

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room at Lord Pirbright's Hall on Tuesday 8th April 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 Graham (Chair)

Cllr Sands

Cllr Watson

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Members of the Public

None Present

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Accept Apologies and reasons for Absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)</p> <p>Apologies of absence were received from Cllr Woollett, Cllr Austin, Cllr Rowe and Cllr Small who were all travelling. These apologies were accepted and granted unanimously by those members present. As Cllr Woollett was away travelling a motion for Cllr Graham to chair the meeting was proposed by Cllr Sands and seconded by Cllr Watson. This was motion was carried and Cllr Graham agreed to chair the meeting.</p> <p>1.2 To Accept and Receive Members' Declarations of Interest on any Agenda Item below</p> <p>None were declared.</p>
2.	<p><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the previous Meeting (11/03/2025)</p> <p>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 Graham declared that the Minutes were an accurate reflection of the previous meeting and motioned to sign the Minutes dated 11/03/2025.</p> <p><i>RESOLUTION:</i> <i>A motion to approve and sign the Minutes of the previous meeting (11/03/2025) was proposed by Cllr Watson and seconded by Cllr Sands. The Minutes were unanimously approved and signed by Cllr Graham.</i></p> <p>2.2 To Receive the Clerk's Report on Matters Arising</p> <p><u>Clerk's Liaison Meeting – 12/03/2025 (3 hours)</u></p> <p>The Clerk attended this meeting at GBC offices in Millmead. The Clerk raised the issue of enforcement and questioned when the next step would be taken on the outstanding enforcement cases which had been through the Inspectorate process. The Clerk questioned the procurement of funds to take the enforcement to its conclusion and Claire Upton Brown stated that where enforcement was carried through to a conclusion, GBC would need to source funding for this.</p> <p>GBC have compiled a Corporate Strategy 2024-2034 document and this was circulated to Clerks. This document states that 2p in every £ coming into GBC goes to Parish Councils. The document also made very little mention of Parish Councils within the document. As it is a significant possibility that PC's will be required to take on a number of GBC facilities as part of a new Unitary Authority the Clerk suggested that a clearer explanation of the role of parish councils should have been included in this document which is for public circulation.</p> <p><u>Annual Accounts 01/04/2024 – 31/03/2025</u></p> <p>Maxwell & Co will attend on 16/04/2025 to examine PPC's and LPH's accounts and perform their internal audit. The Clerk hopes to be able to circulate their report ahead of the May meeting when the Clerk will</p>

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	<p>be hoping to present the AGAR forms for signing. The deadline for submission to the external auditors is 30/06/25.</p> <p><u>Reception for Parish Council Chairs and Clerks – 10/04/25 @ 3pm at The Guildhall, Guildford</u> The Vice Chair Cllr Graham will attend this reception on behalf of the Parish Council.</p> <p><u>Clerk's Salary</u> The Clerk has completed a number of training courses, carrying CPD points, throughout the year to move from Grade 34 to Grade 35 on the NALC pay scale. The Clerk is seeking confirmation of this increase under Item 6.4 on the Agenda.</p> <p><u>Groundsman Salary</u> The Groundsman's wage will increase from 01/04/25 to £12.21 per hour as per the Government's National Living Wage rate statutory increase. The Clerk is seeking confirmation under Item 6.5 on the Agenda.</p> <p><u>NALC Chief Executive Bulletin & New Model Financial Regulations</u> NALC announced an update to the Model Financial Regulations which were updated because of The Procurement Act 2023 and the Procurement Regulation 2024, which came into force in early March. The Clerk would see to adopt these Model Financial Regulation under Item 6.3.</p> <p><u>Insurance to cover Traveller Incursion or similar</u> The Clerk contacted PPC's insurer but unfortunately, Clear Insurance will not offer extra insurance for this type of risk.</p> <p><u>SLCC Clerks Liaison Meeting (19/03/25) (3 hours)</u> SCC gave a presentation on the devolution process confirming that the final plan will be proposed to Government on 09/05/25. Sally Harman stated that SALC have written to the Government to raise the engagement with parish councils and state the benefits of parish councils within a unitary authority using prior unitary authority conversions as evidence of the importance of town and parish councils. A presentation was given by Reg Williams LCC Associate who suggested that it would be good practice for parish councils to build their reserves prior to devolution and that pc's should not ignore the financial implications over the medium and long term. Some liaison with parishioners is likely to be required to inform them of the implications. Worplesdon PC questioned whether pc's were under obligation to take on areas such as managed heathlands and commons and Mr Williams stated that there was currently no requirement for a parish council to take on something like the management of a heathland. A further presentation was given by Mark Williams from Falmouth Town Council who discussed how devolution had been processed in Cornwall (2009). He stressed the importance of a parish council having the General Power of Competence. He also suggested that parish councils should try and identify what facilities could be transferred ahead of devolution and to be proactive and liaise with those making the decisions.</p> <p><u>Section 137 for 2024/25</u> NALC has been informed by the Ministry of Housing, Communities and Local Government that the new limit for Section 137 expenditure for parish councils has been set at £11.10 per elector for 2025/26. The increase reflects the percentage rise in the retail price index between September 2023 and September 2024 in accordance with Schedule 12B of the Local Government Act 1972. Section 137 of the Act allows parish councils to incur expenditure for purposes that benefit their communities when no specific statutory power is available.</p> <p><u>Parish Assembly – 30th April 2025</u> The Clerk circulated the Agenda for the Assembly. Unfortunately, Al Pinkerton MP is unable to attend.</p>
3.	<p>PUBLIC FORUM & COMMUNICATIONS</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>3.2.1 The cricket club requested approval to apply a slow release fertiliser to the cricket outfield only at the end of April. This will be paid for by the cricket club and will be carried out by Nigel Jeffries Ltd. The request was approved via email prior to the meeting.</p>

