

# PIRBRIGHT PARISH COUNCIL



## **Draft Minutes of the Annual Meeting of the Parish Council held in the Committee Room at Lord Pirbright's Hall on Tuesday 6<sup>th</sup> May 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 Graham

Cllr Sands

Cllr Small

Cllr Watson

### **Officers of the Council**

Mrs Helen Myers (Clerk/RFO)

### **Members of the Public**

No members of the public were present

## **1. FORMALITIES**

### **1.1 To Elect the Chair & Vice Chair for the forthcoming year 2025-26**

It was proposed by Cllr Watson and seconded by Cllr Small that Cllr David Woollett be appointed as Chair of the Parish Council. No other nominations being received, it was unanimously RESOLVED that Cllr D Woollett be duly elected as Chair of the Parish Council for the municipal year 2025/2026. It was further proposed by Cllr Woollett and seconded by Cllr Watson that Cllr Lindsay Graham be appointed as Vice Chair to Pirbright Parish Council. No other nominations being received, it was unanimously RESOLVED that Cllr L Graham be duly elected as Vice-Chair of the Parish Council for the municipal year 2025/2026.

### **1.2 To Appoint Committee Members for the forthcoming year 2025-26**

#### LPH Trustees

It was proposed by Cllr Woollett and seconded by Cllr Austin that Cllr L Graham, Cllr D Woollett, Cllr S Small and Cllr N Sands be appointed as LPH Trustees. No further nominations being received, it was unanimously RESOLVED that Cllrs Graham, Woollett, Small and Sands be duly elected as Trustees for the municipal year 2025/2026 with Cllr Graham elected Chair of the Trustees.

#### Finance & Governance Committee

It was proposed by Cllr Small and seconded by Cllr Sands that Cllr D Woollett, Cllr M Watson and Cllr L Graham be appointed as members on the Finance & Governance Committee. No further nominations being received, it was unanimously RESOLVED that Cllrs Woollett, Watson and Graham be duly elected to the Committee for the municipal year 2025/2026 with Cllr Woollett elected at Chair of the Committee.

#### Planning Committee

It was proposed by Cllr Woollett and seconded by Cllr Watson that Cllr S Small, Cllr N Sands and Cllr K Rowe be appointed as members on the Planning Committee. No further nominations being received, it was unanimously RESOLVED that Cllrs Small, Graham and Rowe be duly elected to the Committee for the municipal year 2025/2026 with Cllr Small elected as Chair of the Committee.

#### Highways & Environment Committee

It was proposed by Cllr Woollett 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 2025/2026 with Cllr Sands elected as Chair of the Committee.

