

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 8 September 2022 at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

Cllr J Rogers (Chair), Cllr D Burleigh, Cllr A Goodman, Cllr S Maple, Cllr M Parkin, Cllr N Rowe

In attendance:

Mr Edward Roberts (Parish Clerk)

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**Following the death this day of Her Majesty Queen Elizabeth II, a minute's silence was kept as a mark of respect**

**22-78 To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from Cllr Bright and District Cllrs F Frost and C Strong.

**22-79 Public Participation**

There were six members of the public present. Topics raised from the floor were the problem of secondary school transport on the 89 bus, footpath 005 across the Blakeney Homes site and a possible planning issue.

It was agreed that there was little concrete that the Parish Council could do to alleviate the over-crowding on the 89 bus, but the Council will write a strong letter to HCC stressing the current unsafe nature of the transport and the need to improve transport provision for secondary school children.

On Footpath 005 crossing the Blakeney Homes site, there appeared to be some confusion over the ownership of the land where the path crosses the corner by Number 2. Original documents had the open area as communal land, whereas the resident has been told that the land is part of his property. There are a number of issues to be addressed and the Parish Council will take it up with the various organisations involved.

The possible planning issue was not discussed as the Council had no objections to the application.

**22-80 To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

Declarations of interest were received and recorded from Cllrs Burleigh and Goodman as members of Wild About Pirton, Cllr Parkin as a member of the Wrights Farm Working Group and Cllr Maple as a member of the PSSC Committee.

**22-81 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 11 August 2022 as a true and accurate record.**

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PIRTON PARISH COUNCIL

MINUTES: 8 September 2022

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

It was **RESOLVED** that the minutes of the Council Meeting held on 11 August 2022, be approved as a true and accurate record of the proceedings and be duly signed.

**22-82 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 August 2022: Unity Trust Account £56,895.77.
- b. It was **RESOLVED** that payments totalling £5563.94, as detailed on the monthly Finance Statement (Appendix A) be made.

**22-83 To receive the Clerk's report.**

The Clerk began by drawing the attention of Councillors to the Net Position financial report circulated prior to the meeting, listing expenditure against budget for the various Cost Centres.

He stated that our auditors (IAC) had decided to withdraw from much of the Parish Council audit market and to that end, he was trying to find a new company to conduct the internal audits.

The insurance renewal quote had been received. It was in line with the forecast amount and was due payment this month. This would be the last payment for the current 3-year agreement.

The 'No Dogs' sign on the Colemans Close play area gate had been vandalised and broken in two. This had only been replaced in February 2022 at a cost of £35.76. It was agreed that the Clerk should source a replacement.

**22-84 To receive the New Pavilion Working Group report.**

Cllr Maple had previously circulated the report (Appendix C). It appeared that there was a little confusion on the part of the planners, as they appeared to be taking the whole of the Recreation Ground into account for the application. Current thinking on the loan required by the Council was in the region of £289,000.

Proposed by Cllr Burleigh and seconded by Cllr Rogers, that the Council approves an approach to Rands for funding up to 10% of the expected cost of the project and the creation of a crowd funding/just giving page. **AGREED** by all present

**22-85 To approve the formation of a New Pavilion Funding Working Group, agree its composition and suggest terms of reference.**

Proposed by Cllr Burleigh and seconded by Cllr Rogers, that a New Pavilion Funding Working Group be formed. **AGREED** by all present. Cllr Maple was to draft the Terms of Reference for the Group.

**22-86 To discuss the various options for funding the next stage of the New Pavilion project and agree a course of action for the provision of funds.**

Cllr Maple explained that once planning permission had been granted, detailed drawings would be needed prior to putting the project out to tender for construction. The drawings and associated work would cost in the region of £30,000. Various options for funding were considered, including putting the project on hold until such time as funds could be raised.

Proposed by Cllr Burleigh and seconded by Cllr Rowe, that *in principle* the £30,000 be raised by a loan from the Public Works Loan Board. **AGREED** by a majority vote.

**22-87 Planning.**

- a. To consider Planning Applications (as in Appendix A). Cllr Burleigh had circulated draft responses to the applications from the Planning Working Group and these were agreed. The Clerk was to send them off to the planners.

