

# PIRBRIGHT PARISH COUNCIL



## Minutes of the Annual Meeting of the Parish Council held in the Committee Room at Lord Pirbright's Hall on Tuesday 12<sup>th</sup> May 2026 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 Rowe

Cllr Sands

Cllr Watson

### **Officers of the Council**

Mrs Helen Myers (Clerk/RFO)

### **Members of the Public**

Jonathan Lord – West Surrey Shadow Councillor

One resident of the Parish

## 1. FORMALITIES

### 1.1 To Elect the Chair & Vice Chair for the forthcoming year 2026-27

It was proposed by Cllr Austin and seconded by Cllr Sands that Cllr David Woollett be appointed as Chair of the Parish Council. No other nominations being received, it was unanimously RESOLVED that Cllr David Woollett be duly elected as Chair of the Parish Council for the municipal year 2026/2027. It was further proposed by Cllr Sands and seconded by Cllr Rowe that Cllr Lindsay Graham be appointed as Vice Chair to Pirbright Parish Council. No other nominations being received, it was unanimously RESOLVED that Cllr Lindsay Graham be duly elected as Vice-Chair of the Parish Council for the municipal year 2026/2027.

### 1.2 To Appoint LPH Trustees for the forthcoming year 2026-27

#### LPH Trustees

It was proposed by Cllr Woollett and seconded by Cllr Austin that Cllr L Graham, Cllr D Woollett, Cllr K Rowe and Cllr N Sands be appointed as LPH Trustees. No further nominations being received, it was unanimously RESOLVED that Cllrs Graham, Woollett, Rowe and Sands be duly elected as Trustees for the municipal year 2026/2027.

### 1.3 To Appoint Committee members for the forthcoming year 2026-27

#### Finance & Governance Committee

It was proposed by Cllr Rowe 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 2026/2027 with Cllr Woollett elected at Chair of the Committee.

#### Planning Committee

It was proposed by Cllr Austin and seconded by Cllr Watson that Cllr D Woollett, 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 Woollett, Sands and Rowe be duly elected to the Committee for the municipal year 2026/2027 with Cllr Woollett elected as Chair of the Committee.

#### Highways & Environment Committee

It was proposed by Cllr Woollett and seconded by Cllr Graham 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 2026/2027 with Cllr Sands elected as Chair of the Committee.

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## **1.4 To Appoint Members to Represent the Council on Outside Bodies (2026-27)**

### Lampriere Trust

It was proposed by Cllr Graham and seconded by Cllr Sands that Cllr D Woollett represent the Parish Council on the Lampriere Trust. No further nominations being received, it was unanimously RESOLVED that Cllr Woollett be duly elected to the Lampriere Trust for the municipal year 2026/2027.

### Pirbright In Need Trust

It was proposed by Cllr Woollett and seconded by Cllr Watson that Dr Henderson represent the Parish Council on the Pirbright In Need Trust. No further nominations being received, it was unanimously RESOLVED that Dr Henderson be duly elected to the Pirbright In Need Trust for the municipal year 2026/2027.

## **1.5 To Receive Members' Apologies for Absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)**

No apologies of absence were received.

## **1.6 To Receive Declarations of Acceptance of Office for Chair and Register of Interests**

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.

## **1.7 To Receive Members' Declarations of Interest on any Agenda Item below**

No declarations were made.

## **2. MINUTES**

### **2.1 To Approve the Minutes of the previous Meeting (14/04/2026)**

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 14/04/2026.

**RESOLUTION:** *A motion to approve and sign the Minutes of the previous meeting (14/04/2026) was proposed by Cllr Graham 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 VAT Reclaim Q4 2025/26 Financial Year**

A claim for £569.73 was applied for on 21/04/26. This amount was received on 24/04/26.

### **Tree Survey 2026**

Saplings Arboriculture carried out the 2026 Tree Survey during April. Their report has been circulated to members ahead of the meeting. The Survey provides a guide to which trees (covered by PPC) require work over the next 3 years. The trees are rated from "No Action", to "Medium". No trees have been designated as "High" risk.

### **Independent Internal Audit**

The Internal Audit was carried out by Mulberry & Co on 16/04/26 who are sector specific auditors with extensive knowledge of how parish councils should operate to achieve best practice. Mark Mulberry was happy to complete the Annual Internal Audit Report 2025/26 (Page 3 of the AGAR) during his visit and this sits within the AGAR papers to be discussed under Finance & Governance on the Agenda. (Items 6.3, 6.4, 6.5 and 6.6 on the Agenda).

