way GBC plan for the Green Belt, including the concept of “grey belt land” (which has not been thoroughly explained). Greenbelt land still gives a very strong “in principle” protection status however Local Plans will be expected to meet housing need by releasing land from the Greenbelt (and not just “grey belt” land). Planning fees will increase from 1st April 2025 to fund training and recruitment of new staff. LPAs will be permitted to set their own fees locally.</p> <p><u>Webinar – The Guildford Flood Alleviation Scheme</u> (26/02/25) Hosted by the GBC Flood Team, the Environment Agency and Officers from SCC. The webinar went through the various strategies and infrastructure that GBC intend to complete over the coming years to prevent historic flooding in the centre of Guildford. The plan is to build-in a flood plain close to the cinema to alleviate flooding in the Bedford Road car park and the properties along Walnut Tree Close. The decorative undercarriage of the bridge at the bottom of the High Street will be removed and a new footbridge close to the Council offices will be installed. Some of Millmead car park will also be given over to become a flood plain. The priority of the scheme will be to enable the flow of the Wey to continue through Guildford which is currently acting as a pinch point.</p> <p><u>Webinar – Risk Management for Parish and Town Councils</u> (26/02/25) Hosted by Brian Brookes, Risk Manager, Clear Group. This was a short webinar to give Clerks a framework to assess risks such as bus shelters, village greens, recreational facilities, war memorials, car parks, events, crime, flooding and employees. Devolution will potentially raise more risks if parish councils take on more responsibilities.</p> <p>The webinar stressed that good governance policies were the best way to give a parish council a framework to give greater resilience and protect a parish council's reputation. The webinar stressed the importance and need for risk assessments in all areas of governance. PPC currently carries out an overarching risk assessment annually which acts as the backbone to risk for that year.</p> <p><u>Reception for Parish Council Chairs and Clerks – 10/04/25 @ 3pm at The Guildhall, Guildford</u> The Chair has been invited to this annual event. The reception will be hosted by Cllr Sallie Barker MBE. <i>RESOLUTION:</i> <i>Vice Chair Cllr Graham will attend the event and represent PPC.</i></p> <p><u>VE Day Celebrations 2025</u> Cllr Graham suggested that the Union Flag was flown to mark VE Day. Cllr Graham further suggested that PPC might work with one of the local groups to mark this occasion in some way. <i>ACTION:</i> <i>Members agreed that the flag should be flown and also that Cllr Graham should reach out to local groups and circulate any proposals to members for agreement.</i></p>
3.	<p><u>PUBLIC FORUM & COMMUNICATIONS</u></p> <p>3.1 To Receive any Representation from Members of the Public No representations were made.</p> <p>3.2 To Consider Recent Communications Sent & Received</p> <p>3.1 The Annual Parish Assembly has been organised for Wednesday 30th April from 7.30pm in the Pavilion. The Clerk is arranging speakers for the event.</p> <p>3.2 The Mounter Fitness Fun Run, in partnership with PPC is schedule to take place on 23/03/25 from 9.30am. Proceeds from the event will go to Dementia UK.</p> <p>3.3 The Clerk and LPH Sec are in talks with a film crew, with a view to hiring the Pavilion and part of the Green for a filming event for the RBL at the beginning of April.</p> <p>3.4 It was reported to PPC that a deer carcass was on the pavement on Dawney Hill and that it would be helpful if it were removed before it begins to smell. The Clerk suggested reporting it to GBC.</p>

