

PIRBRIGHT PARISH COUNCIL



Draft Minutes of the Parish Council Meeting held in the Committee Room at Lord Pirbright's Hall on Tuesday 7th October 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 D Woollett (Chair)

Cllr P Austin

Cllr L Graham

Cllr M Watson

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Cllr Keith Witham

Cllr David Bilbe

Members of the Public

No members of the public present

1.	<u>FORMALITIES</u> 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 Rowe, Cllr Sands and Cllr Small who were all travelling or unwell. These apologies were accepted and granted unanimously by those members present. 1.2 To Accept and Receive Members' Declarations of Interest on any Agenda Item below None were declared.
2.	<u>MINUTES</u> 2.1 To Approve the Minutes of the previous Meeting (09/09/2025) 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 09/09/2025. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (09/09/2025) was proposed by Cllr Austin and seconded by Cllr Watson. The Minutes were unanimously approved and signed by Cllr Woollett. 2.2 To Receive the Clerk's Report on Matters Arising <u>AGAR 2025/2025 Notice of Conclusion of Audit</u> The External Auditor's Report and Form 3 were received and published on 25/09/25 along with the Notice of Conclusion of Audit announcing the completion of the 2024-2025 AGAR. This will be discussed under Item 6.3. <u>PPC I.T. Policy</u> The 2025 Practitioners' Guide has now been published by the Smaller Authorities' Proper Practices Panel (SAPPP) and brought with it new digital responsibilities that councils must adhere to. One of these is a written IT Policy. From April 2025, every smaller authority must have an IT policy in place to comply with the new Assertion 10: Digital and Data Compliance in the Annual Governance Statement. This Policy will be discussed under Item 6.6. <u>Devolution & Asset Transfer</u> The Clerk spoke to the Asset & Property Manager at GBC and he has agreed to propose adding the FCCWA to the GBC "Assets of Community Value" register. The Officer confirmed that he is aware that the site is listed as a QEII Challenge Site and Leased to the FCCWA Association (a charity) and managed for the purpose of a protected wildlife area (UPRN Ref: 10007102032).

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Cllr Woollett and the Clerk were invited to attend the FCCWA Committee Meeting on 30/09/25 and were able to give the above info to the FCCWA Committee. The FCCWA has 24 years remaining on its lease to GBC, who are the freehold owner and are keen to be kept updated by PPC on any further information to come out in regards to other successful Asset Transfers occurring in the borough. They also wished to highlight that since becoming a charity, many of their members, local residents and local organisations have given financial donations over many years towards the ongoing maintenance costs of the site. The area is managed and run solely by volunteers and the association feels that those members have contributed greatly to the success of the nature reserve and that with this huge support the association has looked for little to no funding from GBC as a landlord. Cllr Woollett stated that PPC were happy to work in partnership with the FCCWA to achieve the best outcome for the future of the nature reserve whether this is via an Asset Transfer to the Association itself, the Parish Council or the new Unitary Authority. A further suggestion from members of the FCCWA Committee was to look at the possibility of extending the lease now rather than waiting for it to run down. The Committee will also review the Lease terms and conditions and look carefully at any possible break clauses that either the borough or new Unitary might look to enact.

SALC Clerk's Liaison Meeting – 30/09/25

Chair of SALC, Sally Harman, stated that the decision whether to go with 2 or 3 unitary authorities for Surrey would be announced on 15th October 2025. The process will then begin with electing shadow Councillors to work along side existing County Councillors. These shadow Councillors will remain working in tandem until elections for just the unitary Councillors take place in spring 2031.

2026 – 2027 Precept Setting

The Clerk would suggest the commencement of budget setting for 2026-2027 and would like to suggest a Finance & General Purposes Committee Meeting be called over the coming weeks. The Clerk would then propose bringing a draft 2026-2027 PPC Budget to the full Parish Council meeting on 11/11/25 to be discussed and approved. Ultimately the Precept request will be required in early January, most likely prior to the PPC meeting scheduled for 13/01/2026.

Additional financial provision will need to be made for the LGR and the potential impact on the Parish Council. Considerations should be made for increased staff hours, training, increased subscription costs, one off costs involved with any asset transfers (including public consultation costs, legal fees etc) with a view to financing the costs of running any potential asset (tree surveys, PLI etc).

