

# Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in  
Pirton Village Hall on 12 January 2023 at 7.45 pm**

[www.pirtonparishcouncil.org.uk](http://www.pirtonparishcouncil.org.uk)

**Present:**

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

**In attendance:**

Mr Edward Roberts (Parish Clerk)

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**22-157 To receive and accept apologies for absence.**

Apologies for absence had been received from County Cllr D Barnard.

**22-158 Public Participation**

No members of the public were present. District Cllr C Strong attended and updated the meeting on current and forecast issues.

**22-159 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 Cllr Goodman as a member of Wild About Pirton, Cllr Parkin as a member of the Wrights Farm Working Group, Cllr Maple as a member of the PSSC.

**22-160 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 8 December 2022 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 8 December 2022, be approved as a true and accurate record of the proceedings and be duly signed.

**22-161 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 December 2022: Unity Trust Account £75,512.21.
- b. It was **RESOLVED** that payments totalling £7819.84, as detailed on the monthly Finance Statement ([Appendix A](#)) be made.

**22-162 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.

He reported that a reply had been received from the Public Works Loan Board regarding borrowing for the new pavilion project. This had been circulated.

The missing bin on the High Street had been reported again to NHDC but to date no action had been taken.

So far as the lights on the access track to the Recreation Ground were concerned, it appeared that Highways would take no action as the lights were not on a public highway.

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

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

The Clerk had contacted Ringway and their lighting manager had suggested that the Parish Council might join the HCC scheme for maintenance and inspection. The Clerk was still waiting for details. It was agreed that an item should be posted advising pedestrians to use Footpath 005, which was better lit and the Clerk would get back to Ringway to ask them to look at the light.

A quote had been received by the landowner from Maydencroft for the repair of potholes on the access track to the Recreation Ground and this was in line with the previous one. A decision on the way ahead was considered under Item 22-172c Village Environment.

Play area inspection reports had been received from NHDC. Action points would be considered at Item 22-171.

**22-163 To receive the New Pavilion Working Group report.**

Cllr Maple had previously circulated the report (Appendix C). The agreement to apply to the Football Foundation for a grant meant that a number of topics, including the future management of the pavilion, would require greater scrutiny prior to the application being submitted. To that end, there would be an initial Extraordinary Meeting to discuss these matters on the 24<sup>th</sup> January 2023.

**22-164 To consider the suggestion from the PWLB regarding the £35,000 required for the next stage of the new pavilion project.**

The PWLB had suggested that the monies required for the detailed drawings and other matters might not qualify for a loan under the 'capital projects' banner. Discussion of this matter was deferred to the Extraordinary Meeting on the 24<sup>th</sup>.

**22-165 Planning.**

- a. To consider Planning Applications (as in Appendix A). Cllr Burleigh had circulated a draft response to the first application. This was agreed and would be sent off by the Clerk. The salient points for the second application were discussed and agreed. A draft would be produced for the Clerk to forward.
- b. To receive an update on the Local Plan. There was little to report. David Barnard had written to Michael Gove to ask for his intervention against East of Luton Development.
- c. To receive an update on Blakeney Homes. Cllr Maple reported that Section 106 monies in the sum of £5000 would be forthcoming.
- d. To receive an update on West Lane Farm. Cllr Rowe reported his actions and findings to date.
- e. To consider the situation with regard to Wright's Farm. Cllr Parkin reported that there was still a reluctance to admit that the stream at Wrights Farm is a chalk stream. HCC talks about it joining the River Hiz near Arlesey, whereas in fact, it joins the Washbrook chalk stream across the road.

**22-166 To receive updates on Pirton road safety issues, including speed limits.**

Cllr Parkin had circulated her report. The white lines on Shillington Road would be renewed in the new financial year. Confirmation had been received that a Speed Indicator Device would be installed on Priors Hill before the end of the financial year. Problems with signs and potholes had been logged on the Highways fault reporting site.

**22-167 To receive an update on the possible provision of recycling bins at Pirton Recreation Ground.**

It was agreed to consider this item next month.

**22-168 To receive an update from the Communications Working Group.**

Cllr Goodman had circulated her report. It had been a relatively quiet month. Publicity for the Bury Trust work day and for the April Community Action Day was underway.