- b. To receive an update on the Local Plan. Nil
- c. To receive an update on Blakeney Homes. Cllr Rowe would write to the various parties regarding Foot path 005, communal areas etc for clarification. Cllr Burleigh would contact NHDC about the lack of information on Section 106 monies from the development.
- d. To receive an update on Wright's Farm. Cllr Parkin had circulated her report. There was to be a meeting at County Hall on 9 September to discuss various matters.

**22-88 To agree a response to the draft Conservation Area Appraisal and Management Plan produced by NHDC.**

Cllr Burleigh's draft response, produced with assistance from Cllrs Rogers and Parkin, had been circulated and was agreed. She would do a final edit before the Clerk sent the document off.

**22-89 To receive a report on the review of the Neighbourhood Plan.**

Cllr Burleigh had circulated her recommendations from the Planning Working Group regarding a revised Neighbourhood Plan for Pirton. Recommendations had been made for updates and it was thought that the work would probably take two years.

There was a need to involve younger people in the project, along with those who had relevant specialist knowledge. It was recommended that the existing Pirton Neighbourhood Plan Steering Group be dissolved.

**22-90 To agree the expenditure of £504 for microchalk treatment of Blacksmith's Pond.**

Proposed by Cllr Burleigh and seconded by Cllr Rogers, that the sum of £504 be expended on microchalk treatment for Blacksmiths Pond. **AGREED** by all present.

**22-91 To approve Doc027 Pirton Parish Council Safeguarding policy.**

It was agreed that the document in its present form was not appropriate for Pirton Parish Council. The Clerk was to make enquiries with HAPTC to ascertain what level of safeguarding was required, taking into account the assets and activities of the Council.

**22-92 To appoint a Safeguarding officer in accordance with Doc027 Safeguarding policy.**

This item was no longer required.

**22-93 To receive updates on Pirton road safety issues, including speed limits.**

Cllr Parkin had circulated her report. There was little progress to report.

**22-94 To receive an update from the Communications Working Group.**

There was little to report other than advertising the Community Action Day. The newsletter had gone for printing.

**22-95 To receive an update on planning for the Autumn Community Action Day (2<sup>nd</sup> October).**

Cllr Goodman had circulated her updates. There had been a problem with the booking of the PSSC for the event and it was agreed that the Methodist Chapel could be used. A central hub presence would still be needed at the Recreation Ground.

**22-96 To discuss "Winter Planning" in light of the current cost of living crisis.**

Cllr Parkin had circulated a document highlighting fuel poverty and indicating some areas where assistance might be sought. It was agreed that the Parish Council could do little on its own, but could usefully act as a signpost to those organisations that could provide assistance. Cllr Burleigh agreed to contact AgeUK and Citizens Advice to see what was available.

**22-97 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Nil

- b. S106 Projects. Nil
- c. Village Environment. The Council approved the purchase of a low key 'No Parking' sign for Chipping Green, sourced by Cllr Parkin.
- d. Bury Trust. Nil
- e. Village Hall. A report on the latest committee meeting had been circulated by Cllr Parkin. The AGM would be held on 29 November 2022 at 7.30pm.

**22-98 To suggest items for the next meeting of the Parish Council to be held on Thursday, 13 October 2022 at Pirton Village Hall at 7.45 pm.**

- a. The dissolution of the Pirton Neighbourhood Plan Steering Group.

**Meeting Closed: 22.44 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Appendix A – Monthly Finance Statement

## Pirton Parish Council

### Bank Reconciliation at 31/08/2022

|                                   |            |                  |
|-----------------------------------|------------|------------------|
| Cash in Hand 01/04/2022           |            | 63,484.97        |
| <b>ADD</b>                        |            |                  |
| Receipts 01/04/2022 - 31/08/2022  |            | 26,648.61        |
|                                   |            | 90,133.58        |
| <b>SUBTRACT</b>                   |            |                  |
| Payments 01/04/2022 - 31/08/2022  |            | 33,237.81        |
| <b>A Cash in Hand 31/08/2022</b>  |            | <b>56,895.77</b> |
| (per Cash Book)                   |            |                  |
| <br>                              |            |                  |
| Cash in hand per Bank Statements  |            |                  |
| Petty Cash                        | 31/08/2022 | 0.00             |
| Pirton Parish Council Unity Trust | 31/08/2022 | 56,895.77        |
|                                   |            | <b>56,895.77</b> |
| <br>                              |            |                  |
| Less unrepresented payments       |            | 56,895.77        |
| <br>                              |            |                  |
| Plus unrepresented receipts       |            |                  |
| <br>                              |            |                  |
| <b>B Adjusted Bank Balance</b>    |            | <b>56,895.77</b> |
| <br>                              |            |                  |
| <b>A = B Checks out OK</b>        |            |                  |