Mulberry have two improvements they would like the Clerk to make. The first is to increase the scope of the PPC Asset Register going forward. The second was for the PPC website to be updated to include reference to the Web Content Accessibility Guidelines (WCAG) 2.2 AA and to confirm this with the Website provider (Spanglefish). The Clerk has completed this task and will work on the Asset Register to develop it into a more comprehensive management document.

### **PPC Standing Orders**

This document should be reviewed annually. No material changes have been made since last year. This is due to be reviewed under Item 6.7 on the Agenda.

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## **PPC Schedule of Risks**

This document should be reviewed annually. No material changes have been made since last year. This is due to be reviewed under Item 6.7 on the Agenda.

## **Model Councillor Code of Conduct**

The Monitoring Officer has requested that all Guildford parish councils adopt the Model Code of Conduct at their next Annual Meeting of the Council. This Policy was circulated ahead of the meeting and will be discussed under Item 6.9 on the Agenda.

## **Armed Forces Day –Saturday 27 June 2026 11am – 2pm**

The Clerk has received a further £500 from the MoD Department promoting the event. This money will go towards the cost of professionally marshalling the event. The Clerk has also secured prizes for the free dog show from the local pubs and funding for the cookies to be given away from the Pirbright Institute and Charles Yorke Kitchens. The Lawsons have kindly offered their field again for free parking. So far, costings indicate that the joint event will come in at £2,500 with £2,350 having been secured in funding.

## **3. PUBLIC FORUM & COMMUNICATIONS**

### **3.1 To Receive any Representation from Members of the Public**

A resident of the parish wished to find out more about the vacancy and this was explained by members. It was suggested by the Chair that the resident attend monthly meetings to gain an insight into the role.

### **3.2 To Consider Recent Communications Sent & Received**

#### **3.2.1 Gole Road, Plot 1**

PPC lodged an official complaint against the GBC Planning Department (responsible for Enforcement) on 02/04/26 and lodged a further complaint against the Planning Inspectorate for not ruling on the outstanding Enforcement Appeal which they have had since June 2025. GBC are unable to undertake any enforcement action until the Planning Inspectorate has upheld GBC's Notice of Planning Appeal Case **APP/Y3615/C/25/3366792**.

On 07/04/26 the following Enforcement Notice was issued:

EN/26/00094 - Without planning permission, the material change of use of the Land for residential purposes, through the siting of caravans and associated unauthorised operational development, including building and engineering operations comprising buildings, installation of cesspit / septic tanks and drainage works and the laying of material to create a hardsurface.

A retrospective planning application has now been received from the new land owners of this plot: **26/P/00449 Land lying to the South of Gole Road, GU24 0PZ** *The change of use of land to allow the creation of 2 Gypsy/Traveller pitches, each comprising a mobile home, day room and touring caravan, including erection of fencing, hardstanding, installation of drainage and landscaping (retrospective application).*

#### **Gole Road, Plot 2**

PPC again wrote to the Planning & Enforcement Team Lead requesting that an Article 4 notice be considered for Plot 2. PPC sees Plot 2 as at risk. GBC have considered this requested but again have stated that they will not move to place an Article 4 on Plot 2.

3.2.2 A resident contacted the Clerk to state that pedestrian and bike access to the ranges at Henley Park Lake has been permanently closed. After consultation with Cllr Witham, the Clerk advised that the resident should contact Al Pinkerton MP in order for Al to liaise with the MoD.

3.2.3 The Commonwealth War Graves Foundation are hosting an evening at Brookwood on 11/06/26 from 3pm. The afternoon will include music, history and remembrance. Cllr Sands and his partner will attend on behalf of PPC. The Clerk has arranged for members of the War Graves staff and volunteers for the evening to make use of the Avenue De Cagny car park.

3.2.4 The Church Fair is progressing and the Clerk has supplied a letter from the landowner (PPC) and has countersigned the Agreement sighting St Michaels as the primary organiser for insurance purposes. The Agreement also agrees that the Church will ensure all stall holders accepts the H&S responsibilities