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	<p>3.5 A resident of Vapery Lane complained about the flooding in Vapery Lane. The cause of the flooding is unclear. The landowner is making attempts to dig out the ditches around the field to improve the situation. The Clerk is meeting the resident to investigate further.</p> <p>3.6 A complaint was received from a resident that Volvo staff were still parking in numbers around the little Green. The Clerk contacted the manager of the garage who stated that works were not yet complete. The Clerk will monitor this situation with residents and report to enforcement if staff are not parking on site.</p> <p>3.7 The Cricket Club has let the parish council know that the company authorised by the ECB under their grant terms to complete the works "Total Play" will be installing the new all weather square when the weather and ground conditions allow. The cricket club will give as much notice as possible and confirmed that the date is likely to be in April and that the works will take one full day.</p> <p>3.8 The flooding at the entrance of Gibbs Acre was raised with SCC Highways. In the past no authority has taken responsibility for this area. SCC have now agreed to take on this entrance and responsibility for the gully. SCC have agreed to completely dig out the gully. This will take place on 26th, 27th and 28th March. SCC will be writing to residents.</p> <p>3.9 The Clerk has received a letter from a resident complaining about the level of deer in the Parish. The resident would like to see the numbers managed. The resident has also written to the SCC Estates Team and GBC.</p> <p>3.10 The Clerk received an email from a resident who was suffering from a neighbour constantly burning bonfires in their garden. The Clerk forwarded a link to the GBC website enabling them to register their complaint.</p> <p>3.11 The Waffle Tram contacted the Clerk to state that a car had driven over the Green and caused very deep furrows in the surface. The Clerk contacted a local contractor who has dug the area over, spread topsoil over the area and reseeded it.</p> <p>3.12 Nigel Jeffries, grounds contractors have stated that they will commence 2025 works w/c 17/03/25. They will assess the pond works and may be able to begin works there too.</p>
4.	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (11/02/2025) No issues were reported.</p>
5.	<p><u>REPORTS (for information, unless urgent action is required)</u> To Receive Updates on:</p> <p>a) Report from Borough & County Councillors Cllr Witham circulated his monthly newsletter to members prior to the meeting.</p> <p>b) Community Sports Pavilion & Lease Agreement Cllr Woollett stated that the lease agreement between PPC and LPH in regards to the Pavilion had been finalised and will be presented to the LPH Trustees as a working final draft at the next Trustees meeting. Subject to any comments from the Trustees the agreement will be brought back and ratified at the next PPC meeting. The PPC maintenance agreement between PPC and PCC has also been finalised and will be sent to PCC for final comments. The agreement will be renewed annually in line with the cricket club's AGM. Cllr Woollett stated that the agreement between LPH and PCC was also being finalised and a draft will be circulated to members before being put to the Trustees. The intention is that all three agreements will be issued and Cllr Woollett wished to register his thanks to Cllr Watson for his work on their drafting.</p> <p>c) Lord Pirbright's Hall There has been no meeting of the Trustees since the last parish meeting. The LPH Secretary is working on obtaining a professional survey of the building. The Trustees will use the Parish Assembly to launch the concept of funding for the hall and start the conversation with the community that the hall will need some TLC in future years. Fundraising must now feature strongly.</p>