## Payments

| <b>Code</b>            | <b>Date</b> | <b>Description</b>   | <b>Supplier</b>        | <b>Net</b>      | <b>VAT</b>  | <b>Total</b>    |
|------------------------|-------------|----------------------|------------------------|-----------------|-------------|-----------------|
| Stationery             | 08/09/2022  | Expenses             | Edward Roberts (Clerk) | 49.87           | 9.98        | 59.85           |
| Grants                 | 08/09/2022  | Grant                | Pirton Players         | 200.00          |             | 200.00          |
| Salary                 | 08/09/2022  | Salary               | Edward Roberts (Clerk) | 552.68          |             | 552.68          |
| Room (Office Expenses) | 08/09/2022  | Expenses             | Edward Roberts (Clerk) | 30.00           |             | 30.00           |
| Telephone              | 08/09/2022  | Expenses             | Edward Roberts (Clerk) | 20.00           |             | 20.00           |
| Postage & Mileage      | 08/09/2022  | Expenses             | Edward Roberts (Clerk) | 12.15           |             | 12.15           |
| Tax                    | 08/09/2022  | Tax & Employers NI   | HMRC Clerk's Tax       | 138.20          |             | 138.20          |
| Groundsman             | 08/09/2022  | Groundsman Duties    | Steve Kitchiner        | 1,610.00        |             | 1,610.00        |
| Village Greens         | 08/09/2022  | Village Greens Grass | Andrew Burton          | 640.00          |             | 640.00          |
| Room Hire              | 08/09/2022  | Room Hire            | Village Hall           | 18.50           |             | 18.50           |
| Street Cleaner         | 08/09/2022  | Street Cleaning      | Tony Smart             | 110.50          |             | 110.50          |
| Insurance              | 08/09/2022  | Insurance renewal    | Gallagher Insurance    | 2,172.06        |             | 2,172.06        |
|                        |             |                      |                        | <b>5,553.96</b> | <b>9.98</b> | <b>5,563.94</b> |

## Receipts

Nil

## Appendix B – Planning Applications

| Reference               | Detail                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>22/02074/FPH</b>   | <p>The Georgian House, 42 Royal Oak Lane, Pirton</p> <p><i>Single storey rear extension.</i></p> <p>Comments to Ben Glover by 2 September 2022 (extended to 12 September)</p> <p><b>No objections</b></p>                                                                                                                                                          |
| ii <b>22/01977/FPH</b>  | <p>13 Royal Oak Lane, Pirton</p> <p><i>Erection of detached timber clad garden office/shed.</i></p> <p>Cpmmnts to Thomas Howe by 14 September 2022</p> <p><b>No objections</b></p>                                                                                                                                                                                 |
| iii <b>22/02217/FPH</b> | <p>14a High Street, Pirton</p> <p><i>Two storey rear and side extensions following demolition of existing garage. Erection of single storey outbuilding to facilitate 1-bed annexe. Alteration of fenestration.</i></p> <p>Comments to Andrew Hunter by 16 September 2022</p> <p><b>No objections but with conditions regarding the annex and archaeology.</b></p> |

## Planning Decisions (for information only)

| Reference             | Detail                                                                                                                                                                                                                          |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>22/01652/FPH</b> | <p>Ashburn, Burge End Lane, Pirton</p> <p><i>Erection of detached triple garage and carport outbuilding with home office above following demolition of existing triple garage.</i></p> <p>Permission granted 11 August 2022</p> |



## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 8 September 2022**

1. The Working Group has met formally 10 times to date.
2. The key objectives for the current phase (2) of work are:
  - To achieve Planning permission for an acceptable design
  - To raise sufficient funding for the construction
3. A number of questions have been asked by NHDC planning regarding the application. It is not anticipated that responses will be difficult.
4. It had been expected that a planning decision will be made by 19<sup>th</sup> October as if no decision is issued by then the PPC would be entitled to appeal to the Planning Inspectorate. In the email raising the points above it is stated that this application will need to go to Planning Committee due to the site area. The earliest possible meeting will be either 13<sup>th</sup> or 27<sup>th</sup> October 2022 – “An extension of time to the statutory period may be required (currently expires 19<sup>th</sup> October 2022)”. It may be that this reverts to the original date following responses to the points raised above. They seem to be taking the site area to be the whole of the Recreation Ground although the planning application site area is only for the new pavilion and immediate area car parking.
5. The NPWG is drafting a funding plan taking account of the recent c25% cost estimate increase. A cost estimate of £894k is assumed in line with the latest cost plan. The plan assumes funding:
 

|                                                  |       |
|--------------------------------------------------|-------|
| Section 106                                      | £180k |
| Football Foundation                              | £225k |
| Other grants, donations and fund raising         | £200k |
| Loan taken out by the PPC, repaid by the precept | £289k |
6. The Development Project plan had assumed that the PPC would take out a long-term loan of £290k. If this is increased by 25% it would be £362.5k. The initial funding plan used a figure of £350k. However, the aim is to treat the £289k as a maximum at this stage.
7. The breakdown of the other grants, donations and fundraising is:
 

|                        |      |                    |
|------------------------|------|--------------------|
| Grants Rands           | £70k |                    |
| NHDC                   | £50k |                    |
| HCC                    | £25k |                    |
| Others                 | £50k |                    |
| Total                  |      | £195k target £125k |
| Donations, sponsorship |      | £75k               |
| Fundraising            |      | £10k               |
| Overall total          |      | £200k              |
8. An application has been made to NHDC for £50k of funding. It is proposed to submit a request to Rands for up to 10% of the anticipated cost.
9. It is proposed to create a crowd funding/just giving page for donations.
10. A letter seeking donations, sponsorship and fundraising will be distributed along with the Newsletter.
11. We need more resources to assist with fundraising, ideally a team of 4. PPC will be requested to approve a request to be put on the web site and facebook seeking volunteers.
12. After planning permission is received the next stage will be to do detailed drawings, obtain Building Regulation approval and then go out to tender for contactors. The cost of this is expected to be c£30k.
13. A request to release this funding from Section 106 funds has not been successful. It is not proposed to use donations/sponsorship funds in case we don't proceed to

construction. It is not expected that other grants would cover this early-stage funding.

14. The proposal is therefore to raise this money through a loan. The PSSC would be willing to lend the money on the same terms as a PWLB loan, or the loan could be taken from the PWLB. A final decision is not required until planning permission is secured, but it is useful to consider the preferred way forward in principle.
15. Assuming that the PPC accept that a loan is the only viable option the key question is timing. Either this could be done early to continue the project without a break, or it could be delayed until it is felt that sufficient funding is secured.
16. The early option avoids delay, maintains momentum and reduces the effect of potential cost (including interest) increases – although it is possible the costs could reduce. The later option minimizes the risk to PPC that the money is spent but the project doesn't progress, and the money is "wasted".
17. The NPWG recommend the early option. Although it would be extremely unfortunate for the PPC to spend money that was "wasted", on balance, this risk has to be weighed against the risk of increased project costs, and the negative effect a delay may have on the project. In the worst case if the early option was taken, and the project then stopped, the £30k would be repaid by the existing level of precept allocated to the project within 4 years, potentially 2.5 years if the storage is delayed.
18. It has not been possible to have containers delivered due to access limitations – the width and possibly height restrictions with the main access road, and the bridge over the ditch for the alternative access route.
19. The NPWG preferred option for storage is for a reduced storage size, with the football club and PSSC sharing the space intended for each, and to erect a wooden structure with a pitched roof. A quote (from Setters) has been received for c£15k for this option. This may require planning permission.
20. If containers aren't used, the need for delivery during the dry weather is removed, and the provision can be delayed. This assists with the provision of the c£30k for the next stage outlined above as £8k was allowed in this year's budget, which was subsequently increased to £10.5k.
21. The PPC is requested to:
  - a. NOTE the contents of this update.
  - b. PROVIDE any comments or direction on the matters contained in this update.
  - c. APPROVE an approach to Rands for funding up to 10% of the expected cost.
  - d. APPROVE the creation of a Crowd funding/just giving page.
  - e. AGREE in principle that the preferred option for raising the c£30k for the next stage is raised through a PWLB loan.

Simon Maple