### **1.3 To Appoint Members to Represent the Council on Outside Bodies (2025-26)**

#### Lampriere Trust

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	<p>It was proposed by Cllr Watson and seconded by Cllr Small that Cllr D Woollett represent the Parish Council on the Lampriere Trust. No further nominations being received, it was unanimously <b>RESOLVED</b> that Cllr Woollett be duly elected to the Lampriere Trust for the municipal year 2025/2026.</p> <p><b><u>Pirbright In Need Trust</u></b> It was proposed by Cllr Woollett 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 <b>RESOLVED</b> that Dr Henderson be duly elected to the Pirbright In Need Trust for the municipal year 2025/2026.</p> <p><b>1.4 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 from Cllr Rowe who was travelling. These apologies were accepted and granted unanimously by those members present.</p> <p><b>1.5 To Receive Declarations of Acceptance of Office for Chair and Vice Chair and Register of Interests</b> Cllr Woollett signed his Declaration of Acceptance of Office form as witnessed by the Clerk. All Councillors were issued with Register of Interest Forms. These will be returned to the Clerk and uploaded to PPC website and forwarded to the GBC Monitoring Officer.</p> <p><b>1.6 To Receive Members' Declarations of Interest on any Agenda Item below</b> No declarations were made.</p>
2.	<p><b><u>MINUTES</u></b></p> <p><b>2.1 To Approve the Minutes of the previous Meeting (08/04/2025)</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 Graham declared that the Minutes were an accurate reflection of the previous meeting and motioned to sign the Minutes dated 08/04/2025. <b><i>RESOLUTION:</i></b> <i>A motion to approve and sign the Minutes of the previous meeting (08/04/2025) was proposed by Cllr Graham and seconded by Cllr Sands. The Minutes were unanimously approved and signed by Cllr Woollett.</i></p> <p><b>2.2 To Receive the Clerk's Report on Matters Arising</b> <b><u>Model Standing Orders</u></b> These were updated by NALC to reflect the updated procurement legislation in the Financial Regulations. These changes appear in 18.a.v, 18.c, 18.d, and 18.e. This new version also reflect the Code of Conduct requirements and 14.a, 14.b and 14.c have been removed. The language has been changed to reflect gender-neutral terms to align with NALC's policy and the Civility and Respect Project.</p> <p><b><u>VAT Reclaim</u></b> The Clerk submitted PPC's VAT reclaim via the Government's Form 124 for the period of 3 months to March 2025. As all planned projects had been completed by the end of December 2024, this was a relatively small reclaim amount of £173.64 for PPC's non-business activities.</p> <p><b><u>Summer Fair – 30/08/25</u></b> The Clerk has received a signed agreement from the Church taking responsibility for the risks associated with the Fair. The village green Hire Agreement has been signed by the Church and the fee of £150 has been received. LPH have also received a hire fee of £150 plus a refundable deposit of £200 (primarily to cover drains). With all documentation having been received, the Clerk has issued a letter of permission as landowner for the Church to apply for a trading license and an events license to hold the fair on the village green on 30/08/25.</p> <p><b><u>Government Publishes Response to Local Audit Overhaul Consultation in England</u></b> The government has published its response to the consultation to overhaul local audit in England. There is a broad commitment to establish a new, independent Local Audit Office (LAO). The LAO will take on key responsibilities such as appointing and contracting auditors for principal local authorities, adopting ownership of the Code of Audit Practice from the National Audit Office (NAO) and delivering relevant training, overseeing audit quality, and producing national insight reports on local audit health. While its</p>

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	<p>initial focus will be on principal councils, the LAO is expected to take on responsibilities for smaller authorities, including town and parish councils, in the longer term.</p> <p>Planned changes for smaller authorities include:</p> <ul style="list-style-type: none"> <li>• Expanding LAO's appointment and contract management function in the long term to include smaller authorities' appointment and assurance framework</li> <li>• LAO conducting a review of SAAA and the operation of the Smaller Authorities' Proper Practices Panel (SAPPP), and their wider role in the smaller authorities' regime</li> <li>• Introduction of risk-based audit regimes, moving away from rigid thresholds</li> <li>• Raising the upper audit threshold to reduce administrative burden</li> <li>• Strengthening internal audit capacity and reviewing the Annual Governance and Accountability Return (AGAR) processes</li> <li>• Addressing the cost and impact of vexatious complaints</li> </ul> <p><b><u>Bank Interest on Parish Funds</u></b></p> <p>The Clerk received the first of the 2 Precept payments of £43,910.00 on 10/04/25. The majority of parish funds were being held in an instant access savings account receiving 0.8% interest on the first £20,000. The Clerk was able to open a 32 day notice account which will accrue 2.1% interest on the entire amount.</p> <p><b><u>AGAR 2024-25</u></b></p> <p>The Internal Auditor attended the Parish offices on 16/04/25 and confirmed that the accounting procedures adopted by PPC are well structured and that PPC is well covered. The Internal Auditor has returned his Auditor's Checklist and has submitted his Annual Internal Audit Report 2024/25 which forms part of the AGAR. The Notice of Public Rights Form will be published and will run from 03/06/25 to 14/07/25.</p>
3.	<p><b><u>PUBLIC FORUM &amp; COMMUNICATIONS</u></b></p> <p><b>3.1 To Receive any Representation from Members of the Public</b></p> <p>Cllr Woollett stated at this time that he was disappointed with the number of residents who attended the Parish Assembly (30/04/25) and has suggested including an article into the Parish Newsletter to request feedback from parishioners as to what format PPC could organise to encourage greater engagement. Cllr Woollett also suggested supplying links to both the Chair's report for PPC and LPH.</p> <p><b>3.2 To Consider Recent Communications Sent &amp; Received</b></p> <p>3.2.1 The Chair of the Horticultural Society has approached the council with a request for a grant of £250 towards the cost of hiring LPH for the annual show in July and for the provision of judges for the event. This will come from the 2025-2026 budget for local grants.  <b>ACTION:</b> <i>Councillors unanimously agreed to award a £250 grant to the Pirbright Horticultural Society to aid with their annual show in July. Councillors requested that the Society acknowledge PPC's contribution in some way.</i></p> <p>3.2.2 The Clerk was informed that there is some signage suggestion that Dawney Hill will be closed for several weeks in the near future. These works form part of a s278 project where some of the works have been completed. Further works include road widening, surfacing, and road marking remain in the planning stages and the signage has been removed for the time being.</p> <p>3.2.3 A meeting has been arranged between the Clerks and Chairs of PPC, Worplesdon and Normandy for 7pm on 27/05/25 in the Committee Room. This will be a catch-up session with no Agenda however the upcoming devolution process will be discussed along with the sharing of information on what the three PCs should be proactively doing as we approach devolution.</p> <p>3.2.4 <u>Rapley's Field Redevelopment of the Airy Houses (House numbers 5, 6, 17, 18)</u>  <b>PLANNING REF: 21/P/01649</b> <i>Proposed demolition of 4no. existing Airey post war prefabricated homes and the erection of 6 new dwellings, associated combined parking area and new shared access drives over existing verge.</i>  The Clerk has been communicating with the Housing Officer in charge of this development since January 2025 and due to the lack of progress contacted Cllr Witham to ask him to escalate the matter. Cllr Witham</p>

