

Pirton Parish Council



**Minutes of Pirton Parish Council Annual Meeting
held in Pirton Village Hall on 11 May 2023 at 7.45 pm**

www.pirtonparishcouncil.org.uk

Present:

CLlr J Rogers (Chair), CLlr A Goodman, CLlr S Maple, CLlr M Parkin

In attendance:

Mr Edward Roberts (Parish Clerk)



- 23-01 To elect the Chairman**
Nominated by CLlr Goodman , seconded by CLlr Maple , CLlr Rogers was elected unopposed as Chairman.
- 23-02 To elect the Vice-Chairman**
Nominated by CLlr Rogers, seconded by CLlr Goodman, CLlr Burleigh was elected unopposed as Vice-Chairman.
- 23-03 To receive and accept apologies for absence.**
Apologies for absence had been received and accepted from CLlrs Burleigh and Rowe and District CLlr Frost. CLlr Stirling did not attend the meeting
- 23-04 Public Participation**
District CLlr Strong was present and updated the meeting on the revision of the ward boundaries, local election results and the forthcoming Annual Council Meeting. From 2024, elections would be for the whole Council every 4 years.
- 23-05 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 Maple in respect of his membership of the Sports & Social Club committee, CLlr Goodman as a member of Wild About Pirton and CLlr Parkin as a member of the Wrights Farm Working Group. CLlr Rogers declared an interest in Item 23-14a Planning, as a neighbour.
- 23-06 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 13 April 2023 as a true and accurate record.**
It was **RESOLVED** that the minutes of the Council Meeting held on 13 April 2023, be approved as a true and accurate record of the proceedings and be duly signed.
- 23-07 To confirm and sign the Minutes of the Parish Council Extraordinary Meeting held on Friday 28 April 2023 as a true and accurate record**
It was **RESOLVED** that the minutes of the Extraordinary Council Meeting held on 28 April 2023, be approved as a true and accurate record of the proceedings and be duly signed.
- 23-08 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**
a. Bank account as at 30 April 2023: Unity Trust Account £95,335.89.

Signed: _____
Dated: _____

- b. It was **RESOLVED** that payments totalling £2000.85 as detailed on the monthly Finance Statement (Appendix A) be made.

23-09 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 reported that the internal audit had been completed and the report circulated. The external audit paperwork had been completed and would be sent off next week.

A dog waste bin had been ordered from North Herts Council and they would supply and install at the junction of Davis Crescent and West Lane. This would be a little more expensive than the Clerk sourcing the bin, but was a convenient way of doing it.

Work was almost complete on the PWLB loan application, with just a few details to tie down before submission to HAPTC.

There had been little correspondence that warranted attention during the month.

The Clerk reminded Councillors that Pecuniary Interest forms had to be completed and submitted within 28 days, either directly to the Monitoring Officer or via the Clerk.

23-10 To receive the Annual Internal Audit Report and note the recommendations.

The Annual Internal Audit Report had been circulated and the Clerk ran through the observations, detailing the remedial measures to be taken. There were no adverse comments.

23-11 To agree the dates for the Public Rights period as suggested by the external auditor, Monday 5 June – Friday 14 July 2022..

AGREED by all present that the dates as suggested by the external auditor be used for the Public Rights period.

23-12 To consider the following resolution: "The Parish Council resolves from 11 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils Act (General Power of Competence)(Prescribed Conditions) Order 2012 to adopt the General Power of Competence."

The resolution as worded above was **AGREED** by all present.

23-13 To receive the New Pavilion Working Group report.

Cllr Maple had circulated the report (Appendix C). It was agreed that a Council meeting was needed to look at the management arrangements for the new pavilion, taking into account the key points supplied by the Football Foundation. Cllr Rogers emphasised that any management arrangement would have to be future proofed with long term planning.

A stall had been booked for the Summer Fair on 8 July.

23-14 Planning.

- a. To consider Planning Applications (as in Appendix A). Cllr Burleigh had circulated the relevant comments from the Planning Group. These were agreed and would be forwarded by the Clerk.
- b. To receive an update on Blakeney Homes. Nil
- c. To receive an update on West Lane Farm. Cllr Parkin reported that the farm was currently off the market.

- d. To receive an update on Wright's Farm. There was little to report and Cllr Parkin would write again to ask what plans HCC had for the farm.

23-15 To confirm the arrangements for insurance cover.

The Clerk reminded the meeting that the 3-year fixed term arrangement with Came & Co would come to an end in September 2023. The Clerk would obtain quotes from companies in advance of that date in order to ensure continuity of cover. The arrangements were **AGREED** and **APPROVED**.