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	<p>and public liabilities for the event. PCC will also collate risk assessments, hygiene certificates and PLI's. Finally, the Agreement indemnifies PPC against any claims. The Clerk and LPH Secretary will continue to liaise with the Church Committee as the event approaches. The Church have paid the Hire fees, left a deposit for the drains with PPC and have provided Risk Assessments.</p> <p>3.2.5 The Tennis Club have applied for a Certificate of Lawfulness to establish whether extending the car park into the rough area is lawful. (26/P/00530)</p> <p>3.2.6 A resident has contacted the Clerk in connection with the current vacancy. The Clerk responded by offering to meet with the resident to discuss the role.</p> <p>3.2.7 The Cricket Club have requested permission to host a catering van at the top of the track / entrance to the pavilion car park at their U9 Festival on 25/5/26. The truck has provided all the necessary documentation.  <b>RESOLUTION:</b> <i>Members agreed to give their consent to this request so long as the Wagon is not stationed on any part of the Green or Sports Field.</i></p>
<b>4.</b>	<p><b><u>HEALTH &amp; SAFETY</u></b>  <b>4:1 To consider any Health &amp; Safety Issues arising since the last Meeting (14/04/2026)</b>  It was reported that the temporary manhole cover at the bus stop at White Hart Corner was still in situ.</p>
<b>5.</b>	<p><b><u>REPORTS (for information, unless urgent action is required)</u></b>  <b>To Receive Updates on:</b></p> <p><b>a) Report from Borough &amp; County Councillors</b>  Cllr Witham circulated his monthly newsletter to members prior to the meeting. Jonathan Lord, who has been elected as Shadow Councillor along with Bilal Akhtar, introduced himself and highlighted the topics he wished to address going forward.</p> <p><b>b) Community Sports Pavilion</b>  Cllr Graham stated that the Pavilion finances were slowly improving due to Chair's fundraising efforts in running the London marathon in aid of LPH and in making an increase in the hire rates.</p> <p><b>c) Lord Pirebright's Hall</b>  Cllr Graham stated that LPH Trustees were looking to continue fundraising and may host a stall at the Armed Forces day event. The Trustees have a list of projects they are hoping to complete and these include the over head barrier, side door and rear door.</p>
	<p><b><u>FINANCE &amp; GOVERNANCE</u></b>  <b>6.1 To Declare PPC's General Power of Competence for the forthcoming year 2026-27</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:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The Clerk to the Parish Council holds the Certificate in Local Council Administration.</li> </ol> <p><b>6.2 To Discuss &amp; Approve the PPC Receipts &amp; Payments for April 2026</b>  A list of receipts and payments for the month of April 2026 were circulated prior to the meeting. These were discussed and approved by members.  <b>RESOLUTION:</b> <i>Cllr Woollett moved to approve the April 2026 Receipts &amp; Payments schedule. This motion was proposed by Cllr Sands and seconded by Cllr Austin. The motion was unanimously carried and the document was duly signed by Cllr Woollett.</i></p> <p><b>6.3 To Receive the Internal Auditor's Report</b>  Following the internal audit on 16/04/2026 the Auditor's Report was received by the Clerk. The Auditors were happy with the Council's financial processes and the Report gave two minor suggestions to be adopted.  <b>ACTION:</b> <i>Cllr Woollett moved to receive the Auditor's report. This motion was proposed by Cllr Watson and seconded by Cllr Graham. The motion was unanimously carried.</i></p>

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## **6.4 To Discuss & Approve the Annual Governance Statement (Section 1)**

The Annual Governance Statement was circulated to members prior to the meeting and following the Auditors Report.

**RESOLUTION:** *Cllr Woollett moved to approve and sign the Annual Governance Statement. This motion was proposed by Cllr Watson and seconded by Cllr Austin. The motion was unanimously carried and the documents were duly signed by Cllr Woollett (Chair).*

## **6.5 To Discuss & Approve the Accounting Statement (Section 2)**

The Accounting Statement was circulated to members prior to the meeting and following the Auditors Report.

**RESOLUTION:** *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).*

## **6.6 To Approve the Notice of Public Rights & Publication of AGAR Form 3**

The form illustrating the commencement dates for the Exercise of Public Rights was circulated to members prior to the meeting.

**RESOLUTION:** *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 Austin. The motion was unanimously carried and the dates of 03/06/26 to 14/07/26 agreed.*

## **6.7 To Adopt the new Model Standing Orders**

The current Standing Orders were circulated to all members prior to the meeting and reviewed at the meeting.

**RESOLUTION:** *Cllr Woollett moved to adopt the Standing Orders into Governance. This motion was proposed by Cllr Watson and seconded by Cllr Sands. The motion was unanimously carried and the Standing Orders were adopted into Governance and uploaded onto the PPC website.*

## **6.8 To Discuss & Approve the PPC Risk Schedule for the forthcoming year 2026-27**

A copy of the PPC Risk Schedule was circulated to members prior to the meeting. This was discussed. It was then felt that the Schedule was an accurate reflection of the risks of the council but members wished Cllr Woollett to review it further.