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emailed the Assistant Director of Regeneration and Economic Development at GBC but again, the Clerk heard nothing and so has escalated further to the Joint Chief Executive to Waverley & Guildford. The Clerk was informed by the Housing Officer that this redevelopment is not planned to take place until 2027. The Assistant Director of Regeneration at GBC assured the Clerk she will look into the matter. The Clerk has offered to arrange for the works to be done so long as GBC are willing to reimburse the parish council.

## 3.2.5 St Michael's & All Angels' wedding on 21/06/25

The Church is performing a wedding ceremony on this day and has requested permission to park additional cars on the little Green. Permission has been granted by way of the PPC Application Form with all details given and responsibilities accepted by the Church as per the agreement.

## 3.2.6 Vapery Lane Flooding

SCC Highways jetted the pipes along Vapery Lane and couldn't find any blockages. They stated that the main issue are the ditches which they highlighted in red below. These ditch areas need digging out regularly and SCC suggested that residents in this immediate location could organise a community team to dig out the ditches to reduce the amount of water already in the system so that during rainfall events the pipework can cope.



## 3.2.7 Security Bollards on the main Green

One of the 2 security padlocks on the security bollards has failed and will need to be cut off. Both security bollards failed some years ago and have been resting on the padlocks for years. The Clerk has replaced the padlocks each year to prevent them seizing but one has still failed.

Options are

i) to replace the existing drop bollards with telescopic drop security bollards for £830 plus VAT. These bollards are temperamental and the Clerk would not recommend this option.

ii) replace the space with a 4.5m metal swing boom style gate in metal for circa £1,070 plus VAT. A metal gate will last longer, need minimal maintenance and is difficult to damage.

iii) replace with a wooden swing boom gate for circa £1,000 plus VAT made from treated softwood with a lifespan of around 10 -15 years with regular maintenance and treatment.

**ACTION:** All options were discussed and Councillors voted for a metal gate. Cllr Woollett proposed to replace the bollards with a metal gate, this was seconded by Cllr Watson and the motion was carried. The Clerk will raise a purchase order for the gate.