23-16 To confirm bank signatories for the Pirton Parish Council Unity Trust bank account as listed below:

Cllr Amanda Goodman

Cllr Simon Maple

Cllr Jill Rogers

Cllr Nick Rowe

All the above signatories were **CONFIRMED**.

23-17 To review the following procedures of the council:

A question was asked about Access Permits as listed in the Great Green policy document. The Clerk would look into this. The documents were otherwise approved.

- a. Standing Orders (doc001). **APPROVED**
- b. Financial Regulations (doc 003). **APPROVED**
- c. Freedom of Information Act 2000 Publication Scheme (doc 007). **APPROVED**
- d. Risk Management Policy (doc011). **APPROVED**
- e. Terms of Reference and Delegation (Doc 014) **APPROVED**
- f. Great Green policy (Doc 020) **APPROVED**
- g. Internal Financial Controls Policy (doc 025). **APPROVED**
- h. Financial Reserves Policy (doc 026). **APPROVED**

23-18 To confirm Direct Debit as the method of payment to Castle Water and the Information Commissioner (Financial Regulations 6.7)

Direct Debit for these payments was **CONFIRMED**.

23-19 To confirm BACS as the preferred method of payment of invoices received by the council. (Financial Regulations 6.9)

BACS was **CONFIRMED** as the preferred method of payment.

23-20 To appoint council representatives to organisations (doc014a).

- a. Tree Warden – Steve Kitchiner
- b. HR Committee – Cllrs Burleigh, Rogers and Maple
- c. Environment Committee – Cllrs Burleigh, Goodman, Rogers, Rowe
- d. Communications Working Group – Cllrs Goodman and Parkin
- e. Planning Working Group – Cllrs Burleigh, Rogers and Rowe
- f. New Pavilion Working Group - Cllrs Maple, Rowe and Rogers
- g. New Pavilion Funding Working Group – Cllrs Burleigh and Rogers
- h. Village Hall Committee – Cllr Parkin
- i. Bury Trust – Cllrs Goodman, Parkin and Maple
- j. Rands Trust – Cllr Rowe
- k. Hammonds Committee – Cllr Rogers

23-21 To receive an update on Pirton road safety issues, including speed limits.

Cllr Parkin had circulated her report. Following correspondence, there will be changes to the physical measures for the 20mph scheme which will take 6 – 8 weeks to redraw. The next consultation is expected in June.

CLlr Parkin also raised the matter of the problems the village hall has with the track down to the car park. Over the years, the level has risen above the damp proof course of the building, resulting in water ingress. Work to address the problem has been costed at £5200.

23-22 To determine the time and place of ordinary meetings of the full council.

Meetings to be held at 7.45pm on the second Thursday of each month (unless otherwise stated) on the following dates:

8 June 2023	13 July 2023	10 August 2023
14 September 2023	12 October 2023	9 November 2023
14 December 2023	11 January 2024	8 February 2024
14 March 2024	11 April 2024	

with the Annual Meeting to take place on 9 May 2024.

All the above **APPROVED**.

23-23 To suggest items for the next meeting of the Parish Council to be held on Thursday, 8 June 2023 at Pirton Village Hall at 7.45 pm.

- a. Discussion of the Bury Trust Conservation Management Plan.
- b. An update on the revision of the Neighbourhood Plan

Meeting Closed: 9.01 pm.

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

Appendix A – Monthly Finance Statement

Pirton Parish Council

Bank Reconciliation at 30/04/2023

Cash in Hand 01/04/2023		66,699.36
ADD		
Receipts 01/04/2023 - 30/04/2023		30,731.48
		97,430.84
SUBTRACT		
Payments 01/04/2023 - 30/04/2023		2,119.95
A Cash in Hand 30/04/2023		95,310.89
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	30/04/2023	0.00
Pirton Parish Council Unity Trust	30/04/2023	95,335.89
		95,335.89
Less unrepresented payments		25.00
		95,310.89
Plus unrepresented receipts		
B Adjusted Bank Balance		95,310.89
A = B Checks out OK		