**RESOLUTION:** *Members felt that Cllr Woollett should look at this document further and after review, it will be uploaded to the website. Cllr Watson moved to approve the PPC Risk Schedule 2026-27 once it has been reviewed by Cllr Woollett. This motion was proposed by Cllr Graham and seconded by Cllr Austin. The motion was unanimously carried and the PPC Risk Schedule will be adopted into governance once it has been reviewed by Cllr Woollett.*

## **6.9 To Discuss & Adopt the LGA Model Councillor Code of Conduct 2020**

The GBC Monitoring Officer circulated the Councillor Code of Conduct with the request that this Code be adopted into Governance. This was discussed and accepted.

**RESOLUTION:** *Cllr Woollett moved to approve the LGA Model Councillor Code of Conduct 2020. This motion was proposed by Cllr Graham and seconded by Cllr Austin. The motion was unanimously carried and the PPC Risk Schedule will be adopted into governance.*

## **7. PLANNING**

### **7.1 To Review applications received and other Planning related issues**

**7.1.1. 26/P/00442 The Duchies, Mill Lane, Pirbright, GU24 0BT** Reconstruction of one outbuilding (like for like) and proposed erection of a stable block following retrospective demolition of two outbuildings.

**PPC Response:** *PPC discussed this application and previous applications and agreed that Cllr Sands should visit the site and members were happy to delegate to Cllr Sands to respond to the Planning Officer a collective view.*

**7.1.2. 26/P/00443 The Duchies, Mill Lane, Pirbright, GU24 0BT** Proposed new gated entrance and retrospective fencing works to boundary.

**PPC Response:** *PPC discussed this application and previous applications and agreed that Cllr Sands should visit the site and members were happy to delegate to Cllr Sands to respond to the Planning Officer a collective view.*

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	<p><b>7.1.3. 26/P/00431 Warehouse, Ash Road, Pirbright, GU24 0NQ</b> Erection of a building extension to house new autoclave unit. <i>PPC Response: PPC raise no objection to this application.</i></p> <p><b>7.1.4. 26/P/00449 Land lying to the South of Gole Road, Pirbright, GU24 0PZ</b> The change of use of land to allow the creation of 2 Gypsy/Traveller pitches, each comprising a mobile home, day room and touring caravan, including erection of fencing, hardstanding, installation of drainage and landscaping (retrospective application). <i>PPC Response: PPC raise strong objection to this retrospective application following substantial unauthorised works over the Easter weekend. An extensive response was submitted with concerns over Greenbelt, proximity to the Thames Basin Heathland, Drainage, Sewage, Flooding, Amenities and Highway Safety. The application itself seemed to contain inaccuracies and these were also highlighted.</i></p> <p><b>7.1.5. 26/P/00530 Pirbright Tennis Association, Pavilion, School Lane, Pirbright</b> Certificate of Lawfulness for proposed development to establish whether the extension of the car park would be lawful. <i>PPC Response: PPC raise no objection to this application.</i></p> <p><b>7.2 To Discuss any breaches in Planning and Enforcement</b> .... <b>7.2.1. To receive any updates on Gole Road, Plots 1 and 2</b> The Clerk updated members on the fact that a retrospective planning application had been received in response to substantial unauthorised works over the Easter weekend. It was again reiterated that PPC liaise with residents throughout this planning stage.</p>
<b>8.</b>	<p><b><u>HIGHWAYS &amp; ENVIRONMENT</u></b></p> <p><b>8.1 To Receive and Update on Tree Management</b> As stated in the Comms, the Survey has been received and circulated to members. The Clerk will draw up the first tranche of trees to be addressed in late summer following the nesting season. This list will be put out to tender and anonymous tenders brought to members once planning permission has been received.</p> <p><b>8.2 To Receive an Update on the Management of the Green and Local Environment</b> No reports were submitted.</p> <p><b>8.3 To Receive a Report on any Parking and Traffic Issues</b> No reports were submitted.</p>
	<p><b><u>NEWSLETTER</u></b></p> <p><b>To Confirm Items for the June 2026 Issue of the Pirbright Village Newsletter</b> It was agreed that the June issue would include an article regarding the Armed Forces Day event on 27/06/25. If copy allows further articles will announce Cllr Woollett as Chair and Cllr Graham as Vice Chair. LPH will include an article thanking all those who sponsored Cllr Woollett to run the London marathon.</p>
<b>10.</b>	<p><b><u>CHAIR'S CONCLUSION</u></b></p> <p><b>To Receive Chair's Notices &amp; Members' Questions</b> Cllr Woollett announced that he may be absent for the June meeting.</p>

The meeting finished at 20.55

Signed.....

Date.....