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	<p>3.2.2 The Clerk contacted SCC Highways in regards to flooding in Vapery Lane. The Clerk met residents at this location which was the scene of severe flooding on 24/02/25. SCC are working to clear the blockage.</p> <p>3.2.3 Work began on the silt on the Green on 19th & 20th March with a tractor and levelling tools. Further levelling took place and the area was seeded. Fencing will be required to protect the area until the grass has germinated and started to grow.</p> <p>3.2.4 Dr Al Pinkerton MP communicated that he was unable to attend the Parish Assembly on 30/04/25.</p> <p>3.2.5 Works to resolve the broken drain and flooding at the entrance to Gibbs Acre was carried out and completed on 27/03/25. SCC reported that the drain had been damaged by UK Power Networks and that SCC would be seeking reimbursement for the works.</p> <p>3.2.6 An invitation from the American Battle Monuments Commission has been received for a representative of the parish council to attend their Memorial Day on 25/05/25 at 2pm. ACTION: Cllr Sands will attend this function on behalf of the Parish Council.</p> <p>3.2.7 The Clerk is following up on the rubbish that has been left outside 17 Rapley's Field with the Project Manager at GBC. This was reported in January but is still there. The Clerk had chased again in early March and has again on 02/04/25 to insist that urgent action is now taken.</p> <p>3.2.8 The Clerk has been informed that residents of West Heath are in direct communication with the Countryside Team at GBC with a view to installing pinch points along the West Heath track to slow speeding traffic.</p> <p>3.2.9 The Clerk has received a letter from the Surrey Playing Fields Association to request PPC's continued support with an Affiliation Fee request. The association is a charity that works to provide grants and loans to sports clubs and assists with capital expenditure. It has a bursary scheme for deserving young people from 10 to 23 years old to pursue sporting careers in a coaching or sporting capacity. ACTION: Councillors resolved to once again support this charity with the suggested donation amount of £10. This motion was proposed by Cllr Graham and seconded by Cllr Sands. This motion was carried unanimously and the Clerk will make the payment.</p>
4.	<p><u>HEALTH & SAFETY</u></p> <p>4:1 To consider any Health & Safety Issues arising since the last Meeting (11/03/2025)</p> <p>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) Report from Borough & County Councillors Cllr Witham circulated his monthly newsletter to members prior to the meeting.</p> <p>b) Community Sports Pavilion Final figures are still awaited and these will be presented at the next meeting</p> <p>c) Lord Pirbright's Hall Cllr Graham stated that the Pirbright Players have asked for more storage space. Cllr Graham has researched other village halls and stated that some charge a fee for allocating storage. Cllr Graham stated that this is a matter for the Trustees to discuss and that the LPH Secretary will respond to the Players to let them know that this item will be discussed and a decision will be given to them in due course.</p> <p>d) St Michael & All Angels Summer Fair 2025 (30/08/25) No report was given.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the PPC Receipts & Payments for March 2025</p> <p>A list of receipts and payments for the month of March 2025 were circulated prior to the meeting. These were discussed and approved by members.</p> <p>RESOLUTION: Cllr Graham moved to approve the March 2025 Receipts & Payments schedule. This motion was proposed by Cllr Sands and seconded by Cllr Watson. The motion was unanimously carried and the documents were duly signed by Cllr Graham.</p>