ACTION: Cllr Woollett confirmed that a meeting of the Finance & General Purposes Committee should be called and the Clerk will make arrangements.

Worknest Webinar

The Clerk attended this Webinar, authored by Worknest and run by SALC. The training outlined some of the changes that are being consulted on in 2025. These include stronger trade union measures, an end to fire and rehire, changes to bereavement leave and rights for pregnant workers. The consultations hopes to spell the end of exploitative zero hours contracts.

3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

No members of the public were present.

3.2 To Consider Recent Communications Sent & Received

3.2.1 The date set for 2026 Armed Forces Day is Saturday 27th June 2026. The Clerk has provisionally booked some of the rooms at LPH as the MoD have requested to hold this on Purbright Green. Talks will begin in November between the Clerk and the MoD. However, the event will depend on funding being acquired by the MoD. Cllr Witham has kindly offered his continued support of this event, should it go ahead.

3.2.2 St Michael & All Angels Church have let the Clerk know of their provisional date for the 2026 Church Summer Fair – Saturday 6th June 2026. Although the Twinning have one of their main events from 5pm that same day. The Hall Manager has made both organisations aware and both parties are happy to go ahead.

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3.2.3 Farnborough Noise Group have informed PPC of a consultation taking place. The airport has submitted a request to Rushmoor Borough Council for advice on an Environmental Impact Assessment (EIA) before submitting a formal planning application to double flights at the weekends and operate larger aircraft. Farnborough Noise believe this was their original intention in the previous application and the proposed increase to 70,000 flight was a smokescreen to detract from operating more leisure flights at weekends. If accepted without challenge, it gives the airport a free pass through the next stage which would be a formal planning application in the Autumn. If residents raise concerns, it should be suggested they respond to the consultation which is here:

<https://publicaccess.rushmoor.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=T2D594NM0HX00>

3.2.4 A member of the Pirbright W.I. wrote to the Clerk looking for support as their visitor numbers have fallen. The W.I. are looking to PPC or LPH for funding. Members discussed this request, recognising the value of the Thursday morning sessions to stand as a Warm Hub in the community. The Trustees agreed to waive the heating charge for these sessions.

ACTION: *LPH Trustees agreed to waive the heating charge at the weekly Thursday sessions as these act as a community warm hub. This motion was proposed by Cllr Woollett and seconded by Cllr Graham. The motion was unanimously carried by all members present.*

3.2.5 Remembrance Sunday Services (Item 6.7 on the Agenda)

The Chair was invited to attend the Brookwood American Cemetery Service on 09/11/25 from 2pm. The Chair has accepted this invitation. Other services:

1. St Michael & All Angels service from 10am - Cllr Graham to attend.
2. Brookwood Remembrance Service from 10am – Cllr Watson to attend.

3.2.6 The Clerk was contacted by residents to say that a mobile Coffee offering had set up on 25/09/25 at the end of School Lane and was causing congestion and a distraction to motorists that could be dangerous to pedestrians. Members suggested that the operators should be mindful not to cause congestion.

3.2.7 The Clerk was contacted by Bisley Parish Council who have been approached by Pirbright Cricket Club who have voiced a desire to look at the long term hire of their Pavilion. The Clerk said that the partnership was working well and that she was welcome to come back with specific questions.

3.2.8 The Clerk was contacted by Cleves School in Weybridge who were looking to hire the football pitch for their U11 teams. Unfortunately, the Clerk was unable to assist them as Pirbright's own teams are using the pitches.

3.2.9 The Cricket season has now come to an end. The Club have let the Clerk know that they have completed some of the over-seeding, have scarified the pavilion side of the square and have spread all the wood chippings. They are now, jointly with the football club, organising for the whole field to be vertidraind, as per the work schedule.

3.2.10 The Community Engagement Advisor at GBC once again forwarded details of the Gaskins free Christmas lunches. The Clerk has publicised the event on the PPC Facebook page.

3.2.11 The Clerk was contacted by the Community Safety & Policy Officer at GBC to let her know that the Surrey Police Cadet Unit are looking for a site where they can volunteer their services to improve. The Clerk advised members and it was suggested that the offer of help could be forwarded to the Fox Corner Community Wildlife Area which is run solely by volunteers. The Clerk has forwarded the email.