## 3.2.8 Van Parked Overnight in the LPH Car Park

A van and occupant was reported to the police acting suspiciously on 28/04/25. The police attended but no action was taken. The van was then discovered in the LPH car park the following. Again, the police were called and the occupant was breathalysed. The police were happy that the van was taxed, MoT'd and that occupant passed the breathalyser. The van and occupant remained in the car park all day and moved to overlook the rec when children began to gather. The Clerk again called the Police and warned the parents present. The Clerk informed the police that this was now a safeguarding issue. The van and occupant returned to the Avenue D'Cagny car park the following day. The Clerk spoke to the occupant after he had stayed longer than 4 hours and the gentleman moved out of the village.

## **4. HEALTH & SAFETY**

### **4:1 To consider any Health & Safety Issues arising since the last Meeting (08/04/2025)**

No issues were reported.

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5.	<p><b><u>REPORTS (for information, unless urgent action is required)</u></b></p> <p><b>To Receive Updates on:</b></p> <p>a) <b>Report from Borough &amp; County Councillors</b> Cllr Witham circulated his monthly newsletter to members prior to the meeting.</p> <p>b) <b>Community Sports Pavilion</b> Cllr Woollett stated that the agreement is still outstanding and will be discussed further under 8.2.1.</p> <p>c) <b>Lord Pirbright's Hall</b> Cllr Graham stated that LPH is acting as host for the 2025 VE day celebrations on 8/5/25 with decorations in place and the flag being flown at 9am. The coffee morning will celebrate the occasion with a 2 minutes silence being observed at midday. Cakes will sold and some donated to the Rawlins Club members. Cllr Graham requested permission to fly the flag on VJ day (15/08/25). This permission was given unanimously by all those present. Cllr Graham also stated that she will approach a local surveyor to give informal advice and guidance on the structural condition of the hall and report back at the next meeting.</p> <p>d) <b>St Michael &amp; All Angels Summer Fair 2025 (30/08/25)</b> Cllr Small wished to confirm that permission had been given by PPC for a van to enter the Green in connection with the motorbike display. The Clerk confirmed that permission had already been given.</p>
	<p><b><u>FINANCE &amp; GOVERNANCE</u></b></p> <p><b>6.1 To Declare PPC's General Power of Competence for the forthcoming year 2025-26</b> 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 D Woollett and seconded by Cllr Sands and unanimously <b>RESOLVED</b> that the Parish Council is eligible to use the Power of Competence as it continues to meet the prescribed conditions which are: 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> <p><b>6.2 To Discuss &amp; Approve the PPC Receipts &amp; Payments for April 2025</b> A list of receipts and payments for the month of April 2025 were circulated prior to the meeting. These were discussed and approved by members. <b>RESOLUTION:</b> Cllr Woollett moved to approve the April 2025 Receipts &amp; Payments schedule. This motion was proposed by Cllr Small and seconded by Cllr Watson. The motion was unanimously carried and the documents were duly signed by Cllr Woollett.</p> <p><b>6.3 To Receive the Internal Auditors Report</b> Following the internal audit on 16/04/25 the Auditor's Report was received by the Clerk. The Auditors were happy with the Council's financial processes and the Report gave no further suggestions to be adopted. <b>ACTION:</b> Cllr Woollett moved to receive the Auditor's report. This motion was proposed by Cllr Small and seconded by Cllr Woollett. The motion was unanimously carried.</p> <p><b>6.4 To Discuss &amp; Approve the Annual Governance Statement (Section 1)</b> The Annual Governance Statement was circulated to members prior to the meeting and following the Auditors Report. <b>RESOLUTION:</b> Cllr Woollett 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 Woollett (Chair).</p> <p><b>6.5 To Discuss &amp; Approve the Accounting Statement (Section 2)</b> The Accounting Statement was circulated to members prior to the meeting and following the Auditors Report. <b>RESOLUTION:</b> Cllr Woollett 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 Woollett (Chair).</p> <p><b>6.6 To Approve the Notice of Public Rights &amp; Publication of AGAR Form 3</b> The form illustrating the commencement dates for the Exercise of Public Rights was circulated to members prior to the meeting.</p>