**22-169 To receive an update on actions to be taken for the necessary maintenance of the Great Green track.**

Cllr Rogers agreed to speak again to the Great Green resident who had volunteered to obtain a quote for the necessary work. It was stressed that in accordance with the Great Green policy, residents were responsible for the maintenance of the track. Cllr Rogers suggested a meeting with residents to explain their responsibilities. Cllr Rogers will also suggest that the resident mentioned above obtain a quote from Maydencroft for the work required. Cllr Bright made the point that the £350 offered by the Parish Council should be spent before the end of the financial year.

**22-170 To receive an update on the repair of the streetlights on the access road to the Recreation Ground.**

The Clerk had already updated the meeting on this matter and been tasked to contact Ringway again.

**22-171 To agree any actions required following the annual play area inspection.**

There were some minor points arising from the inspections and the Clerk was to contact Setter to get the faults fixed.

**22-172 To receive reports on the following:**

a. Parish Paths Partnership (P3). Cllr Rowe had written again to Andrew Burton asking him to make the site visit that was supposed to take place before Christmas regarding Footpath 005. He stressed that the situation was unacceptable and the current route increased danger to pedestrians and this would become more so when construction of the pavilion commenced.

b. S106 Projects. Nil

c. Village Environment. The Clerk reported that quotes for the repair of potholes along the access track to the Recreation Ground had now been received by the landowner. A decision was required on the way forward.

Proposed by Cllr Burleigh and seconded by Cllr Goodman that the quote from Maydencroft (£1490 + VAT) be accepted, with the cost being split 70:30 between the Parish Council and the landowner. **AGREED** by all present.

d. Bury Trust. Cllr Goodman had circulated a report. A contribution towards fencing repairs would be needed from the Parish Council once a quote had been received.

e. Village Hall. Cllr Parkin reported that the floor would be sanded in the next week. Possible solutions for the potholes in the car park were being considered, but they were expensive.

**22-173 To suggest items for the next meeting of the Parish Council to be held on Thursday, 9 February 2023 at Pirton Village Hall at 7.45 pm.**

a. Newsletter topics and schedule.

b. Community Action Day

c. School transport

**Meeting Closed: 10.19 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 31/12/2022

|                                   |            |                  |
|-----------------------------------|------------|------------------|
| Cash in Hand 01/04/2022           |            | 63,484.97        |
| <b>ADD</b>                        |            |                  |
| Receipts 01/04/2022 - 31/12/2022  |            | 59,700.95        |
|                                   |            | 123,185.92       |
| <b>SUBTRACT</b>                   |            |                  |
| Payments 01/04/2022 - 31/12/2022  |            | 47,673.71        |
| <b>A Cash in Hand 31/12/2022</b>  |            | <b>75,512.21</b> |
| (per Cash Book)                   |            |                  |
| Cash in hand per Bank Statements  |            |                  |
| Petty Cash                        | 31/12/2022 | 0.00             |
| Pirton Parish Council Unity Trust | 31/12/2022 | 75,512.21        |
|                                   |            | <b>75,512.21</b> |
| Less unrepresented payments       |            |                  |
|                                   |            | 75,512.21        |
| Plus unrepresented receipts       |            |                  |
| <b>B Adjusted Bank Balance</b>    |            | <b>75,512.21</b> |
| <b>A = B Checks out OK</b>        |            |                  |