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	<p>6.2 Discuss & Approve the PPC End of Year Financial Summary (April 2024-March 2025) This summary was discussed by members and approved. ACTION: Cllr Graham moved to approve the end of year summary. This motion was proposed by Cllr Sands and seconded by Cllr Watson. The motion was unanimously carried and the summary will be filed and presented to the internal auditors on 16/04/25.</p> <p>6.3 To Adopt the new Model Financial Regulations NALC have issued revised Financial Regulations which were circulated to members prior to the meeting. ACTION: Cllr Graham moved to adopt the model Financial Regulations. This motion was proposed by Cllr Watson and seconded by Cllr Sands. The motion was unanimously carried by all councillors and the updated Financial Regulations will be entered into PPC's Governance.</p> <p>6.4 To Agree and Confirm the Clerk's updated Grade from 01/04/25 The Clerk is seeking to move from Grade 34 to Grade 35 from 01/04/2025 having attained the acquired CPD points throughout the year. ACTION: Cllr Graham moved to agree the salary point rise. This motion was proposed by Cllr Watson and seconded by Cllr Sands. The motion was unanimously carried by all councillors present.</p> <p>6.5 To Confirm the Groundsman's new hourly rate from 01/04/25 The national living wage will increase to £12.21 from 01/04/25. The Clerk would therefore like confirmation from Council to instruct payroll to increase the Groundsmans' salary to this hourly rate. ACTION: Cllr Graham moved to adopt the new hourly rate for the Groundsman. This motion was proposed by Cllr Sands and seconded by Cllr Watson. The motion was unanimously carried by all councillors present.</p> <p>6.6 To Discuss possible VE Day celebrations Cllr Graham circulated a document proposing a small contribution of £50 towards the VE Day celebrations on 8th May 2025 prior to the meeting. These celebrations were discussed and Councillors agreed it would be a fitting community event for the parish council to be involved with. ACTION: Cllr Sands proposed the contribution of £50 towards the VE Day celebrations. This motion was seconded by Cllr Watson. The motion was unanimously carried by all councillors present.</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/00213 Tangletrees, Church Lane, GU24 0JJ PPC Response: PPC raise no objection in principle.</p> <p>7.1.2. 25/P/00254 / 25/P/00255 Bakersgate, Ash Road, GU24 0NA PPC Response: PPC raise no objection in principle.</p> <p>7.1.3. 25/P/00357 London & Middlesex Rifle Assoc, Club Row, Bisley Camp, Brookwood PPC Response: PPC raise no objection in principle.</p> <p>7.1.4. 25/P/00377 Woodlands Chapel Lane, GU24 0LU PPC Response: PPC raise no objection in principle.</p> <p>7.1.5. 25/P/00256 The Birches, Stanford Common, GU24 0DG PPC Response: PPC raise no objection in principle.</p> <p>7.1.6. 25/P/00144 Rails Field, Mill Lane, GU24 0BW PPC Response: PPC raise objection to this application which it considers inappropriate within the Green Belt and rural nature of its location.</p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management Cllr Graham suggested a report be carried out on the tree whips which were planted in 2023. The Clerk will undertake a survey in the coming months.</p> <p>8.2 To Receive an Update on the Management of the Green and Local Environment Nigel Jeffries Ltd have begun works to cultivate the nutrient rich silt into the Green. The ground has been harrowed and levelled and has now been seeded. As no significant rain is forecast, it may need to be</p>

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	<p>reseeded which NJL have confirmed they will do if necessary. Verti-draining on the main green and sports field was also completed on 08/04/25.</p> <p>8.3 To Receive a Report on any Parking and Traffic Issues</p> <p>No issues were raised.</p>
	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the May 2025 Issue of the Pirbright Village Newsletter</p> <p>It was agreed that the May issue would include an article outlining the VE day event celebrations that the parish council will be involved in.</p>
10.	<p><u>CHAIR'S CONCLUSION</u></p> <p>To Receive Chair's Notices & Members' Questions</p> <p>Cllr Sands requested permission to take a look at the PPC/LPH website to add information that might be useful for the public. This request was granted.</p>

The meeting finished at 8.40pm

Signed.....

Date.....