3.2.12 A Freedom of Information request has been received from a resident of the parish regarding the 2025 Church Village Fair.

3.2.13 Residents of Bexon have requested permission to site a house sign at the entrance to the Sandpits car park (owned by PPC). A sketch of what they would propose will be circulated. Members agreed to delegate authority to the Clerk to follow up on this request and provided the signage is suitable to agree the signage.

RESOLUTION: *The motion to delegate authority to the Clerk to approve the signage was proposed by Cllr Woollett and seconded by Cllr Watson. The motion was carried unanimously.*

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	3.2.14 A letter of thanks was received from the Kent Surrey Sussex Air Ambulance Charity. This letter was circulated to members prior to the meeting.
4.	<u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (09/09/2025) No issues were raised.
5.	<u>REPORTS (for information, unless urgent action is required)</u> To Receive Updates on: a) Report from Borough & County Councillors Cllr Witham circulated his monthly newsletter to members prior to the meeting. Cllr Witham stated that any transfer of assets should become clearer once unitary authorities are set up. Cllr Witham also noted that a revision to the GBC Local Plan had been delayed and was now expected in 2029 but that GBC will no longer exist at this time. Cllr Witham further stated that the consultation on the speed reduction for Cemetery Pales was now open. This consultation has been circulated on the PPC Facebook page. Cllr Bilbe raised concerns on the two sites in Normandy which are currently the subject of major planning developments. Cllr Bilbe is worried about the direction of travel in regards to planning and worried about losing areas in the greenbelt to developers. b) Community Sports Pavilion Cllr Graham stated that an end of year and end of tenancy inspection had been carried out and that the cricket club had made a good job of returning the pavilion. Issues with the pavilion clock are ongoing as the clock itself cannot be accessed from inside the Pavilion but the Hall Manager is continuing to pursue repair quotes in order to get the clock working properly again. c) Lord Pirbright's Hall Cllr Graham stated that the Hall and Pavilion's insurance premium was now due for renewal but that quotes received had increased considerably since the previous year. Trustees will now look at a three year renewal in an attempt to reduce costs. A new contractor was being asked to quote for the new under-stage doors and this quote should be received soon.
	<u>FINANCE & GOVERNANCE</u> 6.1 To Discuss & Approve the PPC Receipts & Payments for September 2025 A list of receipts and payments for the month of September 2025 were circulated prior to the meeting. These were discussed and approved by all members. <i>RESOLUTION: Cllr Woollett moved to approve the September 2025 Receipts & Payments schedule. This motion was proposed by Cllr Watson and seconded by Cllr Graham. The motion was unanimously carried and the list of Receipts & Payments for September 2025 were duly signed and dated by Cllr Woollett.</i> 6.2 To Discuss & Approve the 2nd Quarter Statement The 2nd Quarter Statement was circulated to members prior to the meeting. This was discussed and approved by all members. <i>ACTION: Cllr Woollett motioned to sign and approve the 2nd Quarter Statement. This motion was proposed by Cllr Austin and seconded by Cllr Watson. This motion was unanimously carried and Cllr Woollett signed the 2nd Quarter Statement.</i> 6.3 To Receive the External Auditors Report & Form 3 The external auditors report, invoice and Form 3 were circulated to members prior to the meeting. These were discussed and the comments regarding the Asset Register accepted. 6.4 To Approve the Updated Asset Register 2024/25 The updated Asset Register, which now excludes the moveable assets belonging to LPH was circulated to members prior to the meeting. This was discussed and approved by all members present. <i>ACTION: Cllr Woollett moved to approve the update Asset Register. This motion was proposed by Cllr Graham and seconded by Cllr Watson. The motion was unanimously carried and the amended Asset Register was accepted into Governance.</i>