## Payments

| Code                   | Date       | Description            | Supplier                            |   | Net             | VAT           | Total           |
|------------------------|------------|------------------------|-------------------------------------|---|-----------------|---------------|-----------------|
| Water                  | 13/12/2022 | Allotments Water       | Castle Water                        | Z | 51.47           |               | 51.47           |
| Sports Pavilion        | 15/12/2022 | Sports Pavilion Design | Simon Knight Architects             | S | 1,500.00        | 300.00        | 1,800.00        |
| Bank Charges           | 31/12/2022 | Bank Charges           | Unity Trust Bank                    | Z | 18.00           |               | 18.00           |
| Salary                 | 12/01/2023 | Salary                 | Edward Roberts (Clerk)              | Z | 580.70          |               | 580.70          |
| Room (Office Expenses) | 12/01/2023 | Expenses               | Edward Roberts (Clerk)              | Z | 30.00           |               | 30.00           |
| Telephone              | 12/01/2023 | Expenses               | Edward Roberts (Clerk)              | Z | 20.00           |               | 20.00           |
| Postage & Mileage      | 12/01/2023 | Expenses               | Edward Roberts (Clerk)              | Z | 12.15           |               | 12.15           |
| Stationery             | 12/01/2023 | Expenses               | Edward Roberts (Clerk)              | Z | 58.49           |               | 58.49           |
| Website/IT             | 12/01/2023 | Expenses               | Edward Roberts (Clerk)              | S | 74.99           | 15.00         | 89.99           |
| Tax                    | 12/01/2023 | Tax & Employers NI     | HMRC Clerk's Tax                    | Z | 145.40          |               | 145.40          |
| Room Hire              | 12/01/2023 | Room Hire              | Village Hall                        | Z | 37.00           |               | 37.00           |
| NHDC Inspections       | 12/01/2023 | Playground Inspections | North Herts District Council (NHDC) | S | 100.00          | 20.00         | 120.00          |
| Rental to NHDC         | 12/01/2023 | Allotment rent         | North Herts District Council (NHDC) | Z | 100.00          |               | 100.00          |
| Grass Cutting Rec      | 12/01/2023 | Rec Grass Cutting      | Bullard & Son                       | S | 2,607.20        | 521.44        | 3,128.64        |
| Street Cleaner         | 12/01/2023 | Street Cleaning        | Tony Smart                          | Z | 170.00          |               | 170.00          |
| Parish Paths           | 12/01/2023 | Parish Paths           | Steve Kitchiner                     | Z | 618.00          |               | 618.00          |
| Groundsman             | 12/01/2023 | Groundsman Duties      | Steve Kitchiner                     | Z | 840.00          |               | 840.00          |
|                        |            |                        |                                     |   | <b>6,963.40</b> | <b>856.44</b> | <b>7,819.84</b> |

## Receipts

| Code         | Date       | Description | Supplier           | Net           | Total         |
|--------------|------------|-------------|--------------------|---------------|---------------|
| New Pavilion | 29/12/2022 | Donation    | Nick Spinks        | 242.24        | 242.24        |
| New Pavilion | 30/12/2022 | Donation    | Jim & Mary Moffatt | 242.50        | 242.50        |
|              |            |             |                    | <b>484.74</b> | <b>484.74</b> |

|               |  |
|---------------|--|
| Signed: _____ |  |
| Dated: _____  |  |

Appendix B – Planning Applications

| Reference       | Detail                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i 22/03204/OP   | <p><b>Doddingselles Manor, Doddingselles, Pirton</b></p> <p><i>Outline application for the erection of two detached dwellings with access from Shillington Road and 8 additional parking spaces (all matters reserved except for access)</i></p> <p>Comments to Harriet Sanders by 12 January 2023 (extended to 19 January)</p> <p><b>Object to this application – should at least be a full application</b></p> |
| ii 22/03245/FPH | <p><b>5 High Street, Pirton</b></p> <p><i>Single storey rear extension following demolition of existing outbuilding</i></p> <p>Comment to Thomas Howe by 14 January 2023</p> <p><b>Object to this application on a number of grounds.</b></p>                                                                                                                                                                    |

Planning Decisions (for information only)

| Reference | Detail |
|-----------|--------|
| i         |        |

|                                          |
|------------------------------------------|
| <p>Signed: _____</p> <p>Dated: _____</p> |
|------------------------------------------|

## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 12 January 2023**

1. The Working Group has met formally 14 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

**Planning permission**

3. NHDC had requested moving the planning decision date to the 19<sup>th</sup> December (from October!). However, the revised plans initially exceeded the 1 hectare limit, above which the decision needs to go to the Planning Committee, and this would be in January. A further revision to the plans to reduce the area has hopefully resolved this, and we had hoped to achieve planning permission by the end of the year.
4. We have heard nothing from North Herts planning, and neither I, nor Simon Knight have been able to contact Tom Rea or receive a response to emails and voicemails.