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	<p>d) St Michael & All Angels Summer Fair 2025 (30/08/25) Cllr Small stated that LPH will run a pick-and-mix sweet stall at the fair and that she will be looking for volunteers to man it throughout the day. The theme is "Best of British".</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the PPC Receipts & Payments for February 2025 A list of receipts and payments for the month of February 2025 were circulated prior to the meeting. These were discussed and approved by members. RESOLUTION: Cllr Woollett moved to approve the February 2025 Receipts & Payments schedule. This motion was proposed by Cllr Rowe and seconded by Cllr Watson. The motion was unanimously carried and the documents were duly signed by Cllr Woollett. The Clerk was asked to enquire as to PPC's insurance in the event of a traveller incursion and the Clerk will report back at the next meeting via the Clerk's Report.</p> <p>6.2 To Discuss the Pavilion overspend invoice Cllr Woollett stated that he was awaiting final figures on the running costs of the pavilion. ACTION: This item would be carried over to the next meeting when final figures were known.</p> <p>6.3 To Confirm the appointment of Maxwell & Co as Internal Auditors for the PPC 2024/2025 Accounts The Clerk wrote to Maxwell & Co requesting their confirmation that they are qualified to carry out the Annual Audit. Maxwell & Co have confirmed their suitability. ACTION: Cllr Woollett moved to agree the appointment of Maxwell & Co. This motion was proposed by Cllr Austin and seconded by Cllr Small. The motion was unanimously carried by all councillors.</p>
7.	<p><u>PLANNING</u></p> <p>7.1 To Review applications received and other Planning related issues</p> <p>7.1.1. 25/P/00105 Bullswater Cottage, Bullswater Lane, GU24 0LY Erection of an extension to an existing outbuilding (retrospective). PPC Response: PPC raise strong objection to this application on the basis that it is inappropriate development within the Green Belt. Therefore, this application is contrary to policies set out in the GBC Local Plan and NPFF. The Parish Council has objected previously due to the cumulative impact on the green belt as a result of the substantive works carried out on this plot. This and other related applications further expand the extent of buildings within what was a partly open, partly wooded green belt site, the character of which has significantly changed as a result of unauthorised development. This application is only now being submitted after Enforcement action (EN23/00268). PPC do not believe an appeal was submitted to the Planning Inspectorate before 05/12/24 and therefore the terms of the GBC enforcement state that the property owner must demolish the extension to the outbuilding and return the environs to the original condition within 6 months. This 6 months expires on 05/05/25. PPC note that the property is now on the market for sale with no mention of these enforcement proceedings. PPC requests that GBC enforcement seek funds to enable legal action against the property owner on 05/05/25 to demolish the extension to the outbuilding and do not grant planning permission.</p> <p>7.1.2. 25/P/00087 The Glen, Mill Lane, GU24 0BN Erection of one dwelling, with parking and associated works following demolition of an existing barn. PPC Response: PPC raise no objection in principle.</p> <p>7.1.3. 25/P/00222 / 25/P/00223 Thorner Cottage, The Green, GU24 0JT Replacement of existing garden shed. Listed Building Consent for the replacement of existing garden shed. PPC Response: PPC raise no objections in principle.</p> <p>7.1.4. 24/P/01789 / 24/P/01790 Heath Mill House, Heath Mill Lane, GU3 3PR Proposed landscape design and associated works, extension of front garden dwarf wall and railing together with a proposed new driveway gate, proposed timber decking terraces, timber sleeper wall and York stone clad retaining wall, natural stone and gravel surfacing (description amended 05/03/2025). Listed Building Consent for a proposed landscape design and associated works, extension of front garden dwarf wall and railing together with a proposed new driveway gate, proposed timber decking terraces, timber sleeper wall and York stone clad retaining wall, natural stone and gravel surfacing (description amended 05/03/25). PPC Response: PPC raise no objections in principle.</p>

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8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>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 The breakdown of costs supplied by Nigel Jeffries Ltd, for the pond works was discussed. RESOLUTION: <i>Cllr Woollett motioned for PPC to accept the quote for works to cultivate the silt into the Green and seed the area by Nigel Jeffries Ltd in the sum of £3,150 plus VAT. This motion was proposed by Cllr Sands and seconded by Cllr Small. The motion was unanimously carried and Nigel Jeffries Ltd will be instructed.</i></p> <p>8.2.1. To Discuss the Sports' Clubs Proposed Agreements This matter was discussed under 5. C) Lord Pirbright's Hall Report above.</p> <p>8.3 To Receive a Report on any Parking and Traffic Issues No issues other than those raised in the Comms at 3.11 were put forward.</p>
	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the April 2025 Issue of the Pirbright Village Newsletter It was agreed that the April issue would announce the Annual Parish Assembly on 30/04/25.</p>
10.	<p><u>CHAIR'S CONCLUSION</u></p> <p>To Receive Chair's Notices & Members' Questions Cllr Austin wished to raise the issue of the pavilion clock which had not worked since it had been reinstalled in the new building. Cllr Austin has donated the clock to the Parish Council. Cllr Woollett stated that the council would try and find a solution.</p>

The meeting finished at: 20.40hrs.

Signed.....

Date.....