Payments

Code	Date	Description	Supplier	VAT	Net	VAT	Total
Community Day	28/04/2023	Donation	Pirton Youth Club	Z	25.00		25.00
Room (Office Expenses)	11/05/2023	Expenses	Edward Roberts (Clerk)	Z	30.00		30.00
Telephone	11/05/2023	Expenses	Edward Roberts (Clerk)	Z	20.00		20.00
Postage & Mileage	11/05/2023	Expenses	Edward Roberts (Clerk)	Z	32.40		32.40
Street Cleaner	11/05/2023	Street Cleaning	Tony Smart	Z	208.40		208.40
Village Greens	11/05/2023	Village Greens Grass	Andrew Burton	Z	480.00		480.00
Audits	11/05/2023	Internal Audit	AprilSkies Accounting	Z	275.00		275.00
Salary	11/05/2023	Salary	Edward Roberts (Clerk)	Z	709.62		709.62
Tax	11/05/2023	Tax & Employers NI	HMRC Clerk's Tax	Z	177.60		177.60
Employer's NI	11/05/2023	Tax & Employers NI	HMRC Clerk's Tax	Z	17.83		17.83
Community Day	11/05/2023	Donation	Pirton Pre-School	Z	25.00		25.00
Total					2,000.85		2,000.85

Receipts

Code	Date	Description	Supplier	Net	Total
New Pavilion	14/04/2023	Donation	JR&AH Niblett	100.00	100.00
Parking Permits	14/04/2023	Parking	Brian John Roscorla	10.00	10.00
New Pavilion	17/04/2023	Donation	Catherine Seddon	96.85	96.85
Allotment Rents	17/04/2023	Allotment rent	Nicola Jong	40.00	40.00
Parking Permits	19/04/2023	Parking	Karen Munns	10.00	10.00
Parking Permits	24/04/2023	Parking	Ruby Bell	10.00	10.00
Allotment Rents	24/04/2023	Allotment rent	E Picken	40.00	40.00
Parking Permits	25/04/2023	Parking	Steve Kitchiner	10.00	10.00
Allotment Rents	25/04/2023	Allotment rent	Kate Carpenter	38.00	38.00
VAT Reclaimed	28/04/2023	VAT Reclaim	HMRC VAT	844.15	844.15
Parking Permits	10/05/2023	Parking	Welbury	10.00	10.00
New Pavilion	10/05/2023	Donation	Kerry Prest	101.70	101.70
1,310.70				1,310.70	

Signed: _____	
Dated: _____	

Appendix B – Planning Applications

Reference	Detail
i 23/00844/FPH	<p>The Bungalow, Little Lane, Pirton</p> <p><i>Raised roof height and insertion of dormer windows to front and rear roofslopes to create habitable space at first floor level, open sided porch following demolition of existing conservatory and utility room. Alterations to fenestration and external finish on all elevations.</i></p> <p>Comments to Andrew Hunter by 10 May 2023 (extended to 15th)</p> <p>No objections to the application</p>

Planning Decisions (for information only)

Reference	Detail
i	

Signed: _____
Dated: _____

Appendix C - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 11 May 2023

1. The Working Group has met formally 18 times to date.
2. The EGM on the 28th April had agreed on a number of key issues.
3. The QS contract paperwork is being prepared for signing by the Parish Clerk following renegotiation of price -the first phase to quantify cost saving options.
4. It is proposed that an alternative quote for the soil sample is obtained to seek to reduce the cost below the £6k quoted.

Funding

5. The Art for the Pavilion initiative has distributed c400 canvasses to allow the creation of artworks. The school is fully involved with this which will provide all of the schoolchildren with knowledge of the project. The art show and sale will take place in the village hall on Sunday 14th May to raise funds for the project.
6. At the May Day celebrations a stall for Art for the Pavilion raised interest, and donations/pledges of £500 for the pavilion.
7. Further pledges and donations are trickling in.
8. A useful update meeting with the Football Foundation was held on the 3rd May. Key features for a successful application will be:
 - Multi-sport use, and development/growth
 - Equal access and growth of use by women and girls
 - Wider inclusivity by under-represented groups
 - Disability
 - Refugees
 - Low income
 - Ethnic background
 - Health issues, including dementia
 - Approach to community engagement
 - Management arrangements
9. A further meeting is arranged for 22nd June.
10. Diane Burleigh and Jill Rogers have both kindly offered to assist with fund raising, and this should allow the fund-raising working group to be formed.

Management arrangements

11. The PSSC have received a proposal for management arrangements for the football club, and PSSC. This will be considered by the football club and PSSC.
12. The FF are not expecting signed documents at the time of submission of a grant application, but key points will be:
 - Security of tenure
 - How the facilities are operated/structure
 - Community engagement
 - Inclusivity
 - Management of bookings
 - Pricing policy
 - Development plans
 - Clarity on who is responsible for what
13. 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. EXPEDITE management arrangements for the new pavilion.

Simon Maple