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	6.5 To Confirm dates for the 2026 monthly parish meetings and Annual Parish Assembly A list of dates was circulated to members prior to the meeting. This list was approved and added to the PPC website. With Annual Parish Assembly now set for 20/03/26, Cllr Woollett requested that this be raised at the next meeting and ideas on how to increase attendance put forward. ACTION: Cllr Woollett moved accept the list of future dates for full council meetings. This motion was proposed by Cllr Watson and seconded by Cllr Austin. The motion was unanimously carried. 6.6 To Adopt an I.T. Policy for digital and data compliance The SALC model I.T. Policy was circulated to members prior to the meeting. This Policy was discussed and approved into Governance. ACTION: Cllr Woollett moved to accept this Policy into Governance. This motion was proposed by Cllr Watson and seconded by Cllr Austin. The motion was unanimously carried and the policy was signed by Cllr Woollett. 6.7 To seek Councillors attendance for various Remembrance services in November The Clerk circulated a list of dates for services over the Remembrance Sunday. Cllr Woollett will attend the Brookwood American Cemetery Service on 09/11/25 from 2pm. 1. St Michael & All Angels service from 10am – Cllr Graham will attend on behalf of PPC. 2. Brookwood Remembrance Service from 10am – Cllr Watson will attend on behalf of PPC.
7.	PLANNING 7.1 To Review applications received 25/P/00701 The Duchies Cottage, Mill Lane, GU24 0BT Part retrospective demolition works and erection of retaining wall, outdoor kitchen and garage building. Proposed reconstruction and extension of existing dwelling with demolition of outbuildings (description changed and amended plans received 08/07/25). PPC Response: PPC raises an objection to this application and notes that this is a retrospective application and that a planning enforcement notice was recently being investigated. PPC would question any percentage uplift of the works and raises concern that this is damaging to the Green Belt with no special circumstances. 25/P/00256 The Birches, Stanford Common, Pirbright, GU24 0DG Single storey side extension to provide garage and roof to be brought forward with addition of glazed middle section with two front dormer windows and one rear dormer window. PPC Response: PPC raise no objection subject to the application being in line with permitted development and permitted uplift and other rules and regulations in relation to materials used, and hours of work. 25/P/01266 National Rifle Association Bisley Camp, Queens Road, GU24 0PB Listed Building Consent for renovation works to the exterior veranda (4no replacement steps, post end replacements, new and relocated decking and repair to SE corner brick pillar). Retrospective application. PPC Response: PPC raise no objection. 25/P/01188 Heath Oaks, Guildford Road, GU24 0BZ Partial conversion of outbuilding from storage to ancillary residential accommodation. PPC Response: PPC raise no objection subject to the application being in line with permitted development and other rules and regulations in relation to materials used, and hours of work. 25/P/01270 Avila Cottage, Malthouse Lane, Fox Corner, GU3 3PS Certificate of Lawfulness for proposed development to establish whether a single storey rear extension following the demolition of existing conservatory is lawful. PPC Response: PPC raise no objection subject to the application being in line with permitted development and permitted uplift and other rules and regulations in relation to materials used, and hours of work.
8.	HIGHWAYS & ENVIRONMENT 8.1 To Receive any Updates on Tree Management No update were received.

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	8.2 To Receive any Updates on the Management of the Green and Local Environment No updates were received. 8.3 To Receive any reports of Parking and/or Traffic Issues Cllr Graham raised the issue of parking in School Lane with Cllr Witham. Cllr Graham raised the possibility of double yellow lines on the entirety of one side of the road to prevent parking on both sides of the road. Cllr Witham suggested that further restrictions can amplify the problem but was willing to receive a proposal from Cllr Graham on behalf of PPC. <i>ACTION: Cllr Graham will put a plan together and submit this to Cllr Witham with a proposal to install yellow lines along the entirety of one side of School Lane to prevent parking on both side of the road which is currently causing the road to become gridlocked.</i>
	<u>NEWSLETTER</u> To Confirm Items for the November 2025 Issue of the Pirbright Village Newsletter It was agreed that the November issue would include an article about the Farnborough Airport expansion along with notification of the Remembrance Services to be attended by Councillors. A further article would alert residents to imminent Dawney Hill road closure.
10.	<u>CHAIR'S CONCLUSION</u> To Receive Chair's Notices & Members' Questions No questions were received.

The next parish meeting is due to take place on 11th November 2025 at 19.30hrs in the Committee Room of LPH.

The meeting closed at 21.00hrs.

Signed.....

Date.....