**Funding**

5. An application has been made to NHDC for £50k of funding. We were advised that the decision to grant the £50k had been agreed and that it would be made official on the 16<sup>th</sup> December. There was then a 5 working-day call-in period during which concerns could be raised. Once the call-in period had passed (23<sup>rd</sup> December) the decision would be final.
6. We have not had confirmation yet that the decision is final.
7. Donations and fund raising has raised c £11k to date with about £1k of new donations/pledges over the Christmas period.
8. At a fund-raising meeting on 16<sup>th</sup> December a list of companies and individuals that may be potential donors was created, and members of the working group have taken actions to follow these up.
9. Other fundraising activities are being planned, including a quiz (similar to the Rotary Christmas quiz), a quiz in person, black tie dinners, an evening with a famous footballer, and a horse racing evening.
10. The next steps for fund raising are:
  - Apply for grants from other groups including Sport England and ECB
  - Write to local groups/clubs requesting donations/sponsorships
  - Write to larger organisations (including CALA, Spitfire, Blakeney, Luton airport) seeking donations/sponsorships
  - Organise more fund-raising events
11. We need more resources to assist with fundraising, ideally a team of 4 or more. Although we have an agreed Terms of Reference for a funding working group, we do not yet have any people to form the group.
12. Achievement of planning permission will be a major milestone and will allow us to kick start further fund raising.
13. An A5 leaflet has been produced, and coupled with a short letter it is intended to deliver these to each house at the end of January/February.
14. A visit from Bim Afolami has been arranged for 1pm on 21<sup>st</sup> January with the aim of publicity and seeking help with fundraising. Parish Councillors are of course welcome to attend this.
15. We have been anticipating applying for a grant from the Football Foundation for £225k, but following email exchanges, it is now proposed to apply for £450k. We are meeting the FF at 11am on the 17<sup>th</sup> January at the pavilion, and Parish Councilors are of course welcome.
16. We now have details for the Football Foundation grant application including terms and conditions. These include:
  - For all grants over £100,000 the FF requests that a legal first charge is taken over the freehold or leasehold. For Parish Councils where a charge cannot be taken a restriction must be entered on the title.



There will be a claw-back period of 21 years.  
A legal charge of £2k +VAT and disbursements.  
We will need to provide a certificate of title.

We will need to provide a Football Development Plan, a Business Plan and Project Specifications.

Provide fees and charges for members of the public which must not increase above RPI without prior consent from the FF.

We must keep separate, full, proper and up to date accounts and records regarding the development, purchase, financial trading and use of the Project and the Facilities.

Accounts must be externally audited.

During the claw-back period we will not be able to transfer, sell, lease, license or otherwise dispose of all or any part of the facility without prior written consent from the FF.

We will be asked by the FF to erect at the site such internal and/or external signs reflecting the grant.

We must arrange an official opening ceremony and invite the FF.

The full documents will be forwarded to Councilors. Although the conditions may seem a little onerous they shouldn't be insuperable. It would appear that we will need to have considered the operational management arrangements prior to making the application – sooner than we had anticipated.

### Costs

17. We have received budgetary quotes from 4 companies. Including our cost report, we therefore have 5 indications of price. One of the quotes is roughly double the others and we are discounting it. The average of the other 4 is £981k, with a range from £824k to £1,279k.
18. A cost review meeting is being held on 11<sup>th</sup> January to consider options for cost reduction.

### Funding for the next stage

19. It was agreed at the November PPC meeting to take out a loan of £35k (as the first stage of a larger long-term loan) to fund the next stage of development once planning permission is achieved. This will cover detailed drawings, building regulation approval, and tendering for a construction contractor.
20. There is a separate agenda item to discuss this, but providing the £35k is on the critical path for the project.

### Loan and bridging loan, precept

21. Subject to achieving planning permission, and raising sufficient funding, and if the schedule is achieved, provision will need to be made for the PPC to take out a long-term loan, and a bridging loan during the next financial year (2023-24).
22. The Annual PPC budget meeting agreed to increase the precept by £11k from £44k to £55k. Of this increase, £9.5k was to cover the long-term loan. Along with the £8.5k that is currently covered in the budget there will be £18k per year which should cover a 30-year loan of up to £300k (subject the interest rate at the time of taking out the loan).
23. To provide cash flow during construction it is anticipated that approval should be sought for a £500k long term loan. Up to £300k of this will be for the long-term loan, with the remainder as a potential bridging loan, to be repaid once all the grants are released, and anticipated to be 12 months after drawing down the money (the earliest that it can be repaid).
24. If successful with the Football Foundation grant, payments will be made in line with our commitments, greatly reducing the need for bridging finance.
25. 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.

Simon Maple