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	<p><b>RESOLUTION:</b> Cllr Woollett moved to approve the proposed dates for the Exercise of Public Rights. This motion was proposed by Cllr Watson and seconded by Cllr Small. The motion was unanimously carried and the dates agreed.</p> <p><b>6.7 To Adopt the new Model Standing Orders</b> NALC have issued an amended version of the Standing Orders. These were circulated to all members prior to the meeting. <b>RESOLUTION:</b> Cllr Woollett moved to adopt the new Standing Orders into Governance. This motion was proposed by Cllr Watson and seconded by Cllr Small. The motion was unanimously carried and the Standing Orders were adopted into Governance and uploaded onto the PPC website.</p> <p><b>6.8 To Discuss &amp; Approve the PPC Risk Schedule for the forthcoming year 2025-26</b> A copy of the PPC Risk Schedule was circulated to members prior to the meeting. This was discussed at length and several additions were made in regards to incursions, catering and the community pavilion. It was then felt, subsequent to these changes that the Schedule was an accurate reflection of the risks of the council and members were happy with this level of exposure. <b>RESOLUTION:</b> Cllr Woollett moved to approve the PPC Risk Schedule 2025-26 subsequent to the above changes being made. This motion was proposed by Cllr Graham and seconded by Cllr Small. The motion was unanimously carried and the PPC Risk Schedule will be adopted into governance.</p>
7.	<p><b>PLANNING</b></p> <p><b>7.1 To Review applications received and other Planning related issues</b></p> <p><b>7.1.1. 25/P/00485 Dorset Magna, Rowe Lane, GU</b> <b>PPC Response:</b> PPC raise no objection in principle.</p> <p><b>7.1.2. 25/P/00483 Green Gates, The Green, Pirbright, GU24</b> <b>PPC Response:</b> PPC raise no objection in principle, subject to the privacy of the neighbours being respected with this rear extension. The materials should reflect the pallet of the existing as this is a significant property within the very centre of the village, overlooking the village Green so the materials used should be in keeping so as to contribute positively to the character of the village. No working on Sundays and bank holidays to protect the amenity of neighbours.</p> <p><b>7.1.3. 25/P/00524 Dawneys Corner, Dawney Hill, Pirbright, GU24</b> <b>PPC Response:</b> PPC raise no objection in principle, subject to the privacy of the neighbours being respected with this rear extension. The materials should reflect the pallet of the existing as this is a significant property within the centre of the village, so the materials used should be in keeping so as to contribute positively to the character of the village. No working on Sundays and bank holidays to protect the amenity of neighbours.</p> <p>Cllr Woollett suggested that due to the continued inaction on enforcement within the Parish, that PPC should write to Cllr Bilbe to ask if he would suggest that as part of the unification process, that sufficient funds should be allocated to enforcement which is the deterrent that is required in the planning process. <b>ACTION:</b> The Clerk will contact Cllr Bilbe to relay this message via email.</p>
8.	<p><b>HIGHWAYS &amp; ENVIRONMENT</b></p> <p><b>8.1 To Receive and Update on Tree Management</b> No report was given.</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. To Discuss the Sports' Clubs Proposed Agreements</b> The proposed Agreements were circulated to all members prior to the meeting for comment. Cllr Woollett stated that any further comments should be sent to the Clerk with a view to tying up loose ends and ratifying all Agreements at the June meeting. This is to ensure PPC captures the recycling and bin collections and to capture in the Maintenance Agreement that the football clubs do not need the extra grass cuts but will commit to verti-draining and weed and feed.</p> <p><b>8.3 To Receive a Report on any Parking and Traffic Issues</b> It was raised that the disabled parking signage in the Avenue D'Cagny car park was wearing off. As this will incur significant costs to reline, the council will keep a watching brief on this.</p>

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	<b><u>NEWSLETTER</u></b> <b>To Confirm Items for the June 2025 Issue of the Pirbright Village Newsletter</b> It was agreed that the June issue would include an article regarding the Annual Assembly seeking feedback from members of the public on how PPC can engage with them more fully. A link to the Chair's Report should be given for both PPC and LPH and notification of positions adopted by the council.
10.	<b><u>CHAIR'S CONCLUSION</u></b> <b>To Receive Chair's Notices &amp; Members' Questions</b> No questions were received.

The meeting finished at 9.05pm

Signed.....

Date.....